



**National Personal Training Institute**  
CLEVELAND • COLUMBUS ([www.ohio.nationalpti.edu](http://www.ohio.nationalpti.edu))

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## National Personal Training Institute of Columbus School Catalog

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This is to certify that the information contained in this publication is true and correct in content and policy.

Miles Rush, Director Miles Rush

Date September, 2019

## **Program Titles**

- Personal Training (PT)
- Yoga Teacher Training (YTT)

## **Mission Statement**

The mission of the National Personal Training Institute of Columbus is to prepare students for entrance into or advancement within the health and wellness profession by providing student-centered classroom and practical hands-on training and learning. The school is committed to providing its students the support, guidance and education in core competencies needed to ensure their success as a fitness professional.

## **Educational Objectives**

- The educational objective of the Personal Training Program is to prepare students for entrance into or advancement within the health and wellness industry as a working fitness professional.
- The educational objectives of the Yoga Teacher Training Program are to prepare students to confidently lead a variety of yoga classes in a multitude of settings; to provide a foundation to become expert instructors and to become an RYT-200 registered yoga instructor by Yoga Alliance. Additionally, it is expected that students will be able to build a personal brand and business out of their teaching style.

## **History**

The National Personal Training Institute, Inc, which owns and operates the National Personal Training Institute of Columbus, was incorporated in the state of Ohio in 2005. The National Personal Training Institute of Columbus received licensure to operate by the Ohio State Board of Career Colleges and Schools in September, 2008, and held its first classes that same month. The National Personal Training Institute of Columbus is accredited by the Accrediting Council for Continuing Education and Training and is approved as an RYS-200 school by Yoga Alliance.

## **Ownership**

The National Personal Training Institute, Inc is a Subchapter S Corporation formed under the laws of the State of Ohio. The corporate headquarters are located at 10516 Sawmill Road, Suite C, Powell, Ohio 43065. Ownership of the school is held by Miles Rush and Miriam Aichler who make up the board of directors.

## **Faculty and Staff**

- Miles Rush, MS, ATC, CSCS, School Director
- Miriam Aichler, MOT, OTR/L, CSCS, Director of Education/Instructor
- Tara Powers, BA, E-RYT 200, E-RYT 500, Yoga Program Director/Instructor

## **Facilities**

The campus is a 3,200 square foot facility located at 10516 Sawmill Road, Suite C in Powell, Ohio. It is composed of two large exercise rooms, classroom space, office space, multiple storage areas, bathrooms/lockers and student break/kitchen facilities. The National Personal Training Institute of Columbus is not responsible for items lost or stolen on school property or during school activities.

## **Equipment**

Computers and LCD projector, books and journals, anatomical charts, skeleton, training DVDs, skin-fold calipers, tape measures, blood pressure cuffs, stethoscopes, white board, tables and chairs, miscellaneous pieces of strength training equipment, lockers, machine and free weight strength training equipment, dumbbells, benches, bars, mats, medicine and stability balls and a variety of other strength training and yoga equipment.

## **Academic Records**

Academic records are maintained on-site. Students have access to their files and all student records will be kept confidential in accordance with the Family Education Rights and Privacy Act (Addendum VII). Student records will only be distributed upon completion of a Release of Student Records form by the student.

## **Students with Special Needs**

Applicants with disabilities follow the same admission procedures as students without disabilities and must submit application materials as requested by the school. The school will make the initial decision of acceptance in accordance with established admission standards they will be made without regard to disability.

Accommodations will be made for students with special needs within the acceptable limits of existing restrictions. In order to receive a special accommodation, a student must present official documentation stated that such an accommodation is required and identifying said accommodation.

## **Academic Terms/Calendar**

### Yoga Teacher Training Program (14 Weeks)

The program is broken down into two academic terms, Module A and Module B with each term consisting of 100 clock hours of instruction, for a total of 200 program hours. Instructional hours include; classroom (56), practical (126) and externship (18). Classes start January and July and are offered Tuesdays 5:30-9:30pm and two weekends a month; Saturday and Sunday, 8:00am-5:00pm

### Personal Training Program-Hybrid (12 Weeks)

The 200 hour hybrid program is taught over 12 weeks and consists of 96 in-class hours and 104 hours of on-line self-study. In-class/practical instruction is offered each Tuesday and Thursday from 9:30am-1:30pm and 5:30-9:30pm. Students must attend one class each Tuesday and one class each Thursday. The school reserves the right to cancel a class prior to its published start date. Students should refer to the syllabus for specific holiday dates; however classes are generally not held as follows:

- New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Labor Day, the week of July 4<sup>th</sup>, Wednesday thru Sunday of the Thanksgiving Holiday, Christmas Eve Day through January 1<sup>st</sup>

## **Admissions Requirements**

- Have earned at least a high school diploma or the equivalence
- Be at least 18 years of age by the start of the class for which the student enrolls

No prerequisite classes are necessary to take the programs. The National Personal Training Institute of Columbus does not discriminate against any applicant by race, gender, age or physical disability in accordance with federal and state guidelines.

## **Admissions Procedures**

- A student is to submit a completed enrollment form with payment of the \$25.00 enrollment fee made via check or money order (made out to NPTI) or credit card. Cash will not be accepted.
- Once their enrollment form and payment are received and processed, the student will be sent via email:
  - Receipt for their payment if made by check or money order
  - Credit card authorization form which may be used for the first tuition payment
  - Enrollment confirmation letter containing tuition payment guidelines and class information
    - Students are directed in that letter to bring to the first class a copy of their driver's license or other official government issued document that shows their photo and birthdate, a copy of their high school (or equivalent) or college diploma or transcripts and their first tuition payment if applicable
- Students are to receive their school catalog, student enrollment agreement and other related documents on first day of classes

- Upon receiving signed copies of their enrollment paperwork, each student is to then sign an Enrollment Paperwork Sign-Off form

Regardless of enrollment date, a student must provide proof of age and complete the attestation of high school or equivalent graduation as contained on the school's enrollment form and/or on the student enrollment agreement prior to the start of class. Students not providing documentation showing they have earned a high school diploma or equivalent by the third week of class will be administratively dropped from the program.

### **Maximum Number of Students in the Classroom and Practical**

Thirty (30)

### **Program Costs**

#### *Yoga Teacher Training Program*

Tuition_____	\$ 2,825.00
Enrollment Fee_____	\$ 25.00
Yoga Studio Fee_____	\$ 150.00
Total_____	\$ 3,000.00

- Books are not included
- Tuition is billed at a rate of \$1,412.50 per Module
- Tuition and fees will not be increased during the duration of this agreement
- Enrollment fee is non-refundable if a student cancels an enrollment agreement more than five calendar days after the date of signing or if a student never attends class (no-show).
- Yoga Studio Fee is a consumable fee due to third party contractual agreements. A consumable fee is a non-refundable item with a defined end or cancellation date. Students who at the time of their enrollment are in possession of a membership to The Yoga and Fitness Factory or The Studio Cleveland will have \$150.00 deducted from their tuition and fees

#### Hybrid Personal Training

##### Option #1

Tuition_____	\$1,775.00
Enrollment Fee_____	\$ 25.00
Total_____	\$1,800.00

- Tuition is billed at a rate of \$1,800.00
- Tuition and fees will not be increased during the duration of this agreement
- Enrollment fee is non-refundable if a student cancels an enrollment agreement more than five calendar days after the date of signing or if a student never attends class (no-show).

##### Option #2

Tuition_____	\$1,775.00
Enrollment Fee_____	\$ 25.00
CPT Exam Prep _____	\$ 600.00
Total_____	\$2,400.00

- Tuition is billed at a rate of \$2,400.00
- Tuition and fees will not be increased during the duration of this agreement
- Enrollment fee is non-refundable if a student cancels an enrollment agreement more than five calendar days after the date of signing or if a student never attends class (no-show).
- Includes electronic copy of textbook, online exam specific content, voucher to take the CPT exam and eight hours of in-class exam prep.

## Definition of Clock Hour

One in-class hour equals fifty minutes of supervised instruction.

## Graduation Requirements

1. Tuition and fees must be paid in full
2. Attend at least 90% of the program instructional hours
3. Earn a minimum cumulative grade point average of C (70%) on all assigned work and exams
4. Complete the Ohio State Board of Career Colleges and Schools On-Line Student Disclosure Form

A student who satisfactorily completes their selected program will be awarded a certificate of completion. Students are supplied a final transcript and their certificate of completion/diploma within three weeks of program completion. A student may request, at that time or a later date one additional transcript at no charge, with subsequent copies being supplied at a cost of \$10.00 each. Students who complete the YTT programs are eligible to register as a RYT® 200 with Yoga Alliance. Additional information may be found at [yogaalliance.org/Credentialing/For\\_Teachers/RYT\\_200](http://yogaalliance.org/Credentialing/For_Teachers/RYT_200).

## Completion Requirements

Students must abide by catalog addendum progress policies and are responsible for making arrangements with the instructor to obtain information missed in class. Unless otherwise directed, assignments are to be submitted at the start of class on their identified due date. Late assignments will be accepted up to one week after their identified due date. Unless proof of a medical or other emergency can be produced to justify the late submittal, any late assignment will be assessed an overall 25% penalty along with the loss of any specific assignment points designed to be earned via practical implementation or demonstration. The decision to waive the late assignment penalty is at the discretion of the school director whose decision is final. Assignments over one week late will not be accepted. Students are not allowed to take exams prior to the normally scheduled exam date. A student not taking a regularly scheduled exam on the identified exam date will receive a zero on that exam. However, a student will be allowed to make up a missed exam providing appropriate justification and documentation can be provided to substantiate the absence on the scheduled testing day, such as military service or a family or medical emergency. A student will receive an automatic grade reduction of ten points on any makeup exam and will have seven calendar days in which to make up the missed exam. There will be no makeup exams offered for mid-term or final exams.

## Grading System and Assessment Tools

A student's grade is determined by the total number of points they earn divided by the total number of possible points available. Numerical and letter grade equivalence, with the numerical value expressed as a percentage of total points earned, is as follows:

From	To	Grade
90	100	A
80	89	B
70	79	C
60	69	D
<59		F

## Leave of Absence

A student desiring to take a school approved leave of absence (LOA) must submit to the school director a written request for a LOA specifying the reason for the LOA in advance of the beginning date of the leave. A student will be withdrawn from the program if he/she does not request a LOA and/or an approved LOA is not granted by the school within a timeframe consistent with the institution's attendance policy. The request for a LOA must contain an explanation of the mitigating circumstances leading to the request and evidence and a

description of the changes that will occur over the LOA that will allow the student to successfully complete the program upon their return. The written application must be accompanied by appropriate medical or other official documentation justifying the request.

The LOA is limited to one-half the published program length in any 12-month period and students not returning to the program within the identified time frame will be withdrawn. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family, a severe illness suffered by the student or military service. Students will be notified of the decision by email and regular mail within five days of the receipt of the request and all decisions by the director are final.

### **Student Code of Conduct**

Students involved in misconduct are subject to dismissal from the program. Examples of misconduct include, but are not limited to; cheating, forgery, plagiarism, sexual harassment, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration functions, physical or verbal abuse of any person on or off school premises, theft or damage to school or student property and the use of alcoholic beverages and/or illegal drugs on school property. A student caught cheating will be given an automatic grade of zero on the exam or assignment on which they cheated. The unauthorized videotaping or photographing of class activities or documents and/or the posting of any such videotapes or photographs via any social networking or other method is grounds for dismissal from the program. Students are not allowed to bring guests to instructional sessions without prior approval from the school director. The use of tobacco and related products is prohibited in the classroom or on school property.

### **Dismissal**

The school director has the authority to dismiss any student who violates the school's published policies. A student who has been dismissed or administratively withdrawn from the school will receive notification via email and regular mail and has the right to apply for readmission.

### **Readmission Following Dismissal, Voluntary Withdrawal or Completion**

#### **Readmission Following Dismissal**

- A student desiring to appeal their dismissal from a program must submit to the school director a written appeal request for reinstatement within seven calendar days following the distribution of their dismissal notice. The written appeal request for reinstatement must contain an explanation of the mitigating circumstances that have prevented the student from attaining academic progress or for meeting program standards and a description of the changes that have and will occur that will now allow the student to meet program standards. The written appeal must be accompanied by appropriate medical or other official documentation justifying the reinstatement request if applicable. Only extraordinary conditions will be considered, such as an injury or illness to the student, the death of a relative or other special circumstances.
- A student will be allowed only one appeal and the school director will assess all written appeal requests for reinstatement and determine whether the student may be permitted to return. The student will be sent via email and regular mail the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final. A student who has been dismissed from the program and/or whose appeal for reinstatement has been denied will not be allowed to re-enroll in the program.

#### **Readmission Following Voluntary Program Withdrawal**

- A student desiring to re-enroll following his/her voluntary withdrawal from a program must submit to the school director a written request for readmission prior to the start of the class for which they want to enroll. The written request for readmission must contain an explanation of the mitigating circumstances that caused their withdrawal and a description of the changes that have and will occur that will allow them to now successfully complete the program. The written request must be accompanied by appropriate medical or other documentation justifying their request if applicable.

- A student will be allowed only one appeal and the school director will assess all written appeal requests for reinstatement and determine whether the student may be permitted to return. The student will be sent via email and regular mail the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final.

#### **Readmission Following Program Completion**

- A student who graduated from a program or completed a program but did not meet the graduation requirements will be permitted to re-enroll at the discretion of the director.

#### **Student Complaints**

Student grievances should be filled in accordance with the Student Complaint Policy (Addendum V).

#### **Student Services**

Student services are offered in the following areas; coping skills and general development appropriate to higher education students, counseling, academic advising, tutoring, placement assistance and a learning resource center. Students needing assistance should contact the school director.

#### **Placement Assistance**

The National Personal Training Institute of Columbus employment assistance program includes the guest speaker program, assistance in resume and cover letter production, job interviewing practice and direction, list of hiring contacts, notification of job leads via email and other social media outlets and a listing of websites that contain relevant job leads. The National Personal Training Institute of Columbus cannot guarantee employment.

#### **Cell Phones and Other Electronic Devices**

The use of cell phones and other electronic devices may be prohibited at the discretion of National Personal Training Institute of Columbus faculty and staff.

#### **Program Advisory Committee Members**

- Amy Jo Sutterluety, Ph.D., F.A.C.S.M., Associate Dean, Professor and Program Chair of the Department of Health and Physical Education at Baldwin Wallace College in Berea, Ohio
- Leslie Bonci, M.P.H., R.D., C.S.S.D., L.D.N. Director of sports nutrition at the University of Pittsburgh Medical Center for Sports Medicine
- Michael Hall, NPTI-CPT. Owner and chief operations officer for Fitness Together in Cleveland

#### **Textbooks-YTT**

- Prana and Pranayama. Swami Niranjanananda Saraswati, January 1, 2010 (\$34.95)
- The Key Muscles of Yoga, Ray Long Scientific Keys, Volume I, Nov, 2009 (\$20.00)
- The Yamas & Niyamas: Exploring Yoga's Ethical Practice. Deborah Adele. Sep 1, 2009 (\$14.00)
- The Complete Guide to Yin Yoga: The Philosophy and Practice of Yin Yoga. Bernie Clark and Sarah Powers, Jan, 2012 (\$12.00)
- Inside the Yoga Sutras: A Comprehensive Sourcebook for the Study & Practice of Patanjali's Yoga Sutras. Jaganath Carrera. Nov, 2005 (\$17.00)

#### **Access to Lectures and Teaching Materials**

Lectures and related materials are posted on-line. As such, students will not be provided hard copies.

#### **Severe Weather/Cancelling Classes**

The decision to cancel classes will be at the discretion of the school director but in general the National Personal Training Institute of Columbus will close and classes will be cancelled if classes at the main campus of Columbus State Community College are cancelled. Students will be contacted via email and text and any class

cancellation/delay information will be posted at [ohio.nationalpti.edu](http://ohio.nationalpti.edu). Students are not required to attend extra class days due to class cancellation

### **YTT Program Externship**

Students are to attend 18 public yoga classes and report on their experience, nine classes each module of instruction and at least one per week of enrollment. Students are provided a membership to The Yoga and Fitness Factory and it is recommended that the externship hours occur at that facility. However, students who prefer may select a yoga facility of their choosing but they will be responsible for any additional costs. Students receiving veteran's benefits may only complete externship hours at The Yoga and Fitness Factory. The primary objectives of the externship program are for students to be exposed to a wide variety of teaching and class styles while also expanding their own practice. Each class must be taught by a Yoga Alliance certified instructor. In addition to attending the class, an analysis and reflection of the teaching style and overall experience will be required of the student and discussed weekly. To facilitate these discussions, students must complete an externship class evaluation form for each class attended and they will also be required to have the yoga class instructor sign a form documenting their attendance.

### **Course Sequences**

#### **Yoga Teacher Training**

Module A	Module B
YTT 1: Yoga Foundations (Prana and Pranayama)	YTT 5: History, Philosophy and Lineage
YTT 2: Yoga Anatomy 1: Muscles and Movement	YTT 6: Qualities of a Master Teacher
YTT 3: Yoga Anatomy 2: Bones and Connective Tissue	YTT 7: Advance Practice and Professionalism
YTT 4: Subtle Anatomy, Deep Anatomy and the Power of Touch	YTT 8: Externship (To be completed during both Modules)

#### **Personal Training**

Anatomy
Exercise Physiology
Exercise Program Design
Nutrition
The Business of Personal Training

### **Course Learning Objectives**

#### ***Yoga Teacher Training Program***

##### **YTT 1: Yoga Foundations (Prana and Pranayama)**

The student will:

- Name the six types of yoga
- Successfully lead Sun Salutation A and B
- Identify the benefits of mindful breathing
- Elaborate on the major points of the Ashtanga practice

##### **YTT 2: Yoga Anatomy 1: Muscles and Movement**

The student will:

- Identify modifications for weakness or injury
- Identify major upper and lower body muscles
- Successfully lead a self-created yoga sequence
- Create warm up sequences for specific muscle groups

### YTT 3: Yoga Anatomy 2: Bones and Connective Tissue

The student will:

- Identify the major joints and planes of motion
- Demonstrate a knowledge of fascia and its role in the body
- Successfully lead a yin style sequence and demonstrate knowledge of the purpose of the yin practice

### YTT 4: Subtle Anatomy, Deep Anatomy and the Power of Touch

The student will:

- Successfully lead a meditation session
- Identify the location and functions of human organs
- demonstrate ability to physically assist and cue students
- Understand the benefit of yoga on organs and throughout the endocrine system

### YTT 5: History, Philosophy and Lineage

The student will:

- Identify the lineage of at least three styles of yoga
- Successfully create and lead a self-designed sequence
- Convey a working knowledge of the vast body of yoga types and styles
- Identify the four primary philosophies that underpin yoga practice and lifestyle

### YTT 6: Qualities of a Master Teacher

The student will:

- Lead a complete yoga class
- Teach advanced physical postures such as binds and inversions
- Design programming to teach to specialized populations such as pregnancy, children and the elderly

### YTT 7: Advance Practice and Professionalism

The student will:

- Lead a self-designed complete class
- Present an intake form and outline for private clients
- Present an outline for a two hour workshop on topic of choice

### YTT 8: Externship

The student will:

- Analyze the teaching styles of numerous teachers
- Incorporate observed techniques into their own practice
- Evaluate the overall experience of multiple public yoga classes
- Attend a total of 18 public yoga classes, nine per each module of instruction

### *Personal Training Program*

#### Anatomy

The student will:

- Label the Axial and Appendicular Skeleton
- Identify the origin, insertion and the primary and integrated actions of upper and lower extremity muscles
- Interpret movement terminology as related to joints including anatomical planes, axis of rotation and degrees of freedom

#### Exercise Physiology

The student will:

- Identify different muscle fiber types

- Define the macro and microstructures of a muscle
- Illustrate the sliding filament theory of muscular contraction
- Identify the factors contributing to human strength and power
- Distinguish the different types of musculoskeletal system levers
- Recommend ways to minimize injury risk during resistance training
- Use terminology of human bioenergetics and metabolism related to exercise
- Compare primary energy systems and classify energy substrate depletion and restoration
- Analyze athletic movements and design movement-orientated and related exercise prescriptions
- Identify the anatomical and physiological characteristics of the cardiovascular and respiratory systems
- Explain basic concepts of endocrinology including the hormonal responses to cardiovascular and resistance training

### Exercise Program Design

The student will learn to:

- Describe the various types of aerobic endurance programs
- Apply periodization in strength and conditioning programs
- Implement exercises using a variety of tools and modalities
- Identify and modify high risk and contraindicated exercises
- Assess a client for the purpose of designing a resistance training program
- Implement training programs that demonstrate an understanding of human bioenergetics and metabolism
- Assign aerobic endurance exercise intensity levels and comprehend the various methods used to monitor these levels
- Determine training frequency based on training status, load, volume, exercise type and other concurrent exercises
- Select appropriate aerobic endurance training guidelines based on frequency, training status, fitness goals and recovery requirements
- The student will evaluate the health concerns, integrate exercise programming guidelines and apply required exercise modifications for clients with specific health issue
- Perform pre-participation health screenings and risk stratification for clients including body movement screens including strength, balance and flexibility testing, measurement of heart rate, blood pressure, body composition and aerobic capacity and complete and evaluate PAR-Q, Medical Clearance and Client Self-Evaluation Form
- The student will acquire the ability to perform pre-participation health screenings and risk stratification for clients including; Body movement screens including strength, balance and flexibility testing, Measurement of heart rate, blood pressure, body composition and aerobic capacity, Complete and evaluate PAR-Q, Medical Clearance and Client Self-Evaluation Forms

### Nutrition

The student will be able to:

- Identify macro and micro nutrients
- Assess supplements and other performance enhancing substances
- Explain the utilization of metabolic calculations and energy expenditure
- Interpret nutritional needs related to health, performance and special populations

### The Business of Personal Training

The student will:

- Identify ways to build and maintain a client base
- Extrapolate knowledge on developing and protecting a business
- Acquire the ability to perform career related tasks such as job searches, interviewing skills and the production of a resume and cover letter

## **Addendum I: Academic Progress (AP) Policy**

### **Yoga Teacher Training Program**

The academic year for the Yoga Teacher Training Program consists of 200 instructional hours taught over 14 weeks. Students are required to maintain both academic and attendance progress towards meeting the graduation requirements of the Yoga Teacher Training program throughout their enrollment. Students receiving veteran's benefits should refer to addendum XIV.

### **Definition of Academic Progress**

A student must meet the following standards to demonstrate AP each quarter:

- Qualitative (Grade Point Average)
  - A student must have a minimum cumulative grade point average of C (70%) on all graded materials
- Quantitative (Attendance)
  - A student must attend at least 90% of the scheduled instructional hours on a cumulative basis during each evaluation period

### **Increments for the Evaluation of Academic Progress**

AP is evaluated twice throughout the program with students provided a progress report containing their qualitative and quantitative results as such:

- Following week seven and program completion

### **Academic Probation and Dismissal**

A student failing to achieve AP as defined above will be placed on academic probation for the second half of the program. A student placed on academic probation will be notified of this status and the steps necessary to be removed from probationary status via documentation given to the student. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on academic probation. A student failing to meet the standards of AP at the end of his/her probation will be dismissed from the program, with the student being notified of their dismissal via email and regular mail.

### **Appeal /Request for Reinstatement**

A student desiring to appeal their dismissal from the program must submit to the school director a written appeal request for reinstatement following his or her dismissal within seven calendar days following the distribution of their dismissal notice. The written appeal request for reinstatement must contain an explanation of the mitigating circumstances that have prevented the student from attaining academic progress or for meeting program standards and a description of the changes that have and will occur that will now allow the student to meet program standards. The written appeal must be accompanied by appropriate medical or other documentation justifying the reinstatement request. Only extraordinary conditions will be considered, such as an injury or illness to the student, the death of a relative or other special circumstances. Before reinstatement may be granted, a written academic plan will be provided to the student which identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. A student will be allowed only one appeal and the school director will assess all written appeal requests for reinstatement and determine whether the student may be permitted to return. The student will be sent via email and regular mail the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final. A student who has been dismissed from the program and whose appeal for reinstatement has been denied will not be allowed to re-enroll in the program. A reinstated student is on academic probation for the next quarter of their enrollment, during which time they must meet the terms and conditions set out in the letter granting their reinstatement.

## **Personal Training Program**

The 200 hour hybrid program is taught over 12 weeks and consists of 96 in-class hours and 104 hours of on-line self-study. In-class/practical instruction is offered each Tuesday and Thursday from 9:00am-1:00pm and 5:30-9:30pm. Students must attend one class each Tuesday and one class each Thursday.

### **Definition of Academic Progress**

A student must meet the following standards to demonstrate AP each quarter:

- Qualitative (Grade Point Average)
  - A student must have a minimum cumulative grade point average of C (70%) on all graded materials
- Quantitative (Attendance)
  - A student must attend at least 90% of the scheduled instructional in-class hours on a cumulative basis during each evaluation period

### **Increments for the Evaluation of Academic Progress**

AP is evaluated twice throughout the program with students provided a progress report containing their qualitative and quantitative results following week six and program completion.

### **Academic Probation and Dismissal**

A student failing to achieve AP as defined above will be placed on academic probation for the second half of the program. A student placed on academic probation will be notified of this status and the steps necessary to be removed from probationary status via documentation given to the student. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on academic probation. A student failing to meet the standards of AP at the end of his/her probation will be dismissed from the program, with the student being notified of their dismissal via email and regular mail.

### **Appeal /Request for Reinstatement**

A student desiring to appeal their dismissal from the program must submit to the school director a written appeal request for reinstatement following his or her dismissal within seven calendar days following the distribution of their dismissal notice. The written appeal request for reinstatement must contain an explanation of the mitigating circumstances that have prevented the student from attaining academic progress or for meeting program standards and a description of the changes that have and will occur that will now allow the student to meet program standards. The written appeal must be accompanied by appropriate medical or other documentation justifying the reinstatement request. Only extraordinary conditions will be considered, such as an injury or illness to the student, the death of a relative or other special circumstances. Before reinstatement may be granted, a written academic plan will be provided to the student which identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. A student will be allowed only one appeal and the school director will assess all written appeal requests for reinstatement and determine whether the student may be permitted to return. The student will be sent via email and regular mail the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final. A student who has been dismissed from the program and whose appeal for reinstatement has been denied will not be allowed to re-enroll in the program. A reinstated student is on academic probation for the next quarter of their enrollment, during which time they must meet the terms and conditions set out in the letter granting their reinstatement.

## **Addendum II: Refund Policy**

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing, with the school refunding in full all tuition and fees paid no later than thirty (30) days after cancellation. This provision shall not apply where a student has already started classes. A student who cancels an enrollment agreement more than five calendar days after the date of signing will be refunded all tuition and fees, less the \$25.00 enrollment fee. A student who never attends class (no-show) will be refunded all tuition and fees, less the \$25.00 enrollment fee. A full refund of all tuition paid will be made to an applicant if that applicant is rejected for enrollment. All monies paid by a student will be refunded in the event the program or course for which the student registered is cancelled. Tuition retained by the school is based on the module of the program the student was attending through the last date of attendance.

For a student who starts a program and either withdraws, is administratively withdrawn or terminated from the program, the following two refund calculation methods will be used to determine what, if any refund is due the student. The final determining calculation to be used is the one identified as the most lenient to the student (i.e. resulting in the highest refund amount to the student). The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance. Tuition is billed as follows per module; YTT: \$1,412.50, PT (option #1): \$2,600.00, PT (option #2): \$3,200.00

Ohio State Board of Career Colleges and Schools refund calculation formula

- A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees plus the enrollment fee.
- A student who starts class and withdraws after the academic term is fifteen percent completed but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees plus the enrollment fee.
- A student who starts class and withdraws after the academic term is twenty-five percent completed but before the academic term is forty percent completed will be obligated for seventy-five percent of tuition and refundable fees plus the enrollment fee.
- A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

- Accrediting Council for Continuing Education and Training refund calculation formula

- During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
- After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

### **Addendum III: Attendance Policy**

Students must meet the standards as defined in the school's Academic Progress policy and should be aware that any missed attendance hours, including those cleared by a licensed medical practitioner will count towards their missing attendance hour total. Students are also reminded that they must attend at least 90% of the instructional clock hours of the program to satisfy the Attendance Graduation Requirement. Students should refer to the graduation requirement section of this catalog for additional information.

Students arriving 15 minutes after the published start time of a class will be considered tardy. Instructional time missed by a student arriving 15 or more minutes late to the start of class and/or leaving prior to the end of an instructional period will count towards a student's missing attendance hour total and be rounded up to the nearest quarter hour. Every four tardies will count as one absence. A student who misses five consecutive days of class without notice will be contacted by the school. A student who misses fourteen consecutive days of class without school approval will be administratively withdrawn from the program.

## **Addendum IV: Student Complaint Policy**

The faculty and staff of the National Personal Training Institute of Cleveland are dedicated to providing a quality educational experience and strive to achieve high levels of student satisfaction. As such, the following steps and procedures for lodging a complaint have been identified to assist a student in receiving a timely and accurate response to their grievance. Students should follow the progression as outlined below:

### **Step One**

All initial complaints should first be shared with the lead instructor as this will often result in a prompt and satisfactory resolution of the problem. The lead instructor will address the complaint to the best of his/her ability within three working days following notification of complaint.

### **Step Two**

If discussions with the lead instructor do not lead to a satisfactory resolution of the problem, the student may file a written complaint with the school director. This written complaint must include the following:

- Student name and contact information
- A detailed description of the problem(s)
- The approximate date(s) that the problem(s) occurred
- The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
- Summary of discussions with lead instructor
- Any other relevant information

The written complaint should be sent to:

Miles Rush, Director  
10516 Sawmill Road, Suite C  
Powell, Ohio 43065  
Phone: 614.336.2664  
Fax: 614.336.2675  
miles@nptiohio.edu

A written reply containing the school's final decision will be sent to the student within five working days of receipt of the complaint.

### **Step Three**

If, in the opinion of the student the school's decision does not provide a satisfactory resolution of the problem, the student may contact:

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, Ohio 43215  
(614) 466-2752/ Toll Free (877) 275-4219

## **Addendum V: Transfer of Credit policy**

### **Transfer of Credits to the National Personal Training Institute of Cleveland**

Students are unable to transfer credits into the National Personal Training Institute of Cleveland.

### **Transfer of Credits from the National Personal Training Institute of Cleveland**

The School Director or other approved staff member will assist with the provision of course descriptions, official transcripts, confirmation of graduation or other applicable means of assistance within generally acceptable norms for students who wish to apply for credit at another institution. Applicants for transfer of credit to another institution should be aware that it is completely at the discretion of the other institution whether to accept credits from the National Personal Training Institute of Cleveland. The National Personal Training Institute of Cleveland does not currently have established articulation agreements with any institutions of higher education.

### **Transferring to or from a National Personal Training Institute Campus**

Given the variability between each National Personal Training Institute campus' accreditation status, curriculum, program design and program length, the ability to transfer to or from one National Personal Training Institute campus to another is neither guaranteed, promised nor assured.

## **Addendum VI: Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) mandates that educational institutions maintain the confidentiality of student records and affords students certain rights with respect to their records (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Student records which are maintained by the National Personal Training Institute of Cleveland include but are not limited to admissions materials, transcripts and grades, student conduct records, financial records and billing statements, emails and financial aid information. To fulfill FERPA requirements, the National Personal Training Institute of Cleveland has established policies on student records. These policies outline a student's rights regarding his/her records, where records about the student are kept and maintained, what kinds of information are in those records, the conditions under which the student or anyone else may have access to information in those records and what action a student can take if it is believed that the information in his/her record is inaccurate or that the student's rights have been compromised. The school director is responsible for the design and publication of policies on student records. For more information contact the school at 101516 Sawmill Road, Suite C, Powell, Ohio 43065/(614) 336.2664. The National Personal Training Institute of Columbus complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing notice to students of their rights under the Act in the school catalog.

Students may inspect and review their education records by submitting their written request to the school director. The National Personal Training Institute of Cleveland will provide the student an opportunity to inspect and review his or her education records within a reasonable time after receiving the request, not exceeding 45 days from the receipt of the request. Student education records are maintained at 101516 Sawmill Road, Suite C, Powell, Ohio 43065.

It is the National Personal Training Institute of Cleveland policy that no personally identifiable information from education records will be released without prior written consent of the student, except for that information designated in this policy as directory information and such personally identifiable information that may be disclosed under the circumstances allowed under the Act and regulations passed pursuant to the Act. The National Personal Training Institute of Cleveland discloses education records without a student's prior consent under the FERPA exception to school officials with legitimate educational interests. A school official is a person employed by the National Personal Training Institute of Cleveland in an administrative, supervisory, academic, research or support staff position. Student educational records are made available to the above designated persons in furtherance of the legitimate educational purposes of record maintenance, evaluation and advising, financial aid evaluation, review for disciplinary and academic action and billing.

As required by the Act and regulations, the National Personal Training Institute of Cleveland maintains a record of written requests for personally identifiable information whether or not such requests are granted. Each student has the right to inspect and review the record of written requests for disclosures of personally identifiable information that is maintained in his or her permanent record.

The National Personal Training Institute of Cleveland designates the following information as directory information: the student's name; information on whether or not a student is enrolled during the term in which the information is requested; dates of attendance; information concerning the student's graduation status, including whether or not he or she has graduated from the school and the date of any certificate of completion awarded. Students have the right to withhold disclosure of the above information by notifying the school director in writing.

A student has the right to request amendment of his or her education records to ensure that the education record information is not inaccurate, misleading or in violation of the student's rights. The procedure to seek amendment of a student's education records is as follows:

- A written request along with any related documentation must be submitted to the school director stating the reason a student seeks to amend his or her education record
- Within a reasonable timeframe after receiving the request, but no longer than 45 days, the school director will issue a decision in response to the student's request. If the decision is unfavorable, the student may file a complaint as directed in Addendum VI: Student Complaint Policy in the school catalog

Each student has the right to file a complaint with the United States Department of Education concerning alleged failures by the National Personal Training Institute of Columbus to comply with the requirements of the Act and the regulations passed pursuant thereto. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202.

## **Addendum VII: Financial Assistance and Veterans Educational Benefits**

### **Financial Assistance**

The National Personal Training Institute of Columbus offers an in-hours interest free payment plan for enrolled students but does not offer scholarships, grants, tuition discounts, waivers or other types of financial assistance or aid.

### **Veterans Educational Benefits**

The National Personal Training Institute of Columbus is an approved provider for veteran's educational benefits and can accept funding from the following Veterans Education Benefits Chapters as applicable for the YTT program. The personal training program is not approved for veteran's benefits.

- Chapter 33: Post 9/11
- Chapter 31: Vocational Rehabilitation
- Chapter 35: Survivors' and Dependents Education Assistance
- Chapter 30: Montgomery GI-Bill/Active Duty Educational Assistance
- Chapter 1606: Montgomery GI-Bill/Selected Reserve

### **Veteran's On-Line Application**

A veteran who is eligible for any of the above mentioned benefits should establish an Ebenefits Account and fill out the Veteran's On-Line Application (VONAPP) found at [www.benefits.va.gov/gibill/apply.asp](http://www.benefits.va.gov/gibill/apply.asp). The following school names/address should be used for Question #10B on the VONAPP:

- National Personal Training Institute of Cleveland: 673 Alpha Park, Suite A, Highland Heights, Ohio 44143
- National Personal Training Institute of Columbus: 10516 Sawmill Road, Suite C, Powell, Ohio 43065

Upon submitting the VONAPP, the veteran should then enroll in their National Personal Training Institute of Columbus class of choice, including payment of the \$25.00 enrollment fee. Upon receipt and processing of their enrollment form and payment of the \$25.00 enrollment fee, each veteran will then be contacted by a National Personal Training Institute of Columbus enrollment representative.

### **Veterans Benefits and Transition Act of 2018**

The National Personal Training Institute of Columbus will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## **Addendum VIII: Personal Training Certification Tuition Refund Program**

The National Personal Training Institute of Cleveland and the National Personal Training Institute of Columbus (hereafter jointly referred to as NPTIOH) will provide a tuition refund in the amount of \$150.00 for those graduates of the Personal Training program who successfully earn a National Commission for Certifying Agencies (NCCA) Accredited Personal Training Certification within 30 days of their graduation according to the following conditions:\*

- The Personal Training Certification Tuition Refund Program is applicable to the following certifications only; NCCPT, National Academy of Sports Medicine: NASM-CPT, National Strength and Conditioning Association: CSCS or NSCA-CPT
- The Personal Training Certification Tuition Refund Program is restricted to NPTIOH students. A student must graduate from the program to be eligible for the tuition refund. There is a limit of one \$150.00 tuition reimbursement per student.
- A student must earn one of the NCCA Accredited Personal Training Certifications as identified above between 30 days prior to and up to 30 days following their last day of class, with the last day of class as identified in their Student Enrollment Agreement. A student will not receive a tuition refund if that student fails to graduate from the program, even if that student earns an NCCA accredited personal training certification within 30 days prior to their last day of class.
- The student must provide a copy of the official notification from the certifying body that the student has earned the certification to the school director no later than 45 days following the student's last day of class, with the last day of class as identified in their Student Enrollment Agreement. This document must contain at minimum the name of the certification, the name of the certifying organization and the date of which the certification was awarded. A student will not receive a tuition refund if proof is presented after the 45 day deadline.
- The tuition refund in the form of a check will be sent to the student no later than 30 days following the student's successful completion of the above criteria as determined by the school director.

\*Students enrolled in the Personal Training program as offered by NPTIOH are not required to participate in the Personal Training Certification Tuition Refund Program. Participation in the Personal Training Certification Tuition Refund Program, and/or the earning of an NCCA accredited certified personal training certification is completely voluntary and not a program requirement.

## **Addendum IX: Copyright Infringement**

It is the policy of the National Personal Training Institute of Cleveland and the National Personal Training Institute of Columbus that all members of the National Personal Training Institute of Cleveland and the National Personal Training Institute of Columbus adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code), hereinafter referred to as the “1976 Copyright Act”; the Digital Millennium Copyright Act of 1998; and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002. The purpose of the NPTI Copyright Policy is to provide guidance to University faculty, staff, and students in the responsible use of copyrighted works in the creation, exchange, and dissemination of ideas and information in the pursuit of research, teaching, and learning. Copyright ownership and intellectual property rights of works created by NPTI faculty, staff, and students are defined in: Intellectual Property Policy: Rights and Responsibilities with Respect to Intellectual Property at NPTI.

**USING COPYRIGHT PROTECTED WORKS**

Permission All members of the University Community are responsible for adhering to applicable copyright laws and determining whether a use constitutes fair use under the 1976 Copyright Act and/or complies with the TEACH Act provisions for use of digital works in an online or distance learning environment. If a use does not constitute fair use, or a work is not in the public domain, permission must be obtained from the copyright owner or whoever has the right to give permission on behalf of the copyright owner.

**Infringement** In the case of infringement, the copyright owner is entitled to recover actual damages and profits attributed to the infringement, as well as statutory damages, ranging from \$750 to \$150,000 per infringement.

**U.S. COPYRIGHT LAW** Full text of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code) <http://www.copyright.gov/title17/92chap1.html>

**1. What is Protected by Copyright** Copyright protects “original works of authorship” that are fixed in a tangible form of expression. Copyrightable works include, but are not limited to, literary works; musical, dramatic, and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; and architectural works. These categories should be viewed broadly, for example, computer programs may be registered as literary works.

**2. What Is Not Protected by Copyright** Materials generally not eligible for statutory copyright protection include: works that have not been fixed in a tangible form of expression, such as improvisational speeches or performances that have not been written or recorded; titles, names, short phrases, slogans, familiar symbols; ideas, procedures, methods, systems, processes, concepts; and works consisting entirely of information that is common property, such as standard calendars, height and weight charts, and lists or tables taken from public documents.

**3. Rights of the Copyright Owner** Section 106 of the 1976 Copyright Act <http://www.copyright.gov/title17/92chap1.html#106> gives the copyright owner the exclusive right to do or to authorize others to do the following to a copyrighted work: reproduce the work, prepare derivative works, distribute copies to the public (by sale, transfer of ownership, rental, lease, or lending), and to perform or display the work publicly.

**4. Copyright Registration, Copyright Notice, Public Domain** Registration of a work with the U.S. Copyright Office, although not required for copyright protection, establishes a public record of the copyright, and is required before an infringement suit may be filed in court. A copyright notice is not required for copyright protection of works published on or after March 1, 1989. Use of the copyright notice, however, is an important factor in the event a copyrighted work is infringed, and should include the symbol © or the word “copyright,” the name of the copyright owner, and the year of first publication. Copyright protection exists from the time the work is created in fixed form. Duration of protection is dependent upon when copyright was secured. Works published prior to 1923 and works created by the U.S. Government are in the public domain and are not protected by copyright law. Works in the public domain may be used freely without the permission of the copyright owner.

**5. 1976 Copyright Act Provisions for Nonprofit Educational Institutions** It is illegal for anyone to violate any of the rights provided by the copyright law to the copyright owner, however, these rights are not limited in scope. The 1976 Copyright Act includes specific provisions for nonprofit educational institutions in the use of copyright protected works:

- a) Section 107 on fair use : <http://www.copyright.gov/title17/92chap1.html#107>
- b) Section 108 on reproduction by libraries or archives : <http://www.copyright.gov/title17/92chap1.html#108>
- c) Section 110 on the performance and display of works in the classroom and in distance education: <http://www.copyright.gov/title17/92chap1.html#110>
- d) Section 117 on computer software: <http://www.copyright.gov/title17/92chap1.html#117>

**6. Fair Use** Section 107 of the 1976 Copyright Act provides the doctrine of “fair use” of a copyrighted work, for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Fair use is an attempt to balance an author’s copyright protection in creating intellectual works against the public interest in the dissemination of those works. To determine whether the use made of a work is fair use, the law defines four factors to consider: The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit, educational purposes; The nature of the copyrighted work; The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and The effect of the use upon the

potential market for or value of the copyrighted work. All four factors must be examined, weighed, and balanced in relation to the desired use.

7. **Reproduction by Libraries and Archives** Section 108 of the 1976 Copyright Act establishes provisions for libraries or archives to reproduce copies of copyright protected works for the purpose of preservation, replacement of damaged or lost works, and resource sharing via interlibrary loan. Section 107 of the 1976 Copyright Act and the “Agreement on Guidelines for Classroom Copyright in Non-For-Profit Education Institutions with Respect to Books and Periodicals” provide the guiding principles for course reserves and course packs.

8. **Computer Software** Section 117 of the 1976 Copyright Act permits the owner of a copy of copyrighted software to make or authorize the making of an archival backup copy. Computer software is generally licensed to the user, and the terms of the license agreement for aspecific copyrighted software determine whether the user has a right to copy the licensed software beyond the archival copy. Copying or reproduction of copyrighted software on NPTI owned computing equipment must be in accordance with the provisions of the 1976 Copyright Act and the specific software license agreement. Use of unauthorized copies of software on NPTI owned computers or networks or computers housed in the University’s facilities is not permitted.

9. **Digital Millennium Copyright Act of 1998** NPTI complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA), which grants an online service provider (OSP) limited liability for contributory copyright infringement when its subscribers/users infringe a third party’s copyright in the use of the OSP’s information technology network. The DMCA requires an OSP to register an official agent with the U.S. Copyright Office, develop and post a copyright policy, use only lawfully acquired copies of copyright protected works, apply measures to protect against unauthorized access to and dissemination of information, and comply with take-down requests.

10. **Technology, Education, and Copyright Harmonization (TEACH) Act** Section 110 of the 1976 Copyright Act establishes provisions for the performance or display of a work in the course of face-to-face teaching activities or as part of mediated instructional activities transmitted via digital networks. The TEACH Act, enacted in 2002 as an amendment to Section 110 and Section 112 of the 1976 Copyright Act, exempts certain performances and displays of copyrighted materials in digital formats transmitted via digital mediums such as online distance learning and course management systems. The TEACH Act applies to distance education that includes the participation of enrolled students, on or offcampus, by accredited, non-profit educational institutions that meet the TEACH Act’s qualifying requirements. Requirements of using copyrighted works under the TEACH Act include:

- Use of the copyrighted work must be made at the direction of or under the supervision of an instructor as an integral part of a mediated instructional activity.
- Use of the copyrighted work must be limited to students officially enrolled in a specific course.
- Amount of the copyrighted work used must be “reasonable and limited” comparable to that typically displayed in a live classroom setting.
- The institution must institute and publicize its copyright policies to faculty, staff, and students; promote compliance with U.S. copyright laws; and provide notice to students that materials used in the course may be subject to copyright protection.
- The institution must implement technological measures to ensure compliance of these policies, including password-restricted access, duration of access limited to the length of the “class session,” and preventing students from retaining a copy or disseminating a copy of the copyrighted work to others.
- Exemptions under the TEACH Act do not extend to course packs or textbooks generally purchased by students individually, works produced primarily for use as distance education products, or works known or believed to be unlawfully made or acquired. Conversion of print or other analog materials to digital formats is permitted only if used for authorized transmission and when no digital version of the work is available or the digital version is subject to technological protection measures that prevent its use.

## **Addendum X: Drug and Alcohol Abuse Prevention Information**

Student should refer to [http://docs.wixstatic.com/ugd/137010\\_12c85dd7fed048f1acef627e53700425.pdf](http://docs.wixstatic.com/ugd/137010_12c85dd7fed048f1acef627e53700425.pdf) for a full copy of the document “Drug and Alcohol Abuse Prevention Information” as posted on the school’s website. The Table of Contents for that document may be found below.

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## **Addendum XI: Academic Progress for Students Receiving Veterans Benefits**

### **Yoga Teacher Training Program**

The academic year for the Yoga Teacher Training Program consists of 200 instructional hours taught over 14 weeks. Students are required to maintain both academic and attendance progress towards meeting the graduation requirements of the Yoga Teacher Training program throughout their enrollment.

### **Definition of Academic Progress**

A student must meet the following standards to demonstrate AP each quarter:

- Qualitative (Grade Point Average)
  - A student must have a minimum cumulative grade point average of B (80%) on all graded materials
- Quantitative (Attendance)
  - A student must attend at least 90% of the scheduled instructional hours on a cumulative basis during each evaluation period

### **Increments for the Evaluation of Academic Progress**

AP is evaluated twice throughout the program with students provided a progress report containing their qualitative and quantitative results as such:

- Following week 7 and program completion

### **Academic Probation and Dismissal**

A student failing to achieve AP as defined above will be placed on academic probation for the second half of the program. A student placed on academic probation will be notified of this status and the steps necessary to be removed from probationary status via documentation given to the student. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on academic probation. A student failing to meet the standards of AP at the end of his/her probation will be dismissed from the program, with the student being notified of their dismissal via email and regular mail.

### **Appeal /Request for Reinstatement**

A student desiring to appeal their dismissal from the program must submit to the school director a written appeal request for reinstatement following his or her dismissal within seven calendar days following the distribution of their dismissal notice. The written appeal request for reinstatement must contain an explanation of the mitigating circumstances that have prevented the student from attaining academic progress or for meeting program standards and a description of the changes that have and will occur that will now allow the student to meet program standards. The written appeal must be accompanied by appropriate medical or other documentation justifying the reinstatement request. Only extraordinary conditions will be considered, such as an injury or illness to the student, the death of a relative or other special circumstances. Before reinstatement may be granted, a written academic plan will be provided to the student which identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. A student will be allowed only one appeal and the school director will assess all written appeal requests for reinstatement and determine whether the student may be permitted to return. The student will be sent via email and regular mail the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final. A student who has been dismissed from the program and whose appeal for reinstatement has been denied will not be allowed to re-enroll in the program. A reinstated student is on academic probation for the next quarter of their enrollment, during which time they must meet the terms and conditions set out in the letter granting their reinstatement.