



Student Catalog

2026-2028

SEPTEMBER 14, 2026

VOLUME 39

IBMC College Campus Locations

Mission Statement

IBMC delivers a wide range of professional life-changing opportunities to promote personal, social and career development. We welcome a diversity of individuals and encourage life-long learning for success.

Fort Collins Campus

Branch Campus of IBMC College Colorado Springs

3842 S. Mason Street

Fort Collins, CO 80525

(970)223-2669

www.ibmc.edu

Greeley Campus

Branch Campus of IBMC College Colorado Springs

2863 35th Avenue

Greeley, CO 80634

(970)356-4733

www.ibmc.edu

Longmont Campus

Branch Campus of IBMC College Colorado Springs

2315 N. Main Street

Longmont, CO 80501

(303)651-6819

www.ibmc.edu

APPROVED AND REGULATED BY

The Colorado Department of Higher Education, Private Occupational School Board

ACCREDITED BY

The Accrediting Commission of Career Schools and Colleges

LETTER FROM THE VICE PRESIDENT OF OPERATIONS

IBMC College consists of three campuses with staff and faculty that value academic experience and take a personal interest in each student's progress.

What sets us apart from other colleges? Our primary focus is to provide students with personalized attention that includes hands-on training and experience, opportunities to complete industry-specific certification testing, and assistance in finding full-time careers for their chosen profession. We place special emphasis on aiding students who are looking for the best fit program for their future. Campus staff and faculty work directly with students on personal, financial, and career goals to ensure their success. This focus has allowed the College to help thousands of students realize that career focused education and training can lead to a rewarding career.

We encourage you to take advantage of the hands-on training we provide. Participate in class daily and utilize lab time to improve your skills. Visit your Career Service Advisor to learn soft skills such as interviewing and resume building and to learn about opportunities for employment. Instructors will strive to provide you with the most current industry standards and practices to ensure your smooth transition into the modern workplace.

Welcome to IBMC College and we look forward to investing in your future.

A handwritten signature in blue ink, appearing to read 'Wayne Zellner, II', with a stylized flourish at the end.

Wayne Zellner, II

Vice President of Operations, IBMC College

TABLE OF CONTENTS

INTRODUCTION

LETTER FROM THE VICE PRESIDENT OF OPERATIONS	3
ACADEMIC CALENDAR: HOLIDAYS AND BREAKS	5
HISTORY	6

GENERAL INFORMATION

INSTITUTIONAL PHILOSOPHY	7
CATALOG NOTICE TO STUDENTS.....	7
ACCREDITATION	7
EDUCATIONAL OBJECTIVES	7
STATE APPROVALS	7
COLLEGE OWNERSHIP.....	7
FACILITIES AND EQUIPMENT	7

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS.....	9
ELIGIBLE CAREER PATHWAY PROGRAM (ECP)	9
ENROLLMENT PROCEDURES.....	10
INTRODUCTORY PERIOD.....	10
STUDENT STATUS.....	10
FULL-TIME STUDENTS.....	10
HALF-TIME STUDENTS	10
INFORMATION FOR VETERANS	10
LATE REGISTRATION.....	10
NOTICE OF NON-DISCRIMINATION	10
POSTPONEMENT OF STARTING DATE	11
STUDENTS WITH DISABILITIES.....	11
FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA).....	11
TUITION	11

FINANCIAL AID INFORMATION

PURPOSE OF FINANCIAL AID	12
FINANCIAL AID PROGRAMS	12
COLLEGE SCHOLARSHIPS:	12
INFORMATION PERTAINING TO AVAILABILITY OF FINANCIAL AID	13
CREDIT HOUR CONVERSIONS	13
CERTIFICATE TO DEGREE TRANSFERS	13
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS	13
VETERAN AID PROGRAMS	15
VERIFICATION OF VETERAN AND VETERAN DEPENDENT AID INFORMATION.....	16
PAYMENT OF ACCOUNTS.....	16
REFUND POLICY.....	17

STUDENT SERVICES INFORMATION

STUDENT ADVISING	19
CAMPUS SECURITY	19
CAMPUS CLOSURES/DELAYS	19
CAREER SERVICES.....	20
CONSUMER INFORMATION	20
GRADUATION CEREMONY	20
HEALTH SERVICES.....	20
ID CARD.....	20
STUDENT SUCCESS CENTER.....	20
NATIONAL TECHNICAL HONOR SOCIETY (NTHS)	20
PARKING	20

STUDENT CODE OF CONDUCT	20
STUDENT RESPONSIBILITIES	21
DISCIPLINARY ACTIONS	22
NON-RETALIATION	22
DIGITAL MILLENNIUM COPYRIGHT ACT	22
COPYRIGHT POLICY STATEMENT	22

ACADEMIC INFORMATION

ACADEMIC PROGRESS.....	23
ACADEMIC PROGRESS FOR STUDENTS UTILIZING VETERAN BENEFIT	23
ACADEMIC RECOGNITION	24
ACADEMIC SESSION	24
ACADEMIC CREDITS	24
ACADEMIC YEAR.....	24
ACCEPTANCE OF PRIOR CREDITS.....	24
ADD/DROP PERIOD	24
ATTENDANCE POLICY AND PROCEDURES.....	24
CHANGE IN PROGRAM/SCHEDULE.....	25
MAKE-UP WORK AND COURSEWORK DUE DATES	26
CLASS SCHEDULE	26
CLASS SIZE.....	26
COURSE CANCELLATION	26
CURRICULUM DEVELOPMENT.....	27
EXTERNSHIP	27
GRADE POINT AVERAGE	28
GRADE REPORTS/CHANGES.....	28
GRADING SYSTEM	28
GRADUATION	29
LEAVE OF ABSENCE (LOA).....	29
OUTSIDE WORK.....	30
RE-ADMISSION POLICY.....	30
REQUESTS FOR STUDENT TRANSCRIPTS AND RECORDS.....	30
GRIEVANCES & APPEALS PROCESS.....	30
STUDENT GRIEVANCE PROCEDURE.....	31
SYLLABI.....	31
TEXTBOOK ISSUE	31
TRANSFER OF CREDITS.....	31
TUTORING.....	32
UNIT OF CREDIT.....	32
WITHDRAWAL FROM COLLEGE	32

PROGRAMS OF STUDY & COURSE DESCRIPTIONS

CURRENT LIST OF PROGRAMS.....	33
BARBERING	34
COSMETOLOGY	37
DENTAL ASSISTING	40
ESTHETICIAN	43
MASSAGE THERAPY	45
MEDICAL ASSISTING.....	47
HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT	50
PARALEGAL STUDIES	53
PROGRAMS NO LONGER ENROLLING.....	57

TABLE OF CONTENTS

Classes are in session through all months of the calendar year. Certain holidays are observed, in addition to an extended break over the Christmas and New Year's holidays. The Campus Director will give notification to all students, faculty, and staff in advance of unscheduled holidays or instructor workshops.

ACADEMIC CALENDAR: HOLIDAYS AND BREAKS FOR 6-WEEK TERM PROGRAMS

2026

November 2 November Term Begins
November 23-27..... Thanksgiving Break
December 19.....November Term Ends
Dec.21-Jan. 8, 2027.....Winter Break

2027

January 11..... January Term Begins
February 20..... January Term Ends
February 22 February Term Begins
April 3 February Term Ends
April 5 April Term Begins
May 15..... April Term Ends
May 17..... May Term Begins
May 31..... Memorial Day
June 26..... May Term Ends
June 28-July 2..... Summer Break
July 6 July Term Begins

July 5..... Independence Day
August 14 July Term Ends
August 16 August Term Begins
September 6..... Labor Day
September 25..... August Term Ends
September 27.....September Term Begins
November 6..... September Term Ends
November 8..... November Term Begins
November 25..... Thanksgiving Day
December 18..... November Term Ends
Dec.20-Jan. 7, 2028 Winter Break

2028

January 10..... January Term Begins
February 19..... January Term Ends
February 21..... February Term Begins
April 1 February Term Ends
April 3April Term Begins
May 13April Term Ends
May 15..... May Term Begins
May 29..... Memorial Day
June 24..... May Term Ends
June 26-30 Summer Break
July 3 June Term Begins

July 4..... Independence Day
August 12..... July Term Ends
August 14 August Term Begins
September 4..... Labor Day
September 23..... August Term Ends
September 25.....September Term Begins
November 4..... September Term Ends
November 6..... November Term Begins
November 23..... Thanksgiving Day
December 16..... November Term Ends
Dec.18-Jan. 5, 2029 Winter Break

GENERAL INFORMATION

HISTORY

Founded in 1987, IBMC College provides life-changing career training. The College was owned and operated by the Laub Company, Inc. since 1991 and operates campuses in Fort Collins, Greeley, and Longmont, Colorado. IBMC College is nationally accredited by the Accrediting Commission of Career Schools & Colleges to offer certificate, diploma, and Associate of Occupational Studies Degree programs in the fields of Business, Cosmetology, Barbering, Healthcare, and Paralegal.

From the Beginning:

1987: The Institute of Business and Medical Careers is founded under the name Medical Careers Training Center in Fort Collins, Colorado. The Center offered diplomas in the field of Medical Assisting.

1991: Medical Careers Training Center was purchased by Richard and Colleen Laub, dba The Laub Company, Inc.

1995: The College expanded to include business programs and degree, diploma, and certificate offerings in the Healthcare field. The College was renamed to the Institute of Business and Medical Careers. The campus was relocated to a larger location on Oakridge Drive.

1999: The Paralegal Program was introduced to the College in the form of an Associate of Occupational Studies degree. The College also offered a Paralegal Certificate program to students holding a bachelor's degree.

2006: Assessing the needs of the community and feedback from the College's Program Advisory Committee, the College began offering a diploma and a degree in the field of Medical Billing and Coding.

2008: The Institute of Business and Medical Careers grew at a rapid pace, which necessitated a move to a larger facility. The College moved to its current location on Mason Street. In addition, a branch campus opened in Greeley, which offered a full slate of programs.

2010: A market analysis was conducted in the northern Colorado area, which indicated a growing need for professionally trained individuals north of the Denver Metropolitan area. An Institute of Business and Medical Careers location was opened in Longmont, CO, offering the programs offered at the Fort Collins and Greeley, CO locations.

2013: The Greeley, CO campus moved to a larger location to accommodate the addition of a Cosmetology program. The campus was equipped with a full suite of classrooms and a client services clinic. The College rebranded the name Institute of Business and Medical Careers to "IBMC College". The Cosmetology program was added in Greeley, Dental Assisting was added in Fort Collins, and Dental Office Administration was added in Longmont.

2014: Cosmetology was such a success at the Greeley campus that the program was added to the program offerings at the Fort Collins and Longmont campuses. The schools were remodeled to provide additional classrooms and a client services clinic.

2017: The Medical Assisting, Dental Assisting, Medical Billing & Coding, and Paralegal diploma and degree programs were revised and updated to better meet employer needs.

2018: Utilizing the recommendations of the Program Advisory Committee at the Fort Collins campus, the Therapeutic Massage program was reviewed and revised to meet the current needs of the employment community.

2019: To provide an expanded career track for Cosmetology graduates, the Barbering program was implemented at the Longmont and Greeley campuses.

2020: The year of COVID. In response to the healthcare emergency, IBMC Colleges responded to the pandemic by going fully to distance education from March 2020 until June 2020. Upon approval of the counties in which the schools are located, the campuses opened for hands-on classes for programs that required laboratory components such as Medical Assisting, Dental Assisting, Cosmetology, Barbering, Esthetician, and Hairstyling. As counties began to reopen, IBMC returned to a residential educational mode of delivery. General education classes and a select few occupationally related classes remain online.

2022: Responding to the potential change in the credentialing requirements of Pharmacy Technicians, IBMC implemented a Pharmacy Technician degree and diploma program at Longmont campus.

2023: In October of 2023, DVMD LLC acquired the Fort Collins, Greeley, and Longmont IBMC campuses. Under DVMD, IBMC is currently evaluating the program offerings and current curriculum for potential updating and revision. DVMD is considering the implementation of new programs at the Northern Colorado locations of IBMC College.

GENERAL INFORMATION

INSTITUTIONAL PHILOSOPHY

At IBMC College, we believe that education allows the student to base his or her future on choice rather than chance. We are committed to doing everything we can to assist the student in the development of the skills, knowledge, work ethic, and professional attitude required to be successful in today's competitive job market.

We believe that the student learns best by doing. Our programs feature extensive "hands-on" training activities and sufficient opportunities for student-instructor interaction. The quality of career training, "hands-on" curriculum, and dedicated faculty and staff all work together to provide the student with a rewarding educational experience.

CATALOG NOTICE TO STUDENTS

This catalog is a guide for information about the policies and curriculum of IBMC College. The College reserves the right to change policies, requirements for degrees or certificates, prerequisites, fees, scheduling, and related matters. All changes are implemented in ways that any new policies or curriculum requirements will have little or no hardship on a student who has entered under an earlier set of requirements.

The College further reserves the right to terminate a student from the College for failure to comply with the rules and regulations as published in the catalog. Failure to read this catalog does not excuse the student from adherence to the requirements and policies described within. This catalog is incomplete without all tuition, administration, and catalog addenda as applicable.

ACCREDITATION

IBMC College is accredited by the Accrediting Commission of Career Schools and Colleges. IBMC College is dedicated to self-improvement through constant self-evaluation, participation in professional organizations, and the upgrading of all aspects of the Colleges.

EDUCATIONAL OBJECTIVES

IBMC College is dedicated to providing individuals with a viable alternative to traditional education. The Colleges' objective is to provide quality career-specific training that prepares students with entry-level skills necessary to secure employment and to enhance their work habits and attitudes.

IBMC College's curriculum is designed to accommodate the average individual, whether they need a complete program of instruction or specialized instruction in one of the related fields.

Experience has shown that "hands-on" training in career education is far superior to other teaching methods.

For this reason, the curriculum for all programs combines course presentations with practical "hands-on" laboratory projects.

The College encourages graduates to continue their pursuit of knowledge through the study of manuals and publications, memberships in professional organizations, and advanced courses. The College strives to provide each student with the knowledge, values, and skills to prepare for their chosen career field.

STATE APPROVALS

IBMC College is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board. The Division of Private Post-Secondary Schools.

The Division approves IBMC College to grant Associate of Occupational Studies Degrees and Diplomas and has approved the following curriculum:

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAMS

- **Healthcare Administration: Medical Assisting** (FC, GR, LM)
- **Paralegal Studies** (GR)

CERTIFICATE PROGRAMS

- **Medical Assisting** (FC, GR, LM)
- **Dental Assisting** (FC)
- **Massage Therapy** (FC)
- **Barbering** (GR, LM)
- **Cosmetology** (FC, GR, LM)
- **Esthetician** (FC, GR, LM)

COLLEGE OWNERSHIP

IBMC College is under the ownership of DVMD LLC. The governing board consists of:

David G. Vice – Owner/CEO
Thomas Bezek – VP/CFO
Wayne Zellner – VP of Operations

FACILITIES AND EQUIPMENT

Fort Collins

Campus: 3842 S Mason St Suite 102, Fort Collins, CO 80525
Main Campus: This facility is a 21,934 square foot freestanding building that contains modern classroom equipment. The campus has a Learning Resource Center available to all programs, and a student cafe with food and drink vending options.

Medical Assistant: The facility has classrooms and a medical lab equipped with syringes, needles, a centrifuge, exam tables, anatomy charts, stethoscopes, and an autoclave.

Dental Assistant: The facility has a dental classroom with three operatory set-up stations, a panoramic X-ray machine, and a digital X-ray machine. There is also an impressions lab and an instrument room with an autoclave, sonic cleaner, and multiple instrument setups.

GENERAL INFORMATION

Esthetician: IBMC supplies each student with Pivot Point theory books and an exam book for testing. All facilities have hands-on equipment: facial steamers, galvanic, high frequency, towel warmers, wax warmers, and all tools to learn and complete skin services. IBMC partners with Pivot Point and skincare line PCA with ongoing education for our educators and students to keep them up to date on all the latest skin treatments. Each student is enrolled in ASCP for additional insurance and education.

Massage Therapy: The facility has several classrooms with massage tables and instructional materials. The facility also has a massage clinic open to the public with six massage rooms.

Cosmetology: The facility has a full-service salon, hair stations, pedicure and manicure/nail stations, and shampoo bowls. Facilities provide each student with a tool kit to complete all hair, skin, and nail services. IBMC partners with Matrix color line, PCA skin, OPI, and Satin smooth. Matrix and PCA provide training for educators and students to keep them updated on modern hair trends and skin treatments. Each student is enrolled in AHP for additional insurance and education.

Greeley

Campus: 2863 35th Ave, Greeley, CO 80634

Barber: Each facility supplies students with Pivot Point books for theory and an exam book to ensure the student is prepared for state testing. Greeley and Longmont have virtual testing rooms for graduates testing for state licenses. Each campus has a full-service salon, barber chairs, stations, shave lather machines, and a tool kit complete with all hands-on tools to complete hair and shaving services. IBMC partners with PCA, Matrix color line, Barbados beard care line; all partners provide training for educators and students to keep them updated on all hair techniques and skin services. Each student is enrolled in AHP for additional insurance and education.

Cosmetology: The facility has a full-service salon, hair stations, pedicure and manicure/nail stations, and shampoo bowls. Virtual testing rooms are available for all graduates testing for state licenses. Facilities provide each student with a tool kit to complete all hair, skin, and nail services. IBMC partners with Matrix color line, PCA skin, OPI, and Satin Smooth. Matrix and PCA provide training for educators and students to keep them updated on modern hair trends and skin treatments. Each student is enrolled in AHP for additional insurance and education.

Esthetician: IBMC supplies each student with Pivot point theory books and an exam book for testing. All facilities have hands-on equipment: facial steamers, galvanic, high frequency, towel warmers, wax warmers, and all tools to learn and complete skin services. IBMC partners with Pivot Point and skincare line PCA with ongoing education for our

educators and students to keep them up to date on all the latest skin treatments. Each student is enrolled in ASCP for additional insurance and education.

Medical Assisting: We have 5 classrooms, with extensive selections of visual aids such as, artificial heart, skeletons, with syringes, needles, a centrifuge, a micro-hematocrit, glucometers, EKG machines, exam tables, a spirometer, an autoclave, a sedimentation rate rack, a hemoglobin meter, anatomy charts, Stedman's Medical Dictionary, Physician's Desk References, gram stain supplies, microscopes, otoscopes, sphygmomanometers, stethoscopes, a baby scale, and an adult scale. A Library Resources Center is also available with reference books, articles, etc. for student use, as well as a computer lab classroom.

Paralegal: We have 3 computer lab classrooms, a law library, and students have access to WestLaw and our Learning Resource Center with 12 computers, a printer, and a variety of school supplies available to students.

Longmont:

Campus: 2315 Main St, Longmont, CO 80501

Barber: Each facility supplies students with Pivot Point books for theory and an exam book to ensure the student is prepared for state testing. Greeley and Longmont have virtual testing rooms for graduates testing for state licenses. Each campus has a full-service salon, barber chairs, stations, shave lather machines, and a tool kit complete with all hands-on tools to complete hair and shaving services. IBMC partners with PCA, Matrix color line, Barbados beard care line; all partners provide training for educators and students to keep them updated on all hair techniques and skin services. Each student is enrolled in AHP for additional insurance and education.

Cosmetology: The facility has a full-service salon, hair stations, pedicure and manicure/nail stations, and shampoo bowls. Virtual testing rooms are available for all graduates testing for state licenses. Facilities provide each student with a toolkit to complete all hair, skin, and nail services. IBMC partners with Matrix color line, PCA skin, OPI, and Satin Smooth. Matrix and PCA provide training for educators and students to keep them updated on modern hair trends and skin treatments. Each student is enrolled in AHP for additional insurance and education.

Esthetician: IBMC supplies each student with Pivot point theory books and an exam book for testing. All facilities have hands-on equipment: facial steamers, galvanic, high frequency, towel warmers, wax warmers, and all tools to learn and complete skin services. IBMC partners with Pivot Point and the skincare line PCA with ongoing education for our educators and students to keep them up to date on all the latest skin treatments. Each student is enrolled in ASCP for additional insurance and education.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Education: Documentation of a U.S. High School Diploma, G.E.D., or equivalent. This must be received prior to the student starting class.

In circumstances where a copy of the above is unavailable, IBMC will accept the following:

- A DD-214 that identifies the student has acquired a High School Diploma or equivalent.
- An official transcript from an accredited college that indicates the student has completed 24 or more credits at a passing grade.
- A Foreign High School Diploma if it is evaluated to be equivalent to a U.S. High School Diploma. If documents are in a foreign language, they must be translated by a certified translator.

A student also may be eligible for admission without the above if they are eligible for the Eligible Career Pathway Program (ECPP) through the ECPP pathway. Please see the ECPP section below for more information.

Age: All students must be 16 years or older to enroll in all programs excluding Dental Assistant. Due to requirements to perform X-rays, the Dental Assistant program requires students to be 18 years old at the time of taking Dental Radiography.

Students under 18 will require a parent or legal guardian to sign the enrollment agreement.

IBMC College reserves the right to deny admission to anyone who is not reasonably capable of successfully completing and benefiting from the training offered.

ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)

Eligible Career Pathway Program (ECPP): Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education High School Diploma while being able to work towards completing an IBMC vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by the College.

ECPP applicants must pass the Accuplacer exam with the following minimum scores:

The Accuplacer Exam (Minimum Scoring)		
Reading: 233	Writing: 235	Arithmetic: 230

After successfully completing the test, the student will need to seek admission through the Eligible Career Pathways Program (ECPP).

The student is required to attend classes in the Adult Education Program and is expected to participate in those

classes. The Adult Education program is offered remotely online and will also be available on campus in a computer lab and will have an ECPP Coordinator available to support the students. The ECPP Coordinator will monitor participation and meet with the students as needed to provide academic advisement. See specific details below under [ECPP Participation Requirements](#) & [ECPP Withdrawal](#).

ECPP Participation Requirements:

If a student does not log in to their adult education component once during the first 10 calendar days after their initial start date, the student will automatically be canceled from ECPP and IBMC's vocational program.

- During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP Participation Advisement by the ECPP Coordinator.
- On the 21st consecutive calendar day missed, the student will be withdrawn from the college.
- If a student fails to meet the college's [Academic Progress Policies](#) as they apply to the vocational program, they will be withdrawn from IBMC College.

ECPP Withdrawal: Upon withdrawal, the student will be held to the same catalog-defined [refund policy](#) as non-ECPP participating students. The college will not apply any separate fees due to a student participating in the ECPP. If a student is withdrawn from IBMC College before completing their High School Diploma and Vocational program, they will not have access to the college's resources unless they re-enroll at IBMC College.

Receiving the earned High School Diploma: Although IBMC College has designed ECPP requirements to promote the completion of both a high school diploma and an IBMC vocational program, the College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a requirement to earn a high school diploma. Upon successful completion of the adult education component of the program, the student may request a copy of their transcript directly from the adult education vendor.

If a student graduates from IBMC's vocational program before completing the Adult Education component, they will still be able to access C4L Academy and IBMC's resources to continue working toward earning a High School Diploma.

Eligible Career Pathway Program (ECPP) Readmission: Withdrawn ECPP students wishing to re-enroll are subject to IBMC's [Re-Admission Policy](#) in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

ADMISSIONS

ENROLLMENT PROCEDURES

A personal interview with a member of the admissions staff is required to ensure the prospective student understands the nature of the training and programs offered. Guidance will be provided to students as appropriate to assist each student in making the best decision for their educational and career success. The hours for interviews are as follows:

Fort Collins: 8:00 am to 6:00 pm, Monday through Thursday, 8:00 am to 5:00 pm on Friday.

Greeley: 8:00 am to 6:00 pm, Monday through Thursday, 8:00 am to 4:00 pm on Friday.

Longmont: 9:00 am to 7:00 pm, Monday through Thursday, 9:00 am to 5:30 pm on Friday.

An Admissions Representative is available to answer any questions, explain the programs of study, provide a tour of the College, and/or schedule any required testing.

The following will be addressed and discussed with prospective students:

1. Physical ability and health adequate to perform required tasks and maintain attendance standards throughout enrollment and gain employment after successful completion of their training.
2. Ability to read, write, speak, and understand the English language.
3. Agree to abide by the rules and regulations of IBMC College.
4. Applicants will have an approved enrollment agreement signed by a school representative.
5. The applicant must be capable of performing the duties of their career field as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."
6. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if, after screening, it is determined that employment after graduation is not possible due to background issues.
7. In certain medical programs, students may be required to obtain and provide proof of any or all the following: MMR, TB Tine, COVID-19, and Hepatitis B inoculations, prior to beginning any clinical lab classes or prior to obtaining employment in these fields.

INTRODUCTORY PERIOD

IBMC College recognizes the importance of a student's educational commitment and therefore designates the first **week** of the student's college attendance as an introductory period (IP). The IP is designed to provide students an opportunity to experience IBMC College's curriculum, faculty, learning environment, and student services. During this period, students are not eligible for federal financial aid disbursements and will not incur program tuition costs, although book, uniform, and tool charges may apply.

During IP, students are issued all necessary textbooks, tools, and electronic devices. Should the student decide to cease enrollment during or at the end of the introductory period, textbooks, tools, electronic devices, and/or equipment can be returned to the Business Office if they are in "as-new" condition and in original packaging and no charges will be assessed. Cost for all returned items not in "as-new" condition, as well as any items not returned, becomes the responsibility of the student and may be reported for billing and collection.

Students wishing to cease enrollment during or just prior to the end of the Introductory Period should do so in writing to the college.

Students who do not request to be unenrolled by the end of the introductory period are automatically reaffirmed, considered active students, and will be charged accordingly. Please refer to the Refund policy for additional details.

STUDENT STATUS

FULL-TIME STUDENTS

Students must be enrolled for a minimum of 36 credit hours per academic year to be considered full-time. Students must be enrolled in 6 or more credits per academic term (grading period), or 4 or more credits per externship term to be considered full-time for the term.

HALF-TIME STUDENTS

Students enrolled between 18 and 36 credit hours per academic year are considered half-time.

INFORMATION FOR VETERANS

Most programs offered are approved for the training of veterans. Please ask about specific programs. The eligibility of veterans is determined by the VA after proper application to the Veterans Administration. The College has all the necessary forms and can assist in completing the application properly. Veterans must report all previous education and training to the Admissions Representative and complete a request for transcripts at the time of enrollment.

LATE REGISTRATION

The dates for ongoing registration will be posted and announced by the College. No student may register for courses after the close of business on the last business day prior to the start date without special approval from the Campus Director.

NOTICE OF NON-DISCRIMINATION

IBMC College does not discriminate in any of its policies, practices, or procedures against individuals based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, non-conformity with sex stereotypes, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons. This includes but is not limited to admissions, financial aid, educational and training programs or activities, and employment. IBMC College complies with all applicable federal and state laws

ADMISSIONS

regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Violence Against Women Reauthorization Act (VAWA), and Title VI and Title VII of the Civil Rights Act of 1964, as amended.

POSTPONEMENT OF STARTING DATE

Postponement of a starting date, whether at the request of the College or the student, requires a written agreement signed by the student and the College.

The agreement must set forth: a) whether the postponement is for the convenience of the school or the student, and b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

STUDENTS WITH DISABILITIES

IBMC College is committed to providing equal access to its academic and social activities to all qualified students. The College will ensure that its policies, practices, and procedures conform to Federal and state statutes and regulations as mandated under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, which established the rights of individuals with disabilities.

The Americans with Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; and (3) is perceived by others as having such an impairment. IBMC College is fully committed to providing appropriate auxiliary aids and services to qualified individuals with a disability, unless providing such auxiliary aids and services would result in an undue hardship or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the Campus Director.

Individuals requesting an auxiliary aid or service will need to complete a Request for Accommodation form and provide appropriate documentation as needed. Accommodation requests may take time to evaluate and implement if approved; please allow sufficient time for review.

Disagreements regarding appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the College's grievance procedures.

FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

IBMC College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, Federal Law 93-380. FERPA is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of records and the access provided to these records. Student records will not be released except on a need-to-know basis and with prior authorization for access or if the information is deemed directory information and has not been otherwise restricted by the student. For further information, please see the Student Educational Record Access Policy & Procedure located at:

[Right to Know- Institutional FERPA Procedure](#)

TUITION

The current tuition rates are contained in the tuition addenda to this catalog, and the catalog is incomplete without them. Click on the links below to access each campus tuition addendum. These addenda also contain information about fees, books, tool requirements, and uniforms.

[Tuition Addenda \(Price of Attendance\)](#)

FINANCIAL AID INFORMATION

PURPOSE OF FINANCIAL AID

The goal of the financial aid program is to enable students to continue their postsecondary education who would otherwise be unable to do so without financial assistance. The amount of assistance an individual may receive is determined primarily by the extent of his or her need.

To be considered for Federal Student Aid, a student must complete the FAFSA (Free Application for Federal Student Aid) for each applicable award year. The FAFSA is used to determine a student's eligibility for aid. The Financial Services representative will then package the student's award accordingly. Representatives will also review alternative funding sources if necessary.

Sources of Student Aid include:

FINANCIAL AID PROGRAMS

Federal Pell Grant: A Pell Grant is a subsidy awarded by the U.S. Federal Government to undergraduate students who display exceptional financial need and who have not earned a bachelor's, graduate, or professional degree. Pell Grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG): A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students who demonstrate exceptional financial need and who will also receive a Pell Grant. An FSEOG does not have to be repaid. Awards are campus-based, and amounts can range from \$100-\$4000 per academic year. Awards are subject to yearly allocation amounts set by the Department of Education.

Federal Direct Loan: Direct subsidized and unsubsidized loans are offered by the U.S. Department of Education (DOE). Direct subsidized loans are need-based and available to undergraduate students. The Financial Services representative will determine what students are eligible to borrow. The DOE pays interest on subsidized loans as long as you are in school and at least half-time, in the grace period, or in deferment.

Direct unsubsidized loans are available without having to show financial need. The Financial Services representative will determine what students are eligible to borrow. You will be responsible for paying the interest while in all periods.

Direct Federal Plus Loan: Plus loans are offered to parents of dependent students enrolled at least half-time, or graduate and professional students at participating and eligible post-secondary institutions. The Financial Services Representative will determine what parents are eligible to borrow. Repayment begins within 60 days of the date of the final loan disbursement for the academic year. Deferment options are available.

Federal Work Study (FWS): The FWS program allows students to earn money to pay for school by working part-time. Students will earn at least the current federal or state minimum wage. The total work-study award depends on

when students apply, their level of financial need, and the school's funding level.

Cash Installment Payment Plan: Students on the cash installment payment plan are required to make monthly payments that extend over the course of their program. Students are required to sign a promissory note and make prompt payments based on their due date. Students who are late with payments are required to see the Business Office or the Financial Services office to bring their account current. Failure to make timely payments will result in disciplinary action up to and including withdrawal from school.

Other FA procedures:

Master Promissory Note Processing: The Master Promissory Note (MPN) is used for direct subsidized and unsubsidized loans and is a legal document in which students promise to repay their federal loans and interest to the Department of Education. Students may have more than one loan under an MPN for a period of up to 10 years. This document explains the terms and conditions of your loan. Parent borrowers must also complete an MPN. The Financial Services representative will determine which loans, if any, parents are eligible to receive.

Entrance Counseling: Entrance counseling ensures that students understand the terms and conditions and rights and responsibilities of their federal loans. Students will learn what a loan is, how interest works, their options for repayment, and how to avoid delinquency and default.

COLLEGE SCHOLARSHIPS:

BOCES Scholarship

IBMC College has helped students, like you, build their careers in the business, dental, cosmetology, medical, and legal fields. IBMC is committed to providing you with practical, hands-on training in a supportive environment and preparing you for an in-demand career. Many students need help financing their education. To assist students as they pursue this next step, IBMC has a scholarship option available to award to a student selected by BOCES' counseling department. IBMC BOCES Scholarship recipients are selected by BOCES' counseling department or other selection committees designated by the high school.

Second Chance Scholarship

IBMC has a Second Chance Scholarship for students who enroll in a program one year after their high school graduation and have not yet attended college. The application is available in the Financial Aid Office. The scholarship is applied to the student's account in the last payment period of the student's program. Eligibility rules are as follows:

- Must be a high school graduate from the last calendar year
- Must submit an application prior to starting college
- Cannot have attended a college prior to beginning their training at IBMC
- Award is up to \$1,000 for a diploma or degree student.
- Maximum number of recipients per calendar year is 30

FINANCIAL AID INFORMATION

First Generation College Scholarship

When you are the first person in your family to go to college, you are taking a big step. You're travelling down unfamiliar paths and onto a bigger and brighter future. Here at IBMC, we value your drive and determination to start this new path. This scholarship is designed to help first-generation college students from all walks of life succeed in this new venture. Eligibility rules are as follows:

- Applicant must be the first in their immediate family to attend college
- Must be able to benefit from career training and gaining employment
- Must have a high school diploma or GED

Hope Scholarship

If you were a student at IBMC College and are considering re-enrolling to finish your education, there is no better time than now. We know that completing your program is important to you, and we're here to lend a helping hand with these scholarship award options.

Eligibility rules are as follows:

- Applicant must be currently working with IBMC College's Default Prevention Team
- Must be committed to finishing their education
- Must have a high school diploma or GED

VERIFICATION OF STUDENT AID INFORMATION

FAFSA forms can be selected at random for verification. Verification is the process schools use to confirm the data reported on the FAFSA form is accurate. Schools have the authority to contact the students for documentation to clear the verification.

1. New students must provide the necessary documentation for verification **within 14 days** from the date the student starts school. If the student is currently enrolled, documentation must also be provided **within 14 days** from being selected for verification. If the student fails to provide the required documentation for verification within the established timeframe, then the student will become a cash-paying student.
2. If the student is not capable of paying cash, then the student will be withdrawn from the college.
3. The Financial Services office reserves the right to make exceptions to the previously stated policies due to specific circumstances on a case-by-case basis.
4. When a student is selected for verification, they will be advised by a Financial Services representative. During the advising session, the student will be given a clear explanation of the documentation needed to satisfy the verification requirements, including the College's deadline for completion of any actions on the student's part and the consequences of failing to complete these required actions.

5. The Financial Services Office will notify the student by a normal means of communication regarding the results of the verification and any applicable changes and/or corrections.

INFORMATION PERTAINING TO AVAILABILITY OF FINANCIAL AID

Information pertaining to financial aid eligibility and sources available may be obtained in the Financial Services Office or <http://studentaid.gov>.

CREDIT HOUR CONVERSIONS

The following credit hour programs are, for financial aid purposes only, converted at a rate of the number of clock hours per course divided by 20.

- Medical Assisting
- Dental Assisting
- Healthcare Administration: Medical Assisting
- Paralegal Studies

CERTIFICATE TO DEGREE TRANSFERS

Transcripts will be evaluated based on the current course objectives to determine if a certificate completion will be fully transferred to a degree program.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal and State regulations require all postsecondary institutions to establish policies and procedures for measuring the academic progress of their students, as one of the eligibility criteria for receiving financial aid. IBMC College's academic progress policy for financial aid students governs the receipt of funds under all federal and state financial aid programs (grants, loans, and work-study). Classes that have a passing grade but are re-taken to improve the cumulative GPA do count as credits attempted but do not count as credits completed. They are treated like non-passing grades.

All students must make Satisfactory Academic Progress (SAP) towards the attainment of a degree or certificate to receive and to remain eligible for financial aid. Academic progress will be evaluated at the midpoint and end of each student's academic year coinciding with the dates at which financial aid disbursements are scheduled, typically every 15 weeks for degree programs or 18 weeks for certificate programs. The calculated status will determine the receipt of financial aid for the subsequent academic/payment period.

Students who do not meet all the criteria listed will be placed on a Financial Aid Warning status and, if applicable, be placed on an academic improvement plan for the next academic/payment period. They will remain eligible for financial aid during this period but must achieve satisfactory progress by the beginning of the next academic/payment period or the student will be TERMINATED from all relevant

FINANCIAL AID INFORMATION

financial aid programs until such time as they have met the criteria to be achieving satisfactory academic progress.

The loss of financial aid after a Financial Aid Warning period may be appealed if unusual circumstances exist. The appeals process is described further below:

Satisfactory Academic Progress for financial aid is based on three criteria:

1. A maximum timeframe: as measured by the number of attempted credits or clock hours allowed.
2. A quantitative measure: The cumulative number of credits satisfactorily completed in relation to cumulative credits or clock hours attempted.
3. A qualitative measure: The cumulative grade point average (GPA) in relation to credits or clock hours completed.

The calculations used to evaluate academic progress include all periods of the student's enrollment. IBMC does not offer summer or non-credit remedial classes. All credits attempted from the first day of the student's enrollment are included, even periods during which the student did not receive financial aid funds. However, when a student changes from one program to another without graduating, prior credits and grades that do not count toward the new program will not be included in the satisfactory progress determination. If a student graduates from one program and subsequently enrolls in another program, only the new program credits and applicable transfer credits will be evaluated for academic progress.

1. Maximum Timeframe Measure: There is a maximum amount of time that a student can take to complete his/her program of study, which is generally 150% of the length of the program measured in quarter credit hours or, for clock hour programs, as expressed in calendar time as specified under each 'Program of Study' in the catalog.

Maximum Timeframe for Credit Hour Programs		
Program Name	Credits Required for Graduation	Maximum Timeframe Credits Attempted
Dental Assistant	50.5	75.75
Medical Assistant	59.5	89.25
Healthcare Administration: Medical Assistant	93.5	140.25
Maximum Timeframe for Clock Hour Programs		
Program Name	Hours Required for Graduation	Maximum Timeframe Months
Barbering	1720	2580
Cosmetologist	1720	2580
Esthetician	720	1080
Massage Therapy	750	1125

All credits are counted when calculating the maximum timeframe completion rate, including repeated courses, withdrawals, credits transferred in from another college or

university and test-outs. All terms of enrollment also are included, even those in which the student may not have received financial aid.

2. Quantitative Measure: All students must receive a passing grade in at least 67% of all credits attempted. Passing grades are A, B, C, and D. Grades of I (Incomplete), and W (Withdrawal), as well as F (Failure), are non-passing, unsatisfactory grades, which count as credits attempted but do not count as credits completed.

Non-passing grades will negatively affect the calculation.

Attempted credits are all credits for which a student receives a grade (including A, B, C, D, F, I, or W). Repeated courses are included in credits attempted. Transfer credits (T) and test-outs (E) are counted as credits attempted and completed satisfactorily. The percentage calculation is achieved by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

3. Qualitative Measure: The following minimum cumulative GPA scale applies to all programs of study. All students must have a cumulative GPA that falls at or above the following minimums:

FA SAP Progress Chart	
CERTIFICATE PROGRAMS	Cumulative GPA Required
18-36 QCH	1.75
36 QCH – COMPLETION	2.00
MESSAGE PROGRAM/ESTHETICIAN	Cumulative GPA Required
375 CLOCK HRS - COMPLETION	2.0
COSMETOLOGY/ BARBERING PROGRAM	Cumulative GPA Required
120 – 899 CLOCK HRS	1.75
900 CLOCK HRS – COMPLETION	2.0
DEGREE PROGRAMS	Cumulative GPA Required
18 – 36 QCH	1.75
36 QCH – COMPLETION	2.0

The cumulative GPA under this Satisfactory Academic Progress policy is the GPA based upon all credits/clock hours the student has completed at the College. Transfer credits,

FINANCIAL AID INFORMATION

test-out credits, and grades of W and I are not counted as completed and do not affect the calculation of the GPA.

Failed classes must be repeated and will be charged \$250 for 1 - 4.5 quarter credit hours or 1 - 60 clock hours and \$500 for 5 or more quarter credit hours or 61 or more clock hours. After a student retakes a failed class or a previously passed class (to obtain a better grade) and attains a passing grade in the repeated class, the grade F from the failed class or the lower grade from the repeated class will no longer be included in the GPA calculation.

In the event a student withdraws during a Financial Aid Warning or a Financial Aid Probation Period and subsequently returns to the College, then the student will be placed on that same status for the next academic payment period he/she returns into, regardless of the length of time the student was in non-attendance.

Notification: If a student is not making Satisfactory Academic Progress (SAP) after one payment period, he/she will be informed by letter/email that they are not making satisfactory academic progress (SAP) and be put on financial aid warning. This will include information about the warning process and the possibility of losing financial aid eligibility. **If the student is not at a 2.0 GPA by the stated timeframe, financial aid eligibility will be lost.**

Process to Appeal the Loss of Financial Aid Eligibility: Students who do not meet the minimum standards for satisfactory academic progress after one Financial Aid Warning Period are permitted to appeal the loss of financial aid by completing an appeal application and submitting it to the Financial Services office.

Verbal appeals will not be honored.

Appeals will need to outline the mitigating circumstances that kept the student from progressing satisfactorily as well as individual actions taken to improve academically. Students will also need to provide documentation when appropriate to support the circumstances in their appeal. Incomplete appeal applications will be denied. Appeals for a given academic/payment period must be submitted by the last day of that period.

Retroactive appeals will not be granted.

Students **cannot** regain financial aid eligibility simply by taking a period of time off from school but may do so by paying for classes from their own resources and achieving SAP standards to become eligible for a future term.

The college will review cases on an individual basis to determine if mitigating circumstances are responsible for poor progress. Mitigating circumstances might include but are not limited to serious illness or injury of the student, death of an immediate family member, and extreme family upheaval.

Denial of Financial Aid due to exceeding the maximum allowable timeframe for completing a program of study may

also be considered if more than one change of program caused the SAP violation.

Written notification of the Committee's decision and academic requirements will be given to the student before the end of the first week of the student's next scheduled academic term. Students whose appeals are granted will be placed on Financial Aid Probation for one academic/payment period and will be re-evaluated at the end of the probationary period.

If the student's appeal is not granted, all federal and state financial aid eligibility is lost, and the student will need to secure other funding sources to pay tuition and fees, or they will be withdrawn if she/he is unable to secure advance payment of all scheduled classes.

VETERAN AID PROGRAMS

Montgomery GI BILL® (CHAPTER 30): The Montgomery GI BILL® Active Duty (MGIB-AD) can help you pay for education and training programs. If you've served at least 2 years on active duty.

VA Vocational Rehabilitation (Chapter 31): If you have a service-connected disability that limits your ability to work or prevents you from working, the VA Vocational Rehabilitation and Employment (VR&E) program—also referred to as Chapter 31—can help. Find out if you're eligible and how to apply for vocational rehabilitation benefits and services, like help exploring employment options and any required training needs. In some cases, your family members may also be eligible for certain benefits.

Post-Vietnam Era Veterans' Educational Assistance Program (VEAP, Chapter 32): You may be able to continue your education by using part of your military pay to help cover the cost of school. Find out if you can get benefits through the Veterans' Educational Assistance Program (VEAP)—a \$2-to-\$1 government-match program for educational assistance.

Post-9/11 GI BILL® (Chapter 33): The Post-9/11 GI BILL® (Chapter 33) helps you pay for school or job training. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI BILL® (Chapter 33).

Montgomery GI BILL®—Selected Reserve (MGIB-SR, Chapter 1606): The Montgomery GI BILL® Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits. If you're a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be eligible for this benefit.

Survivors' and Dependents' Educational Assistance (DEA, Chapter 35): Find out if you're eligible for VA education benefits for dependents and survivors (also called Chapter 35 benefits). If you're a dependent spouse or child—or the surviving spouse or child—of a Veteran, you may qualify for Chapter 35 benefits or job training through a GI BILL® program.

FINANCIAL AID INFORMATION

Educational and Career Counseling (Chapter 36): Find out how to apply for VA Chapter 36 benefits to get free Veteran Educational and Career Counseling services. You may be eligible if you're leaving active service soon, if you've been discharged within the past year, or if you're the dependent of a Veteran.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

VERIFICATION OF VETERAN AND VETERAN DEPENDENT AID INFORMATION

IBMC requires the verification procedures below to be followed for verifying veteran benefits:

1. The school must have received a Certificate of Eligibility for entitlement, a 1905, or received a verbal confirmation of benefits from US Department of Veteran Affairs no later than the first day of a course of education for which the individual has enrolled and indicated they wish to use their entitlement.
2. IBMC will permit any covered individual* to initially attend or participate in the course of education they enrolled in with one of the above specified proof of benefits despite the delimiting date occurring before the completion of the individual's educational program. However, the individual must make financial arrangements to cover educational expenses occurring after their benefit's delimiting date. Failure to do this may result in termination of enrollment.
3. IBMC will require any covered individuals* to make financial arrangements for any educational
4. expenses that are not covered by Veteran Benefits. Failure to do this may result in termination of enrollment.
5. IBMC 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 covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or 33.

The College adheres to Public Law 114-315, Sec 409 stating the university meets standards for state licensure, certification, and employment. Courses meet state instructional curriculum and certification requirements. The College does not provide any commission, bonus, or other incentive payments based on enrollments or financial aid.

***Covered Individual** defined: Anyone using benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post-9/11 GI Bill®)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

PAYMENT OF ACCOUNTS

Students shall make satisfactory arrangements for settling their College accounts promptly. Failure on the part of the student to make satisfactory arrangements for the settlement of their account by the due date may result in either an interruption of training, being withdrawn, or being sent to collections.

REFUND POLICY

REFUND POLICY

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the College does not accept the applicant, or cancels the application, all funds paid will be refunded.
2. If cancellation is requested in writing by the student (or parent/guardian, if the student is a minor), prior to midnight of the third business day (excluding Saturdays, Sundays, and business holidays), after signing the application, all funds paid will be refunded.
3. Prospective students who have not visited the College prior to application will have the opportunity to withdraw their application without penalty and have all monies refunded within three days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event the College discontinues a program of training during a period of time within which a student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College. The agreement must set forth:
 - a) Whether the postponement is for the convenience of the school or student; and,
 - b) A deadline for the new start date, beyond which the start date will not be postponed.If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
6. Any monies due to the applicant shall be refunded within 30 days from the new start date from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

A student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid. The State Refund Policy (see below) is used to determine the amount of tuition to be refunded to students who withdraw or are terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records. Refund calculations are available upon request from the Business Office at the College.

FEDERAL RETURN OF TITLE IV FUNDS POLICY-TITLE IV: RECIPIENTS ONLY

IBMC records daily attendance for all students. A student's withdrawal date is always the last day of a student's academic attendance as documented by the school's attendance records. Students who withdraw from or are terminated by the College prior to completing 60% of a payment period will have their Title IV eligibility re-calculated based on the percentage of the payment period completed. For example, a student who withdraws completing 30% of the payment period will have "earned" only 30% of any Title IV financial aid received for that payment period. The College and/or student must return the remaining 70% to the proper financial aid programs.

The policy shall apply to all students who withdraw, drop out, or are terminated from IBMC College, and receive financial aid from Title IV Funds. The term "Title IV Funds" includes Federal Pell Grants, FSEOG Grants, Perkins Loans, and Direct Student Loan Programs. Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV aid is viewed as 100% earned after this point.

- A. The percentage of Title IV aid earned will be calculated as follows:
$$\frac{\text{Number of calendar days completed in the payment period}}{\text{Total calendar days in the payment periods}} = \% \text{ of payment period completed}$$
- B. The percentage of Title IV financial aid unearned (i.e. to be returned to the appropriate programs) is equal to 100% minus the percent earned.
- C. The student will owe the College any additional charged amount as unpaid institutional charges.
- D. All refunds of unearned Title IV funds will be made within 45 days from date of determination.
- E. Post-withdrawal disbursements will be made to eligible students according to applicable federal regulations. If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, IBMC College must get the student's permission before it can disburse those funds. The student may choose to decline some or all of the loan funds so that no additional debt is incurred. IBMC College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). IBMC College needs a student's permission to use the post-withdrawal grant disbursement for all other school charges and the student will have ten (10) days to notify IBMC of the permission. If the student does not give that permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any outstanding debt at the school.

STATE REFUND POLICY-STATE OF COLORADO REGULATIONS

Refunds will be calculated as a percentage of program completion and the contract price of the program. The percentage is based on the number of calendar days completed by the student divided by the total number of calendar days in the program. The resulting percentage will be applied, and the student shall be assessed the applicable maximum percentage of the contract price of the program. All tuition refunds due the student will be made within 30 days from date of termination.

REFUND POLICY

% Completed by Student	\$ Charged to the Student
0 – 10%	10% plus \$100 withdrawal fee
after 10% - 25%	25% plus \$100 withdrawal fee
after 25% - 50%	50% plus \$100 withdrawal fee
after 50% - 75%	75% plus \$100 withdrawal fee
after 75% - 100%	100% plus \$100 withdrawal fee

The following charges are excluded from the State Refund Policy:

- A. Documented costs of uniforms issued to the student.
- B. The cost of equipment that is non-returnable and/or equipment not returned within 20 days following withdrawal. Tools defaced in any way will not be accepted for return.
- C. Books are nonreturnable.

TRANSFER CREDITS

If transfer credits are granted for training received previously, such credits will not impact the Refund Policy.

COLORADO REFUND ATTRIBUTION POLICY

The following refund attribution policy will be applied to all Students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due: 1) Federal Direct Unsubsidized Loan; 2) Federal Direct Subsidized Loan; 3) Federal Perkins Loan; 4) Direct PLUS Loan; 5) Federal Pell Grant; 6) FSEOG; 7) other Title IV Programs 8) other federal, state, private or institutional sources, 9) the student.

REPAYMENT ATTRIBUTION POLICY

The following repayment attribution policy will be applied to all students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (FWS are excluded from this calculation.) To determine if the student received an overpayment the college must determine that the funds the student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event the student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins; 2) Federal Pell Grants; 3) Federal SEOG; 4) Colorado State Grant CSG.

IMPORTANT ENROLLMENT AGREEMENT INFORMATION (CO)

- _____ Student acknowledges all tool kits for applicable programs are standardized. Books and Tools are required to be issued to students in their programs unless they have been issued previously from the college.
- _____ Student agrees to abide by all rules and regulations set forth in the Student Catalog and other publications issued by the College. Students who fail to comply with college policies are subject to termination or suspension. Termination of the enrollment will result in a \$100.00 withdrawal fee.
- _____ Student and College agree that any disputes relative to this contract or to the education and training received by the student shall be resolved through binding arbitration as more particularly set forth in the Student Arbitration Agreement signed by the student with the execution of the Enrollment Agreement.
- _____ Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at Division of Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, CO 80202, 303-862-3001, or online at <http://higher.ed.colorado.gov/dpos/>
- _____ The College offers placement assistance at no additional costs to the graduate; however, a job is neither promised nor guaranteed. The College makes no guarantee of credit transfer.
- _____ The holder of this agreement is subject to all claims and defenses which the debtor could assert the seller of goods or services pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor \hereunder.
- _____ Student acknowledges that the Student Catalog, the Enrollment Agreement and the Student Arbitration Agreement constitutes the entire agreement with the College and that the Student has not relied on any other representation other than those contained in these documents. Student also acknowledges receipt of those documents.
- _____ Admissions Requirement: Documentation of a U.S. High School Diploma, G.E.D, or equivalent.
- _____ All students participating in the Eligible Career Pathway Program (ECP) will be held to the refund policy outlined above. IBMC will not apply any separate fees due to a student participating in the ECP.

STUDENT SERVICES

STUDENT ADVISING

A list of current staff and faculty is contained in the Administration Addenda to this catalog, and the catalog is incomplete without them. Click on the links below to access each campus's administration addendum.

[Fort Collins, CO Administration Addendum](#)

[Greeley, CO Administration Addendum](#)

[Longmont, CO Administration Addendum](#)

ADVISING SERVICES ARE DESIGNED TO HELP STUDENTS:

1. Develop life goals.
2. Achieve proper in-college direction.
3. Understand themselves and the college environment.

ADMISSIONS – STUDENT

This service helps guide students into a program in which they may be interested or best suited. The Admissions Office has career information available to students in order to make an informed decision.

FINANCIAL SERVICES – STUDENT

The Financial Services Office provides financial aid advising to all incoming and continuing students and graduates. Handles student tuition account activities such as program charges and credits, and cash billing. The Business Office also handles VA and third-party processes.

INSTRUCTOR – STUDENT

Students are encouraged to discuss academic difficulties with the instructor.

LEAD INSTRUCTOR – STUDENT

If students have a concern about progress within their program, about changing programs, or other academic matters, they should request an appointment with the Lead Instructor. The Lead Instructor is available to assist students with problems which may not be appropriate or cannot be handled by the instructor and serves as an additional resource for students.

DIRECTOR OF EDUCATION– STUDENT

The DOE is available to assist students with problems which may not be appropriate for or lie beyond the scope of the responsibilities of the Lead Instructor. These School managers can assist students in coordinating carpools, childcare, bus passes, tutoring, and help resolve some scheduling-related issues. They also serve as an additional resource for students by connecting the student to a variety of community resources and support groups, tracking and monitoring student retention, and advising students who desire assistance in meeting the challenges of preparing for a career.

REGISTRAR – STUDENT

The Registrar handles attendance records, grades, graduation, enrollment verifications, and additional services related to student academic records. Registrar also handles cash payments from students.

CAREER SERVICES OFFICE – STUDENT

The Career Services Office provides career information to graduates and students on an as-needed basis to assist in job development and employment within a student's field of study.

CAMPUS DIRECTOR – STUDENT

Students are encouraged to schedule a session with the Campus Director when other services do not appear to resolve a student's questions or concerns. Complete confidentiality is assured to the student.

STUDENT SERVICES COORDINATOR – STUDENT

The Student Services Coordinator plays an important role in enhancing the overall student experience by providing comprehensive support services. This position involves working closely with students, faculty, and staff to foster a supportive and engaging educational environment. The Student Services Coordinator will assist students with academic advising, personal development, and resolving various administrative issues, ensuring their success and satisfaction throughout their academic experience.

CAMPUS SECURITY

The College makes a reasonable effort to provide a safe and secure environment. All students and staff are expected to adhere to all civil laws and College policies to maintain a safe and secure environment on campus. In case of fire or any other emergency, students are to proceed in a quiet and orderly manner to the nearest exit and leave the building. Fire extinguishers have been placed throughout the buildings for use by trained individuals only.

Indirect or direct threats of violence, including bizarre or offensive comments regarding violent events; incidents of actual violence and suspicious individuals; use, carrying, storage, or possession of weapons on IBMC property; or other similar activities should be reported as soon as possible to a supervisor or any member of management. When reporting a threat or incident of violence, the student should be

as specific and detailed as possible. Students should not place themselves in peril, nor should they attempt to intercede during an incident.

In addition, the College publishes a Campus Annual Security Report including campus crime statistics. This report is available online at [Consumer Information](#), and a free paper copy can be provided upon request. Students will receive an annual notification of the report's availability.

CAMPUS CLOSURES/DELAYS

Inclement weather or other unforeseen events may warrant the closure or delay the opening of campus facilities. Information can be found on the College's social media.

STUDENT SERVICES

CAREER SERVICES

The Career Services office at IBMC offers employment assistance at no additional cost to students during attendance, at the time of graduation, and to all alumni. Services provided include interview referrals, job development, interviewing skills, and advising to bring together a student's educational background, work experience, and personal choice in selecting appropriate positions.

This is not a guarantee of employment, type of employment, or a minimum starting salary. No one is authorized by the College to make such guarantees. In some cases, a student must be willing to relocate for specific types of employment.

CONSUMER INFORMATION

Students are encouraged to visit the college website at [Consumer Information](#) to review the most current consumer information, including policies, general institutional information, financial aid, and health and safety policies.

GRADUATION CEREMONY

The graduation ceremony marks the successful completion of a student's training program at IBMC College. This occasion offers the graduate the opportunity to celebrate his/her accomplishments while anticipating the next stage of his/her career. IBMC conducts one formal graduation ceremony each year at each campus.

All graduates are scheduled to participate in the ceremony nearest the date following their actual program completion. The dates will be announced in advance of each ceremony.

HEALTH SERVICES

IBMC College maintains first-aid supplies for minor injuries that may occur while on campus.

Students should have their own medical insurance to protect them financially in the event of accidental injury due to negligence or failure to comply with safety procedures. Students who have a medical history of illness requiring special attention should notify the administrative offices at the time of enrollment.

ID CARD

After completing the enrollment process, students will be issued a student Identification card, which may be used at participating local merchants and entertainment facilities. Replacement ID cards may be ordered through the Registrar's office at a cost of \$5.00 each.

Students must wear their ID cards in a visible location when they are on campus.

STUDENT SUCCESS CENTER

The Student Success Center is available to all students—past and present. The media available for students is accessed through Canvas and LIRN (Library and Information Resource Network), available to students 24/7, which contains links to an online dictionary and thesaurus, pertinent videos, articles, texts, and documents in an electronic format.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society recognition is available to IBMC students. After students have completed half their program, maintained a 3.85 GPA, and maintained 95% cumulative attendance, they will be eligible for nomination into the NTHS.

PARKING

Students are required to park in designated parking areas. The obstruction of fire lanes and parking in reserved handicapped spaces or assigned visitor parking is not allowed.

STUDENT CODE OF CONDUCT

IBMC College seeks to provide the best possible educational environment that emphasizes the values of honesty, integrity, respect, responsibility, and fairness. In order to achieve this goal, IBMC requires all members of the campus community to follow the policies and procedures established by the college and by local, state, and federal laws. IBMC expects honorable conduct from its staff and students that ensures the safety and support of the campus and the surrounding community.

RESPECT FOR THE INDIVIDUAL

Students deserve to attend classes in an environment where they are treated with dignity and respect. IBMC is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of each student's education. We cannot afford to let anyone's talents go to waste.

IBMC is committed to providing campuses that are free of discrimination of all types, including abusive, offensive, or harassing behavior. Each person has different expectations regarding communication and how they want to be treated. By treating each person how they prefer to be treated, we can ensure an environment where each individual is comfortable and able to learn to the best of their ability. Any student who feels harassed or discriminated against should report the incident to staff.

OPEN AND HONEST COMMUNICATION

At IBMC, a student should feel comfortable speaking his or her mind in a professional manner, particularly with respect to educational and ethical concerns. IBMC encourages an environment focused on learning, and as such, communication in the classroom and lab should be educationally focused. Staff have a responsibility to create an open and supportive environment where students feel comfortable raising such questions. We all benefit tremendously when students and staff work together to prevent mistakes or wrongdoing by asking the right questions at the right times.

IBMC will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take

STUDENT SERVICES

appropriate action. We will not tolerate retaliation against students or staff who raise genuine concerns in good faith. Students are encouraged to address such issues at the lowest level possible, as most problems can be resolved swiftly. If, for any reason, that is not possible or if a student is not comfortable raising the issue with the lowest level of staff, the student may refer to the Grievance process for further guidance.

HONESTY, INTEGRITY, AND FAIRNESS

Each student's behavior impacts the learning environment, and students should conduct themselves in a manner that promotes learning. Participating in group discussions and focusing on finding solutions to problems lends itself to this approach. Presenting professional-quality and original work in all assignments is absolutely imperative to a student's success. Students should study materials, be prepared for class each day, and approach their educational experience as they would a job they would want at the end of their training.

STUDENT RESPONSIBILITIES

Personal Behavior: The College expects the highest level of integrity from its students. Stealing, bullying, disruption, including refusal to take directions from authority, will not be tolerated. Use of profanity, noisy or boisterous conduct, or dishonesty will not be tolerated either. If an incident involving misconduct occurs, the involved parties may face disciplinary action up to and including expulsion from training. Students may not disrupt the functions of IBMC or interfere with the faculty or staff in the performance of their duties. If any student or group of students violates these regulations, the responsible person or persons may be removed from class and may be required to meet with the College's management for disciplinary action, up to and including expulsion. If any damage occurs, the responsible individual(s) may be required to pay associated costs. IBMC College views bullying as a form of violence and prohibits it on its campuses. Bullying is repeated, or severe, health-harming mistreatment of one or more persons by one or more perpetrators.

Bullying includes:

- Threatening, humiliating, or intimidating behavior through verbal, social media, or physical contact.
- Work interference or sabotage that prevents an individual from completing their job effectively.
- Social media posts regarding other students that either meet the definition of bullying or are violent in nature.

Civil Law: All students are expected to conform to all local, state, and federal laws.

Sexual Misconduct: IBMC will not tolerate any discrimination, harassment, or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression,

nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

This policy applies to all members of the IBMC community, including students, faculty, and administration, as well as third parties. In addition, this policy applies to all conduct involving students, faculty, staff, and third parties that occurs on college-controlled properties and at college-sponsored events, as well as offsite conduct when that conduct can affect the College community. Please see the Sexual Misconduct & Discrimination Policy located at:

[Sexual Discrimination Policy](#)

Alcoholic Beverages or Drugs: The use of or the possession of or being under the influence of drugs or alcohol on campus or at any function sponsored by or for a related organization is forbidden, and disciplinary action, up to and including expulsion, may be taken as outlined in the College's Drug and Alcohol Policy. Federal regulations require all students to be advised, during and upon enrollment, of IBMC's Drug and Alcohol Abuse Prevention Program. The policy can also be viewed online at:

[Right to Know – Drug and Alcohol Abuse Prevention Policy.](#)

Academic Integrity: Any student who knowingly falsifies or is party to falsification of any official College record is subject to disciplinary action. Cheating and plagiarism will not be tolerated and disciplinary action, up to and including expulsion, may be taken.

Telephone Calls: Students may not receive incoming calls at the front desk unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

Dress Code Policy and Personal Appearance: Students are being prepared for employment, and therefore are expected to dress appropriately. Attire must be neat and presentable and should conform to what is expected in the workplace. Students must maintain acceptable personal hygiene, be properly groomed at all times, and maintain an acceptable appearance. Offensive, discriminatory, or derogatory symbols are not tolerated. For additional guidelines, see the program-specific dress code or the Program Supervisor.

Children: Children are not allowed in the classroom or lab areas when students are attending class. If students bring children to the campus, they must be attended to at all times, and disruptive behavior will not be tolerated.

Food and Drink: Food and beverages are not allowed in the lab areas. Water is the only beverage permitted in the classroom and must be in a container with a secure lid.

Tobacco Use: Smoking, vaping, or tobacco use is not allowed in the buildings. Designated smoking areas are provided outside.

Equipment: Students are responsible for the care, proper use, and return of any equipment provided by the College. Students responsible for any damage or loss of the College's

STUDENT SERVICES

equipment or property may be held financially responsible for replacement.

Secure Areas: No student will be permitted to enter any secured areas or access protected information without the express permission of a college official.

Work Areas: Students are responsible for keeping their work areas clean and orderly. Proper disposal procedures of materials must be followed.

Information Technology: Use of IBMC College's computers for Internet access is limited to IBMC College educational purposes only. Use of the Internet may be monitored, including websites that are accessed. Students should not consider their use of the Internet to be private or confidential. The downloading of pirated media or software, inappropriate, or offensive materials, is not tolerated.

Personal software or hardware is not permitted to be installed or used on the College campuses without approval from the College's Network Administrator. Laptop computers are permitted for academic use by the students.

DISCIPLINARY ACTIONS

Failure to comply with any aspect of established College policies, including the ones listed above, will result in disciplinary action, up to and including expulsion. Types of disciplinary actions that can be taken for a violation of this policy are outlined below and are dependent upon the relationship with the college and the severity of the incident, and any previous disciplinary actions. This list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Student Sanctions:

- Verbal Warning
- Written Warning
- Student Support Plan (SSP)
- Suspension of Enrollment
- Expulsion

IBMC College may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

NON-RETALIATION

The College prohibits retaliation against a student for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please follow the Grievance Procedure provided. The situation will be investigated and addressed as appropriate.

If the College determines that an individual's behavior is retaliatory in nature and thus in violation of this policy, disciplinary action will be taken, up to and including termination of employment or expulsion from the College.

DIGITAL MILLENNIUM COPYRIGHT ACT

The Digital Millennium Copyright Act amends federal copyright law to provide certain liability protections for online service providers, including IBMC College, when their computer systems or networks carry materials that violate (infringe) copyright law. To qualify for liability protection, the college is required to have a policy under which the computer accounts of users will be terminated if they repeatedly infringe the copyrighted works of others.

COPYRIGHT POLICY STATEMENT

Compliance with federal copyright law is expected of all students, faculty, and staff at IBMC College. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the College's networks or other computer resources may create liability for the College as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by IBMC College.

ACADEMIC INFORMATION

ACADEMIC PROGRESS

Student progress will be evaluated on a scheduled basis to ensure the rate of completion and satisfactory academic progress is being met. Students who are not making satisfactory progress in their 1st or 2nd term will be placed on a **Student Support Plan** for a 6-week grading period. These students will be provided with bi-weekly academic advising to help the student get back on track to achieve satisfactory academic progress.

At the end of the 6-week grading period, a review will be completed by the Director of Education. If appropriate progress is not made while on a Student Academic Progress Plan, the student will be placed on **Academic Warning** for the following 6-week grading period.

Students showing improvement but not meeting required satisfactory academic progress (GPA of 2.0 or greater) will remain on Academic Warning for one additional 6-week grading period.

At the end of the next 6-week grading period, another review will be completed by the Director of Education. If appropriate progress is not made while on Academic Warning, the student will be placed on **Academic Probation** for the following 6-week grading period.

Students not making satisfactory academic progress in term 3 and subsequent terms will be placed on **Academic Warning** for the next 6-week grading period. At the end of the 6-week grading period, if the student does not meet the 2.0 GPA requirement, they will be placed on **Academic Probation**.

Failure to meet the academic requirements during the Academic Probation period will cause the student to be withdrawn.

To maintain satisfactory academic progress, a student must maintain the following minimum cumulative GPA. This scale applies to all programs of study.

Academic Progress Chart			
Quarter Completed	Credit Hours	Hours Completed	Cumulative GPA Required
14-28 (1 st -2 nd Term)			1.50
29-39 (3 rd -4 th Term)			1.75
40 to completion			2.00
Massage Program			Cumulative GPA Required
Clock Hours Completed			
240-359 (1 st -2 nd Term)			1.50
360-374 (3 rd Term)			1.75
375 to completion			2.00
Cosmetology and Barbering Program			Cumulative GPA Required

Clock Hours Completed

360-540 (1 st -2 nd Term)	1.50
541-899 (3 rd -4 th Term)	1.75
900 to completion	2.00

Occasionally, unusual circumstances will arise that will warrant an appeal of termination. Students who are withdrawn for failure to maintain satisfactory academic progress may appeal. The appeal must contain a statement as to why the student failed to meet SAP and what has changed that will allow them to be successful in the future. The appeal must be submitted within 5 business days of the initiation of withdrawal paperwork. The appeal decisions are made by the Campus Director, Director of Education, and Lead Instructor/Instructor. The student will be notified in writing of the result of the appeal within 5 business days of receipt of the appeal. Students will be able to attend training during the appeal process. Students who successfully appeal will be placed on an Academic Plan. If the student does not abide by the Academic Plan, they will be withdrawn and a second appeal will not be granted.

If the student does not prevail in the appeal process, the student will be withdrawn. Students who are withdrawn may reapply as a cash-paying student or reapply after 6 months when they may be eligible for Financial Aid.

In the event a student withdraws during a probation period and subsequently returns to the College, the student will be placed on probation for the review period the student returned into. If a student has been withdrawn for lack of academic progress, the student may petition for re-admission to the institution. The petitioner will be notified by a college official of the college's decision. The decision is final and must be documented in the student's academic file. If the student's petition is approved, the student will be placed on warning for the review period the student will return to.

Failing a course will result in a change to the student's scheduled classes and graduation date. This may also result in the student being required to go on a Leave of Absence if a class is not available. The student will be notified of these changes. Any course repeated will result in a student charge of \$250 for 1-4.5 credits and \$500 for 5 or more credit hours in accordance with the current tuition supplement.

The grade of any successfully repeated class will replace the grade of the same previously failed class in the GPA calculation. Students must complete their program within 150% of the maximum allowable number of Credit Hours/Clock Hours as specified under PROGRAMS OF STUDY found elsewhere in this catalog.

ACADEMIC PROGRESS FOR STUDENTS UTILIZING VETERAN BENEFITS

All students using veteran benefits will be held to the same standards outlined in the above academic progress policy. When a student utilizing Veteran Benefits is placed on

ACADEMIC INFORMATION

probation, as outlined for any of the above reasons, the Veteran's Association is notified.

If the student fails to meet minimum requirements by the end of their probation period, the student will be determined to **not be** making satisfactory progress, and the VA education benefits will be suspended (by the school's certifying official submitting a 22-1999b) effective on the last day of probation.

Once VA students are meeting the minimum standards of progress and are removed from probationary status, the education benefits will be reinstated for the upcoming term by the school's certifying official by submitting a 22-1999. However, no certification in arrears will be authorized.

ACADEMIC RECOGNITION

Director's List - 4.00 Grade Point Average

Dean's List 3.50 – 3.99 Grade Point Average

All students achieving a grade point average above 3.50 are eligible to receive academic recognition on one of the above lists. Students must be attending full-time to qualify.

ACADEMIC SESSION

The academic session for degree and certificate programs is based upon grading periods. Dates for class starts can be found in the Academic Calendar.

In some instances, a student will have two classes within their grading period.

ACADEMIC CREDITS

The following conversion is used in determining the academic credit hours:

30 units of study is equivalent to 1 quarter credit.

1 hour of didactic = 2 units.

(Didactic hours can be in a classroom or in a lab)

1 hour of lab = 1.5 units

1 hour of externship = 1 unit

1 hour of outside work = .5 unit

ACADEMIC YEAR

An academic year for a degree program is defined as a minimum of 30 weeks of instruction during which a full-time student is expected to successfully complete at least 36 credit hours. For certificate and diploma programs, the academic year is defined as a minimum of 36 weeks of instruction and the successful completion of 36 credits. For clock hour programs, the academic year is defined as a minimum of 30 weeks of instruction and the successful completion of 900 clock hours.

ACCEPTANCE OF PRIOR CREDITS

IBMC College may grant academic credit to students who have successfully completed the same or substantially the same courses from an accredited college qualified to award such credit. IBMC College makes the final determination of the credits accepted using the following guidelines:

1. All transcripts must be received before the student's program start day at IBMC College. It is the student's responsibility to provide official transcripts and catalog course descriptions, if requested.
2. The student must have earned a grade of "C" or better in an equivalent course. For transfer credits among IBMC College locations, all passing grades may be considered.
3. Transfer credits are evaluated by reviewing the credits and the course description of each course taken. The Director of Education makes the final determination as to whether the credits will transfer.
4. Transfer credits do not count towards the student's grade point average.
5. Students must complete a minimum of 50% of their program at IBMC College to earn a degree, certificate, or diploma. Students transferring from one IBMC location to another IBMC location must complete a minimum of 25% at the location granting the graduation credential.
6. Credit considered for transfer must have been earned within 5 years prior to the student's actual start date.

ADD/DROP PERIOD

All continuing students can add or drop a class during the first week of a grading period and will not incur any financial penalty or be assessed a repeat fee. See the Grading System section of this catalog for further information. In case of complete withdrawal, refer to the refund policy for applicable information.

ATTENDANCE POLICY AND PROCEDURES

Please note the following procedure is for students enrolling in 6-week terms; all policy and procedures for the **5-week term programs** will be found in the [Catalog Addendum](#).

Students are expected to arrive at class on time and to attend all scheduled class hours for each 6-week term. IBMC College understands that there may be instances where a student will miss class, arrive late, or leave early due to unforeseen circumstances. The student must communicate with the instructor if these circumstances occur. Students in clock hour programs are required to make up missed hours. Students in credit hour programs cannot make up missed hours.

Students can earn up to 15% of their grade for demonstrating professionalism daily. The points are awarded based on punctuality, being in dress code, being prepared for class, and engagement throughout the class.

A student who exceeds the allowable number of absences in a term will be withdrawn from the program. Please see the chart below for allowable absences; exceeding these will result in the student's immediate withdrawal from the class and their program. Occasionally, unusual circumstances may warrant the student exceeding the number of allowable

ACADEMIC INFORMATION

absences within the term. Under these circumstances, the Campus Director has the authority not to withdraw the student. The student must complete a Student Warning Notice to support their reasons for having excessive absences. If an exception is granted, the instructor, Lead Instructor, and/or Director of Education must assist the student with developing a Student Support Plan to address the attendance concerns.

Excessive Absences by Program

Program	Number of Absences
Cosmetology (except COS-109 class)	Six (6) absences
Cosmetology COS-109 Class	Five (5) absences
Barbering (except BAR-109 class)	Six (6) absences
Barbering BAR-109 Class	Five (5) absences
Esthetics (except EST-104)	Six (6) absences
Esthetics EST-104	Two (2) absences
All other programs	Five (5) absences

After the student exceeds the allowable number of absences unless there are extenuating circumstances as described above, the student will be withdrawn from the college and will receive a withdrawn "W" grade. The last day of attendance is recorded as the last time the student was marked present in class. Students wishing to return to the college after withdrawal must follow the readmission policy and procedure in order to return.

Clock Hour Program Requirements

For those programs that have a specific clock-hour requirement, instructors must record the number of hours of attendance for each student. These must be posted daily. Each course requires specific hours to be completed by the student to pass the class. Students who miss any of their scheduled clock hours must make up those hours during the same term that the hours are missed. All programmatic scheduled clock hours must be obtained, and students must have a grade of a D or higher in order to pass a course. Students with a passing grade in any given course, but who do not have the total required clock hours for that specific term, will receive a grade of F (fail), must repeat that class, and will be assessed the applicable repeat fee(s). Under no circumstance may hours carry over from term to term.

Each clock hour program maintains a published schedule of scheduled theory and lab make-up hour sessions for each term. These schedules must be made available by the first day of each term. For hours that are missed due to unscheduled absences, the student can make arrangements after the absence occurs to attend one of the posted make-

up session times to complete needed hours. In the instance that a student has extenuating circumstances and needs make-up hours prior to the absence, a student must submit an advanced written request to the Campus Director for approval. Requests must include supporting documentation regarding the circumstance. After Campus Director approval is received, the student may then coordinate with the Lead Instructor and/or instructor to complete the hours only during the week of the absence.

In the event of inclement weather days that require a school closure, clock-hour students will be required to complete make-up hours. Students must reference the published schedule for theory and lab make-up hour sessions to complete these hours during the term the closure occurred. Scheduled school holidays are considered missed time, and clock-hour students are required to make up these hours.

Types of Attendance

CLOCK HOUR PROGRAMS

Cosmetology, Barbering, Esthetician, and Massage Therapy: The student must complete every hour of the course by attendance and is required to make up missed time during the same term the hours were missed.

CREDIT HOUR PROGRAMS

Residential Attendance

Instruction for core courses is delivered in-person by the instructor in the classroom and lab setting.

Students are expected to attend and participate actively in all classes, labs, and scheduled activities. Active participation includes asking questions, responding to the instructor and classmates, and sharing resources and ideas that support the appropriate subject matter. If a student is in attendance for class and actively participating, they are considered present for attendance purposes. The programs below are offered residentially:

Certificate Programs

- Barbering
- Cosmetology
- Dental Assistant
- Esthetician
- Massage Therapy
- Medical Assistant

Degree Programs

- Healthcare Administration: Medical Assistant

CHANGE IN PROGRAM/SCHEDULE

Students may change their program or schedule on an appointment basis with the Registrar after consultation with the appropriate Lead Instructor. Students who desire to change programs or schedule may do so only if (1) tuition is

ACADEMIC INFORMATION

paid to date on the preceding program and (2) a new enrollment agreement is executed for a new program of study.

When a student changes his/her program, the College cannot guarantee the original graduation date and/or that there will be a schedule that fits his/her needs.

Students receiving VA benefits may need to submit an application, through the Business Office, to the Veterans Administration office for a change of program. See the Financial Aid Office for details.

MAKE-UP WORK AND COURSEWORK DUE DATES

Residential and Distance Education Programs and/or Courses

Synchronous Delivery

Daily in-class assignments, lab demonstrations, checkoffs, and group work are due on a daily basis. If a student is absent, they will not earn points for the in-class assignments; however, the instruction time missed can be revisited during open labs or by requesting tutoring to help you stay on track with your class.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and is due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m. will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All week 6 assignments are due by the last day of class; there will be no assignments accepted after the course has been completed.

Make-Up for Exams

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for a make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.

If a student does not take an exam when scheduled, the student will receive a zero (0) for that exam.

Students with extenuating circumstances that prevent attendance on the day of the exam must notify the instructor and the Director of Education before the time the exam is scheduled to determine if an exam make-up is possible.

If a make-up exam is approved it must be completed the next day the student is in attendance but cannot be made up during class, as this would result in the student missing even more class time.

All make-up exams will have 10% deducted from the score. Make-up exam time does not count for attendance.

Distance Education Programs and/or Courses

Online Asynchronous Delivery

Weekly lecture assignments and weekly discussion board posts are due Thursday at 11:59 p.m. Discussion boards require the student's initial response and a response to three fellow students.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and is due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m. will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All assignments due during the final week are due by the last day of class; there will be no assignments accepted after the course has been completed.

Make-Up for Exams

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for a make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.

If a student does not take an exam when scheduled, the student will receive a zero (0) for that exam.

Students with extenuating circumstances that prevent attendance on the day of the exam must notify the instructor and the Director of Education before the time the exam is scheduled to determine if an exam make-up is possible.

If a make-up exam is approved, it must be completed the next day the student is in attendance but cannot be made up during class, as this would result in the student missing even more class time.

All make-up exams will have 10% deducted from the score. Make-up exam time does not count for attendance.

CLASS SCHEDULE

Schedules for all programs can be found on the program description page. (See General Course Descriptions)

In addition to the scheduled on-campus hours, outside work is required for most courses. Programs with externships may have alternate class hours during the externship term.

CLASS SIZE

The number of students allowed in each class varies with the type of training and the physical facility. The College is committed to educationally sound class size and will limit enrollment in lecture settings to 30 students, while lab settings will be limited to 24 except for a computer lab, which is up to 30 students.

COURSE CANCELLATION

The College reserves the right to cancel any course that it deems necessary. Please refer to the Refund Policy-Colorado

ACADEMIC INFORMATION

CURRICULUM DEVELOPMENT

IBMC College prepares students for employment in various professions through hands-on training and developed curriculum. To best meet the needs of these employers, periodic revision of our courses and programs is necessary.

Accordingly, the College reserves the right to add or delete material from courses, alter program content, change faculty, adjust tuition rates, and modify cancellation/refund policies as circumstances dictate, subject to approval of the various state and national agencies under whose regulations we operate.

EXTERNSHIP

Purpose: Some training programs may require externship in an approved facility as part of the coursework. When an externship is part of a program, it must be successfully completed in order to graduate. The purpose of the externship is to provide the student with supervised on-the-job experience of tasks learned throughout the program and to provide the opportunity to gain additional, specialized knowledge and practice.

The designated Extern Coordinator at the College will directly supervise placement of externs, selection of providers, activities and tasks performed, as well as the progress and grading of each individual student extern.

Length: The length of the externship varies depending on the program. It is assumed that the usual externship will be served in 6 weeks depending upon the provider's, as well as the student's schedule. Externships include certification courses, and the term concludes on the last Friday of the term.

Reviews: Externs will be interviewed with the assigned College supervisor on a weekly basis. Task assignments, grades, time records, as well as a discussion regarding how the extern is responding to different situations, and his/her general performance will also be reviewed.

Scheduling: Student schedules for externship sites are based on the availability and needs at the site. Students are not guaranteed night or day hours based on previous scheduling and may need to adjust to complete their extern hours. Some sites may require weekend and evening hours. Students cannot be on duty for more than eight hours per day for five consecutive days. In addition, appropriate breaks must be included in the externship schedule pursuant to all state and federal laws. Students have the option to complete extern hours during scheduled breaks (ex. Summer Break) and must notify their Externship Coordinator by week 3 of the term prior to the break if they plan to work. Extern Coordinators are responsible for placing students to begin their externship no later than Week 1 Day 1 of the student's extern term. This ensures the student is prepared to start their extern immediately as students must complete their hours within the assigned term. Attendance must be documented for

every scheduled day, including any days the student is absent.

Extern Coordinators will assign students to an extern site based on availability of sites, schedules, and needs. Students may suggest available sites, but all locations must be reviewed and approved by the Extern Coordinator according to school policies.

Attendance: Students are required to attend all scheduled hours at their externship site. Standard attendance requirements apply based on the *Student Attendance Policy*. However, extern sites may be stricter about these requirements. Students who will be unable to attend during their scheduled hours must notify the Extern Coordinator as well as their on-site supervisor at the extern site. In addition, all required contact hours for the externship must be completed and this includes making up any missed hours from absences.

Dismissal from an Extern Site: If a student does not complete the required extern hours within the scheduled term due to attendance, removal from a site, or other student dictated reasons, the student receives a "W" for the course, will be withdrawn, and will need to re-enroll to take their externship course again. A re-enrollment will require the student to pay re-take fees, take the skills assessment, and the student will need to complete all required hours during the new course, as hours will not carry over from the previous course. Typically, if a student is fired from a site, they will not be re-enrolled to a new site until the beginning of the next term. In rare instances, the Campus Director may allow placement sooner or during the same term for extenuating circumstances.

In the event that a student is fired twice, the student may be required to sit out for a period of time before attempting to complete the externship again. The student must submit an appeal letter to the campus to be considered for a third attempt at the Externship course, as well as take the skills assessment for re-enrollment.

In the event the student is fired from their site for a third time, they will no longer be eligible for re-enrollment in their program.

For externship provider circumstances that require a re-assignment of the student to a new extern site, the re-assignment can occur as soon as a site is available. While waiting to be placed at a new site, the standard attendance requirement applies based on the *Attendance Policies and Procedures*. If the hours can't be completed by the end of term, refer to the incomplete section. Hours completed at the original site may be carried over to the re-assignment. Re-assignments to new locations should be minimal and should not exceed more than two placements.

Incompletes: A student may be designated as an incomplete (I) at the end of a term if all hours for the extern are not completed due to externship provider reasons that are not

ACADEMIC INFORMATION

fault of the student. If the student is unable to be placed at another externship site, the student will be assigned an “I” grade and will have one additional term to complete the needed hours to receive a grade for the course. If at that time, hours are not completed, the student will receive an “F” and will need to retake the course.

School Conduct Policies: Students are required to abide by all school policies when at extern. This includes the Drug and Alcohol Abuse Prevention Policy and Student Code of Conduct policies. Disciplinary action will be taken according to standard student procedures in the event of a violation of policy.

Background Checks and Drug Screenings: Criminal convictions and/or failed drug screenings or background checks may adversely affect a student's ability to secure an externship in the chosen field of study. Students are notified at the time of enrollment that the following may impact their ability to secure an extern site:

- Invalid Driver's License/moving violations on driving record for jobs that require driving
- Felony Convictions and/or inability to discuss and explain rehabilitative steps
- Failed background checks/drug tests

Necessary background checks and drug screenings may be conducted and when required, must be completed during the term prior to the start of the externship. These background checks and drug screens should be provided to the externship sites for review and approval. The Extern Coordinator should not be evaluating or approving background checks or drug testing.

If the student does not pass their background check or drug screen successfully, the Extern Coordinator will make a reasonable attempt to find an alternative site for the student that has different drug testing or background criteria. If there is not a site like this available at the given time, the student will be withdrawn from class one week after the start date of the term. The student may attempt to re-enroll to complete the externship but will be responsible for paying a re-take fee and successfully passing the course after they can successfully pass their background and drug screen. If the Extern Coordinator can find a suitable site for a following term that will accept the student, the student can be contacted to re-enroll and complete the program.

Immunizations: Typically, in any medical profession (ex., Dental, Medical Assistant, etc.), specific immunizations are required prior to starting the extern. Students may be required to have the MMR vaccine (measles, mumps, rubella), Tuberculosis test, Tetanus shot, Hepatitis B vaccine, COVID vaccine, and/or the Flu shot. Required immunizations are included in the medical assistant program fees. If immunizations are required for other program extern sites, students will be responsible for obtaining and providing proof

of immunization. The immunization record must be submitted to the Extern Coordinator for review and approval.

GRADE POINT AVERAGE

A student's GPA is computed by multiplying the grade point equivalent for each grade by the quarter credit hours given for the course, adding the products, and then dividing this sum by the sum of credit hours or clock hours achieved.

An example:

Course	Title	Grade	Credits	Grade Pts
BA-110	Business Math	B = 3	X 4.5	13.5
MA-101	Pathology	B = 3	X 4.5	13.5
Com-110	Organizational Communication	A = 4	X 3.0	12.0
Totals			12.0	39.0

39/12 = 3.25 G.P.A.

GRADE REPORTS/CHANGES

IBMC College does not mail evaluation reports. Instead, when the final grades have been tabulated, individual grade sheets can be viewed on Canvas LMS.

Students may challenge a grade, in writing, up to one week after the end of the grading period. This is not a chance to turn in missing assignments; it serves the purpose of correcting any errors involving the student grade. The Director of Education must approve all grade changes.

GRADING SYSTEM

Grades are earned in each grading period and are recorded on the student's permanent record. Students will be graded based on attainment of the specific grading period objectives.

At the beginning of the grading period, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. A minimum of a 2.0 GPA is required for graduation.

A student who fails a course is permitted to continue training as long as they make satisfactory progress towards graduation.

If the failed course is a prerequisite for the next course, the student must retake the failed course. Any course failed must be repeated at an additional charge to the student.

Grade definitions are:

- A = Excellent attainment of course objectives
- B = High attainment of course objectives
- C = Satisfactory attainment of course objectives
- D = Partially attaining course objectives
- F = Not attaining course objectives
- W = Withdrawal after first week
- I = Incomplete
- T = Transfer Credit

An approved Incomplete (“I”) is used only in rare circumstances in an extern course. If not all hours for the externship are completed due to delay in placement or other

ACADEMIC INFORMATION

school or externship provider reasons. The student is given one additional term to complete the hours, and the approved incomplete does not impact their grade point average. Please refer to the Externship section in this catalog for additional details.

IBMC College uses a system of grade points to give an overall appraisal of a student's level of achievement.

- A = 4 grade points per credit/clock hours earned
- B = 3 grade points per credit/clock hours earned
- C = 2 grade points per credit/clock hours earned
- D = 1 grade point per credit/clock hours earned
- F = No grade points earned
- W = No grade points earned
- I = No grade points earned
- T = No grade points earned/clock hours are earned

Students must successfully complete all of the courses in their prescribed program of study within 1.5 times the available credit hours, or for clock hour programs within 150% of calendar time, while maintaining a cumulative 2.0 G.P.A. as detailed in the catalog's Academic Progress policy.

GRADUATION

Students who have successfully completed their prescribed program of study, as detailed in this catalog, by passing all required classes and achieving a cumulative grade point average of 2.0 or better may be awarded an Associate of Occupational Studies Degree or a Diploma. All students anticipating graduation must also complete the following steps during their final course:

1. Complete a petition to graduate.
2. Attend a scheduled pre-graduation financial aid exit interview.
3. Complete a Graduate Checklist during the final week of their program.
4. Complete a Career Services Exit Interview and provide the Career Services Advisor with a current resume.

In addition to the above requirements, students in a clock hour program must complete all scheduled clock hours for that program as listed in this catalog.

Those students who successfully receive a passing grade for all courses in their academic program with a cumulative GPA below 2.0 will not be considered a graduate and will not be granted the Associate of Occupational Studies Degree or applicable Program Diploma. Instead, the student will be granted a Certificate of Attendance. If the student falls below the 2.0 GPA requirements in their final term, they may petition the Director, in writing, to be given the opportunity to retake up to two courses with the lowest grade earned at the current course retake fee.

LEAVE OF ABSENCE (LOA)

Any student requesting a leave of absence (LOA) from IBMC College must complete a 'Leave of Absence Request' Form.

The form must be submitted to the Director of Education along with applicable supporting documentation. This must be done in advance of the requested leave of absence dates.

Leave of Absence Reasons

A leave of absence is typically granted for the following reasons and definitions only. Only students enrolled in a program with 6-week terms can qualify for a LOA:

1. Medical reasons
2. Legal reasons – court dates, incarceration, etc.
3. Military obligations – temporary duty, active military orders, etc.
4. Academic reasons – unavailable classes, etc.

Leave of Absence Process

The 'Leave of Absence Request' form must be completed, signed, and dated by the student in advance of the LOA effective date.

If the LOA extends for a period longer than 60 calendar days, the student must submit third-party documentation supporting the need for a leave with the request.

An LOA will only be official with the approval and signatures of all applicable parties. This includes signatures from Financial Aid confirming they have explained the effect the leave may have on the student's funding.

After review, the student must be notified of the outcome and provided a completed copy of the leave of absence.

A student on LOA will incur no additional charges by the College.

When a student takes an LOA, the College cannot guarantee the original graduation date and/or a schedule that fits the student's needs upon return from the leave of absence.

Federal regulations allow for multiple leaves of absence; however, the total time of leave may not exceed 180 calendar days in a 12-month period. The 12-month period is measured starting on the effective date of the first LOA. There are no exceptions.

Leave of Absence Extension

In the event the student needs an extension, the student must notify the College by submitting an additional Leave of Absence Request form. The student must explain the reason for the extension, provide a new date of return, and provide supporting documentation if the total length of the LOA exceeds 60 days.

Leave of Absence Return

Any student failing to return to school on the scheduled return date will be withdrawn from the College on the next day. If a student has contacted the school in advance and is unable to return due to unforeseen circumstances such as emergencies or illnesses, the Director of Education may grant an extension up to three days after the original return date.

ACADEMIC INFORMATION

If the student fails to return on the new date, the student will be withdrawn from the college.

OUTSIDE WORK

All programs (except clock hour programs) require graded outside work. This outside work may be completed in the at the campus in a student lounge, study area, open lab or computer lab, or at home.

RE-ADMISSION POLICY

IBMC College provides the opportunity for previously enrolled students to re-enroll to successfully complete their program of study. Withdrawing from a program and re-enrolling may cause the student's schedule to change and may affect if the student returns to the same program or a new program. A re-enrollment is defined as a return to active status at IBMC College after having discontinued attendance and having been officially withdrawn from a program. If a student withdraws after week 4 within a given term, re-enrollment will not be considered for the next upcoming term and, if approved, will be scheduled for the following term. The student must meet the current admissions requirements at the time of re-enrollment.

Students wishing to re-enroll should contact the College to schedule a meeting to discuss the situation that resulted in their withdrawal from the College and to discuss potential re-enrollment.

Students withdrawing and wanting to enroll at another IBMC campus location will be subject to and reviewed based on the same policy outlined above at the new location where the student is attempting to re-enroll. A student who was previously withdrawn due to a suspension, expulsion, or other related student code of conduct violation may only be re-enrolled after resolution of the violation and with approval from the Campus Director.

A student returning within 180 days of their first withdrawal may be considered for re-enrollment up to two times and as long as they do not violate Student Academic Progress and Attendance policies. After the student has exhausted the two allowed re-enrollments, they must wait 180 days to return.

Documentation of the process will be maintained in the student's file, and the student will be advised of the decision regarding re-admission.

IBMC allows Service members and reservists to be readmitted with no penalty if they are temporarily unable to attend class or must suspend their studies due to service requirements.

WITHHOLDING POLICY FOR STUDENT RECORDS

In response to Colorado HB22-1049, this policy applies to all current and former students who have outstanding debt for tuition or other financial aid funds owed to the school.

- The College does not withhold records or transcripts for students with outstanding financial obligations.

- Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the College should contact their campus business office.

- All former students with unresolved outstanding financial obligations will have 30 to 60 days from their date of determination before the debt is assigned to a third-party collection agency.

- Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

REQUESTS FOR STUDENT TRANSCRIPTS AND RECORDS

Students who have attended IBMC College may request an official copy of their transcript. Please request your transcripts on the [website](#).

Student transcripts are kept indefinitely; all other records are retained on campus for a minimum of 5 years. Older records are typically stored at a third-party storage site. Requests for past records must be made in writing to the Registrar's office and include the same information needed for a transcript request.

GRIEVANCES & APPEALS PROCESS

Students are strongly encouraged to report alleged misconduct and policy violations of any established policies to the lowest staff level. Individuals who receive such reports will immediately relay them to the Campus Director for further investigation and appropriate action. College Management must also ensure that affected individuals have all health, counseling, and safety needs met. This may include referral to the Employee and Student Assistance Program and/or law enforcement agencies, as deemed appropriate.

The grievance procedure below should be followed by all students who seek resolution of a grievance, complaint, or concern related to their attendance at the College. Certain grievances related to Title IX may require different procedures, and the campus Sexual Misconduct policy will then apply. **Under no circumstance will any adverse action be taken against a complainant for registering a complaint in good faith. Please refer to the Non-Retaliation policy outlined in this catalog.**

1. The student should attempt to resolve the grievance at the staff or instructor level nearest the source or cause of the concern; most concerns can be resolved there. However, if there is a perceived conflict or it is not resolved satisfactorily, the student should escalate the issue to secure the involvement of a person who will serve as an impartial representative of the college and who is not directly involved in the area of complaint.
2. If the issue cannot be resolved at the source, the student is encouraged to present the concern to the Lead Instructor or Administrative Department.

ACADEMIC INFORMATION

3. If the concern is not resolved at the Department/ Supervisor level, the student may contact the Director of Education.
4. If after a timely review with the above management staff (which may include a report to the student of the findings and decision) the student remains dissatisfied with the decision, the student may submit a written grievance to be considered by the Campus Director.

The written document must include a clear statement of the grievance, complaint, or concern, and request a specific remedy, corrective action, or suggest a resolution for the Campus Director's consideration.

The Campus Director will be allowed ten working days in which to discuss matters with all interested parties and provide the student a written determination stating the reasons for the decision.

5. If further appeal is needed, the student may contact:

IBMC College Vice President of Operations

Corporate Offices of IBMC College
2504 E. Pikes Peak Avenue, Suite 305
Colorado Springs, Colorado 80909
719.632.8116

Applicable law provides that any person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to Colorado section 12-59-117, by a school or agent, shall first exhaust all complaints and appeals processes available at the school. Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training with the applicable Higher Education Department as listed below.

a. For schools located in Colorado:

Complaints may be filed online or via the contact information below:

The Colorado Department of Higher Education,
Division of Private Occupational School Board
1600 Broadway, Suite 2200
Denver, CO 80202
higher.ed.colorado.gov/dpos
303.862.3001

There is a three-year limitation (from the student's last date of attendance) for the Division to take action on student complaints.

STUDENT GRIEVANCE PROCEDURE

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of
Career Schools and Colleges
2101 Wilson Blvd., Ste. 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org_complaints@accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the

In the event that a dispute cannot be satisfactorily resolved through the use of the preceding actions, then the dispute between the student and the College shall be resolved through binding arbitration. The selection of the arbitrator and location shall be governed by the Student Arbitration Agreement.

SYLLABI

Students receive a syllabus on the first day of each course in Canvas. A syllabus is an outline of the course of study that specifically states what is expected of the student and includes a week-by-week outline of tasks and assignments. The syllabus outlines the grading criteria the instructor will use and the attendance policy.

TEXTBOOK ISSUE

Students will be issued the necessary textbooks and eBooks during each course. Students will sign a roster indicating receipt. If a student withdraws from a program during the Introductory Period, they may return textbooks to the Registrar or Business Office to obtain credit for the textbook(s) cost. Books can be returned to the Business Office only if they are in as-new condition and in original packaging. If the student is not in attendance when textbooks are issued, they must report to the Business Office to obtain them.

TRANSFER OF CREDITS

Transfer of Credits to Other Colleges

The College does not control the transferability of its credits to any other institution unless there is a written agreement with the other institution.

The number of credits or hours accepted in transfer is determined on an individual basis by the receiving

ACADEMIC INFORMATION

institutions in keeping with their requirements and standards. If a student is interested in transferring credits earned at the College to another institution, it is the student's responsibility to determine if the credits will transfer before enrolling at the other institution.

Transfer of Credits from other Institutions

For transfer credit purposes, an official transcript is required for any post-secondary institutions previously attended.

An official transcript should be received by the Registrar prior to the student's start date in order to verify and grant transfer credit from another institution. Acceptable credits will be posted to the transcript upon receipt. Monetary credit, for funding purposes only, will be recognized at midpoint or at the end of the first academic year, depending on the length of the program.

A student may be granted up to 50% of transferable credit from an accredited institution, and the remaining 50% of their program must be completed at IBMC College.

Credit considered for transfer must have been earned within 5 years prior to the student's actual start date.

The student must have earned a grade of "C" or better in an equivalent course.

Transfer credits are evaluated by reviewing the credits/hours and the course descriptions of each course taken. When two courses are dependent on each other both courses must be transferred in. The Director of Education makes the final determination as to whether the credits will transfer.

Transfer credits do not count towards the student's grade point average

The school maintains a written record of the previous education and training of the student and clearly indicates that appropriate credit has been given for previous education and training. These documents become a part of the student's permanent record. By law, these documents cannot be released to any third party.

The Director of Education must review and approve all transfer credit.

Transfer Credits – Veteran Students

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Transfer of Credits Internally and Between IBMC Campuses

A student transferring from an IBMC College location to another IBMC College location may be granted up to 75% of transferable credit, and the remaining credits, of no less than 25% of their program credits, must be completed at the IBMC College location granting the applicable graduation credential.

Internal transfer credits must have earned a passing final grade.

Internally transferring credits will be evaluated on a case-by-case basis by the Director of Education.

TUTORING

IBMC College organizes tutoring help for students in subjects where there is a need. Students who feel they could benefit from tutoring should contact the Director of Education and/or the Lead Instructor for more information.

UNIT OF CREDIT

30 units of study is equivalent to one quarter credit;

1 hour of didactic = 2 units;

1 hour of lab = 1.5 units;

1 hour of externship = 1 unit;

1 hour of outside work = .5 unit.

Refer to each Program of Study for credits awarded by course.

WITHDRAWAL FROM COLLEGE

A student may request a withdrawal from the College at any time. Such a request should be in writing, include the reason for the request, and show the effective date. Any student having withdrawn from the College must go through the re-admission process to get approval to be re-admitted to the College.

GENERAL PROGRAMS OF STUDY

CURRENT LIST OF PROGRAMS

PROGRAM	TYPE	CLOCK HOURS/ CREDIT HOURS	STATUS	MONTHS
 Barbering	Certificate	1720 Clock Hours	Full-time	15
 Cosmetology	Certificate	1720 Clock Hours	Full-time	15
 Dental Assistant*	Certificate	50.5	Full-time	10.5
 Esthetician	Certificate	720 Clock Hours	Full-time	6.5
 Massage Therapy	Certificate	750 Clock Hours	Full Time	9
 Medical Assistant*	Certificate	59.5	Full-time	12
 Healthcare Administration: Medical Assistant*	Associates of Occupational Studies	93.5	Full-time	18
 Paralegal	Associates of Occupational Studies	90.5	Full-time	20

**Programs with asterisk. These programs can include Friday classes during the externship term and class hours vary.*

PROGRAM OF STUDY

CAMPUSES: GREELEY, LONGMONT

Certificate

BARBERING

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as a Barber.

Graduates of the Barbering program will have developed the skills in a hands-on environment to function effectively as an entry-level barber working independently or as a member of a team.

Graduates will be prepared to perform services including shaving, beard design, haircutting, hairstyling, chemical & texture services, color, and facials.

Graduates will be prepared to take the Barbering State Board exam.

COURSE AREA / CLOCK HOURS		
BARBERING COURSES / 1600 Hours		
180	BAR-100	Introduction to Barbering Facials, Shaving, Haircutting, Chemical Services
180	BAR-102	Introduction to Barbering Haircutting, Hairstyling, & Hair Coloring
180	BAR-103	Introduction to Clinic Floor Services & Practice 1
180	BAR-104	Barbering Theory and Skills Clinic 2
180	BAR-105	Barbering Theory and Skills Clinic 3
180	BAR-106	Barbering Theory and Skills Clinic 4
180	BAR-107	Barbering Service Industry Professional Clinic 5
180	BAR-108	Barbering Service Industry Professional Clinic 6
160	BAR-109	Barbering Capstone
SALON & BUSINESS SKILLS / 120 Hours		
120	CCR-100	College and Career Readiness
TOTAL CLOCK HOURS		1720
TOTAL WEEKS		60
TOTAL MONTHS		15

Class hours per week: 20

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 24 students

Course Schedules			
Course Number	Days of the Week	Day Students	Curriculum Delivery
CCR-100	Monday - Friday	9:00 am - 2:00 pm	Residential
BAR-109 Weeks 4-5	Monday - Friday	8:30 am - 1:30 pm	Residential
BAR-109 Week 6	Monday - Thursday	8:30 am - 1:30 pm	Residential
All Other Courses	Monday - Friday	8:30 am - 2:30 pm	Residential

BARBERING COURSE DESCRIPTIONS

CAMPUSES: GREELEY, LONGMONT

CCR-100 College and Career Readiness

120 Clock Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

BAR-100 Introduction to Barbering Facials, Shaving, Haircutting, and Chemical Services

180 Clock Hours

Prerequisite(s): CCR-100

After successful completion of this course, the students will have knowledge of the theory and basic Barbering applications and fundamentals. Students will be able to perform basic Barbering services in a safe and sanitary manner, including facial massage and treatments, shaving and beard design, foundational cuts and chemical hair services. Students will be able to identify scalp diseases and disorders, skin diseases and disorders, and will learn about infection control.

BAR-102 Introduction to Barbering Haircutting, Hairstyling, & Hair Coloring

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100

After successful completion of this course, the students will have knowledge of the theory and basic Barbering applications and fundamentals. Students will be able to perform basic Barbering services in a safe and sanitary manner, including tapered cuts and fades, hairstyling, hair coloring, and hair tinting. Students will be able to identify scalp diseases and disorders. Students will be able to do a scalp analysis, scalp manipulations and be able to thermal style the hair.

BAR-103 Introduction to Clinic Floor Services & Practice 1

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102

After successful completion of these courses, the students will have a greater understanding of working knowledge

of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-104 Barbering Theory & Skills Clinic 2

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103

After successful completion of these courses, the students will have a greater understanding of working knowledge of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-105 Barbering Theory & Skills Clinic 3

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103, BAR-104

After successful completion of these courses, the students will have a greater understanding of working knowledge of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals

BARBERING COURSE DESCRIPTIONS

CAMPUSES: GREELEY, LONGMONT

of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-106 Barbering Theory & Skills Clinic 4

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103, BAR-104, BAR-105

After successful completion of these courses, the students will have a greater understanding of working knowledge of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-107 Barbering Service Industry Professional Clinic 5

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103, BAR-104, BAR-105, BAR-106

After successful completion of these courses, the students will have a greater understanding of working knowledge of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care

and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-108 Barbering Service Industry Professional Clinic 6

180 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103, BAR-104, BAR-105, BAR-106, BAR-107

After successful completion of these courses, the students will have a greater understanding of working knowledge of the correct barbering theory, application of barbering skills, safety administration of sanitation, disinfection, and sterilization. Barbering students will participate in advanced theory courses and advanced theory courses and practical skills applications that take place in a classroom setting as well as on the barbering clinic floor. The students will demonstrate knowledge in all areas of haircutting, hairstyling, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and shaving services and participate in learning the importance of client consultation and post treatment care. Students will continue to develop their product knowledge and communication skills for interacting with clients.

BAR-109 Barbering Capstone

160 Clock Hours

Prerequisite(s): CCR-100, BAR-100, BAR-102, BAR-103, BAR-104, BAR-105, BAR-106, BAR-107, BAR-108

After successful completion of this course, the students will have an understanding of the requirements throughout the State of Colorado for Barbering in regard to State laws, rules, and regulations according to the Colorado Board of Barbering. The students will have a working knowledge of Barbering theory, practical applications, safety, and administration of sanitation, as well as disinfection and sterilization. They will utilize skills learned in a clinical classroom setting with practical skills practiced on manikins and clients. Students will be given an overall review of theory in regard to preparation for taking their Colorado State Board of Barbering Written Exam.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

Certificate

COSMETOLOGY

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as a Cosmetologist.

Graduates of the Cosmetology program will have developed the skills in a hands-on environment to function effectively as an entry-level barber working independently or as a member of a team.

Graduates will be prepared to perform services including haircutting, hairstyling, chemical & texture services, color, professional facial and skin care, and hair removal

Graduates will be equipped to take the State Board Exam for Cosmetology.

COURSE AREA / CLOCK HOURS		
COSMETOLOGY COURSES / 1600		
180	COS-100	Introduction to Cosmetology Theory and Application
180	COS-102	Intermediate Cosmetology Theory and Application
180	COS-103	Introduction to Clinic Floor Services & Practice 1
180	COS-104	Cosmetology Theory & Skills Clinic 2
180	COS-105	Cosmetology Theory & Skills Clinic 3
180	COS-106	Cosmetology Theory & Skills Clinic 4
180	COS-107	Cosmetology Service Industry Professional Clinic 5
180	COS-108	Cosmetology Service Industry Professional Clinic 6
160	COS-109	Cosmetology Capstone
SALON & BUSINESS SKILLS / 120		
120	CCR-100	College and Career Readiness
TOTAL CLOCK HOURS		1720
TOTAL WEEKS		60
TOTAL MONTHS		15

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 24 students

Course Schedule			
Course Number	Days of the Week	Day Students	Curriculum Delivery
CCR-100	Monday - Thursday	9:00 am - 2:00 pm	Residential
COS-109 Week 4-5	Monday - Friday	8:30 am - 1:30 pm	Residential
COS-109 Week 6	Monday - Thursday	8:30 am - 1:30 pm	Residential
All Other	Monday - Friday	8:30 am - 2:30 pm	Residential

COSMETOLOGY COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

CCR-100 College and Career Readiness

120 Clock Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

COS-100 Introduction to Cosmetology Theory and Application

180 Clock Hours

Prerequisite(s): CCR-100

After successful completion of this course, the students will have knowledge of the theory and basic Cosmetology applications and fundamentals. Students will understand the history of Cosmetology and be able to perform basic Cosmetology services in a safe and sanitary manner. Students will be able to identify nail disorders and diseases. Students will be able to perform manicures and pedicures. Students will be able to identify scalp diseases and disorders. Students will be able to do a scalp analysis, scalp manipulations and be able to thermal style the hair.

COS-102 Intermediate Cosmetology Theory and Application

180 Clock Hours

Prerequisite(s): CCR-100, COS-100

This course provides cosmetology students with theory and practical skill applications that take place in a classroom setting. Students will practice intermediate skills learned in the classroom and lab setting.

COS-103 Introduction to Clinic Floor Services & Practice 1

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as

on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-104 Cosmetology Theory & Skills Clinic 2

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-105 Cosmetology Theory & Skills Clinic 3

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103, COS-104

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COSMETOLOGY COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

COS-106 Cosmetology Theory & Skills Clinic 4

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103, COS-104, COS-105

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-107 Cosmetology Service Industry Professional Clinic 5

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103, COS-104, COS-105, COS-106

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-108 Cosmetology Service Industry Professional Clinic 6

180 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103, COS-104, COS-105, COS-106, COS-107

After successful completion of each of these courses, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation,

disinfection, and sterilization. Cosmetology students will participate in advanced theory courses and practical skills applications that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continuing product knowledge will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-109 Cosmetology Capstone

160 Clock Hours

Prerequisite(s): CCR-100, COS-100, COS-102, COS-103, COS-104, COS-105, COS-106, COS-107, COS-108

This course will prepare students to take the Cosmetology State Board licensing exam. The students will have a working knowledge of Cosmetology theory, practical applications, safety, and administration of sanitation, as well as disinfection and sterilization. They will utilize skills learned in a clinical lab and classroom setting with practical skill practice on manikins and clients. Students will be given an overall review of theory regarding preparation for taking their State Board of Cosmetology Written Exam.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS

Certificate

DENTAL ASSISTING

This program is designed to prepare graduates with skills in a hands-on learning environment to function effectively as an integral member of a dental health team

Upon graduation, individuals will be prepared to function as entry-level dental assistants, capable of supporting chairside procedures and maintaining well-stocked clinical areas. They will be skilled in scheduling patient appointments, managing patient charts and records, and producing dental radiographs of diagnostic quality. Additionally, graduates will be able to effectively position and prepare patients for treatment or surgical procedures, ensuring a smooth and professional clinical experience.

An externship provides the student with valuable work experience using the hands-on skills learned in the classroom.

Graduates will be equipped to take Registered Dental Assistant exam.

COURSE AREA / MINIMUM CREDIT HOURS		
Technical General Education / 9		
8.0	CCR-100	College and Career Readiness
1.0	ACD-150	Advanced Career Development
Program Specific / 50.5		
7.5	DT-100	Dental Office Administration
7.5	DT-112	Science of Dentistry
7.0	DT-200	Dental Radiography
7.5	DT-220	Dental Chairside Assisting
7.0	DT-221	Dental Specialties Procedures and Materials
5.0	DT-230	Dental Externship
TOTAL CREDITS		50.5
TOTAL WEEKS		42
TOTAL MONTHS		10.5

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students Lab class: 1 instructor per 24 students

Course Schedule				
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>	<u>Curriculum Delivery</u>
All Classes	Monday - Thursday	9:00 am - 2:00 pm	5:00 pm- 10:00 pm	Residential

DENTAL ASSISTING COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

DT-100 DENTAL FRONT OFFICE

7.5 Credit Hours

Prerequisite: CCR-100

This course will provide an introduction to clerical and administrative functions associated with the Dental industry. The student will develop reception techniques and methods for interacting with patients and coworkers. In addition, the student will be introduced to patient records, billing and coding, dental charting, treatment planning, OSHA regulations, and practical application of Dental Office Management Software. The student will explore an awareness of today's workplace with the diversity, teamwork, technology, market competition, community relations, initiative and adaptability, learning styles, problem solving, and customer relations that transform the way we do business. Students will develop written and oral communication skills, as well as professional presentation in body language, appearance, and business etiquette.

DT-112 SCIENCE OF DENTISTRY

7.5 Credit Hours

Prerequisite: CCR-100

This course is an introduction to the dental profession, its history, the scope of practice of a dental assistant and the correlation between oral and systemic health. An emphasis will be placed on head and neck anatomy, tooth morphology, preventive dentistry, communication and dental patient education.

DT-200 DENTAL RADIOGRAPHY

7.0 Credit Hours

Prerequisite: CCR-100

This course will provide knowledge on all aspects of dental radiography. Students will learn multiple radiographic techniques, procedures, and equipment needed to produce radiographic images. An emphasis will be placed on safety precaution measures and knowledge to minimize the risk to the patient and all dental personnel. Students will learn aseptic techniques, radiation hygiene and the importance of a maintenance of quality assurance program.

DT-220 DENTAL CHAIRSIDE ASSISTING

7.5 Credit Hours

Prerequisite(s): CCR-100

This course provides students with knowledge of the anatomy and physiology of the musculoskeletal system, integumentary system, sensory system, and the nervous system. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also learn the psychological effects of health on patients. Students will also build on previous learned lab skills.

DT-221 DENTAL SPECIALTIES PROCEDURES AND MATERIALS

7.0 Credit Hours

Prerequisite(s): CCR-100

This course provides students with knowledge of the anatomy and physiology of the cardiovascular, respiratory, endocrine, lymphatic, and immune systems. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also gain knowledge about minor surgery, instrument care, and the psychological effects of health on patients. Students will build on previously learned lab skills.

DT-230 DENTAL EXTERNSHIP

5.0 Credit Hours

Prerequisite(s): CCR-100, DT-100, DT-112, DT-200, and DT-221

This course provides students with knowledge of the anatomy and physiology of the urinary and the reproductive systems as well as pediatric development and geriatric care. This course covers the care, treatment, and understanding of illnesses, injuries, and diseases related to these systems as well as human development from birth to death. Students will also gain knowledge about exam procedures and modality use. Students will build on previously learned lab skills.

ACD-150 ADVANCED CAREER DEVELOPMENT

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career

DENTAL ASSISTING COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS

through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

Certificate

ESTHETICIAN

This program provides the student with skills in a hands-on environment to function effectively as an entry-level esthetician working independently or as a member of a team

Graduates will be prepared to perform services including facial treatments, facial treatments with devices, hair removal, body treatment, and makeup applications. The curriculum includes an emphasis on business practices, marketing, goal setting and tracking, and sales.

Graduates will be prepared to take the Esthetician State Board Exam.

COURSE AREA / CLOCK HOURS		
ESTHETICIAN / 600		
180	EST-100	Basic Esthetics
180	EST-102	Esthetics Theory and Clinical Applications 1
180	EST-103	Esthetics Theory and Clinical Applications II
60	EST-104	Esthetics State Board Preparation
SALON & BUSINESS SKILLS / 120		
120	CCR-100	College and Career Readiness
TOTAL CLOCK HOURS		720
TOTAL WEEKS		26

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 24 students

Course Schedule			
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Curriculum Delivery</u>
CCR-100	Monday - Thursday	9:00 am - 2:00 pm	Residential
All Other Classes	Monday - Friday	8:30 am - 2:30 pm	Residential

ESTHETICIAN COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

CCR-100 College and Career Readiness

120 Clock Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

EST-100 Basic Esthetics

180 Clock Hours

Prerequisite(s): CCR-100

This course is designed to provide the student with knowledge and skills in the areas of basic skincare, dermanalysis, and facial manipulation. Demonstrations and workshops refine skills and build confidence, while theoretical understanding is increased through a structured classroom environment. Additionally, the student will learn hair removal techniques, makeup theory and application, business building skills, client services strategies, and state safety and sanitation requirements.

EST-102 Esthetics Theory and Clinical Applications I

180 Clock Hours

Prerequisite(s): CCR-100, EST-100

Students will practice basic and intermediate skills learned in the classroom and lab setting on the salon floor with clients. Students will learn basic communication skills, guidelines for effectively recommending products and services, and wellness therapies.

EST-103 Esthetics Theory and Clinical Applications II

180 Clock Hours

Prerequisite(s): CCR-100, EST-100, and EST-102

Students will practice basic and intermediate skills learned in the classroom and lab setting on the salon floor with clients. Students will learn about chemical exfoliation,

microdermabrasion, and business aspects of the salon/spa including goal setting.

EST-104 Esthetics State Board Preparation

60 Clock Hours

Prerequisite(s): CCR-100, EST-100, EST-102, and EST-103

This course will prepare students to sit for their State Board licensing exam. Students will review content covered in previous classes focusing on the areas that apply to the State Board Written and Practical Exams.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS

Certificate

MASSAGE THERAPY

The objective of this program is to equip students with the knowledge, practical skills, and professional competencies necessary to provide safe, effective, ethical massage and bodywork services, and to successfully enter the massage therapy profession as licensed practitioners.

Graduates of the Massage Therapy program will have developed skills to perform Swedish, Therapeutic, and Deep Tissue Massage Therapy, massage techniques for specific injuries, hydrotherapy, detailed client assessments, session documentation, and treatment planning.

Graduates will also be prepared to take the Massage and Bodywork Licensing Exam (MBLEx) and will have completed the required contact hours to pursue certification through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

COURSE AREA / CLOCK HOURS		
PROGRAM SPECIFIC COURSES / 630 Hours		
120	MT110	Massage Therapy Principles and Practice, Muscles of the Upper Body
120	MT111	Massage Therapy Principles and Practice, Muscles of the Lower Body
120	MT120	Clinical Assessment Methods, Massage Techniques
120	MT121	Hydrotherapy, Aromatherapy, and Business Practices
150	MT122	Massage Clinic and Exam Preparation
TECHNICAL GENERAL EDUCATION / 120 Hours		
120	CCR-100	College and Career Readiness
TOTAL CLOCK HOURS		750
TOTAL WEEKS		36

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 24 students

Course Schedule				
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Student</u>	<u>Curriculum Delivery</u>
MT-122	Monday - Friday	9:00 am - 2:00 pm	5:00 pm - 10:00 pm	Residential
All Other Classes	Monday - Thursday	9:00 am - 2:00 pm	5:00 pm - 10:00 pm	Residential

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS

CCR-100 College and Career Readiness

120 Clock Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

MT110 Massage Therapy Principles and Practice, Muscles of Upper Body

120 Clock Hours

Prerequisite(s): CCR-100

This course will cover anatomy, physiology, and pathology for the skeletal system and lymphatic system. The attachments, actions, and innervation of the muscles of the shoulder and arm, forearm and hand, spine and thorax, and head, neck, and face. The requirements for practice of therapeutic massage; effects, benefits, indications and contraindications of massage; classification of massage movements; infection control and safety practices; and ethics for massage practitioners will also be covered. Techniques for massages will be introduced and procedures for general body massage will be performed. Preparations for the licensing exam that is required to practice Massage Therapy in most states.

MT111 Massage Therapy Principles and Practice, Muscles of the Lower Body

120 Clock Hours

Prerequisite(s): CCR-100

This course will cover anatomy, physiology, and pathology for the Muscular system, Integumentary system, and Endocrine system. The attachments, actions, and innervation of the muscles of the pelvis and thigh, and leg and foot. The historical overview of massage; overview of human anatomy and physiology and medical terminology; equipment, products,

and environment, and ethics for massage practitioners will also be covered. Techniques for massages will be introduced and procedures for general body massage will be performed. Preparations for the licensing exam that is required to practice Massage Therapy in most states.

MT120 Clinical Assessment Methods and Massage Techniques

120 Clock Hours

Prerequisite(s): CCR-100, MT110, MT111

This course will cover anatomy, physiology, and pathology for the endocrine system, lymphatic system and respiratory system. Clinical massage techniques; therapeutic procedures; sports massage and working with athletes. Hands on techniques for clinical massage and therapeutic procedures are performed. Business practices and marketing for massage therapists, including types of employment, and developing a resume, and career longevity will also be covered. Preparation for the licensing exam that is required to practice Massage Therapy in most states.

MT121 Hydrotherapy, Aromatherapy, and Business Practices

120 Clock Hours

Prerequisite(s): CCR-100, MT110, MT111

This course will cover anatomy, physiology, and pathology for the reproductive system, digestive system and urinary system. Hydrotherapy practices include cryotherapy, thermotherapy, and hot stone massage. Students will revisit aromatherapy and incorporate it into massage techniques. Massage for special populations including pregnancy massage, child and adolescent massage, and geriatric massage. Students will also receive BLS certification and will learn about business practices for massage therapists. Preparation for the licensing exam that is required to practice Massage Therapy in most states.

MT122 Massage Clinic and Exam Preparation

150 Clock Hours

Prerequisite(s): All Courses

Outside clientele will be seen in the clinic and students are responsible for booking appointments, conducting client intake, providing services, record-keeping office duties, goal setting, and business tasks. Students will prepare to sit for the MBLEx exam utilizing ABMP Exam prep and the MBLEx Test Prep book.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

Certificate

MEDICAL ASSISTING

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants.

The emphasis is on clinical skills including instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, as well as instruction in basic anatomy and physiology, and pharmacology.

The graduate will have a well-rounded skill set to present to potential employers.

An externship provides the student with valuable work experience using the hands-on skills learned in the classroom.

COURSE AREA / MINIMUM CREDIT HOURS		
Technical General Education / 9		
8.0	CCR-100	College and Career Readiness
1.0	ACD-150	Advanced Career Development
Program Specific / 50.5		
7.0	MAC-100	Introduction to Medical Assisting Clinical Aspects
7.5	MAC-101	Introduction to Medical Assisting Front Office
7.5	MAC-102	Digestive/Pharmacology/Pathology
7.5	MAC-103	Musculoskeletal/Integumentary/Sensory/Psychology
7.5	MAC-104	Cardiovascular/Respiratory/Endocrine/Lymphatic/Immune
7.5	MAC-105	Urinary/Reproductive/Pediatric Development/Geriatric Care
6	MAC-106	Medical Assistant Externship
TOTAL CREDITS		59.5
TOTAL WEEKS		48

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor
per 30 students Lab class: 1
instructor per 24 students

Course Schedule				
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>	<u>Curriculum Delivery</u>
All Classes	Monday - Thursday	9:00 am - 2:00 pm	5:00 pm- 10:00 pm	Residential

MEDICAL ASSISTING COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

CCR-100 College and Career Readiness

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

MAC-100: INTRODUCTION TO MEDICAL ASSISTING CLINICAL ASPECTS

7.0 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, the student will have a working knowledge of medical terminology as it is used in the medical setting. They will gain knowledge of the history of medicine, medical law and ethics, and their professional role in a clinic setting. The student will also gain knowledge of OSHA, HIPAA, and Bloodborne Pathogens.

MAC-101: INTRODUCTION TO MEDICAL ASSISTING FRONT OFFICE

7.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, students should be able to demonstrate and understand the administrative side of medical assisting. The student will obtain skills in scheduling patients, maintaining medical records, determining insurance coverage, and preparing financial reports and correspondences as well as develop a working knowledge of medical coding.

MAC-102: DIGESTIVE/PHARMACOLOGY/PATHOLOGY

7.5 Credit Hours

Prerequisite: CCR-100

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the digestive system. This course includes basic lab calculations and a comprehensive look at the principles of human organisms and diseases in the human body. Students should also have an understanding of CLIA while building on basic clinical skills.

MAC-103: MUSCULOSKELETAL/INTEGUMENTARY/SENSORY

PSYCHOLOGY

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the musculoskeletal system, integumentary system, sensory system, and the nervous system. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also learn the psychological effects of health on patients. Students will also build on previous learned lab skills.

MAC-104: CARDIOVASCULAR/RESPIRATORY/ENDOCRINE/LYMPHATIC/IMMUNE

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the cardiovascular, respiratory, endocrine, lymphatic, and immune systems. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also gain knowledge about minor surgery, instrument care, and the psychological effects of health on patients. Students will build on previously learned lab skills.

MAC-105: URINARY/REPRODUCTIVE/PEDIATRIC DEVELOPMENT/GERIATRIC CARE

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the urinary and the reproductive systems as well as pediatric development and geriatric care. This course covers the care, treatment, and understanding of illnesses, injuries, and diseases related to these systems as well as human development from birth to death. Students will also gain knowledge about exam procedures and modality use. Students will build on previously learned lab skills.

MAC-106: EXTERNSHIP – MEDICAL ASSISTANT CERTIFICATE PROGRAM EXTERNSHIP

6.0 Credit Hours

Prerequisite(s): All Courses

Upon successful completion of all terms the medical assistant student will participate in a 160-hour externship at an approved facility. The externship will provide the student an opportunity to apply principles and practices learned in the program. Externs work under the direct supervision of qualified personnel at their extern site as well as supervision by the school staff. Evaluations of the

MEDICAL ASSISTING COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

extern will be performed at 160-hour intervals. Completed evaluation forms become a permanent part of the student's records. Students must successfully complete their externship to fulfill all requirements for graduation.

ACD-150 Advanced Career Development

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

PROGRAM OF STUDY

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

Associate of Occupational Studies Degree

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants.

As a Medical Assistant, you'll have your finger on the pulse of the medical field.

Medical Assistants are multi-skilled health professionals who assist physicians in performing a broad range of administrative and clinical duties.

The many different roles in this profession ensure a fast-moving and challenging career.

Medical Assistants must have highly developed people skills and be familiar with many of the administrative tasks that go into running a medical practice or clinic.

COURSE AREA / MINIMUM CREDIT HOURS		
Technical and Applied General Education / 43		
8.5	BUS-240	Principles of Business* ¹
8.5	CRT-240	Critical Thinking* ¹
8.5	LDR-240	Leadership in Allied Healthcare
8.5	ETH-240	Ethical Principles in Healthcare
8.0	CCR-100	College and Career Readiness
1.0	ACD-150	Advanced Career Development
Program Specific / 50.5		
7.0	MAC-100	Introduction to Medical Assisting Clinical Aspects
7.5	MAC-101	Introduction to Medical Assisting Front Office
7.5	MAC-102	Digestive/Pharmacology/Pathology
7.5	MAC-103	Musculoskeletal/Integumentary/Sensory/Psychology
7.5	MAC-104	Cardiovascular/Respiratory/Endocrine/Lymphatic/Immune
7.5	MAC-105	Urinary/Reproductive/Pediatric Development/Geriatric Care
6	MAC-106	Medical Assistant Externship
TOTAL CREDITS		93.50
TOTAL WEEKS		72

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor
per 30 students

Lab class: 1 instructor per
24 students

Course Schedule				
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>	<u>Curriculum Delivery</u>
All Classes	Monday - Thursday	9:00 am - 2:00 pm	5:00 pm- 10:00 pm	Residential

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT

COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

CCR-100 College and Career Readiness

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of professional skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Roadblocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

MAC-100: INTRODUCTION TO MEDICAL ASSISTING CLINICAL ASPECTS

7.0 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, the student will have a working knowledge of medical terminology as it is used in the medical setting. They will gain knowledge of the history of medicine, medical law and ethics, and their professional role in a clinic setting. The student will also gain knowledge of OSHA, HIPAA, and Bloodborne Pathogens.

MAC-101: INTRODUCTION TO MEDICAL ASSISTING FRONT OFFICE

7.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, students should be able to demonstrate and understand the administrative side of medical assisting. The student will obtain skills in scheduling patients, maintaining medical records, determining insurance coverage, and preparing financial reports and correspondences as well as develop a working knowledge of medical coding.

MAC-102: DIGESTIVE/PHARMACOLOGY/PATHOLOGY

7.5 Credit Hours

Prerequisite: CCR-100

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the digestive system. This course includes basic lab calculations and a comprehensive look at the principles of human organisms and diseases in

the human body. Students should also have an understanding of CLIA while building on basic clinical skills.

MAC-103: MUSCULOSKELETAL/INTEGUMENTARY/SENSORY PSYCHOLOGY

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the musculoskeletal system, integumentary system, sensory system, and the nervous system. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also learn the psychological effects of health on patients. Students will also build on previous learned lab skills.

MAC-104: CARDIOVASCULAR/RESPIRATORY/ENDOCRINE/LYMPHATIC/IMMUNE

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the cardiovascular, respiratory, endocrine, lymphatic, and immune systems. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also gain knowledge about minor surgery, instrument care, and the psychological effects of health on patients. Students will build on previously learned lab skills.

MAC-105: URINARY/REPRODUCTIVE/PEDIATRIC DEVELOPMENT/GERIATRIC CARE

7.5 Credit Hours

Prerequisite(s): MAC-100 & MAC-101

This course provides students with knowledge of the anatomy and physiology of the urinary and the reproductive systems as well as pediatric development and geriatric care. This course covers the care, treatment, and understanding of illnesses, injuries, and diseases related to these systems as well as human development from birth to death. Students will also gain knowledge about exam procedures and modality use. Students will build on previously learned lab skills.

MAC-106: EXTERNSHIP – MEDICAL ASSISTANT CERTIFICATE PROGRAM EXTERNSHIP

6.0 Credit Hours

Prerequisite(s): All Courses

Upon successful completion of all terms the medical assistant student will participate in a 160-hour externship at an approved facility. The externship will provide the student an opportunity to apply principles and practices

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT

COURSE DESCRIPTIONS

CAMPUSES: FORT COLLINS, GREELEY, LONGMONT

learned in the program. Externs work under the direct supervision of qualified personnel at their extern site as well as supervision by the school staff. Evaluations of the extern will be performed at 160-hour intervals. Completed evaluation forms become a permanent part of the student's records. Students must successfully complete their externship to fulfill all requirements for graduation.

ACD-150 Advanced Career Development

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

CRT-240 Critical Thinking

8.5 Credit Hours

Prerequisite(s): CCR-100

This course helps students build important thinking skills needed to make smart, fair, and well-reasoned decisions. Students will learn how to understand and evaluate arguments, recognize personal biases, and support their own ideas with strong reasons. The goal is to think more clearly, ask good questions, listen to different opinions, and look for truth rather than just defending personal beliefs.

LDR-240 Leadership in Allied Health

8.5 Credit Hours

Prerequisite(s): CCR-100

This course examines leadership principles and their application within allied health settings. Students explore communication, motivation, team dynamics, ethical decision-making, conflict resolution, and change management as they relate to medical office environments. Emphasis is placed on developing practical leadership skills required of Medical Assistants, including professionalism, delegation, collaboration, patient advocacy, and regulatory compliance. Concepts are applied through healthcare-

specific case studies, exercises, and projects.

BET-240 Business Ethics

8.5 Credit Hours

Prerequisite(s): CCR-100

This course introduces students to the principles and practices of ethical behavior in the business environment. Using practical examples and real-world scenarios, students will explore core ethical concepts, decision-making frameworks, and the importance of personal and corporate integrity. The course encourages critical thinking and reflection to prepare students to recognize and respond to ethical challenges in the workplace.

ETH-240 Ethical Principles in Healthcare

8.5 Credit Hours

Prerequisite(s): CCR-100

This course provides an introduction to the laws and ethical standards that healthcare professionals must follow. Students learn about patient privacy, professional behavior, workplace responsibility, and basic healthcare regulations. Real-life examples help students understand how to make appropriate decisions when faced with common legal and ethical issues in healthcare settings.

PROGRAM OF STUDY

CAMPUSES: GREELEY

Associate of Occupational Studies Degree

PARALEGAL STUDIES

The Paralegal Degree program provides students with a solid foundation in the basics of law and an understanding of legal processes and procedures.

Students will learn how to use legal resources in order to assist in the preparation of legal pleadings, memoranda and documents.

Graduates will be prepared to accept a position as a Paralegal, Legal Assistant, or Attorney Assistant in a law office or other legal setting.

Students in this program will learn to conduct client and witness interviews, analyze and prepare legal documents, and perform other tasks to support attorneys or other businesses that utilize Paralegals.

An externship is required at the end of the program, which provides the student with valuable work experience in the field.

COURSE AREA / MINIMUM CREDIT HOURS		
GENERAL EDUCATION / 16		
4	ENG121OL	English Communications* ¹
4	MTH120OL	College Mathematics* ¹
4	PSY134OL	General Psychology* ¹
4	SPH111OL	Principles of Speech* ¹
MANAGEMENT / 27		
4	BUS112OL	Intro to Business & Customer Service ¹
4	BUS115OL	Leadership ¹
3	CIS111OL	Computer Literacy ¹
4	CMS111	Career Marketing Strategies
4	ETH150OL	Ethics in the Workplace ¹
4	HRM201OL	Human Resource Management ¹
4	PSY107	Psychology of Success
PROGRAM SPECIFIC / 47		
4	LEL111	Legal Terminology
4	LEL114	Torts and Insurance Law
4	LEL115	Family Law
4	LEL116	Contract Law
4	LEL117	Real and Personal Property
4	LEL120	Criminal Law
3	LEL130	Legal Research Applications
4	LEL210	Externship
4	LEL211	Wills, Trusts and Estates
4	LEL212	Civil Procedure and Litigation I
4	LEL213	Civil Procedure and Litigation II
4	LEL240	Business Organizations
TOTAL CREDITS		90
TOTAL WEEKS		80

Instructor/Student Ratio:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

Course Schedule			
Course Number	Days of the Week	Day Students	Curriculum Delivery
All Courses	Monday - Thursday	8:30 am - 12:30 pm	Residential

PARALEGAL COURSE DESCRIPTIONS

CAMPUSES: GREELEY

ENG121/ENG121OL English Communications

Credits: 4

Fundamentals of communications theory and practice are reviewed and practiced. Topics include the study of vocabulary, spelling, mechanics, parts of speech and sentence analysis.

Prerequisites: None

MTH120/MTH120OL College Mathematics

Credits: 4

Students will learn college math skills that provide a foundation appropriate for entry-level positions in their respective careers.

Prerequisites: None

PSY134/PSY134OL General Psychology

Credits: 4

Students should be able to understand an introduction to psychological issues and disorders present in public interaction, including psychosocial factors in physical disorders and understand basic relationship issues emphasizing boundaries, roles, limits and methods.

Prerequisites: None

SPH111/SPH111OL Principles of Speech

Credits: 4

Students will receive an overview of the speech process to include coverage on ethics, anxiety and listening. The course will provide all the essentials needed to deliver and listen effectively to speeches. Students will also learn the steps of an effective speech plan and perform increasingly complex speaking skills and strategies.

Prerequisites: None

BUS112/BUS112OL Introduction to Business & Customer Service

Credits: 4

Students will be introduced to small business operations and customer service best practices. Students will learn how an idea or concept can be transformed into a viable service through the application of management, creating, marketing, customer service, and basic cash flow/accounting practices.

Prerequisites: None

BUS115/BUS115OL Leadership

Credits: 4

Students will learn to prioritize and distribute time efficiently and will also learn how to be an effective team member in the work place.

Prerequisites: None

CIS111/CIS111OL Computer Literacy

Credits: 3

Students learn basic computer applications for the business and medical office. Hands-on experience with PC applications and typing techniques will be the focus.

Prerequisites: None

CMS111 Career Marketing Strategies

Credits: 4

Students create a portfolio including resumes, references, cover letters and thank you letters. Mock interviews will be conducted. Students learn how to evaluate job offers and skills.

Prerequisites: None

ETH150/ETH150OL – Ethics in the Workplace

Credits: 4

This course is designed to provide the students with the fundamental knowledge of ethics in the workplace, values, decision-making and responsibilities in the workplace environment.

Prerequisites: None

HRM201/HRM201OL Human Resource Management

Credits: 4

This course is designed to provide the student with an understanding of the overall human resource requirements necessary to succeed in business or the allied health field. Topics of study include managing human resources, recruiting and training, performance appraisals and management tools as well as employee benefits support.

Prerequisites: None

PSY107 Psychology of Success

Credits: 4

Students will learn to balance home, work and college using human-relations skills — enabling them to contribute more to organizational productivity and have more successful careers in general.

Prerequisites: None

LEL111 Legal Terminology

Credits: 4

Students will attain knowledge and understanding of about 800 terms commonly used in the legal profession. They will learn to define the terms and use them in a legal context.

Prerequisites: None

LEL114 Torts and Insurance Law

Credits: 4

This course is designed to acquaint the student with the basics of tort law. The course will cover torts against persons and

PARALEGAL COURSE DESCRIPTIONS

CAMPUSES: GREELEY

property, negligence, strict liability, and product liability. The student will learn how insurance principles apply to tort law.

Prerequisites: LEL111

LEL115 Family Law

Credits: 4

This course covers basic domestic-relations law including marital agreements, marriage, separation, divorce and dissolution, allocation of parental responsibility, spousal support, paternity, adoption and children's issues.

Prerequisites: LEL111

LEL116 Contract Law

Credits: 4

This course provides a basic explanation of the nature and use of contracts in society. The student will learn how contracts are formed. Legal rights, duties and remedies of the parties are discussed. The student also will be introduced to the Uniform Commercial Code. Prerequisites: LEL111

LEL117 Real and Personal Property

Credits: 4

This course introduces real and personal property law. Topics include the distinction between real and personal property; various estates in land; mechanics of real property conveyance, encumbrance and recordation; zoning; and basic landlord-tenant law.

The student will prepare simple deeds, leases and real estate documents.

Prerequisites: LEL111

LEL119 Paralegalism and Legal Ethics

Credits: 4

Students will become familiar with the roles and responsibilities of paralegals and legal assistants in the legal and business world. The student will understand legal reasoning, the basic structure of the American legal system and legal ethics.

Prerequisites: LEL111

LEL120 Criminal Law

Credits: 4

Students will be introduced to the criminal justice process to include criminal liability, specific analysis of crimes, parties to crimes, and the substantive defenses to crimes. Students will explore constitutional safeguards and procedure from arrest through trial, sentencing, punishment, and the appeal process.

Prerequisites: LEL111

LEL130 Legal Research Applications

Credits: 3

A basic introduction to legal research and writing. The students will complete research assignments utilizing a law library and will then prepare case briefs, legal documents, correspondence and legal memoranda. Students will be taught online research application tools.

Prerequisites: LEL111

LEL210 Externship

Credits: 4

This course is designed to provide the student with experience in the job setting. Emphasis is placed on the application of knowledge and the utilization of skills developed in the classroom in a law office, government agency or business.

Prerequisites: Completion of all classroom studies.

LEL211 Wills, Trusts and Estates

Credits: 4

Students will be introduced to the basics of wills, trusts, and estate administration. Students will explore and examine the function of trusts in estate planning as well as special needs trusts, inheritance rights, surviving spouse, probate process, and estate tax changes.

Prerequisites: LEL111

LEL212 Civil Procedure and Litigation I

Credits: 4

This course provides an introduction to the structure of the American Legal System and to the rules governing civil litigation. Topics include jurisdiction and the pertinent rules of civil procedure, an introduction to investigation and witness interviews, and preparation of basic pleadings, motions and orders. In addition, the student will be introduced to the skills necessary to assist in the organization of documents and litigation files.

Prerequisites: LEL111

LEL213 Civil Procedure and Litigation II

Credits: 4

This course provides the paralegal who has completed Civil Procedure and Litigation I with the opportunity to improve, expand and refine his or her skills. It provides additional opportunities to prepare civil pleadings and motions, as well as covering the discovery process, document management and discovery compliance. The student also will be introduced to the civil trial and appellate processes. Prerequisites: LEL212

LEL240 Business Organizations

Credits: 4

Laws relating to corporations, partnerships and other business organizations are covered in this course.

PARALEGAL COURSE DESCRIPTIONS

CAMPUSES: GREELEY

Students will be instructed in the preparation and filing of corporate documents. Students will become familiar with bankruptcy concepts, rules and procedures.

Prerequisites: LEL111

PROGRAMS NO LONGER ENROLLING NEW STUDENTS

Schools and Programs of Study

School of ALLIED HEALTH CAREERS

- Dental Office Administration*
- Dental Assisting, Diploma
- Clinical Medical Assisting, Diploma
- Medical Assisting*
- Medical Billing & Coding*
- Medical Billing Specialist, Diploma
- Pharmacy Technician*
- Pharmacy Technician, Diploma

School of COSMETOLOGY

- Cosmetology, Diploma
- Barbering, Diploma
- Esthetician, Certificate

School of MASSAGE & HEALING ARTS

- Therapeutic Massage, Diploma

*Associates of Occupational Studies

Associate of Occupational Studies Degree

DENTAL OFFICE ADMINISTRATION

Program offered at the Fort Collins and Longmont campuses

This program is designed to provide students with the skills and knowledge that will qualify them for entry-level positions as Dental Office Administration professionals.

Dental Office Administration students are trained in administrative, business and clinical procedures.

The degree program offers training in dental assisting techniques, dental sciences, dental materials, dental radiography, specialty practices, office management, as well as business and accounting skills and general education classes to ensure solid administration knowledge is gained for success in the dental field.

Students complete a 5-week externship and graduate from the program eligible to sit for the Registered Dental Assistant exam.

The Registered Dental Assistant examination is administered by the American Medical Technologists (AMT), which is a nationally and internationally recognized certification agency and membership society for medical professionals.

COURSE AREA MINIMUM CREDIT HOURS		
GENERAL EDUCATION / 16		
4	ENG121OL	English Communications* ¹
4	MTH120OL	College Mathematics* ¹
4	PSY134OL	General Psychology* ¹
4	SPH111OL	Principles of Speech* ¹
MANAGEMENT / 30		
4	BUS112OL	Introduction to Business & Customer Service ¹
4	BUS115OL	Leadership ¹
3	CIS111OL	Computer Literacy ¹
4	CMS111	Career Marketing Strategies
4	ETH150OL	Ethics in the Workplace ¹
4	HRM201OL	Human Resource Management ¹
3	OPP111OL	Office Procedures ¹
4	PSY107	Psychology of Success
PROGRAM SPECIFIC / 44		
4	ACC111OL	Principles of Accounting I ¹
4	DAS110	Introduction to Dental Assisting
4	DAS126	Dental Science Applications
3	DAS130	Preclinical Skills
3	DAS140	Dental Materials
3	DAS151	Dental Radiography
3	DAS160	Clinical Skills I
3	DAS165	Clinical Skills II
4	DAS180	Dental Office Management
5	DAS210	Externship
4	MTA111	Medical Terminology and Anatomy Basics I
4	MTA112	Medical Terminology and Anatomy Basics II
TOTAL CREDITS		90
TOTAL WEEKS		80

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

**Meets General Education Requirements for A.O.S. Degree*

¹ Designated Online Class

Diploma DENTAL ASSISTING

Program offered at the Fort Collins and Longmont campuses

This program is designed to provide students with the skill and knowledge that will qualify them for entry-level positions as Dental Assistants.

Dental Assistants are trained in both administrative and clinical procedures. The program offers training in dental assisting techniques, dental sciences, dental materials, dental radiography, specialty practices and office management.

Students complete a 5-week externship and graduate from the program eligible to sit for the Registered Dental Assistant exam.

The Registered Dental Assistant examination is administered by the American Medical Technologists (AMT), which is a nationally and internationally recognized certification agency and membership society for medical professionals.

COURSE AREA MINIMUM CREDIT HOURS		
BUSINESS SKILLS / 8		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
DENTAL SKILLS / 32		
4	DAS110	Introduction to Dental Assisting
4	DAS126	Dental Science Applications
3	DAS130	Preclinical Skills
3	DAS140	Dental Materials
3	DAS151	Dental Radiography
3	DAS160	Clinical Skills I
3	DAS165	Clinical Skills II
4	DAS180	Dental Office Management
5	DAS210	Externship
MANAGEMENT SKILLS / 8		
4	ETH150OL	Ethics in the Workplace ¹
4	BUS112OL	Introduction to Business & Customer Service ¹
GENERAL EDUCATION / 8		
4	ENG1210L	English Communications* ¹
4	MTH120OL	College Mathematics* ¹
MEDICAL SKILLS / 8		
4	MTA111	Medical Terminology and Anatomy Basics I
4	MTA112	Medical Terminology and Anatomy Basics II
TOTAL CREDITS		64
TOTAL WEEKS		50

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per

30 students Lab class: 1

instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

**Meets General Education Requirements for A.O.S. Degree*

¹ Designated Online Class

Associate of Occupational Studies Degree

MEDICAL ASSISTING

Program offered at all IBMC College campuses.

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants.

As a Medical Assistant, you'll have your finger on the pulse of the medical field.

Medical Assistants are multi-skilled health professionals who assist physicians in performing a broad range of administrative and clinical duties.

The many different roles in this profession assure a fast-moving and challenging career. Medical Assistants must have highly developed people skills and be familiar with many of the administrative tasks that go into running a medical practice or clinic.

COURSE AREA / MINIMUM CREDIT HOURS		
GENERAL EDUCATION / 16		
4	ENG121OL	English Communications* ¹
4	MTH120OL	College Mathematics* ¹
4	PSY134OL	General Psychology* ¹
4	SPH111OL	Principles of Speech* ¹
MANAGEMENT / 30		
4	BUS112OL	Introduction to Business & Customer Service ¹
4	BUS115OL	Leadership ¹
3	CIS111OL	Computer Literacy ¹
4	CMS111	Career Marketing Strategies
4	ETH150OL	Ethics in the Workplace ¹
4	HRM201OL	Human Resource Management ¹
3	OPP111OL	Office Procedures ¹
4	PSY107	Psychology of Success
Program Specific / 44		
3	MAP120.1	Basic Principles of Medical Office
3	MAP145	Pharmacology
3	MAP150	Introduction to Healthcare
3	MAP151	Fundamentals of Clinical Assisting
3	MAP152.1	Clinical Assisting: Reproduction & Lifespan Specialties
3	MAP153.1	Clinical Assisting: Minor Surgery & Health Promotion
3	MAP154	Clinical Assisting: Cardiology & Medical Specialties
3	MAP155	Laboratory Techniques I
3	MAP156	Laboratory Techniques II
2	MAP201	Clinical Skills and Exam Review
5	MAP210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
2	WPP112OL	Word Processing Fundamentals ¹
TOTAL CREDITS		90
TOTAL WEEKS		80

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

**Meets General Education Requirements for A.O.S. Degree*

¹ Designated Online Class

Diploma

CLINICAL MEDICAL ASSISTING

Program offered at all IBMC College campuses.

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants.

The emphasis is on clinical skills including instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, as well as instruction in basic anatomy and physiology, and pharmacology.

The graduate will have a well-rounded skill set to present to potential employers.

An externship provides the student with valuable work experience using the hands-on skills learned in the classroom.

COURSE AREA / MINIMUM CREDIT HOURS		
MEDICAL SKILLS / 39		
3	MAP120.1	Basic Principles of the Medical Office
3	MAP145	Pharmacology
3	MAP150	Introduction to Healthcare
3	MAP151	Fundamentals of Clinical Assisting
3	MAP152.1	Clinical Assisting: Reproduction & Lifespan Specialties
3	MAP153.1	Clinical Assisting: Minor Surgery & Health Promotions
3	MAP154	Clinical Assisting: Cardiology & Medical Specialties
3	MAP155	Laboratory Techniques I
2	MAP201	Clinical Skills & Exam Review
5	MAP210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
MANAGEMENT SKILLS/ 8		
4	ETH150OL	Ethics in the Workplace ¹
4	BUS112OL	Introduction to Business & Customer Service ¹
GENERAL EDUCATION / 8		
4	ENG121OL	English Communications* ¹
4	MTH120OL	College Mathematics* ¹
BUSINESS SKILLS / 8		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
TOTAL CREDITS		63
TOTAL WEEKS		50

INSTRUCTOR/STUDENT RATIO:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

**Meets General Education Requirements for A.O.S. Degree*

¹ Designated Online Class

Associate of Occupational Studies Degree

Pharmacy Technician

Program offered at the Longmont campus

The Pharmacy Technician Program will provide students with the skills and knowledge that will enable them to qualify for entry-level positions as a Pharmacy Technician in a retail or hospital setting.

Students in this program will learn skills in the area of Pharmacy Medication practices, Office Procedures, Practice Settings, Pharmacology, and Pharmacy Math. There will be a review course to help students prepare to sit for the PTCB certification exam.

Students completing the degree program will take additional management classes and applied general education classes to round out the diploma program.

An externship is required at the end of the program, which provides the student with valuable work experience in the field.

COURSE AREA / MINIMUM CREDIT HOURS

GENERAL EDUCATION / 16

4	ENG121OL	English Communications*
4	MTH120OL	College Mathematics*
4	PSY134OL	General Psychology*
4	SPH111OL	Principles of Speech*

MANAGEMENT / 30

4	BUS112OL	Intro to Business & Customer Service
4	BUS115OL	Leadership
3	CIS111OL	Computer Literacy
3	CIS121OL	Spreadsheet Applications
4	CMS111	Career Marketing Strategies
4	ETH150OL	Ethics in the Workplace
4	HRM201OL	Human Resource Management
4	PSY107	Psychology of Success

PROGRAM SPECIFIC / 44

4	PHT110	Introduction to Pharmacy Technician
3	PHT120	Pharmacy Technician Office Procedures
4	PHT125	Pharmacy Medication Practices
4	PHT130	Pharmacy Practice Settings
3	MAP145	Pharmacology
3	MAP146	Pharmacology II
4	PHT135	Pharmacy Medication Preparation/Management
4	PHT145	Math for Pharmacy Technicians
2	PHT180	Pharmacy Technician Certification Review
5	PHT210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II

TOTAL CREDITS 90

TOTAL WEEKS 80

Instructor/Student Ratio:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

** Meets General Education Requirements for A.O.S.*

Degree

OL denotes – online classes

Diploma

Diploma

Pharmacy Technician

Program offered at the Longmont campus

The Pharmacy Technician Program will provide students with the skills and knowledge that will enable them to qualify for entry-level positions as a Pharmacy Technician in a retail or hospital setting.

Students in this program will learn skills in the area of Pharmacy Medication practices, Office Procedures, Practice Settings, Pharmacology, and Pharmacy Math. There will be a review course to help students prepare to sit for the PTCB certification exam.

An externship is required at the end of the program, which provides the student with valuable work experience in the field.

COURSE AREA / MINIMUM CREDIT HOURS		
GENERAL EDUCATION / 8		
4	ENG121OL	English Communications*
4	MTH120OL	College Mathematics*
MANAGEMENT / 16		
4	BUS112OL	Intro to Business & Customer Service
4	CMS111	Career Marketing Strategies
4	ETH150OL	Ethics in the Workplace
4	PSY107	Psychology of Success
PROGRAM SPECIFIC / 37		
4	PHT110	Introduction to Pharmacy Technician
3	PHT120	Pharmacy Technician Office Procedures
4	PHT125	Pharmacy Medication Practices
4	PHT130	Pharmacy Practice Settings
4	PHT135	Pharmacy Medication Preparation/Management
4	PHT145	Math for Pharmacy Technicians
3	MAP145	Pharmacology
2	PHT180	Pharmacy Technician Certification Review
5	PHT210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
TOTAL CREDITS		65
TOTAL WEEKS		60

Instructor/Student Ratio:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students

Diploma

COSMETOLOGY

Program offered at all IBMC College campuses.

Students in the Cosmetology Program receive comprehensive instruction in the areas of hair, nails, and skin care services.

Training will include both classroom and hands-on learning by working on models and guests in the on-campus salon.

In addition to a strong foundation of safety, appropriate work habits, and business skills, students are prepared to take the State Board Examination and begin working in entry-level careers as Licensed Cosmetologists in a salon or spa after graduation.

Note: Students in this program will be responsible for purchasing supplies necessary to participate in the State Board Exam practicum during senior class. Costs will vary between \$50 and \$125.

COURSE AREA / CLOCK HOURS

HAIRSTYLING / 725

50	COS101.1	Shampooing, Rinsing and Conditioning
200	COS102.1	Haircoloring
200	COS103.1	Haircutting
175	COS104.1	Hairstyling
100	COS105.1	Chemical Texture Services

NAIL SKILLS / 300

175	COS111.1	Manicuring and Pedicuring
125	COS112.1	Application of Artificial Nails

SKIN CARE / 275

175	COS121.1	Facials and Skin Care
25	COS122.1	Facial Makeup
75	COS123.1	Hair Removal

SALON & BUSINESS SKILLS / 200

25	COS131.1	Laws, Rules and Regulations
25	COS132.1	Management, Ethics, Interpersonal Skills and Salesmanship
150	COS133.1	Disinfection, Sanitation, and Safe Work Practices

TOTAL CLOCK HOURS	1,500
--------------------------	--------------

TOTAL WEEKS	50
--------------------	-----------

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 24 students

Program is not eligible for the award of IBMC Scholarship funding to include all IBMC scholarships but may be eligible for funding from outside agencies.

*** Enrollment in entire program and completion of all program content required to fulfill cumulative grading and final grading requirements for successful program completion.*

Diploma

BARBERING

Program offered at Greeley and Longmont campuses.

Training for a new career as a barber gives you an opportunity to make men and women alike feel like their best selves every day.

Barbers cut, trim, shampoo, and style hair. They also may fit hairpieces, perform facials, and offer facial shaving.

Students will even learn chemical hair services such as coloring, bleaching, and highlighting hair. Common tools include combs, scissors, straight razors, and clippers.

Note: Students in this program will be responsible for purchasing supplies necessary to participate in the State Board Exam practicum during senior class. Costs will vary between \$50 and \$125.

COURSE AREA / CLOCK HOURS

HAIRSTYLING / 1,080

60	BAR100	Treatment of Hair & Scalp
270	BAR115	Haircutting
270	BAR120	Hairstyling
240	BAR125	Chemical Hair Services
240	BAR130	Hair Coloring & Hair Tinting

SKIN CARE / 180

90	BAR105	Facial Massage & Treatments
90	BAR110	Shaving

SALON & BUSINESS SKILLS / 240

30	BAR135	Laws, Rules & Regulations
30	BAR140	Management, Ethics, Interpersonal Skills and Salesmanship
180	BAR145	Disinfection, Cleaning, & Safe Work Practices

TOTAL CLOCK HOURS 1,500

TOTAL WEEKS 50-75

Program is not eligible for the award of IBMC Scholarship funding to include all IBMC scholarships but may be eligible for funding from outside agencies.

** Enrollment in entire program and completion of all program content required to fulfill cumulative grading and final grading requirements for successful program completion.

Certificate

ESTHETICIAN

Program offered at all IBMC College campuses.

This program provides the student with a foundation of skills and knowledge needed in the areas of facials and skin care, makeup application, and hair removal services.

Training will include both classroom and hands-on experience, provided through practice on models and guests in the on-campus salon.

In addition, courses emphasize a strong foundation of safety, professional work habits, and business skills in order to prepare learners for the State Board Examination and employment as an entry-level Esthetician position in a salon or spa.

Note: Students in this program will be responsible for purchasing supplies necessary to participate in the State Board Exam practicum during senior class. Costs will vary between \$50 and \$125.

COURSE AREA / CLOCK HOURS

SKIN CARE / 330

210 COS121 Facials and Skin Care

30 COS122 Facial Makeup

90 COS123 Hair Removal

SALON & BUSINESS SKILLS / 270

30 COS131 Laws, Rules and Regulations

30 COS132 Management, Ethics, Interpersonal Skills and Salesmanship

210 COS136 Disinfection, Sanitation, and Safe Work Practices

TOTAL CLOCK HOURS 600

TOTAL WEEKS 20

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 24 students

Program is not eligible for the award of IBMC Scholarship funding to include all IBMC scholarships but may be eligible for funding from outside agencies.

**** Enrollment in entire program and completion of all program content required to fulfill cumulative grading and final grading requirements for successful program completion.**

Diploma

THERAPEUTIC MASSAGE

Program offered at the Fort Collins campus.

The Therapeutic Massage Diploma program is designed to prepare graduates for entry-level employment as a Massage Therapist.

Students will be equipped to apply techniques learned in the classroom to include Swedish Massage, Neuromuscular Techniques, Therapeutic Modalities, Hydrotherapy, Chair Massage and site-specific treatment techniques.

Clinical experience is incorporated to provide an integrated approach in learning the needed skills for competency in a professional massage practice.

COURSE AREA / MINIMUM CREDIT HOURS		
MEDICAL SKILLS / 8		
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
MESSAGE THERAPY SKILLS / 33		
4	MTP100	Pathology
4	MTP109	Introduction to Therapeutic Massage Principles
3	MTP116	Therapeutic Modalities
3	MTP121	Swedish Massage
3	MTP125	Neuromuscular and Myofascial Therapies
3	MTP130	Hydrotherapy and Eastern Modalities
3	MTP210	Clinical Practicum
4	MTP290	Therapeutic Massage & Bodywork Review
3	KIN211	Applied Kinesiology: Upper Body
3	KIN212	Applied Kinesiology: Lower Body
MANAGEMENT SKILLS/ 8		
4	ETH150OL	Ethics in the Workplace ¹
4	BUS112OL	Introduction to Business & Customer Service ¹
GENERAL EDUCATION / 4		
4	ENG121OL	English Communications* ¹
BUSINESS SKILLS / 8		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
TOTAL QUARTER CREDITS		61
TOTAL WEEKS		50

Instructor/Student Ratio:

Theory class: 1 instructor per 30 students

Lab class: 1 instructor per 16 students

Online theory or lab class: 1 instructor per 30 students