



**WAUBONSEE**  
COMMUNITY COLLEGE

*Health Professions and Public Service*

# Massage Therapy Program Certificate of Achievement

## Student Handbook 2023-2024



Effective 08/15/2023

## Table of Contents

<b>1.0</b>	<b>WELCOME</b>	<b>1</b>
<b>2.0</b>	<b>FACULTY AND STAFF</b>	<b>1</b>
<b>3.0</b>	<b>PROGRAM APPROVALS AND MEMBERSHIPS</b>	<b>2</b>
<b>4.0</b>	<b>PROGRAM PHILOSOPHY AND GOALS</b>	<b>2</b>
<b>5.0</b>	<b>PROGRAM OUTCOMES</b>	<b>2</b>
5.1	Examination and Licensure.....	2
<b>6.0</b>	<b>MESSAGE THERAPY CERTIFICATE OF ACHIEVEMENT</b>	<b>3</b>
6.1	Pre-Entrance Requirements and Program Admission.....	3
6.1.2	<b>Acceptance into the Program</b> .....	3
6.2	Program Courses.....	3
<b>7.0</b>	<b>PROGRAM PROGRESSION</b>	<b>4</b>
7.1	Program Re-Entry.....	4
7.1.1	<b>Re-Entry Criteria</b> .....	5
7.1.2	<b>Re-Entry Process</b> .....	5
7.2	Withdrawal Procedure.....	5
<b>8.0</b>	<b>MEDICAL REQUIREMENTS AND HEALTH SCREENINGS</b>	<b>6</b>
8.1	Medical Clearance.....	6
8.2	Immunizations.....	6
8.3	Health and Liability Insurance.....	6
<b>9.0</b>	<b>HEALTH STATUS/CHANGES IN HEALTH STATUS</b>	<b>7</b>
9.1	Limitations Due to Health Status.....	7
9.2	Professional Massage Due to Health Status.....	7
9.3	Pregnancy.....	7
9.4	Use of Prescribed Medications.....	8
9.5	Changes in Health Status.....	8
<b>10.0</b>	<b>GENERAL COURSE CRITERIA</b>	<b>9</b>
10.1	Passing Grade.....	9
10.1.1	<b>Grading Scale</b> .....	9
10.2	Attendance.....	9
10.2.1	<b>Extenuating Circumstances</b> .....	9
10.2.2	<b>Clinical Absence and Lateness</b> .....	10

10.3	Missed Information, Coursework and Exams.....	10
10.4	Deadlines.....	10
10.5	Class Cancellations and Campus Closures.....	10
10.6	Course-Specific Policies.....	10
<b>11.0</b>	<b>RESPONSIBILITIES AND EXPECTATIONS</b>	<b>11</b>
11.1	General Behavior and Conduct.....	11
11.2	Hands-On Practice.....	11
11.3	Additional Behavior and Conduct for Clinical.....	12
11.4	Use of Chemical Substances.....	13
11.5	Confidentiality.....	13
11.6	Unsatisfactory/Unacceptable Behavior or Performance.....	13
11.7	Transportation to/from the Clinical Setting and College-Related Events.....	13
<b>12.0</b>	<b>DRESS CODE/GROOMING</b>	<b>14</b>
12.1	Clinical Uniform.....	14
12.3	Jewelry and Tattoos.....	14
12.4	Hygiene and Grooming.....	14
<b>13.0</b>	<b>PRACTICING MASSAGE THERAPY</b>	<b>15</b>
13.1	Standard Precautions.....	15
13.2	Massage Therapy and Sexual Content Separation.....	15
13.3	Dual Relationships.....	15
13.4	Counseling.....	16
13.5	Massage Practice Homework.....	16
<b>14.0</b>	<b>SMOKING/VAPING/TOBACCO</b>	<b>17</b>
<b>15.0</b>	<b>STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)</b>	<b>17</b>
<b>16.0</b>	<b>PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS</b>	<b>17</b>
<b>17.0</b>	<b>PHYSICAL OR EMOTIONAL JEOPARDY</b>	<b>18</b>
<b>18.0</b>	<b>STUDENT RESPONSIBILITY TO REPORT</b>	<b>18</b>
<b>19.0</b>	<b>ADDITIONAL REQUIREMENTS</b>	<b>18</b>
<b>20.0</b>	<b>APPENDIX A – FUNCTIONAL ABILITIES FOR HEALTH PROFESSIONS</b>	<b>19</b>
<b>21.0</b>	<b>APPENDIX B – INCIDENT REPORT FORM</b>	<b>21</b>
<b>22.0</b>	<b>APPENDIX C – STUDENT/FACULTY CONFERENCE FORM</b>	<b>23</b>
<b>23.0</b>	<b>APPENDIX D – STUDENT NON-PROGRESSION FORM</b>	<b>25</b>
<b>24.0</b>	<b>APPENDIX E – RE-ENTRY REQUEST FORM</b>	<b>27</b>

25.0	APPENDIX F – PHOTO RELEASE FORM	29
26.0	APPENDIX G – HOLD HARMLESS AGREEMENT AND RELEASE FORM	31
27.0	APPENDIX H – PROGRAM MEDICAL CLEARANCE	33
28.0	APPENDIX I – CHANGE IN HEALTH STATUS MEDICAL CLEARANCE	35
29.0	APPENDIX J – PREGNANCY MEDICAL CLEARANCE	37
30.0	APPENDIX K – STUDENT HANDBOOK ACKNOWLEDGMENT	39

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## 1.0 WELCOME

Welcome to the Waubonsee Community College Massage Therapy Program!

This handbook has been developed to assist you in understanding your role as a massage therapy student. It includes academic information regarding your program courses as well as policies/procedures that complement the Waubonsee Student Handbook.

Please do not hesitate to talk to your instructors and advisors. We are here to help guide you on your journey.

## 2.0 FACULTY AND STAFF

### ***Faculty and Staff***

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***This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and any faculty member of Waubonsee Community College.***

### 3.0 PROGRAM APPROVALS AND MEMBERSHIPS

The Massage Therapy Certificate of Achievement Program at Waubonsee Community College is an Assigned School through the [National Certification Board in Therapeutic Massage and Bodywork \(NCBTMB\)](#), a school member of the [American Massage Therapy Association \(AMTA\)](#), and [Associated Bodywork and Massage Professionals \(ABMP\)](#).

Waubonsee is approved by the Illinois State Board of Higher Education and graduates of the Massage Therapy Certificate of Achievement are eligible to sit for the [Federation of State Massage Therapy Boards'](#) state licensure examination known as the [MBLEx \(Massage and Bodywork Licensing Examination\)](#). The MBLEx is paid for by Waubonsee Community College through student fees.

### 4.0 PROGRAM PHILOSOPHY AND GOALS

Massage therapy serves an important role in the health, wellness, and spa industries, helping to improve the lives of our community members. Thus, Waubonsee Community College has developed well rounded, comprehensive, science-based massage therapy program. This program is offered in a concise nine-month pathway; is taught by highly qualified experienced instructors; and fully prepares students to step into the massage therapy profession upon graduation and licensing.

The Massage Therapy Program is an integral part of Waubonsee Community College, and its philosophy and mission are consistent with those of the college. A basic common goal of the Massage Therapy Program and college is to provide an opportunity for accessible, affordable, effective education which provides a foundation for professional development and lifelong learning.

### 5.0 PROGRAM OUTCOMES

Upon completion of the Massage Therapy Certificate of Achievement, students will be fully prepared with the knowledge and skills to practice entry level health maintenance and wellness massage.

Upon successful completion of this program, students will be equipped with skills including, but not limited to:

- Plan a safe and effective body work session.
- Perform an appropriate body work session.
- Chart a body work session.
- Develop a plan for successful practice, business or employment

#### 5.1 Examination and Licensure

Graduates of the Waubonsee Massage Therapy Program are eligible to sit for the MBLEx, which is paid for by Waubonsee Community College through student fees. The MBLEx is governed by the Federation of State Massage Therapy Boards (FSMTB), and is the licensing examination accepted by the state of Illinois, as well as many other states. The exam is a standard assessment of entry-level knowledge in the massage therapy profession. It is the first step to professional licensing and working as a massage therapist, and serves as the national entry-level licensure exam for 46 of the 49 regulated jurisdictions.

Each state has different requirements, Waubonsee prepares students for [licensure in Illinois](#), which is determined by the [Illinois Department of Financial and Professional Regulation \(IDFPR\)](#).

The exam consists of 100 computer-adaptive questions in the fields of anatomy and physiology, kinesiology, pathology, contraindications, areas of caution, special populations, physiological effects of techniques that manipulate soft tissue, massage and bodywork modalities/culture/history, and ethics, boundaries, laws and regulations.

## 6.0 MASSAGE THERAPY CERTIFICATE OF ACHIEVEMENT

The Massage Therapy Certificate of Achievement (Major Code 472a) is a nine-month academic program that runs in a cohort format beginning every August and ending in May. Accepted students must take all required Massage Therapy courses concurrently in each semester. All fall courses must be passed with a grade of C or better in order to continue in spring semester courses. Courses are offered once a year during the noted term only.

### 6.1 Pre-Entrance Requirements and Program Admission

Enrollment for the Massage Therapy Program is limited 14 students per cohort in order to provide the best educational experience for students. The program requires a special application to reserve a seat and confirm registration eligibility for Massage Therapy courses. Students are accepted on a rolling admission basis until capacity is met, thus it is recommended that students apply early. **Students must be least 18 years of age by the first day of fall semester.**

#### 6.1.2 Acceptance into the Program

Program faculty and staff will review all applicants based on an objective system that considers the date applications are received, and space available in the next or current cohort. In compliance with the Illinois Public Community College Act, in-district students shall be given preference over out-of-district students. Students applying for re-entry or readmission will be evaluated separately.

Students will receive notice of application review and selection status via email and must confirm their seat and register for classes following the Acceptance Letter instructions. Failure to do so will result in forfeiture of acceptance into the program and will require the student to reapply for the program at the next application cycle.

### 6.2 Program Courses

Massage Therapy (TMS) courses occur in a structured Fall and Spring Semester sequence. Each course is designed to build successively from the foundations and concepts of the previous and associated concurrent courses. Enrollment in ALL TMS courses during each semester is a requirement of the program.

<b>Fall Courses (part of term/duration) – total 17 credit hours</b>	<b>Credit / Contact</b>	
	<b>Hrs</b>	<b>Hrs</b>
TMS 160 – Anatomy and Physiology for the Massage Therapist (full term, 16wks)	4	80
TMS 110 - Professional Foundations of Massage Therapy (full term, 16wks)	2	32
TMS 162 - Neuromusculoskeletal Foundations (full term, 16wks)	3	64
TMS 120 - Massage Techniques I (half term, first 8wks)	3	80
TMS 136 - Clinical Preparation (half term, second 8wks)	2	32
TMS 125 - Massage Techniques II (half term, second 8wks)	3	80
<b>Spring Courses (part of term/duration) – total 15 credit hours</b>	<b>Credit / Contact</b>	
	<b>Hrs</b>	<b>Hrs</b>
TMS 130 - Massage Techniques III (full term, 16wks)	5	112
TMS 150 - Business Practices for Massage Therapists (full term, 16wks)	3	48
TMS 164 - Pathology for the Massage Therapist (full term, 16wks)	3	64
TMS 140 – Massage Clinical I (half term, first 8wks)	2	48
TMS 146 - Massage Clinical II I (half term, second 8wks)	2	48
<b>Total Contact Hours</b>	<b>32</b>	<b>688</b>

Students who have completed BIO270 & 272 Anatomy and Physiology I & II, or BIO260 Human Structure & Function may request substitution credit by emailing [massage@waubonsee.edu](mailto:massage@waubonsee.edu). Students who have successfully completed equivalent course(s) at another institution may submit a [Transcript Evaluation Request Form](#) to Registration and Records for possible transfer credit at Waubonsee. Please contact [academic advising](#) with questions.

## 7.0 PROGRAM PROGRESSION

Once admitted into the program, students must enroll in and complete each successive TMS course with a grade of C or better to successfully progress with their entry cohort and complete the program. Grades of D, F, or W, and/or clinical failure are not considered passing. A student who does not earn a passing grade per course syllabus will not be allowed to enroll in the next sequence of TMS program courses.

As a cohort program, students must take all first semester TMS courses in the fall, and all second semester TMS courses in the spring. All fall courses must be passed with a grade of C or better in order to continue in spring semester courses.

**NOTE:** With the exception of TMS160, all TMS courses must be completed within 21 months of the student’s planned start date. Any TMS course completed more than 21 months prior to the student’s planned start date must be retaken.

### 7.1 Program Re-Entry

Re-Entry applies to students who have not passed a course in the Massage Therapy Program, or who for any reason do not continue into the next successive course(s). The student must submit a **Re-Entry Request Form** (Appendix E) to be considered for re-entry into the program. Re-entrance acceptance may be affected by the amount of time which has elapsed since the student was last enrolled in a course(s), and will be determined on a space available basis.

**Note:** Students may be required to remediate before proceeding. Remediation will be tailored to the individual's needs and may include, but is not limited to: repeating a course or courses, testing, massage technique evaluation, and/or tutoring. In order to practice massage safely, students may be required to retake courses they have already earned a passing grade. This commonly includes massage technique courses (TMS120, TMS125, TMS130) and/or massage clinical courses (TMS136, TMS140, TMS146).

### 7.1.1 Re-Entry Criteria

The Massage Therapy Program will review Re-Entry Requests using the following criteria:

- The first time a student does not earn a passing grade in a course, the student is given an opportunity to submit a Re-Entry request to repeat the course.
- Subsequent failure to earn a passing grade in a repeated course will result in the student not being granted re-entry into the program.
- Any student who continually withdraws while failing may be at risk for not being granted re-entry into the program.

**NOTE:** Students who have three or more TMS courses on their transcript, in which, at any time, they did not attain a grade of C or better will not be granted re-entry into the program.

**RE-ENTRY REQUEST EXCEPTIONS:** Administrative removal of a student from a TMS course, due to the student having subjected a client (student/instructor/clinic client or other individual) to physical or emotional jeopardy may preclude student re-entry to the program. (See Section 17.0 Physical or Emotional Jeopardy)

### 7.1.2 Re-Entry Process

Students must submit Re-Entry Request Forms directly to program faculty via email at [massage@waubonsee.edu](mailto:massage@waubonsee.edu). Students granted re-entry into the program must submit the same paperwork required of new students.

Students denied re-entry may, within 10 school days, submit a written appeal to the Dean for Health Professions and Public Service.

## 7.2 Withdrawal Procedure

Students who seek to withdraw from a massage therapy course **for any reason** must withdraw by the college deadlines (see [Waubonsee Community College Academic Calendars](#)).

The course instructor will complete a **Student Non-Progression Form** (Appendix D), which records the student's academic status at the time of withdrawal. The form will go in the student's file and be used as a record of the student's grade at the time of withdrawal.

## 8.0 MEDICAL REQUIREMENTS AND HEALTH SCREENINGS

Massage therapy instruction requires the student to give and receive massage, as both are important experiences in learning to deliver a safe and effective massage. Listed below are the requirements and recommendations for participation in the program. Each is intended to protect students during coursework and the learning process. Details and instructions will be provided through Waubonsee student email accounts after confirmation of program acceptance.

### 8.1 Medical Clearance

Students must be cleared by a primary healthcare provider in order to participate in receiving massage in class to fulfill course requirements. The **Initial Program Medical Clearance Form** (Appendix H) **must be** completed by the student and the student's licensed physician/primary healthcare provider, and submitted to the course instructor on the first day of the class in order to fully participate in the program. Details and instructions will be provided to students upon program acceptance.

If the student presents with a medical condition that would make giving massage potentially harmful, an additional medical clearance for giving massage will also be required. See Section 9.0 Changes in Health Status.

### 8.2 Immunizations

It is **highly recommended** students are up to date on all immunizations due to close contact with peers and outside clients, and the potential of direct exposure to or contact with bodily fluids. Current immunizations protect the safety of self, peers, faculty, staff and clients, and are urged to include:

- Influenza within current flu season (August-May, annually).
- COVID-19 full vaccination series or consistent negative testing.
- Hep-B series.
- Mumps, Rubella, Rubeola/Measles (MMR).
- Varicella Zoster (Chicken Pox).
- Tetanus/diphtheria/pertussis (T-dap). Dated within last 10 years.

### 8.3 Health and Liability Insurance

**Health Insurance:** Each student is **urged** to carry a personal health insurance policy. The student is solely responsible for their individual medical expenses, whether due to an injury or illness on campus or at college related events, including injury or illness requiring treatment, or required tests, procedures or clearances to participate in the Massage Therapy Program.

**Massage Liability Insurance:** Students may begin to participate in performing hands-on course work **after** tuition and fees have been paid and the Massage Therapy Program has verified student liability insurance coverage through AMTA or ABMP. Each student is responsible for following the guidelines set forth by AMTA or ABMP and is **required** to maintain this policy while enrolled in the Massage Therapy Program.

## 9.0 HEALTH STATUS/CHANGES IN HEALTH STATUS

### 9.1 Limitations Due to Health Status

If the student has any massage limitations (contraindications) due to health status, and the student is cleared to receive massage in class, the student is responsible for informing the instructor and the student's massage partners of contraindications **every time** massage is performed on the student. The student is also responsible to ensure that all limitations are followed.

### 9.2 Professional Massage Due to Health Status

In the following cases, students may be required to fulfill the course requirements by seeking massage from a qualified professional massage therapist for the specified time required in class:

- Students not cleared by a primary healthcare provider to receive massage from program peers.
- Students cleared by a primary healthcare provider, but whose condition or medical treatment is such that students in the program are not qualified to work with this individual (for example pregnancy).

Students are responsible for the cost of seeking massage from a qualified professional massage therapist, and must submit paid receipts with official documentation noting the length of the massage sessions in order for the sessions to fulfill the course requirements.

**NOTE:** Students who are unable to give and receive massage may be withdrawn from the course and/or the Massage Therapy Program.

### 9.3 Pregnancy

In the event a student is pregnant or becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical clearance to continue in the course/program without restriction. There are potential health risks to both the mother and the fetus while performing various activities in Massage Therapy coursework. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to the Program Director and/or primary faculty. This will allow the faculty to work with the student based on any restrictions placed by their physician. In the event a student is not able to continue in the program based on health risks, the faculty will work with the student to determine the best course of action related to their educational needs.

**Students in the Massage Therapy Program are not qualified to work with pregnant individuals.** If a primary health care provider clears the pregnant student for massage, the student will fulfill the course requirement of receiving massages by seeking a qualified professional massage therapist for the specified time required in the course. The student is responsible for all costs and must submit paid receipts with official documentation noting the length of the massage sessions in order for the sessions to fulfill the course requirements. See Section 9.2 Professional Massage Due to Health Status.

Waubonsee Community College assumes no responsibility and is not liable if there is a negative impact/outcome or injury sustained if the student has not been medically cleared or disclosed information.

## 9.4 Use of Prescribed Medications

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect the student's performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's dismissal from the course and/or program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

While the use of medical marijuana (cannabis) is allowed under Illinois Law, the Massage Therapy Program follows Waubonsee Community College in its zero tolerance for marijuana use and products, whether recreational or medicinal. Pursuant to the Waubonsee Community College Student Handbook, no person shall use medical cannabis products while on any college property or while participating in any college sponsored programs or events, whether on or off campus. Use of cannabis products may result in dismissal from the course and/or the program.

## 9.5 Changes in Health Status

The Health Professions and Public Service faculty and administration reserve the right to request a physical or mental examination following a change in health status. For instance, a student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, an accident, change in medical treatment, or other change in health status must obtain signed consent from a licensed physician/primary health care provider to attend and participate in all components of massage therapy courses (see Section 28.0 Change in Health Status).

It is the responsibility of each student to report changes in health status and provide official documentation they can attend and participate in all components of massage therapy courses. It is possible that changes in the student's health status may negatively affect the student, and the health of others (peers, instructors, clients and other individuals). Any student that experiences a change in health status and does not follow the reporting/ documentation policy outlined in this paragraph may be withdrawn or dismissed from the course and/or program.

## 10.0 GENERAL COURSE CRITERIA

### 10.1 Passing Grade

Students must earn a passing grade (C or better) for each course in the Massage Therapy Program.

**Non-passing grades will constitute a failure of the course.** Grades of D, F, and W, and/or clinical failure are not considered passing grades. Courses may have additional requirements for successful completion of the course. See individual course syllabi for details.

#### 10.1.1 Grading Scale

The following will be used as a guideline for assigning grades.

<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>70-79%</b>
<b>D</b>	<b>60-69%</b>
<b>F</b>	<b>below 60%</b>

### 10.2 Attendance

Consistent attendance is required to demonstrate adequate performance and complete the required contact hours for professional licensure. Every student is expected to be on time and to attend all classes. A predetermined number of hours are required for all TMS courses to prepare students for the MBLEx. Absences may be detrimental to demonstration of satisfactory performance by the student.

If a student is unable to attend, or will be tardy, proper notification as determined by the course instructor must be made in advance, whenever possible. Since each course is different, additional attendance and notification policies are set forth in each course syllabus.

#### 10.2.1 Extenuating Circumstances

Absences due to the following extenuating circumstances will be recorded, but not counted towards a student's grade, if official documentation is produced within five (5) days of the absence.

- Court dates
- Funeral of immediate family member/significant other
- Emergency medical care or hospitalization of the student (not regular appointments)
- Emergency medical care or hospitalization of the student's minor child or ward (not regular appointments)
- Military obligations (reviewed on an individual basis)

A student who misses a significant amount of class due to the above circumstances may be required to remediate before proceeding or withdraw from the course. Remediation will be tailored to the individual's needs and may include, but is not limited to, testing, massage technique evaluation, or tutoring.

**All missed class time must be made up. Absences, tardiness, late paperwork, missed examinations/evaluations, and lack of participation may result in a lowering of the final grade and/or failure of the course.**

### 10.2.2 Clinical Absence and Lateness

Notification of absence or lateness in clinical experiences must be made directly to the instructor/supervisor. If a student is late to clinical, the clinical instructor and/or supervisor has the option of not permitting the student to participate in the day's experience, which may result in an absence. See individual course syllabi for additional information.

### 10.3 Missed Information, Coursework and Exams

Students are responsible for obtaining missed information and announcements due to absence or lateness. All missed course time must be made up in consultation with instructors. Students are responsible for submitting all assigned coursework on time, regardless of class absence.

If a student does not take an examination at the designated time, it is the instructor's discretion as to whether the student may take a make-up exam. The instructor's decision may depend on, but is not limited to the following factors: make-up test availability, the number of previously missed exams, and reasons for missed exams.

**NOTE:** Make-up exams are different and possibly more difficult than the original examination.

### 10.4 Deadlines

Coursework is due on the date indicated on the syllabus to receive full credit. If due dates change during the semester, the instructor will email the change to student email. All assignments, homework, exams, quizzes, tests, etc., must be submitted to meet course requirements per course policies that are set forth in the course syllabus. See individual syllabus for details.

### 10.5 Class Cancellations and Campus Closures

Students should refer to instructors, student emails, and/or CANVAS shells for information on class cancellations. Students may also check the WCC homepage for current announcements on campus closures. Students will be notified promptly via email of any change in course delivery or modality per college protocol.

### 10.6 Course-Specific Policies

In addition to the general and specific course policies outlined in this handbook, students are required to follow the criteria outlined in the course syllabus and by the course instructor/supervisor.

## 11.0 RESPONSIBILITIES AND EXPECTATIONS

Waubonsee Community College's Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubonsee Community College Student Handbook.

Massage Therapy students have additional responsibilities as a member of the health care team to ensure the emotional and physical safety of clients, instructors, and peers during the educational process.

**Failure to comply with ANY of the policies** may result in not being able to participate in class, being asked to leave class, lowering of the course grade, being dropped from the course, and/or being dropped from the Massage Therapy Program. In addition, the student's actions may be subject to review by the Waubonsee Community College Student Conduct Board.

### 11.1 General Behavior and Conduct

Waubonsee Community College and Massage Therapy faculty and staff actively supports diversity within the student body, staff, faculty, clinical clients, and individuals or groups associated with the college. Regardless of personal beliefs or philosophy, students are expected to keep an open mind about ideas and practices experienced in the Massage Therapy Program. Students need not agree with all points of view presented during coursework, but must be willing to listen and learn new information and skills presented in the program.

Expectations of respectful course behavior and personal conduct include but may not be limited to the following:

- Openness to the teachings, philosophy, and exercises related to meditation.
- Openness to the expression of feelings and emotions, understanding that touching and being touched typically result in an intensified awareness of personal feelings.
- Awareness of self and the appropriate expression of sensations and emotions.
- Respectful, sensitive, and attentive to the feelings of peers, clients, and instructors.
- Acceptance and support of change and growth in oneself and one's peers.
- Willingness to seek help for personal issues which may arise during coursework, to continue in the program in full health (see Section 13.4 Counseling).
- Be receptive to constructive criticism and feedback from peers, instructors, and clinical clients regarding knowledge, skills, personal hygiene, and appropriate behavior, in order to assist in program improvement.
- Willingness and openness to provide constructive feedback to the instructor and peers while receiving massage.
- Performing massages on, and being the recipient of massage, by people of other genders, ages, ethnicities, religions, sexual orientations, body types, personality types, and lifestyles.
- Working with the student's assigned partner.
- Students may be removed from the classroom if the student's presence disrupts the learning process or the safety of others.

### 11.2 Hands-On Practice

Students must be willing to both give and receive massage, bodywork, and/or palpation during hands-on practice, according to the academic standards taught in the course and according to the policies set forth in the course syllabi and this handbook. Students must be aware of the following to ensure the safety

and respect of self, peers, faculty, and staff:

- During hands-on practice, portions of the body will be uncovered to access specific connective tissues, muscles, and bony landmarks. This includes, but is not limited to, portions of the buttocks, portions of the chest, and abdomen.
- Students are often used as models to demonstrate differences in tissues and bony landmarks.
- Students must drape according to the academic standards taught in the course.
- The academic standard for receiving massage may require students to be undressed or fully unclothed under the draping.
- Students must be dressed according to the course syllabus, and must dress/undress discretely behind fully closed curtains.
- Students will not perform any massage or bodywork techniques learned outside of the program, in any massage therapy courses (including clinical) or college related-events.
- Students will not perform massage techniques in class materials, textbooks, videos, etc., until taught how to perform them by the instructor.
- Seeking the assistance of the instructor before proceeding with hands-on techniques the student is unsure of.
- It is every student's responsibility to **immediately** inform the individual (peer/instructor) performing the massage, if there is pain or discomfort, and to **ensure** the techniques are adjusted to one's personal comfort level and safety level. Specific feedback should be given regarding, but not limited to: pain, massage techniques, draping, endangerment sites, and contraindications.

### 11.3 Additional Behavior and Conduct for Clinical

In addition to the above responsibilities, there are additional responsibilities and expectations for students during massage clinical experiences and college-related events which include, but are not limited to:

- Arriving at clinical sessions prepared to give responsible, safe client care.
- Performing client care **only** when an instructor/supervisor is present and during scheduled times.
- Using **only** massage techniques which the student has received a passing grade (C or better) in an instructor evaluation.
- Understanding that students **are not allowed** to perform any massage or body work techniques learned outside of the Waubensee Community College Massage Therapy Program.
- Seeking the assistance of the instructor/supervisor before proceeding with new, unfamiliar, or uncertain aspects of client care.
- Following all clinical policies and procedures, including for dress code and attendance.
- Being physically and emotionally capable of effective, safe clinical performance. If the instructor/supervisor determines that a student's behavior places anyone at risk for physical or psychological injury on any clinical day, the student will be dismissed from the learning setting (see Section 17.0 Physical or Emotional Jeopardy).
- Notifying the instructor/supervisor directly if the student will be absent or late.
- If the student is late, the instructor/supervisor has the option of not permitting the student to participate in client care for the day and/or dismissing the student from clinical.

## 11.4 Use of Chemical Substances

Students must abide by the Waubensee Community College Student Handbook policy on public intoxication and the use, possession, and distribution of narcotics, chemical substances, and alcoholic beverages while on college premises, at off-campus instructional sites, or participating in college-sponsored/supervised events. Use of the above-mentioned substances is prohibited in the program. Students who use these substances may be dropped from the course and/or the program.

Any student who places a client (student/instructor/clinic client or other individual) in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's health care provider) chemical substances in the clinical setting will be immediately removed and will be subject to the conditions described in Section 17.0 Physical or Emotional Jeopardy.

## 11.5 Confidentiality

Students must act to protect confidentiality of information or incidences related to clients (student, instructor, clinic client, or other individual.) in all situations. Students will not discuss information and incidences with other clients, friends, family, etc., or in public places. Students will discuss information with the instructor and/or supervisor in appropriate private surroundings only.

In clinic, students will only refer to clients as "Client #1" or "Client #2" on written work and while discussing clinical experiences in the classroom setting (for educational purposes). Students will maintain confidentiality of clinical data with regards to the location and disposition of clinical data. **A student cannot, under any circumstances, copy, photograph, electronically reproduce, or remove any portion of a client's chart or personal records for use outside the clinical.**

**Any violation of these standards may result in the immediate removal from the class, clinical or college-related event setting, and dismissal from the course and/or Massage Therapy Program.**

## 11.6 Unsatisfactory/Unacceptable Behavior or Performance

Whenever a student's behavior or hands-on performance is deemed unsatisfactory or unacceptable, the instructor/supervisor will promptly discuss any identified deficiencies with the student. This will be followed by a written evaluation of the deficiency using the **Student/Faculty Conference Form** (Appendix C). The student will be informed of the objective criteria which needs improvement, measures recommended to correct the deficit(s), and the student's current status in the course. The student will be given the opportunity to respond in writing on the form and required to sign in acknowledgment of the noted concerns. The form will become a part of the student's record.

## 11.7 Transportation to/from the Clinical Setting and College-Related Events

Students are responsible for any transportation that may be required to/from clinical sites and college-related events. Students are subject to the parking regulations established by any outside facility and are not considered to be part of the staff of the facility of a clinical agency. **Neither the college nor**

*facility is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical experiences and college-related events.*

## 12.0 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. All students are required to follow the dress code set forth herein, in the clinical setting and at college-related events. Any other aspect of dress deemed by the instructor as unprofessional or a health, sanitation, or safety concern will be prohibited.

Failure to comply with the dress code may result in dismissal from the clinical area or college-related event, a conference with the instructor/supervisor, a lowering of the course grade, being dropped from the course, and/or dropped from the program. Exceptions to the dress code may be made with the prior written approval of the course instructor.

### 12.1 Clinical Uniform

Uniforms are to be clean and free of stains and wrinkles and must fit appropriately. Very tight-fitting clothing or very loose-fitting clothing is considered inappropriate. Uniforms must consist of the following unless otherwise noted by course instructor and/or syllabus:

- WCC name badge. Initial badge will be provided. Replacement badges will be at student cost.
- WCC Massage Therapy black scrub top uniform with Massage Therapy logo must be purchased from the college bookstore.
- WCC Massage Therapy black scrub bottom uniform must be purchased from the college bookstore. Hemlines must be above floor and below tops of shoes.
- Undergarments are required.
- Professional shoes or athletic shoes. No clogs, open-toed shoes, or shoes with cut-out areas are allowed. Shoes must be clean and/or polished with clean shoelaces (if applicable).

### 12.3 Jewelry and Tattoos

Jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn:

- Earrings are the only acceptable visible body piercing: only small earrings, less than one inch, may be worn with no greater than 2 earrings per ear.
- Ornamental tongue piercing, facial piercing, or other visible body piercing are not allowed.
- Jewelry such as rings, necklaces, bracelets, watches, etc. shall not be worn.
- Other jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn.
- Visible tattoos and body art, which are considered inappropriate in a healthcare setting, must be covered by makeup (Derma blend, Cover FX) or bandages.

### 12.4 Hygiene and Grooming

Excellent personal hygiene practices (bathing, clean groomed hair, brushed teeth) are required. The student shall abide by the following:

- Be free of odors such as, but not limited to body odor, bad breath, and cigarette smoke.
- Hair must be pulled back and secured or arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn during clinical experiences.
- Be clean shaven if masks are worn. If masks are not worn, beards or mustaches must be neat, clean and well-trimmed.

- Fingernails are to be neat, clean, and shorter than the end of the finger so as to not scratch the client. Artificial nails are a sanitation concern and are not permitted. Nail polish must be clear or natural pastel in color and chip-free. Bold nail colors such as blue, purple, black, green, yellow, red, and metallic, etc., are not permitted.
- No scents are allowed due to possible client allergies or sensitivities. These include, but not limited to: perfume/cologne, essential oils, cigarette odor, scented deodorants, scented cosmetics.
- Cosmetic makeup shall be modest, and no cosmetic glitter shall be worn.
- Smoking, chewing gum or tobacco is unacceptable.

## 13.0 PRACTICING MASSAGE THERAPY

### 13.1 Standard Precautions

Students are required to know and use standard precautions and safeguards against the spread of infectious conditions, as presented in class and clinical settings, and as follows:

- Students who experience abnormal or uncontrollable secretion or excretion of body fluids (e.g. abnormal bleeding, vomiting, or diarrhea) should not give or receive massage until the condition resolves.
- Students who have contagious infection shall not give or receive massage until the condition has passed the infectious stage. This includes but is not limited to: COVID-19, chicken pox, measles, strep throat, flu infection, or infectious skin condition (e.g. impetigo, scabies, staph infection). The student should not attend class if the condition is contagious in order to avoid infecting others.
- Students with broken skin on hands due to cuts, burns, abrasions, chapping, damaged cuticles, or other condition shall wear disposable gloves or finger cot over an adhesive bandage.
- Students shall wear gloves when there is potential for direct contact with body fluids, mucous membranes, non-intact skin of clients, handling of items or surfaces soiled with blood or body fluids.
- Students must follow hygiene procedures taught in the massage therapy courses for handwashing, and sanitizing and disinfection of equipment and supplies.

### 13.2 Massage Therapy and Sexual Content Separation

While the college respects the freedom of individuals to pursue any legal form of employment, students in the Massage Therapy Program cannot be employed in adult entertainment of a sexual nature while completing coursework. The student must actively support the goal of the massage therapy profession to differentiate massage therapy from adult entertainment and personal services of a sexual nature, and the student may not use the training provided by the college to obtain employment in any component of the adult entertainment industry that has sexual content or sexual activity (e.g., topless or exotic dancer, etc.).

### 13.3 Dual Relationships

Students are prohibited from having dual relationships with instructors or college staff while enrolled in the Massage Therapy Program. A dual relationship includes, but is not limited to, dating, sexual relationships, personal friendships, employer/employee, landlord/tenant, or client/therapist relationships. Dual relationships have the potential to interfere with the primary relationship of teacher

and student. Possible negative consequences of dual relationships include favoritism or unfair treatment of students, hurt feelings, breach of confidentiality, increased vulnerability, and confusion of educational and/or professional boundaries. A student who has a dual relationship with an instructor or college staff member may be withdrawn from the course and/or dismissed from the program. Students are also cautioned against having dual relationships with other students in the class due to possible negative consequences between themselves and other classmates.

## 13.4 Counseling

In massage therapy training, students may experience a new sense of self-awareness, a new level of exploration into the values and philosophy of life, and the resurfacing of memories and associated emotions. The Massage Therapy Program includes discussion of personal growth and the power of the connection of body, mind, and spirit. College counseling and/or personal counseling is recommended for students who wish to address personal issues and maximize personal growth during massage therapy training.

## 13.5 Massage Practice Homework

Students will be assigned homework that will include performing massage practice sessions on friends or family members. When fulfilling such homework requirements, students should abide by the following guidelines for choosing massage subjects:

- Choose healthy subjects with no medical conditions and are taking no medications.
- Choose subjects who are not pregnant, have not had a baby in the last six months or complications from delivering a baby in the past six months.
- Choose subjects who have not had surgery or complications from surgery in the past six months.
- Choose subjects that the student knows and trusts.
- Choose subjects who will give accurate feedback regarding pain or discomfort.
- Use the term “practice session,” do not use the term “appointment.”
- Ensure that the subject knows that this is a practice session in order for the student to improve skills and fulfill course requirements.
- **Represent themselves as a student of massage therapy. Students cannot, under any circumstances, represent themselves as a massage therapist or use any designation that implies that the student is qualified to provide professional services.**

**Students cannot, under any circumstance, receive compensation for massage therapy practice session or clinical sessions. Compensation includes accepting a fee, donation, barter, tip, or any other form of payment for services. Waubonsee Community College bases its position on the following:**

- Standards of Practice: Waubonsee Community College believes that the Massage Therapy Program Certificate is a minimum standard of training necessary for professional massage therapists.
- Student Liability Insurance: The student is **NOT** covered by the student liability insurance policy when the student receives any form of compensation for massage therapy practice sessions.
- Legal Violations: According to the Massage Licensing Act of Illinois, it is illegal for an individual without a massage therapy license in the State of Illinois to receive compensation for massage therapy services. Disciplinary action by the State of Illinois may include refusal to issue a license or other disciplinary action including imposition of fines up to \$10,000 for each violation.

## **14.0 SMOKING/VAPING/TOBACCO**

Smoking, vaping, chewing gum or tobacco is unacceptable behavior. Students shall adhere to the smoking policy established by Waubonsee during lecture classes and by each facility during clinical hours. These policies must be followed or the student will be subject to disciplinary action, including possible expulsion from the course. Chewing tobacco will not be allowed in the classroom or in any clinical setting.

Waubonsee Community College abides by the Drug-Free Schools and Communities Act. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, pursuant to the Waubonsee Community College Student Handbook, no person shall use medical cannabis products while on any college property or while participating in any college sponsored programs or events, whether on or off campus.

## **15.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)**

The purpose of the student grievance procedure/grade appeal is to ensure students due process in the resolution of student complaints. The student grievance procedure, and/or grade appeal procedure, is delineated in the Waubonsee Community College Student Handbook.

## **16.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS**

Students enrolled in the Massage Therapy Program are expected to display conduct in accordance to the legal, moral, and ethical standards of the massage therapy profession and the Waubonsee community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted.
- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.
- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook and will be referred to the Waubonsee Student Conduct Board for consideration.

## 17.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place a client (student, instructor, clinic client, or other individual) in either physical and/or emotional jeopardy may be dismissed from the class or college-related event for the day, and possibly dismissed from the course and/or the Massage Therapy Program.

Physical or emotional jeopardy is described as, but is not limited to (either intentional or unintentional): causing a client harm or injury, placing a client at risk for harm or injury, causing a client emotional distress, disregard for a client's safety, placing a client's physical or emotional health in jeopardy for the student's own personal advancement or gain (e.g., falsifying documents, not reporting errors/incidents, failure to report client status to instructor/supervisor).

Student incidents involving placing clients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubensee Student Conduct Board for consideration.

## 18.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform responsibilities, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

## 19.0 ADDITIONAL REQUIREMENTS

Students are required to review the following forms and sign/return to program faculty:

- Functional Abilities Form – Appendix A: this form lists the abilities students must possess to perform the activities and tasks in the massage therapy program and the massage profession.
- Hold Harmless Agreement – Appendix G
- Handbook Acknowledgment – Appendix K
- Photo Release – Appendix E

## 20.0 APPENDIX A – FUNCTIONAL ABILITIES FOR HEALTH PROFESSIONS



### Health Professions and Public Service Division Functional Abilities

#### General Functional Abilities

These are essential functions for admission and continuance in health career programs. Participants in health programs must possess the following functional abilities in order to provide safe and effective patient care. Some health programs have additional unique functional requirements.

##### Motor Capability

- Move from room to room and maneuver in small spaces.
- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
- Use hands repetitively; use manual dexterity; sufficient fine motor function.
- Must be able to walk and stand for extended periods of time.
- Perform CPR.
- Travel to and from academic and clinical sites.

##### Sensory Capability

- Coordinate verbal and manual instruction.
- Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Visual acuity to acquire information from documents such as charts.
- Comfortable working in close physical proximity to patient.

##### Communication Ability

- Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
- Effectively adapt communication for intended audience.
- Interact: establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
- Assume the role of a health care team member.
- Function effectively under supervision.
- Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
- Skill include computer literacy.

##### Problem Solving Ability

- Function effectively under stress.
- Respond appropriately to emergencies.
- Adhere to infection control procedures.
- Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize, and synthesize data.)
- Use sound judgment and safety precautions.
- Address problems or questions to the appropriate persons at the appropriate time.
- Organize and prioritize job tasks.

**Behavioral Skills and Professionalism**

- Follow policies and procedures required by academic and clinical settings.
- Adheres to Waubonsee Community College Plagiarism Statement.
- Adheres to Waubonsee Community College Code of Student Conduct.
- Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

**Unique Functional Abilities - Massage Therapy**

**Motor Capability**

- Perform manual therapy techniques using both gross and fine motor skills to effectively deliver massage therapy techniques.

**Sensory Capability**

- Visually observe a client for assessment purposes.
- Hear instructions, corrections and information delivered verbally or audibly by instructors, fellow classmates, and clients in the provided space for said instruction.
- Demonstrate tactile ability sufficient to assess client’s muscle tone and physiological status.
- Give and receive clear verbal communications.

**Communication Ability**

- Communicate both verbally and in writing, using proper terminology with accurately and efficiently.
- Recognize, interpret and respond to non-verbal communications in themselves, fellow classmates and clients.
- Receive, interpret and respond to verbal communication from instructors, fellow classmates, and clients.

**Student: I understand I must possess all of the above functional abilities in order to provide safe and effective client care. Inability to perform these essential functions, may result in not being able to participate in class, lowering of the course grade, being dropped from the course and/or being dropped from the Massage Therapy Program**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
X Number

\_\_\_\_\_  
Date

**21.0 APPENDIX B – INCIDENT REPORT FORM**



**Massage Therapy Program  
Incident Report Form**

Name of Individual Reporting: \_\_\_\_\_ Date: \_\_\_\_\_

Client     Student     Instructor    X Number (if applicable): \_\_\_\_\_

**Describe the incident which you are reporting as specifically and accurately as possible in the following space.**

Behavior:

Circumstances surrounding behavior:

\_\_\_\_\_  
Signature Date

**Instructor’s clarification of incident when interviewing the client or student:**

\_\_\_\_\_  
Faculty Signature Date



**22.0 APPENDIX C – STUDENT/FACULTY CONFERENCE FORM**



**Massage Therapy Program  
Student/Faculty Conference Form**

Student Name: \_\_\_\_\_ X Number: \_\_\_\_\_

Clinical Instructor: \_\_\_\_\_ Clinical Dates: \_\_\_\_\_

**Description of Incident:**

**Unmet standard, objective, or performance criteria:**

**Plan for Improvement:**

**Student Comments:**

**Student Status:**

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Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_





## 23.0 APPENDIX D – STUDENT NON-PROGRESSION FORM



### Massage Therapy Program Student Non-Progression Form

Student Name: \_\_\_\_\_ X Number: \_\_\_\_\_

Course (name, number, CRN): \_\_\_\_\_

Semester and Year: \_\_\_\_\_ Start Date: \_\_\_\_\_ Drop Date: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Clinical Instructor: \_\_\_\_\_

Clinical Facility: \_\_\_\_\_

**Reason for Non-Progression:**

- |   |  |
|---|--|
| <input type="checkbox"/> Failed academically (D or F)                     | <input type="checkbox"/> Failed practical evaluation                   |
| <input type="checkbox"/> Withdrawal – good academic standing              | <input type="checkbox"/> Withdrawal – poor academic standing in theory |
| <input type="checkbox"/> Withdrawal – poor academic standing in practical | <input type="checkbox"/> Withdrawal – poor academic standing all       |

**Class scores at time of dropping:**

**Comments:**

**Student's intent:**

\_\_\_\_\_  
Faculty Signature Date

\_\_\_\_\_  
Student Signature Date



## 24.0 APPENDIX E – RE-ENTRY REQUEST FORM



### Massage Therapy Program Re-Entry Request Form

Student Name: \_\_\_\_\_

X Number: \_\_\_\_\_

I am requesting to re-enter the Massage Therapy Program. I have successfully completed the following courses with a grade of C or better (check all that apply).

- TMS 160 – Anatomy and Physiology for the Massage Therapist
- TMS 110 – Profession Foundations of Massage Therapy
- TMS 120 – Massage Techniques I
- TMS 125 – Massage Techniques II
- TMS 130 – Massage Techniques III
- TMS 136 – Clinical Preparation
- TMS 140 – Massage Clinical I
- TMS 146 – Massage Clinical II
- TMS 150 – Business Practices for Massage Therapists
- TMS 162 – Neuro-Musculoskeletal Systems
- TMS 164 – Pathology for the Massage Therapist

I understand that **if I am grant re-entry to the Massage Therapy Program:**

- It will be on a space available basis.
- It may require that I meet with Academic and Career Advising.
- Remediation may be required and may include: retaking some courses which I have already completed with a grade of C or better, testing, and/or massage technique evaluations.

I am aware of the Re-Entry process as outlined in Section 7.0 Program Progression of this handbook.

---

Student Signature

Date



## 25.0 APPENDIX F – PHOTO RELEASE FORM



### Massage Therapy Program Photo Release Form

I grant permission to Waubonsee Community College District #516 (the “College”), on behalf of its agents or employees, to use photographs taken of me for use in **college publications** such as **recruiting brochures, catalogs and/or schedules, newsletters and/or magazines**, and to use the photograph(s) on **promotional display boards**, and to use such photographs in electronic versions of the same publications or on College **web sites and/or electronic forms or media**, and to offer them for use or distribution in other **non-college publications** such as **news media releases**, electronic or otherwise, without notifying me.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of photograph. I waive any and all rights to my photographic images.

I hereby agree to release, defend, and hold harmless Waubonsee Community College District #516 and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web sites, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction/enlargement or production of the finished product, its publication or distribution.

**I am 18 years of age or older** and I am competent to contract my own name. I have read this release before signing the signature sheet, and I fully understand its contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions to the Marketing & Communications Department in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

---

Student Name

---

X Number

---

Student Signature

---

Date



## 26.0 APPENDIX G – HOLD HARMLESS AGREEMENT AND RELEASE FORM



### **Division of Health Professions and Public Service Hold Harmless Agreement and Release**

I, \_\_\_\_\_, (*print name*) the undersigned, am 18 years of age or older (if not 18, a parent must sign in the space provided for below) and therefore an adult according to the law of the state of Illinois, am participating in the following Field Experience and/or Clinical Education, offered by Waubonsee Community College (“College”). This agreement will remain in effect for the duration of my time as a student at the college.

I understand and recognize that I am responsible for my own well-being and the well-being of the other participants. I declare that I recognize that it is in my best interest, as well as that of the other participants, to follow the suggestions, guidelines, and/or rules of the activity supervisors, and/or coordinators and that, my participation in this activity is entirely voluntary.

If this activity involves off-campus travel, I understand that the College does not own or control the property nor any of the individuals, employees or volunteers who may be present. I also agree and understand that I am solely responsible for any of my own personal equipment or property and the college shall not be held liable or responsible for any damage, destruction, theft, or any other action to such personal equipment or property.

I fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in this activity, which could also include the loss of life, serious loss of limb, or loss of property. I also understand the increased risk of life-safety issues related to the COVID-19 pandemic. I agree to utilize all available safety measures.

I also understand the inherent dangers involved in interstate travel and utilizing transportation on other roadways and may have accepted transportation with full knowledge and understanding of these risks. I understand that I am responsible for my own transportation. Also, I understand that the consumption of alcohol and/or use of drugs is strictly prohibited and could result in my dismissal from further participation in the activity.

I understand that any College personnel or agents also participating in this activity are not necessarily medically trained to care for any physical or medical problems that may occur during this activity. I further understand that the College does not carry medical or liability insurance for me while I am participating in this activity. By placing my signature below, I acknowledge to the College that I have adequate medical and hospitalization insurance for any injuries that I may incur as a result of participating in this activity.

I also understand the professional liability insurance held by the college is designed to protect the institution in the event of a negative patient outcome while performing only those skills authorized and within the scope of practice for each program of study.

In consideration for participation in the above activity, I, for myself, my executors, administrators, and assigns, do hereby release and forever discharge Waubonsee Community College, and its Board of Trustees, its respective

entities, administrators, faculty members, employees, agents, and students from any claims that I might have myself with regard to damages, demands, or any actions whatsoever, including those based on negligence or failure to supervise, in any manner arising my participation in this activity.

Furthermore, in consideration for being allowed to participate in this activity, I agree to indemnify and hold the supervisor(s) and coordinator(s) of this activity, Waubensee Community College, its Board of Trustees, agents, officers, and employees, and student volunteers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I may incur as a result of my participation in this activity, even if due to the negligence of Waubensee Community College or any person serving in the above-identified capacities. I have read the above terms of this Agreement/Release, and I understand and voluntarily agree to the terms and conditions. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

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<b>Participant Signature</b>	<b>X-Number</b>	<b>Date</b>
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As a parent/guardian on behalf of the above-named minor, I have read the above terms of this Agreement, and I understand and agree to the terms and conditions stated herein. I understand further and agree that the College is not assuming a custodial or special relationship through this activity. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned. I further agree to indemnify and hold Waubensee Community College, its agents, officers and employees harmless against any injury, claim, or action brought against Waubensee Community College, by or on behalf of the above-named Participant, including but not limited to an action brought by the Participant upon reaching the age of majority. I warrant that I am authorized to execute this Agreement and Release on behalf of the above-named minor.

---

<b>Parent/Guardian Print/Signature</b>	<b>Relationship to Student</b>	<b>Date</b>
--	--------------------------------	-------------

## 27.0 APPENDIX H – PROGRAM MEDICAL CLEARANCE

<b>Student Release of Information</b>	
I, _____ a student at Waubonsee Community College, grant (PRINT NAME)	
_____ permission to release health information on my behalf. (PRINT HEALTHCARE PROVIDER NAME)	
In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.	
_____ (SIGNED)	_____ (PRINT NAME)
_____ (DATE)	_____ (X-NUMBER)

### Program Medical Clearance

\_\_\_\_\_ has identified you as their primary healthcare provider. This individual is  
(NAME)  
enrolled in the Massage Therapy Program at Waubonsee Community College. In order to participate in the program, students must give and receive massage. The massage techniques used by the Massage Therapy students include kneading, stroking, striking, and compression of the tissues, all utilizing varying depth and speed. The students also perform and receive stretching, range of motion and hydrotherapy as part of their massage training.

**Please attach on official letterhead a prescription for this individual to receive massage.** If this individual has any medical conditions, and/or prescribed therapies for which massage may be contraindicated, note the contraindications in the prescription. The following is a list of examples.

- Massage contraindications due to medications.
- Areas of the body which are to be avoided.
- Massage or stretching techniques which are contraindicated.
- Depth of massage that is appropriate.

Signature: \_\_\_\_\_  
(PRIMARY HEALTHCARE PROVIDER)

Date: \_\_\_\_\_



## 28.0 APPENDIX I – CHANGE IN HEALTH STATUS MEDICAL CLEARANCE

<b>Student Release of Information</b>	
I, _____ a student at Waubonsee Community College, grant (PRINT NAME)	
_____ permission to release health information on my behalf. (PRINT HEALTHCARE PROVIDER NAME)	
In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.	
_____ (SIGNED)	_____ (PRINT NAME)
_____ (DATE)	_____ (X-NUMBER)

### Changes in Health Status Medical Clearance

\_\_\_\_\_ has identified you as their primary healthcare provider. This individual is  
(NAME)  
enrolled in the Massage Therapy Program at Waubonsee Community College. In order to participate in the program, students must give and receive massage. The massage techniques used by the Massage Therapy students include kneading, stroking, striking, and compression of the tissues, all utilizing varying depth and speed. The students also perform and receive stretching, range of motion and hydrotherapy as part of their massage training.

**Please attach on official letterhead a prescription for this individual to give and receive massage. If this individual has any medical conditions, and/or prescribed therapies for which massage may be contraindicated, note the contraindications in the prescription. The following is a list of examples.**

- Massage contraindications due to medications.
- Areas of the body which are to be avoided.
- Massage or stretching techniques which are contraindicated.
- Depth of massage that is appropriate.

Signature: \_\_\_\_\_  
(PRIMARY HEALTHCARE PROVIDER)

Date: \_\_\_\_\_



**29.0 APPENDIX J – PREGNANCY MEDICAL CLEARANCE**

**Massage Therapy Program  
Pregnancy Medical Clearance**

**TO BE COMPLETED  
ONLY IF YOU ARE  
PREGNANT**

**Student Release of Information**

I, \_\_\_\_\_ a student at Waubonsee Community College, grant  
(PRINT NAME)

\_\_\_\_\_ permission to release health information on my behalf.  
(PRINT HEALTHCARE PROVIDER NAME)

In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.

\_\_\_\_\_  
(SIGNED)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(X-NUMBER)

**Pregnancy Medical Clearance**

\_\_\_\_\_ has identified you as their primary healthcare provider. This individual is  
(NAME)  
enrolled in the Massage Therapy Program at Waubonsee Community College. In order to participate in the program, this individual must be able to give and receive massage without restrictions. The massage techniques used by the Massage Therapy students include kneading, stroking, striking, and compression of the tissues, all utilizing varying depth and speed. The students also perform and receive stretching, range of motion and hydrotherapy as part of their massage training.

**Please attach on official letterhead a prescription for this individual to give massage without restrictions.**

Signature: \_\_\_\_\_  
(PRIMARY HEALTHCARE PROVIDER)

Date: \_\_\_\_\_



## 30.0 APPENDIX K – STUDENT HANDBOOK ACKNOWLEDGMENT



### **Massage Therapy Program Student Handbook Agreement**

I, \_\_\_\_\_ (*print name*), received a copy of the Waubonsee Community College Massage Therapy Program Student Handbook. I understand that I am responsible for knowing the contents of the handbook and it is my responsibility to ask questions about the contents. I agree to follow all of the handbook policies and understand that failure to do so may result in my dismissal from the Program.

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Student Signature

X-Number

Date