



STUDENT
CATALOG

2018

Volume 31-7 | June 5, 2018

ibmc.edu
(800) 495-2669





From the CEO

Welcome to IBMC College.

We are excited that you have joined our community! Please be assured that the IBMC staff and faculty are focused on your success as a student. IBMC has helped shape the careers of thousands of men and women since 1987. Our specialized curriculum is tailored with an emphasis in the hands-on technical skills necessary for your success in an entry-level position.

Students, faculty, and the administrative staff at IBMC are encouraged to reach their highest potential. We strive for excellence and quality in everything we do, and we are committed to keeping our curriculum, teaching methods, and equipment current to meet the needs of employers.

This IBMC Student Catalog explains our programs, policies and procedures, and will give you a solid foundation for your education.

Again, welcome to IBMC!

Sincerely,
Steve Steele
CEO, IBMC College



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Photo Disclosure

All photos used in this Student Catalog were taken at IBMC campuses, or are royalty-free stock photographs purchased for use.





Our Vision

Caring Individuals ... Changing Lives.

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.

Mission Statement Objectives

The College's philosophies in education are:

- To assist students in achieving an education in their chosen fields of study
- To provide job skills training based on currently stated industry needs
- To provide the opportunity for students to obtain marketable skills needed for entry-level positions
- To incorporate hands-on experiences as part of the program curriculum
- To provide the necessary individualized instruction that enables students to progress to their highest potentials
- To assist graduates in securing permanent employment in their chosen field

Owned and operated by The Laub Company, Inc.

Corporate Officers:

Richard B. Laub, President and Treasurer

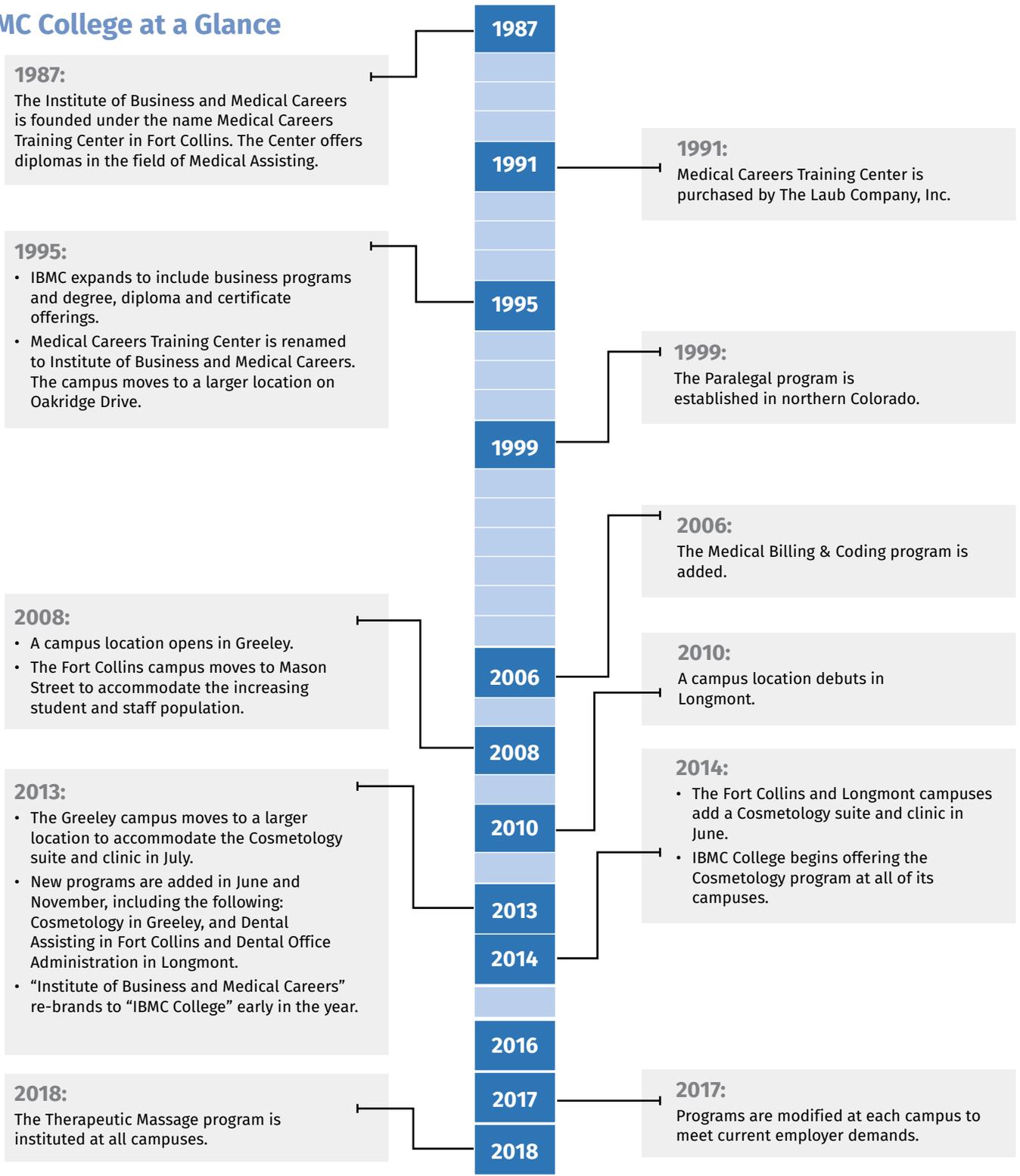
Colleen A. Laub, Vice-President and Secretary

- Accredited by Accrediting Commission of Career Schools and Colleges (ACCSC) to award Associate of Occupational Studies Degrees, diplomas, and certificates
*Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201*
- Approved by the U.S. Department of Education for Financial Aid Assistance
- Member, National Center for Competency Testing
- Member, Colorado Association of Career Colleges and Schools
- IBMC is approved and regulated by the:
*State of Colorado, Department of Higher Education
Division of Private Occupational School Board
1560 Broadway, Suite 1600
Denver, Colorado 80202
303-862-3001*

History

Founded in 1987, IBMC College provides life-changing, career training. This College has been 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 following career training fields: Business, Cosmetology, Dental, Healthcare, Massage and Paralegal.

IBMC College at a Glance



Programs vary by campus.

Accreditation, Approvals, and Memberships

The College voluntarily undergoes periodic accrediting evaluations by teams of examiners including subject experts and specialists in occupational education and private college administration.

The College is:

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award certificates, diplomas, and Associate of Occupational Studies degrees
- Approved to operate by the state of Colorado, Department of Higher Education, Division of Private Occupational School Board. (*Approval to operate means compliance with minimum state standards and does not imply any endorsements or recommendation by the state of Colorado or by the Superintendent. This College is not a public institution.*) All agents are licensed by the Department of Higher Education, Division of Private Occupational School Board, (303) 862-3001.
- A member of Colorado Association of Career Colleges and Schools
- A member of National Center for Competency Testing
- An eligible institution for Federal Pell Grants
- An educational option for training services for the State Department of Vocational Rehabilitation, employment agencies, and job-training agencies
- An eligible institution under the Veterans Administration program
- Authorized under federal law to enroll non-immigrant alien students
- A member of the National Association of Financial Aid Administrators and Colorado Association of Financial Aid Administrators
- A member of the Rocky Mountain Association of Student Financial Aid Administrators
- A School Member of the American Massage Therapy Association

Hours of Operation

All campuses have the following

OFFICE HOURS:

| | |
|-------------------|------------------|
| Monday – Thursday | 8 a.m. to 8 p.m. |
| Friday | 8 a.m. to 5 p.m. |

CLASS HOURS:

| | |
|-------------------|---|
| Monday – Thursday | Morning: 8 a.m. to 11:50 a.m. Mid-Day: 10 a.m. to 3 p.m. Evening: 6 p.m. to 9:50 p.m. |
|-------------------|---|

FULL-TIME COSMETOLOGY STUDENTS:

| | |
|----------------|------------------------|
| Tuesday-Friday | 8:30 a.m. to 4:30 p.m. |
|----------------|------------------------|

- with (1) 30-minute lunch break off the clock and (1) 15-minute break on the clock during pre-salon classes.

| | |
|--------------------|------------------------|
| Rotating Saturdays | 8:30 a.m. to 4:30 p.m. |
|--------------------|------------------------|

- with (1) 30-minute lunch break off the clock and (1) 15-minute break on the clock, once students are practicing in the Student Beauty Services Clinic.

PART-TIME COSMETOLOGY STUDENTS:

| | |
|-----------------|-------------------|
| Monday-Thursday | 5 p.m. to 10 p.m. |
|-----------------|-------------------|

- with (1) 30 minute break on the clock, once on salon floor, for the entirety of the program. IF students choose to leave the campus during the break, they MUST clock out.

**Students caught misrepresenting or falsifying hours will be suspended from school.*

IBMC Contact Information

- **Website:** ibmc.edu
- **General email:** info@ibmc.edu
- **General phone:** (800) 495-2669

FORT COLLINS CAMPUS

| | | | |
|---------|----------------|-----|----------------|
| • Phone | (970) 223-2669 | Fax | (970) 223-2796 |
|---------|----------------|-----|----------------|

GREELEY CAMPUS

| | | | |
|---------|----------------|-----|----------------|
| • Phone | (970) 356-4733 | Fax | (970) 584-2058 |
|---------|----------------|-----|----------------|

LONGMONT CAMPUS

| | | | |
|---------|----------------|-----|----------------|
| • Phone | (303) 651-6819 | Fax | (303) 569-9172 |
|---------|----------------|-----|----------------|

CAREER SERVICES DEPARTMENT:

| | | | |
|----------|--|-----|----------------|
| • Phone | (970) 223-2669 | Fax | (970) 223-2796 |
| • E-mail | placement@ibmc.edu | | |

The College is occasionally open on Saturdays for supplementary practical or review sessions and continuing education courses.

IBMC Program Advisory Committee

It is the intent of the College to maintain current knowledge of employment needs within the community, as well as surrounding communities. The IBMC Program Advisory Committee is comprised of professionals, employers and graduates employed in their field who inform and help the College achieve objectives for academic programs. Members include those in the fields of business, cosmetology, dental, legal, and healthcare.

Members of this Program Advisory Committee are invited by staff members of IBMC and are comprised of employers who host extern sites and employ IBMC graduates, as well as business leaders in the community. The IBMC Program Advisory Committee functions under independent guidelines and convenes biannually.

The function of our Program Advisory Committee is to provide input regarding curriculum content and to apprise the College of current technology including equipment selection, market need for trained personnel, externship sites and career placement opportunities.

Photo and Name Release

IBMC College may, at times use photographs, names, audio recordings, and/or video recordings of students for non-endorsement purposes. Uses for such images, photographs, videos and the like include videos, publications, news releases, websites, social media. IBMC has complete ownership of such materials and can use said materials for any purpose consistent with IBMC's mission. By initialing/signing the "Photo and Name Release" section of the Enrollment Agreement, you agree to these terms and understand that you will not receive any compensation for the use of such images, videos, likeness, etc. Should a student NOT want to be photographed or recorded, or have their name, voice, or biographical material used in connection with any of the aforementioned uses, please complete the appropriate section on the Federal Education Right to Privacy Act (FERPA) form presented to you at your Financial Aid appointment.

A student who does NOT want to be photographed or recorded, and who submits an appropriate completed FERPA form indicating as such, is responsible for removing themselves from the area in which the photographing/recording is occurring, both on campus and at off-campus functions, or notifying the camera person on-site of his/her opt-out status. Failure to do so may result in the employee's and/or student's inclusion in a photograph or recording and will be treated as a release, allowing IBMC to utilize that photograph or recording accordingly.

Statement of Non-Discrimination

The College does not discriminate on the basis of sex, age, race, creed, physical disability, or religion in its admissions, advising, training, placement, employment, or other programs and activities. The CEO of the College is the coordinator of the Educational Amendments Act of 1972, and will receive any inquiries under the discrimination provisions of this document.

Policy and Program Changes

All information contained in this catalog is subject to change. The College reserves the right, whenever it deems necessary or advisable, to meet changing academic, instructional, student, or fiscal needs and to cancel or modify, without notice, any course or program described in this catalog. The College also reserves the right to change any provision or requirement of this catalog, including tuition and course costs. The catalog is intended to serve only as a general source of information and is in no way intended to state contractual terms.

Students must comply with the rules and regulations in the IBMC Student Catalog, as well as those posted on bulletins and weekly announcements or otherwise distributed to students. Such published rules and regulations will supersede in the event of any conflict with the catalog, which may then be modified.

Students are expected to be familiar with the information presented in this catalog.





Schools & Programs of Study



School of

ALLIED HEALTH CAREERS

- Dental Office Administration, *Associate Degree*
- Dental Assisting, *Diploma (48 Credits)*
- Dental Assisting, *Diploma (56 Credits)*
- Expanded Duties Dental Assisting, *Continuing Education*
- Clinical Medical Assisting, *Diploma (47 Credits)*
- Clinical Medical Assisting, *Diploma (60 Credits)*
- Medical Assisting, *Associate Degree*
- Medical Billing & Coding, *Associate Degree*
- Medical Office Administration, *Diploma*



School of

BUSINESS

- Business Administration & Accounting, *Associate Degree*



School of

COSMETOLOGY

- Cosmetology, *Diploma (1,500 Clock Hours)*
- Cosmetology, *Diploma (1,800 Clock Hours)*
- Hairstyling, *Certificate*
- Esthetician, *Certificate*
- Chemical Peel, *Continuing Education*



School of

MASSAGE & HEALING ARTS

- Therapeutic Massage, *Diploma (46 Credits)*
- Therapeutic Massage, *Diploma (61 Credits)*



School of

PARALEGAL STUDIES

- Paralegal Studies, *Associate Degree*

IBMC Programs

School of Allied Health Careers

- 13 Dental Office Administration Degree
- 14 Dental Assisting Diploma (48 Credits)
- 15 Dental Assisting Diploma (56 Credits)
- 16 Expanded Duty Dental Assisting Continuing Education
- 17 Medical Assisting Degree
- 18 Clinical Medical Assisting Diploma (47 Credits)
- 19 Clinical Medical Assisting Diploma (60 Credits)
- 20 Medical Billing & Coding Specialist Degree
- 21 Medical Office Administration Diploma

School of Business

- 23 Business Administration & Accounting Degree

School of Cosmetology

- 25 Cosmetology Diploma (1,500 Clock Hours)
- 26 Cosmetology Diploma (1,800 Clock Hours)
- 27 Hairstyling Certificate
- 28 Esthetician Certificate
- 29 Chemical Peel Continuing Education

School of Massage & Healing Arts

- 31 Therapeutic Massage Diploma (46 Credits)
- 32 Therapeutic Massage Diploma (61 Credits)

School of Paralegal Studies

- 35 Paralegal Studies Degree

School of Allied Health Careers

IBMC College offers healthcare career programs and hands-on training that helps you build skills that match the needs of today's employers in the medical industry.

You will receive the practical, hands-on experience that you need to work in a meaningful profession — delivering quality care and compassion to your patients. Throughout your coursework, you will receive valuable, one-on-one interaction with seasoned instructors, role play medical situations, and hear from field professionals during guest lectures.

In all of IBMC College's healthcare programs, you will complete a 5-week externship, and career placement assistance is provided.

HEALTHCARE PROGRAMS

Associate Degree

- Dental Office Administration / 13
- Medical Assisting / 17
- Medical Billing & Coding Specialist / 20

Diploma

- Dental Assisting (48 Credits) / 14
- Dental Assisting (56 Credits) / 15
- Clinical Medical Assisting (47 Credits) / 18
- Clinical Medical Assisting (60 Credits) / 19
- Medical Office Administration / 21

Continuing Education

- Expanded Duty Dental Assisting / 16





Associate of Occupational Studies Degree
DENTAL OFFICE ADMINISTRATION

Program offered only at the Longmont campus.

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.



Tuition

TUITION
\$32,400

FEES
\$325 / Immunization Fee

PROGRAM KIT
\$500 / Includes scrubs voucher, protective eye wear, and radiology badge

TEXTBOOKS & RESOURCE MATERIALS
\$1,500

EXAMS & DESIGNATIONS
\$145 / Exam & RDA Designation, includes CPR/First Aid certification

Course Area / Minimum Credit Hours

ACCOUNTING / 4

(4) ACC111 Principles of Accounting

BUSINESS / 8

(4) BUS112 Introduction to Business & Customer Service
(4) BUS115 Leadership

COMPUTER SKILLS / 9

(3) CIS110 Fundamental Computer Skills
(3) CIS121 Introduction to Spreadsheets
(3) KBD111 Beginning Keyboarding

DENTAL SKILLS / 45

(4) DAS110 Introduction to Dental Assisting
(4) DAS120 Dental Sciences I
(4) DAS125 Dental Sciences II
(3) DAS130 Preclinical Skills
(3) DAS140 Dental Materials
(3) DAS150 Dental Radiography I
(3) DAS155 Dental Radiography II
(3) DAS160 Clinical Skills I
(3) DAS165 Clinical Skills II
(4) DAS180 Dental Office Management
(4) DAS200 Dental Review
(5) DAS210 Externship
(2) EMG101 Basic CPR & First Aid Certification

GENERAL EDUCATION / 24

(4) CMS111 Career Marketing Strategies
(4) ENG121 English Communications*
(4) MTH120 College Mathematics*
(4) PSY107 Psychology of Success
(4) PSY134 General Psychology*
(4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

TOTAL WEEKS / 80

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

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

DENTAL ASSISTING (2018 PROGRAM)

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.



Tuition

TUITION

\$17,280

FEES

\$325 / Immunization Fee

TEXTBOOKS & RESOURCE MATERIALS

\$1,250

PROGRAM KIT

\$500 / Includes scrubs voucher, protective eye wear, radiology badge, and BLS (Basic Life Support) Certification

EXAMS & DESIGNATIONS

\$145 / Exam & RDA Designation

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

MEDICAL SKILLS / 8

- (4) MTA111 Medical Terminology & Basic Anatomy I
- (4) MTA112 Medical Terminology & Basic Anatomy II

TOTAL CREDITS / 48

TOTAL WEEKS / 40

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

DENTAL ASSISTING (2017 AND OLDER PROGRAM)

IBMC College is not currently enrolling for this program.

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.



Tuition

TUITION

\$19,600

FEES

\$100 / Student Fee

\$325 / Immunization Fee

PROGRAM KIT

\$500 / Includes scrubs voucher, protective eye wear, and radiology badge

EXAMS & DESIGNATIONS

\$145 / Exam & RDA Designation, includes CPR/First Aid certification

Course Area / Minimum Credit Hours

COMPUTER SKILLS / 3

(3) CIS110 Fundamental Computer Skills

DENTAL SKILLS / 45

(4) DAS110 Introduction to Dental Assisting

(4) DAS120 Dental Sciences I

(4) DAS125 Dental Sciences II

(3) DAS130 Preclinical Skills

(3) DAS140 Dental Materials

(3) DAS150 Dental Radiography I

(3) DAS155 Dental Radiography II

(3) DAS160 Clinical Skills I

(3) DAS165 Clinical Skills II

(4) DAS180 Dental Office Management

(4) DAS200 Dental Review

(5) DAS210 Externship

(2) EMG101 Basic CPR & First Aid Certification

GENERAL EDUCATION / 8

(4) CMS111 Career Marketing Strategies

(4) PSY107 Psychology of Success

TOTAL CREDITS / 56

TOTAL WEEKS / 60

Instructor/Student Ratio:

- Theory class (medical): 1 instructor per 20 students
- Lab class (medical): 1 instructor per 10 students
- Theory class (non-medical): 1 instructor per 20 students
- Lab class (non-medical): 1 instructor per 16 students



Continuing Education

EXPANDED DUTY DENTAL ASSISTING

Program offered at the Fort Collins and Longmont campuses at select times.



This program is continuing education training for Dental Assistants in the field.

Graduates of this program will have the basic knowledge and skills to become a valuable member of the dental team. Students will be trained in the Dental Practice Laws of Colorado, basic dental principles and terminology.

The students will be able to describe and identify caries and cavity classifications, tooth morphology, cavity preparations, properties of amalgam, various esthetic restorative materials and procedures.

During labs, the students will demonstrate proficiency in the placement of bases and liners, etching, bonding, composite resin, and amalgam utilizing two and four handed dentistry. Students must also show proficiency in the carving and/or finishing of restorations. Each student is required to identify deficiencies in restorations and be able to describe what action(s) needs to be taken to correct the deficiency. Students will demonstrate to the instructor that he/she is proficient in Expanded Duties Dental Assisting by successfully completing a written and comprehensive competency evaluation.

Upon completion, the student will be eligible to perform expanded restorative skills under the supervision of a dentist.

Course Area / Minimum Hours

DENTAL / 40 HOURS

(40) DA240 Expanded Duty Dental Assisting

TOTAL HOURS / 40

TOTAL WEEKS / 3

Tuition

TUITION

\$1,500

Program is not eligible for the award of scholarship funding to include VA benefits or IBMC scholarships.



Associate of Occupational Studies Degree

MEDICAL ASSISTING

Program offered at all campuses.

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.



Tuition

TUITION

\$32,400

FEES

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

PROGRAM KIT

\$120 / Includes scrubs voucher, lab coat voucher, stethoscope kit and blood pressure cuff

EXAMS & DESIGNATIONS

\$165 / Exam & NCMA or RMA Designation, includes CPR/ First Aid certification

Course Area / Minimum Credit Hours

COMPUTER SKILLS / 3

(3) CIS110 Fundamental Computer Skills

MEDICAL SKILLS / 63

- (3) EMG102 Emergency Procedures
- (4) MAP110 Medical Terminology
- (4) MAP120 Basic Principles of the Medical Office
- (4) MAP121 Anatomy & Physiology: Structure & Movement
- (4) MAP122 Anatomy & Physiology: Control & Metabolism
- (4) MAP123 Anatomy & Physiology: Circulation & Life
- (4) MAP135 Radiography
- (3) MAP145 Pharmacology
- (3) MAP150 Introduction to Healthcare
- (3) MAP151 Fundamentals of Clinical Assisting
- (3) MAP152.1 Clinical Assisting: Reproduction & Lifespan Specialities
- (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
- (4) MAP185 Medical Law & Ethics
- (3) MAP200 Clinical Skills
- (5) MAP210 Externship

GENERAL EDUCATION / 24

- (4) CMS111 Career Marketing Strategies
- (4) ENG121 English Communications*
- (4) MTH120 College Mathematics*
- (4) PSY107 Psychology of Success
- (4) PSY134 General Psychology*
- (4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

TOTAL WEEKS / 80

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

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

CLINICAL MEDICAL ASSISTING (2018 PROGRAM)

Program offered at all 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.



Tuition

TUITION

\$16,920

FEES

\$650 / Immunization Fee & Drug Screening

TEXTBOOKS & RESOURCE MATERIALS

\$1,500

PROGRAM KIT

\$120 / Includes scrubs voucher, lab coat voucher, stethoscope kit, blood pressure cuff and BLS (Basic Life Support) Certification

EXAMS & DESIGNATIONS

\$165 / Exam & NCMA Designation

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 Specialities
- (3) MAP153.1 Clinical Assisting: Minor Surgery & Health Promotion
- (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

BUSINESS SKILLS / 8

- (4) CMS111 Career Marketing Strategies
- (4) PSY107 Psychology of Success

TOTAL CREDITS / 47

TOTAL WEEKS / 40

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

CLINICAL MEDICAL ASSISTING (2017 AND OLDER PROGRAM)

IBMC College is currently not enrolling for this program.

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.



Tuition

TUITION

\$21,000

FEES

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

PROGRAM KIT

\$120 / Includes scrubs voucher, lab coat voucher, stethoscope kit and blood pressure cuff

EXAMS & DESIGNATIONS

\$165 / Exam & NCMA or RMA Designation, includes CPR/ First Aid certification

Course Area / Minimum Credit Hours

MEDICAL SKILLS / 52

- (3) EMG102 Emergency Procedures
- (4) MAP110 Medical Terminology
- (4) MAP121 Anatomy & Physiology: Structure & Movement
- (4) MAP122 Anatomy & Physiology: Control & Metabolism
- (4) MAP123 Anatomy & Physiology: Circulation & Life
- (3) MAP145 Pharmacology
- (3) MAP150 Introduction to Healthcare
- (3) MAP151 Fundamentals of Clinical Assisting
- (3) MAP152.1 Clinical Assisting: Reproduction & Lifespan Specialities
- (3) MAP153.1 Clinical Assisting: Minor Surgery & Health Promotion
- (3) MAP154 Clinical Assisting: Cardiology & Medical Specialities
- (3) MAP155 Laboratory Techniques I
- (4) MAP185 Medical Law & Ethics
- (3) MAP200 Clinical Skills
- (5) MAP210 Externship

GENERAL EDUCATION / 8

- (4) CMS111 Career Marketing Strategies
- (4) PSY107 Psychology of Success

TOTAL CREDITS / 60

TOTAL WEEKS / 60

Instructor/Student Ratio:

- Theory class (medical): 1 instructor per 20 students
- Lab class (medical): 1 instructor per 10 students
- Theory class (non-medical): 1 instructor per 20 students
- Lab class (non-medical): 1 instructor per 16 students



Associate of Occupational Studies Degree

MEDICAL BILLING & CODING SPECIALIST

Program offered at all campuses.

Upon completion of this program, graduates will have entry-level knowledge in CPT Procedural Coding and ICD Coding, and a foundation of knowledge in medical insurance billing practices, requirements, and regulations affecting healthcare providers and the skills to ensure proper reimbursement for health services.

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

The degree program offers advanced business courses, an accounting course and general education courses. Graduates will have a well-rounded skill set to present to potential employers.



Tuition

TUITION

\$32,400

FEES

\$650 / Immunization Fee & Drug Screening

TEXTBOOKS & RESOURCE MATERIALS

\$1,500

EXAMS & DESIGNATIONS

\$325 / Certification Exam, includes membership in Medical Association of Billers

Course Area / Minimum Credit Hours

ACCOUNTING / 4

(4) ACC111 Principles of Accounting I

BUSINESS / 8

(4) BUS112 Introduction to Business & Customer Service

(4) BUS115 Leadership

COMPUTER SKILLS / 6

(3) CIS110 Fundamental Computer Skills

(3) CIS121 Introduction to Spreadsheets

MEDICAL BILLING & CODING SKILLS / 24

(4) BCS150 Diagnostic Coding

(4) BCS155 Procedural Coding

(3) BCS160.1 Case Studies for Coding and Auditing

(4) BCS175 Principles of Insurance/Reimbursement

(4) BCS177 Medical Billing & Collections

(5) BCS210 Externship

MEDICAL SKILLS / 24

(4) MAP110 Medical Terminology

(4) MAP120 Basic Principles of the Medical Office

(4) MAP121 Anatomy & Physiology: Structure & Movement

(4) MAP122 Anatomy & Physiology: Control & Metabolism

(4) MAP123 Anatomy & Physiology: Circulation & Life

(4) MAP185 Medical Law & Ethics

GENERAL EDUCATION / 24

(4) CMS111 Career Marketing Strategies

(4) ENG121 English Communications*

(4) MTH120 College Mathematics*

(4) PSY107 Psychology of Success

(4) PSY134 General Psychology*

(4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

TOTAL WEEKS / 80

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

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

MEDICAL OFFICE ADMINISTRATION

The College is not currently enrolling for this program.

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

The emphasis is on administrative skills including medical terminology, medical insurance, medical office procedures including introduction to healthcare and fundamental clinical skills. Instruction in anatomy and physiology, as well as law and ethics are covered. 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 administrative and hands-on skills learned in the classroom.



Tuition

TUITION

\$19,250

FEES

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

EXAMS & DESIGNATIONS

\$325 / Exam & CMBS Designation, includes membership in the Medical Association of Billers

Course Area / Minimum Credit Hours

BUSINESS / 4

(4) BUS112 Introduction to Business & Customer Service

COMPUTER SKILLS / 6

(3) CIS110 Fundamental Computer Skills

(3) CIS121 Introduction to Spreadsheets

MEDICAL BILLING & CODING SKILLS / 13

(4) BCS175 Principles of Insurance/Reimbursement

(4) BCS177 Medical Billing & Collections

(5) BCS210 Externship

MEDICAL SKILLS / 24

(4) MAP110 Medical Terminology

(4) MAP120 Basic Principles of the Medical Office

(4) MAP121 Anatomy & Physiology: Structure & Movement

(4) MAP122 Anatomy & Physiology: Control & Metabolism

(4) MAP123 Anatomy & Physiology: Circulation & Life

(4) MAP185 Medical Law & Ethics

GENERAL EDUCATION / 8

(4) CMS111 Career Marketing Strategies

(4) PSY107 Psychology of Success

TOTAL CREDITS / 55

TOTAL WEEKS / 60

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students

School of Business

Pursue a rewarding career path with IBMC's Business program!

As a student, you gain the practical skills needed to succeed in today's ever-changing business world. You will be challenged with hands-on class work and courses that prepare you with business administration, accounting, communication, sales and marketing skills, preparing you to become an asset to any company.

Training you for success and giving you a competitive edge, our students receive career coaching and resume guidance, as well as externship, job and career placement assistance from our Career Services Department.

BUSINESS PROGRAMS

Associate Degree

- Business Administration & Accounting
(Longmont only) / 23





Associate of Occupational Studies Degree

BUSINESS ADMINISTRATION & ACCOUNTING

Program offered at the Longmont campus.

This program is designed to provide multiple entry-level employment options into the fields of Business and/or Accounting.

Students will obtain a wide background in both business administration procedures and accounting concepts for careers in data entry, computer operations, computerized accounting, bookkeeping, and additional office-related positions such as payroll and office management.



Tuition

TUITION

\$32,760

TEXTBOOKS & RESOURCE MATERIALS

\$1,500

Course Area / Minimum Credit Hours

ACCOUNTING / 24

- (4) ACC111 Principles of Accounting I
- (4) ACC112 Principles of Accounting II
- (4) ACC113 Principles of Accounting III
- (4) ACC114 Payroll Accounting
- (4) ACC121 Intermediate Accounting
- (4) ACC222 Managerial Accounting

BUSINESS / 19

- (4) BUS112 Introduction to Business & Customer Service
- (4) BUS115 Leadership
- (4) BUS130 Marketing Awareness
- (4) BUS210 Externship
- (3) OPP111 Office Procedures

COMPUTER SKILLS / 24

- (3) CIS110 Fundamental Computer Skills
- (3) CIS114 Introduction to Databases
- (3) CIS117 Microcomputer Applications for Accounting
- (3) CIS121 Introduction to Spreadsheets
- (3) CIS125 Spreadsheet Applications
- (3) KBD111 Beginning Keyboarding
- (3) KBD115 Keyboarding Skill Development
- (3) WPP111 Introduction to Word Processing

GENERAL EDUCATION / 24

- (4) CMS111 Career Marketing Strategies
- (4) ENG121 English Communications*
- (4) ENG125 Written Communications*
- (4) MTH120 College Mathematics*
- (4) PSY107 Psychology of Success
- (4) SPH111 Principles of Speech*

TOTAL CREDITS / 91

TOTAL WEEKS / 80

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

Instructor/Student Ratio:

- Theory class: 1 instructor per 20 students
- Lab class: 1 instructor per 16 students

School of Cosmetology

The School of Cosmetology at IBMC College wants to train you for a beautiful new career, where you'll utilize your creative vision to help clients achieve the look they've always wanted! Our programs encourage students — like you — to tap into their artistic potential and develop skills that will help them become successful in the field of cosmetology.

Throughout your training in the Cosmetology program, you'll receive hands-on instruction from experienced hairstylists, estheticians and nail technicians. Working in the on-campus Student Beauty Services Clinic will provide you with confidence as you practice a variety of services and perfect your techniques. In addition, you'll be taught about safety in the workplace, client interaction, and how to market your exceptional services.

COSMETOLOGY PROGRAMS

Diploma

- Cosmetology (1,500 Clock Hours) / 25
- Cosmetology (1,800 Clock Hours) / 26

Certificate

- Hairstyling / 27
- Esthetician / 28

Continuing Education

- Chemical Peel / 29



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 Student Beauty Services Clinic. 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.



Tuition

TUITION

\$18,750 — 1,500 clock hours

PROGRAM KIT

\$2,000 / Includes premium kit with upgrades, tote, nail kit, makeup kit with carrying case, student esthetician kit with carrying case, personalized name badge

EXAMS & LICENSING

\$150 / Licensing & Exam Fee — Background check not necessary, but criminal history disclosure is required. Exam fee is included in this fee.

- *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 25 students
- Lab class: 1 instructor per 20 students

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



Diploma

COSMETOLOGY - 2017 AND OLDER PROGRAM

IBMC College is currently not enrolling for this program.

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 Student Beauty Services Clinic. 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.



Tuition

TUITION

\$20,988 – 1,800 clock hours

FEES

\$100 / Student Fee

PROGRAM KIT

\$1,500 / Includes premium kit with upgrades, tote, nail kit, makeup kit with carrying case, student esthetician kit with carrying case, personalized name badge

EXAMS & LICENSING

\$150 / Licensing & Exam Fee — Background check not necessary, but criminal history disclosure is required. Exam fee is included in this fee.

- *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 / 870

- (60) COS101 Shampooing, Rinsing and Conditioning
- (240) COS102 Haircoloring
- (240) COS103 Haircutting
- (210) COS104 Hairstyling
- (120) COS105 Chemical Texture Services

NAIL SKILLS / 360

- (210) COS111 Manicuring and Pedicuring
- (150) COS112 Application of Artificial Nails

SKIN CARE / 330

- (210) COS121 Facials and Skin Care
- (30) COS122 Facial Makeup
- (90) COS123 Hair Removal

SALON & BUSINESS SKILLS / 240

- (30) COS131 Laws, Rules and Regulations
- (30) COS132 Management, Ethics, Interpersonal Skills and Salesmanship
- (180) COS133 Disinfection, Sanitation, and Safe Work Practices

TOTAL CLOCK HOURS / 1,800 || TOTAL WEEKS / 60

Instructor/Student Ratio:

- Theory class: 1 instructor per 25 students
- Lab class: 1 instructor per 20 students

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

Program offered at all IBMC College campuses.

This program is designed to provide students with the necessary knowledge and the skills needed to perform the services of hair cutting, coloring and styling. Students gain a strong foundation in safety, hygiene, learn professional work habits, and are taught business fundamentals — areas that prepare students for the State Board Examination.

Training will include both classroom and hands-on experience by practicing on models, as well as guests in the Student Beauty Services Clinic. Graduates complete the program ready for an entry-level position working in a spa or a salon.



Tuition

TUITION

\$15,000 — 1,200 clock hours

PROGRAM KIT

\$1,400 / Includes Premium kit with upgrades, tote, personalized name badge

EXAMS & LICENSING

\$150 / Licensing & Exam Fee — Background check not necessary, but criminal history disclosure is required. Exam fee is included in this fee.

- 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 / 870

- (60) COS101 Shampooing, Rinsing and Conditioning
- (240) COS102 Haircoloring
- (240) COS103 Haircutting
- (210) COS104 Hairstyling
- (120) COS105 Chemical Texture Services

SALON & BUSINESS SKILLS / 330

- (30) COS131 Laws, Rules and Regulations
- (30) COS132 Management, Ethics, Interpersonal Skills and Salesmanship
- (270) COS134 Disinfection, Sanitation, and Safe Work Practices

TOTAL CLOCK HOURS / 1,200 || TOTAL WEEKS / 40

Instructor/Student Ratio:

- Theory class: 1 instructor per 25 students
- Lab class: 1 instructor per 20 students

** 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 Student Beauty Services Clinic. 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.



Tuition

TUITION

\$7,500 — 600 clock hours

PROGRAM KIT

\$850 / Includes makeup kit with carrying case, student esthetician kit with carrying case, personalized name badge

EXAMS & LICENSING

\$150 / Licensing & Exam Fee — Background check not necessary, but criminal history disclosure is required. Exam fee is included in this fee.

- *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 25 students
- Lab class: 1 instructor per 20 students

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



Continuing Education
CHEMICAL PEEL

Program offered at the Fort Collins campus.

This program is continuing education training for Cosmetologists and Estheticians in the field.

Students will learn comprehensive training on chemical exfoliation products (peels). Students will gain advanced experience in their chosen field and be able to:

- Understand skin analysis and skin conditions
- Understand skin contraindications
- Provide aftercare
- Have knowledge of product ingredients of chemical resurfacing substances
- Provide treatment procedures and know treatments of reactions
- Provide blended peel treatments



Course Area / Clock Hours

SKIN / 24 HOURS
(24) CP201 Chemical Peel

TOTAL HOURS / 24
TOTAL WEEKS / 3

Tuition

TUITION
\$500*

Program is not eligible for the award of scholarship funding to include VA benefits or IBMC scholarships.

**There is an optional post treatment kit that students may purchase for \$25.*

School of Massage & Healing Arts

IBMC College offers you the opportunity to enter the growing field of massage therapy, where you can train for a new career! Massage therapists assist patients in relief from stress, muscle pain and pain from injuries. The therapeutic treatment of patients provides a highly-rewarding career for caring individuals who wish to really make a difference in the lives of others. The Therapeutic Massage program provides an extensive education in the field of massage therapy, including instruction in several therapeutic modalities and medical courses.

You'll receive constant feedback and one-on-one interaction throughout your classroom experience as a result of our small class sizes and dedicated faculty. You'll have the opportunity to grow, learn and develop dynamic relationships with your fellow classmates and instructors. Classes provide plentiful hands-on hours to hone your skills and enrich your education.

MASSAGE THERAPY PROGRAMS

Diploma

- Therapeutic Massage (46 credits) / 31
- Therapeutic Massage (61 credits) / 32





Diploma

THERAPEUTIC MASSAGE (2018 PROGRAM)

IBMC College is currently not enrolling for this program.

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, 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.



Tuition

TUITION

\$16,560

TEXTBOOKS & RESOURCE MATERIALS

\$1,500

PROGRAM KIT

\$85 / Includes scrubs voucher, Muscular Skeletal System study guide

\$450 / Massage table and carrying case

LICENSING

\$465 / Licensing fee — Students in the Therapeutic Massage program are required to become Registered Massage Therapists through the state of Colorado. Also includes student insurance through AMTA Member Services, fingerprinting, and background check.

Course Area / Minimum Credit Hours

MEDICAL SKILLS / 8

- (4) MTA111 Medical Terminology & Anatomy Basics I
- (4) MTA112 Medical Terminology & Anatomy Basics II

MASSAGE THERAPY SKILLS / 30

- (4) MTP100 Pathology
- (4) MTP109 Introduction to Therapeutic Massage Principles
- (3) MTP116 Therapeutic Modalities
- (3) MTP121 Swedish Massage
- (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

BUSINESS SKILLS / 8

- (4) CMS111 Career Marketing Strategies
- (4) PSY107 Psychology of Success

TOTAL QUARTER CREDITS / 46

TOTAL WEEKS / 40

Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students



Diploma

THERAPEUTIC MASSAGE (2017 AND OLDER PROGRAM)

The College is not currently enrolling for this program.

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, Infant and Prenatal Massage, Sports Massage, Hydrotherapy, Asian, Reflexology, 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.



Tuition

TUITION

\$21,350

FEES

\$100 / Student Fee

PROGRAM KIT

\$85 / Includes scrubs voucher, Muscular Skeletal System study guide

\$450 / Massage table and carrying case

LICENSING

\$465 / Licensing fee — Students in the Therapeutic Massage program are required to become Registered Massage Therapists through the state of Colorado, or licensed in the city of Cheyenne. Also includes student insurance through AMTA Member Services, fingerprinting, and background check.

Course Area / Minimum Credit Hours

BUSINESS SKILLS / 4

(4) MTP124 Entrepreneurship

MEDICAL SKILLS / 16

(4) MAP110 Medical Terminology

(4) MAP121 Anatomy & Physiology: Structure & Movement

(4) MAP122 Anatomy & Physiology: Control & Metabolism

(4) MAP123 Anatomy & Physiology: Circulation & Life

MASSAGE THERAPY SKILLS / 33

(4) MTP100 Pathology

(4) MTP109 Introduction to Therapeutic Massage Principles

(3) MTP114 Hydrotherapy

(3) MTP116 Therapeutic Modalities

(3) MTP121 Swedish Massage

(3) MTP125 Neuromuscular and Myofascial Therapies

(3) MTP210 Clinical Practicum

(4) MTP290 Therapeutic Massage & Bodywork Review

(3) KIN211 Applied Kinesiology: Upper Body

(3) KIN212 Applied Kinesiology: Lower Body

GENERAL EDUCATION / 8

(4) CMS111 Career Marketing Strategies

(4) PSY107 Psychology of Success

TOTAL CREDITS / 61

TOTAL WEEKS / 60

Instructor/Student Ratio:

- Theory class: 1 instructor per 16 students
- Lab class: 1 instructor per 10 students

School of Paralegal Studies

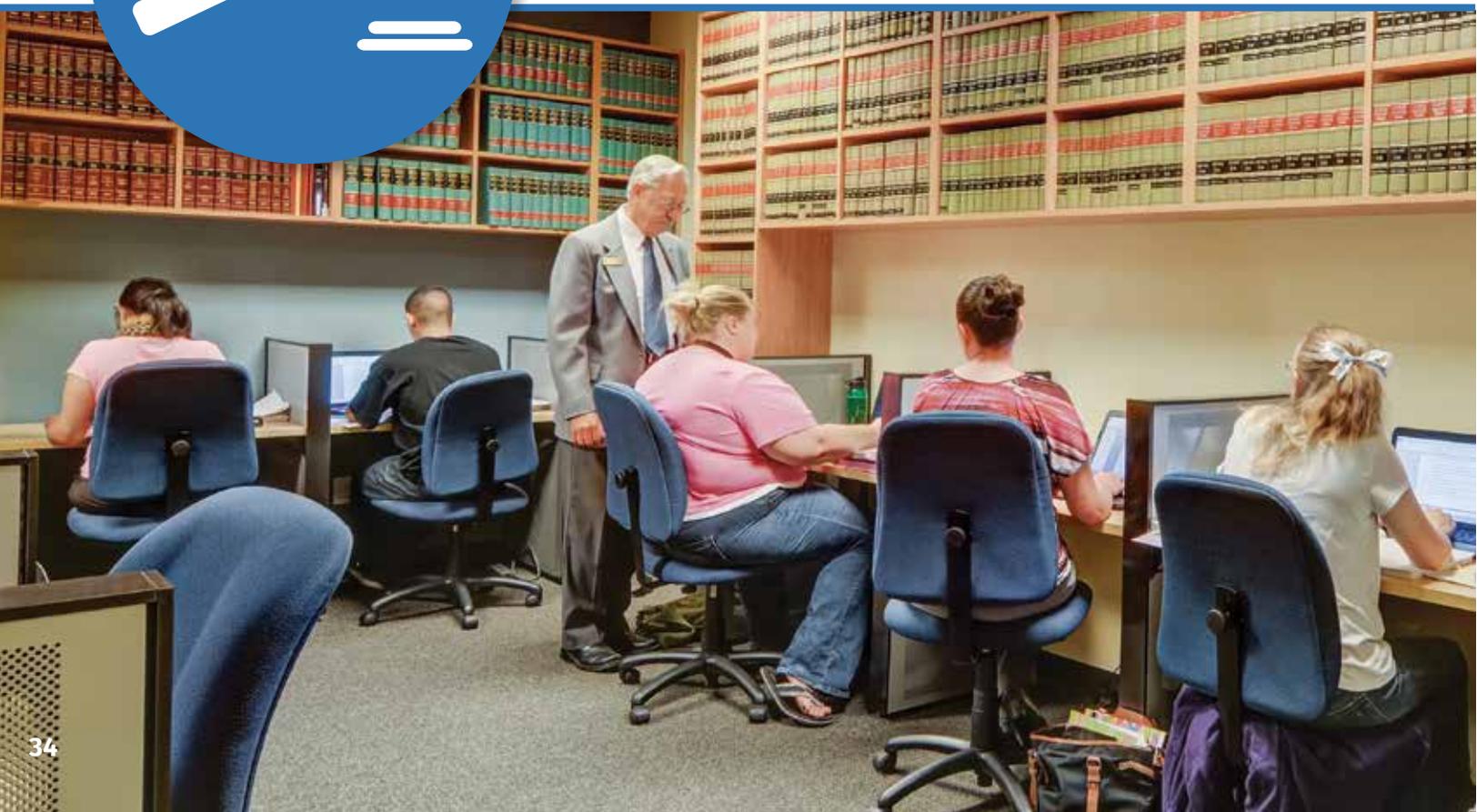
IBMC College's paralegal training provides you with real-world skills to help you succeed in this profession. As a paralegal, you will combine critical thinking, researching, and writing skills to succeed in government, business, and law offices. In addition, you will be encouraged to ask questions and to analyze not just the substance of the law, but the reasons and policies underlying its development.

Our paralegal classes offer in-person attention and provide you with opportunities to apply your substantive knowledge to activities including client interviews, drafting of legal pleadings, performance of legal research, and writing of memorandum and briefs. Your instructors are caring professionals who are committed to providing a quality education and encouraging the students to grow in their professional career.

PARALEGAL STUDIES PROGRAMS

Associate Degree

- Paralegal Studies (*Greeley only*) / 35





Associate of Occupational Studies Degree

PARALEGAL STUDIES

Program offered at the Greeley campus only.

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

Graduates 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.



Tuition

TUITION

\$32,400

TEXTBOOKS & RESOURCE MATERIALS

\$1,500

MEMBERSHIP

Receive a membership with a local professional paralegal organization

Course Area / Minimum Credit Hours

COMPUTER SKILLS / 15

- (3) CIS110 Fundamental Computer Skills
- (3) CIS121 Introduction to Spreadsheets
- (3) KBD111 Beginning Keyboarding
- (3) KBD115 Keyboarding Skill Development
- (3) WPP111 Introduction to Word Processing

LEGAL SKILLS / 51

- (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) LEL119 Paralegalism and Legal Ethics
- (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

GENERAL EDUCATION / 24

- (4) CMS111 Career Marketing Strategies
- (4) ENG121 English Communications*
- (4) ENG125 Written Communications*
- (4) MTH120 College Mathematics*
- (4) PSY107 Psychology of Success
- (4) SPH111 Principles of Speech*

TOTAL CREDITS / 90

TOTAL WEEKS / 80

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

Instructor/Student Ratio:

- Theory class: 1 instructor per 16 students
- Lab class: 1 instructor per 10 students



Course Descriptions

CODING FOR COURSE DESCRIPTIONS

| | |
|-----|-------------------------------------|
| ACC | Accounting |
| BCS | Billing and Coding |
| BUS | Business |
| CIS | Computer Information Systems |
| CMS | Career Marketing Strategies/Success |
| COS | Cosmetology |
| CP | Chemical Peel |
| DAS | Dental Assisting |
| EMG | Emergency Management |
| ENG | English |
| KBD | Keyboarding |
| KIN | Kinesiology |
| LEL | Legal |
| MAP | Medical Assisting Program |
| MTA | Medical Terminology & Anatomy |
| MTH | Math |
| MTP | Massage Therapy Program |
| OPP | Office Practice Procedures |
| PHM | Pharmacology |
| PSY | Psychology |
| SPH | Speech |
| WPP | Word Processing |

COURSE NUMBERS

100 - 199: Generally denotes Core and General Education Courses

200 - 299: Generally denotes Advanced Courses

Accounting

ACC111 Principles of Accounting I

Credits: 4

Students will be able to analyze double-entry accounts; journalize in general journal form; post from a journal to a ledger; and prepare trial balances, worksheets and financial statements.

Prerequisite(s): MTH120

ACC112 Principles of Accounting II

Credits: 4

Students will be able to demonstrate the ability to successfully utilize subsidiary journals/ledgers, cash receipts and petty cash. They will also demonstrate the ability to complete adjustments, worksheets, financial statements and closing entries for merchandising forms.

Prerequisite(s): ACC111

ACC113 Principles of Accounting III

Credits: 4

Students will be able to calculate interest on notes, determine ending inventory, calculate depreciation and calculate valuation of receivables.

Prerequisite(s): ACC112

ACC114 Payroll Accounting

Credits: 4

Students will be able to prepare payroll registers, record accounting entries involving payroll, prepare payroll tax returns and be knowledgeable of the Fair Labor Standards Act and other laws affecting payroll operations and personnel practices. Students will complete a payroll project through the use of microcomputers.

Prerequisite(s): MTH120

ACC121 Intermediate Accounting

Credits: 4

Students will learn the conceptual framework of financial accounting and advanced theory/practice applicable to financial accounting functions, time value of money and operational assets. Students will be expected to utilize data provided to exercise judgments data, evaluate risks, and solve real-world problems.

Prerequisite(s): ACC113

ACC222 Managerial Accounting

Credits: 4

Students will become familiar with managerial accounting principles and will have a practical knowledge of managerial accounting records.

Prerequisite(s): ACC121

Billing & Coding

BCS150 Diagnostic Coding

Credits: 4

This course covers in-depth understanding of ICD diagnostic codes. Students will learn how to cross reference codes, the use

of E codes, V codes, coding conventions and the use of 4th and 5th digits. Students will also learn the official guidelines for coding and reporting of ICD diagnostic codes.

Prerequisite(s): MAP110

BCS155 Procedural Coding

Credits: 4

This course covers the study of coding and guidelines for Evaluation and Management codes, Anesthesia, Surgery, Radiology, Pathology/Lab, Medicine, HCPCS and Modifiers.

Prerequisite(s): MAP110

BCS160.1 Case Studies for Coding & Auditing

Credits: 3

Students will learn how to read and dissect SOAP and OP notes and will learn the proper guidelines for billing from a SOAP note. Students will be introduced to chart auditing, how to accurately code case studies and how to audit physician notes to ensure proper reflection of patient charges.

Prerequisite(s): MAP110, BCS150, BCS155

BCS175 Principles of Insurance/Reimbursement

Credits: 4

This course covers principles of insurance company reimbursement. Subjects covered include managed care, state and federal programs, Medicaid, Medicare and workman's compensation. RBRVS, fee schedules and insurance contracting are also covered.

Prerequisite(s): None

BCS177 Medical Billing and Collections

Credits: 4

Students will learn how to complete claim forms using a CMS-1500 and UB-04. Students will learn how to work on insurance appeals, denials, troubleshooting and billing guidelines. Demographics will be stressed for proper payment. Accounts receivable, collections, proper phone etiquette and other collection techniques will be covered.

Prerequisite(s): BCS175

BCS210 Externship

Credits: 5

Students will gain experience in the job setting. It provides an opportunity for students to practice the skills they have learned under direct supervision in an actual work environment.

Prerequisite(s): Completion of all classroom studies.

Business

BUS112 Introduction to Business & Customer Service

Credits: 4

Students will be introduced to a survey of the operation of the American Business System. They will understand how an idea or concept can be transformed into a viable product or service through the application of basic principles of management, creating, production, accounting and human resources.

Prerequisite(s): None

BUS115 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.

Prerequisite(s): None

BUS130 Marketing Awareness**Credits: 4**

Students learn how the marketing functions of a business tie in with the organization. Marketing functions — such as advertising, benchmarking, promotions and customer-base analysis — are included.

Prerequisite(s): None

BUS210 Externship**Credits: 4**

This course is designed to provide the student with experience in the job setting. Emphasis is placed on the applications of knowledge and the utilization of skills developed in the classroom and laboratory.

Prerequisite(s): Completion of all classroom studies.

**Computer Information Systems****CIS110 Fundamental Computer Skills****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.

Prerequisite(s): None

CIS114 Introduction to Databases**Credits: 3**

This course introduces the functions of a database. Included skills are creating, managing, sorting, indexing and searching the database. Students will be able to identify the database's commands and functions.

Prerequisite(s): CIS110

CIS117 Microcomputer Applications for Accounting**Credits: 3**

Students will learn the facets of selecting and evaluating accounting software packages; be cognizant of the primary accounting software packages on the market; and learn to implement and maintain software packages.

Prerequisite(s): ACC111, CIS110

CIS121 Introduction to Spreadsheets**Credits: 3**

Students will be introduced to spreadsheet applications and will learn to create, edit and print spreadsheets.

Prerequisite(s): CIS110

CIS125 Spreadsheet Applications**Credits: 3**

Students will use spreadsheet applications for in-depth analysis of financial statements.

Prerequisite(s): CIS121

**Career Marketing Strategies****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.

Prerequisite(s): None

**Cosmetology — Colorado****COS101 Shampooing, Rinsing & Conditioning****Clock Hours: 60 (Hairstyling Certificate)**

Students will learn the properties of the hair and scalp; structure and composition of the hair; hair growth and loss; disorders of the hair and scalp; hair and scalp analysis; scalp care and massage; brushing the hair; and shampooing and conditioning procedures and practices.

Prerequisite(s): None

COS101.1 Shampooing, Rinsing & Conditioning**Clock Hours: 50 (Cosmetology Diploma)**

Students will learn the properties of the hair and scalp; structure and composition of the hair; hair growth and loss; disorders of the hair and scalp; hair and scalp analysis; scalp care and massage; brushing the hair; and shampooing and conditioning procedures and practices.

Prerequisite(s): None

COS102 Haircoloring**Clock Hours: 240 (Hairstyling Certificate)**

Students will learn how to identify natural hair color and tone, types of hair color, client consultation, principles and techniques of temporary, semi-permanent, permanent colors, lightening, tinting, toning, highlighting, special effects, hair color safety precautions, and color procedures.

Prerequisite(s): None

COS102.1 Haircoloring**Clock Hours: 200 (Cosmetology Diploma)**

Students will learn how to identify natural hair color and tone, types of hair color, client consultation, principles and techniques of temporary, semi-permanent, permanent colors, lightening, tinting, toning, highlighting, special effects, hair color safety precautions, and color procedures.

Prerequisite(s): None

COS103 Haircutting**Clock Hours: 240 (Hairstyling Certificate)**

This course will introduce the student to client consultation, basic principles and techniques of sectioning and haircutting, haircutting tools, body and posture positioning, removing length or bulk with razor, scissors, clippers, shears, and basic haircut procedures.

Prerequisite(s): None

COS103.1 Haircutting**Clock Hours: 200 (Cosmetology Diploma)**

This course will introduce the student to client consultation, basic principles and techniques of sectioning and haircutting, haircutting tools, body and posture positioning, removing length or bulk with razor, scissors, clippers, shears, and basic haircut procedures.

Prerequisite(s): None

COS104 Hairstyling**Clock Hours: 210 (Hairstyling Certificate)**

Students will learn principles, elements and philosophy of hair design including creating harmony, designing for men, principles and techniques of wet styling, blow-drying and waving, hair wrapping, finger waving, hair dressing, braiding, hair extensions, enhancements and wigs, thermal hair straightening, and styling long hair techniques.

Prerequisite(s): None

COS104.1 Hairstyling**Clock Hours: 175 (Cosmetology Diploma)**

Students will learn principles, elements and philosophy of hair design including creating harmony, designing for men, principles and techniques of wet styling, blow-drying and waving, hair wrapping, finger waving, hair dressing, braiding, hair extensions, enhancements and wigs, thermal hair straightening, and styling long hair techniques.

Prerequisite(s): None

COS105 Chemical Texture Services**Clock Hours: 120 (Hairstyling Certificate)**

This course will teach students about hair structure, principles and techniques of sectioning, wrapping, processing, curling, relaxing and curl-reforming procedures.

Prerequisite(s): None

COS105.1 Chemical Texture Services**Clock Hours: 100 (Cosmetology Diploma)**

This course will teach students about hair structure, principles and techniques of sectioning, wrapping, processing, curling, relaxing and curl-reforming procedures.

Prerequisite(s): None

COS111.1 Manicuring & Pedicuring**Clock Hours: 175 (Cosmetology Diploma)**

This course will teach students about nail structure and growth, nail disorders and diseases, tools and products, and principles and techniques of manicuring and pedicuring.

Prerequisite(s): None

COS112.1 Application of Artificial Nails**Clock Hours: 125 (Cosmetology Diploma)**

This course will expose students to the supplies and techniques necessary to apply artificial nails including gels, polymers, tips and wraps. The student will learn both application and removal processes.

Prerequisite(s): None

COS121 Facials & Skin Care**Clock Hours: 210 (Esthetician Certificate)**

Upon successful completion of this course, the student will learn the importance of client consultation pertaining to skin care, products, skin disorders and diseases, and skin analysis; the use of facial equipment including electrotherapy and light therapy; and the principles and techniques of skin chemical procedures and facial treatments.

Prerequisite(s): None

COS121.1 Facials & Skin Care**Clock Hours: 175 (Cosmetology Diploma)**

Upon successful completion of this course, the student will learn the importance of client consultation pertaining to skin care, products, skin disorders and diseases, and skin analysis; the use of facial equipment including electrotherapy and light therapy; and the principles and techniques of skin chemical procedures and facial treatments.

Prerequisite(s): None

COS122 Facial Makeup**Clock Hours: 30 (Esthetician Certificate)**

This course will allow students to learn the various types of cosmetics available and how to identify the facial types and procedures for corrective makeup application.

Prerequisite(s): None

COS122.1 Facial Makeup**Clock Hours: 25 (Cosmetology Diploma)**

This course will allow students to learn the various types of cosmetics available and how to identify the facial types and procedures for corrective makeup application.

Prerequisite(s): None

COS123 Hair Removal**Clock Hours: 90 (Esthetician Certificate)**

Upon successful completion of this course, the student will be able to describe the elements of client consultation pertaining to hair removal. The student will be able to identify conditions that contraindicate hair removal in a salon setting, identify and describe three methods of permanent hair removal, and demonstrate and provide the techniques involved in temporary hair removal.

Prerequisite(s): None

COS123.1 Hair Removal**Clock Hours: 75 (Cosmetology Diploma)**

Upon successful completion of this course, the student will be able to describe the elements of client consultation pertaining to hair removal. The student will be able to identify conditions that contraindicate hair removal in a salon setting, identify and describe three methods of permanent hair removal, and demonstrate and provide the techniques involved in temporary hair removal.

Prerequisite(s): None

COS131 Laws, Rules & Regulations**Clock Hours: 30 (Hairstyling and Esthetician Certificates)**

Upon successful completion of this course, the student will know the laws, rules and regulations pertaining to the Office of Barber and Cosmetology Licensing including rules and expectations in a salon setting. Business set-up, regulatory compliance and licensing will be discussed.

Prerequisite(s): None

COS131.1 Laws, Rules & Regulations**Clock Hours: 25 (Cosmetology Diploma)**

Upon successful completion of this course, the student will know the laws, rules and regulations pertaining to the Office of Barber and Cosmetology Licensing including rules and expectations in a salon setting. Business set-up, regulatory compliance and licensing will be discussed.

Prerequisite(s): None

COS132 Management, Ethics, Interpersonal Skills and Salesmanship**Clock Hours: 30 (Hairstyling and Esthetician Certificates)**

This course will focus on the importance of management in the salon setting, ethics, and how to operate within the rules and guidelines of the industry. Interpersonal skills in a customer service industry, salesmanship and how to effectively run or work in a salon setting, point of sale, dealing with customers, handling money and re-booking clients will be covered.

Prerequisite(s): None

COS132.1 Management, Ethics, Interpersonal Skills and Salesmanship**Clock Hours: 25 (Cosmetology Diploma)**

This course will focus on the importance of management in the salon setting, ethics, and how to operate within the rules and guidelines of the industry. Interpersonal skills in a customer service industry, salesmanship and how to effectively run or work in a salon setting, point of sale, dealing with customers, handling money and re-booking clients will be covered.

Prerequisite(s): None

COS133.1 Disinfection, Sanitation & Safe Work Practices – Cosmetology**Clock Hours: 150 (Cosmetology Diploma)**

Upon successful completion of this course, the student will understand the principles and practices of safety in the workplace (salon). Students will be able to explain the difference between cleaning, disinfecting and sterilization. Universal precautions and OSHA will be discussed. Students will learn the responsibilities necessary to operate effectively within a salon setting, including how to clean and disinfect tools and equipment.

Prerequisite(s): None

COS134 Disinfection, Sanitation & Safe Work Practices – Hairstyling**Clock Hours: 270 (Hairstyling Certificate)**

Upon successful completion of this course, the student will understand the principles and practices of safety in the workplace (salon). Students will be able to explain the difference between cleaning, disinfecting and sterilization. Universal precautions and OSHA will be discussed. Students will learn the responsibilities necessary to operate effectively within a salon setting, including how to clean and disinfect tools and equipment.

Prerequisite(s): None

COS136 Disinfection, Sanitation & Safe Work Practices – Esthetician**Clock Hours: 210 (Esthetician Certificate)**

Upon successful completion of this course, the student

will understand the principles and practices of safety in the workplace (salon). Students will be able to explain the difference between cleaning, disinfecting and sterilization. Universal precautions and OSHA will be discussed. Students will learn the responsibilities necessary to operate effectively within a salon setting, including how to clean and disinfect tools and equipment.

Prerequisite(s): None

 **Chemical Peel**
CP201 Chemical Peel**Hours: 24**

This program is continuing education training for Cosmetologists and Estheticians in the field.

Students will learn comprehensive training on chemical exfoliation products (peels). Students will gain advanced experience in their chosen field and be able to:

- Understand skin analysis and skin conditions
- Understand skin contraindications
- Provide aftercare
- Have knowledge of product ingredients of chemical resurfacing substances
- Provide treatment procedures and know treatments of reactions
- Provide blended peel treatments

Prerequisite(s): Cosmetologist or Esthetician licensee

 **Dental Assisting**
DA240 Expanded Duty Dental Assisting**Hours: 40**

This program is continuing education training for Dental Assistants in the field. Graduates of this program will have the basic knowledge and skills to become a valuable member of the dental team. Students will be trained in the Dental Practice Laws of Colorado, basic dental principles and terminology. The students will be able to describe and identify caries and cavity classifications, tooth morphology, cavity preparations, properties of amalgam, various esthetic restorative materials and procedures. During labs, the students will demonstrate proficiency in the placement of bases and liners, etching, bonding, composite resin, and amalgam utilizing two and four handed dentistry. Students must also show proficiency in the carving and/or finishing of restorations. Each student is required to identify deficiencies in restorations and be able to describe what action(s) needs to be taken to correct the deficiency. Students will demonstrate to the instructor that he/she is proficient in Expanded Duties Dental Assisting by successfully completing a written and comprehensive competency evaluation. Upon completion, the student will be eligible to perform expanded restorative skills under the supervision of a dentist.

Prerequisite(s): None

DAS110 Introduction to Dental Assisting**Credits: 4**

This course provides a basic introduction to the dental assisting profession and the roles and responsibilities of a dental assistant. The student who successfully completes this course will have an understanding of ethics in the industry, nutrition, communication and professionalism, as well as oral health and preventive techniques.

Prerequisite(s): None

DAS120 Dental Sciences I**Credits: 4**

This course provides the foundation of study in the area of anatomy and physiology; head and neck anatomy; and general body systems.

Prerequisite(s): DAS110

DAS125 Dental Sciences II**Credits: 4**

This course provides the student with the fundamentals of oral structures as they apply to histology, embryology, tooth morphology and oral pathology.

Prerequisite(s): DAS120

DAS126 Dental Science Applications**Credits: 4**

This course provides the student with the fundamentals of oral structures as they apply to histology, embryology, tooth morphology, and pathology. Students will also be introduced to dental charting.

Prerequisite(s): None

DAS130 Preclinical Skills**Credits: 3**

This course is designed to provide the student with preclinical skills in the areas of infection control, microbiology, hazardous materials, pharmacology and patient care.

Prerequisite(s): DAS110

DAS140 Dental Materials**Credits: 3**

Students will be able to identify materials used in the dental laboratory, as well as demonstrating knowledge and skills needed for restorative procedures.

Prerequisite(s): DAS110

DAS150 Dental Radiography I**Credits: 3**

This course provides the student with an introduction to dental radiography, equipment and patient care.

Prerequisite(s): DAS110

DAS151 Dental Radiography**Credits: 3**

This course provides the student with an introduction to dental radiography, equipment, patient care, production, techniques, and radiography infection control.

Prerequisite(s): DAS110

**DAS155 Dental Radiography II****Credits: 3**

This course focuses on radiography production, techniques and radiography-infection control.

Prerequisite(s): DAS150

DAS160 Clinical Skills I**Credits: 3**

This course is designed to provide an introduction to chair-side assisting, instrumentation and tray systems.

Prerequisite(s): DAS130

DAS165 Clinical Skills II**Credits: 3**

Students will continue to examine instruments in the clinical field, learn charting and techniques pertaining to anesthesia and sedation.

Prerequisite(s): DAS160

DAS180 Dental Office Management**Credits: 4**

This course is designed for the student to become familiar with office management and administrative practices, including inventory and supply management.

Prerequisite(s): DAS110

DAS200 Dental Review**Credits: 4**

This course reviews study skills and the concepts and principles of major subject areas necessary in preparation for a dental assisting certification exam.

Prerequisite(s): DAS110

DAS210 Externship**Credits: 5**

Students will gain experience in the job setting. Emphasis is placed on the application of knowledge and the utilization of skills developed in the classroom and laboratory setting under direct supervision in an actual work environment.

Prerequisite(s): Completion of all classroom studies.

 **Emergency Management**
EMG101 Basic CPR & First Aid Certification**Credits: 2**

This course will provide the student with the ability to respond to emergencies in and outside of an office or clinic setting. The student will be familiar with emergency care including basic CPR, First Aid, AED and Bloodborne Pathogens. Upon completion of the course, students will be able to obtain a certification in basic BLS, First Aid, AED and Bloodborne Pathogens.

Prerequisite(s): None

EMG102 Emergency Procedures**Credits: 3**

Upon completion of this course, the student should be able to recognize and respond to emergencies in and out of the medical office, and to be familiar with legal aspects of emergency care; obtain a certification in BLS, First Aid, AED, and Bloodborne Pathogens training; identifying emergency situations and assess victims under emergency situations; recognize emergency medications and protocols.

Prerequisite(s): MAP110

 **English**
ENG121 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.

Prerequisite(s): None

ENG125 Written Communications**Credits: 4**

Students will sharpen writing skills — including proofreading and editing — and will apply these skills to compose memorandums, reports and correspondence styles as evidenced in the need for life-long learning.

Prerequisite(s): ENG121

 **Keyboarding**
KBD111 Beginning Keyboarding**Credits: 3**

Students will improve their ability to key the alphabetic and numeric keys by touch using proper techniques. Students will attain a minimum of 30 wpm speed for 3 minutes with a maximum of three errors.

Prerequisite(s): CIS110

KBD115 Keyboarding Skill Development**Credits: 3**

Students will continue to improve their keyboarding speed and accuracy with a minimum of 40 wpm on a 5-minute timed writing with five or fewer errors.

Prerequisite(s): KBD111

 **Kinesiology**
KIN211 Applied Kinesiology: Upper Body**Credits: 3**

This course is designed to describe the correlation between the human structure of bones, joints and musculature with movement focusing on the upper body.

Prerequisite(s): MAP110

KIN212 Applied Kinesiology: Lower Body**Credits: 3**

This course is designed to describe the correlation between the human structure of bones, joints and musculature with movement focusing on the lower body.

Prerequisite(s): MAP110

 **Legal**
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.

Prerequisite(s): 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 property, negligence, strict liability, and product liability. The student will learn how insurance principles apply to tort law.

Prerequisite(s): 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.

Prerequisite(s): 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.

Prerequisite(s): LEL111

LEL117 Real and Personal Property Law**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.

Prerequisite(s): 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.

Prerequisite(s): LEL111

LEL120 Criminal Law**Credits: 4**

This course is designed to provide student paralegals with an overview of the criminal justice process. This course covers the substantive aspects of criminal law and includes the general principles of criminal liability, specific analysis of particular crimes, parties to crimes, and the substantive defenses to crimes. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment and appeal are also studied.

Prerequisite(s): 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.

Prerequisite(s): 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.

Prerequisite(s): Completion of all classroom studies.

LEL211 Wills, Trusts and Estates**Credits: 4**

Students will learn the basics of wills, trusts and estate administration. This course also addresses the function of trusts in estate planning. The student will draft simple wills and trusts.

Prerequisite(s): 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.

Prerequisite(s): 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.

Prerequisite(s): LEL212

LEL240 Business Organizations**Credits: 4**

Laws relating to corporations, partnerships and other business organizations are covered in this course. Students will be instructed in the preparation and filing of corporate documents. Students will become familiar with bankruptcy concepts, rules and procedures.

Prerequisite(s): LEL111

**Medical Assisting****MAP110 Medical Terminology****Credits: 4**

The student who successfully completes this course will be able to understand and build an extensive medical vocabulary including medical abbreviations. The student should also be able to use the word-building system to further define new medical terms as necessary.

Prerequisite(s): None

MAP120 Basic Principles of Medical Office**Credits: 4**

This course is designed for the student to become familiar with office protocols and equipment. Upon completion, students will demonstrate and be competent in basic office procedures including scheduling, filing and processing insurance claims, ICD and CPT Coding, telephone triage and customer service.

Prerequisite(s): None

MAP120.1 Basic Principles of Medical Office**Credits: 3**

This course is designed for the student to become familiar with office protocols and equipment. Upon completion, students will demonstrate and be competent in basic office procedures including scheduling, filing and processing insurance claims, ICD and CPT Coding, telephone triage and customer service.

Prerequisite(s): None

MAP121 Anatomy & Physiology: Structure & Movement**Credits: 4**

The student who successfully completes this course will be able to identify the systems of the body and their major functions, describe the relationship of anatomy and physiology to the medical terminology used in transcribing medical records, utilize proper medical terminology when describing body structures and functions, and identify gross anatomical features on selected diagrams of the body systems.

Prerequisite(s): MAP110

MAP122 Anatomy & Physiology: Control & Metabolism**Credits: 4**

The student who successfully completes this course will be able to identify the remaining systems of the body and their major functions, describe the relationships of anatomy and physiology to the medical terminology used in transcribing medical records, and identify gross anatomical features on selected diagrams of the body systems.

Prerequisite(s): MAP110

MAP123 Anatomy & Physiology: Circulation & Life**Credits: 4**

The student who successfully completes this course will be able to identify the first systems of the body and their major functions, describe the relationship of anatomy and physiology to the medical terminology used in transcribing medical records, and identify gross anatomical features on selected diagrams of the body systems.

Prerequisite(s): MAP110

MAP135 Radiography**Credits: 4**

Upon completion of this course the student should be able to recognize and define radiology terminology and understand the basics of x-ray production and its potential effects on the human body. Students will also have the ability to identify different forms of radiological examinations and practice radiation safety in a clinical setting.

Pre-requisite(s): MAP110

MAP145 Pharmacology**Credits: 3**

The student who successfully completes this course will be able to recognize therapeutic use and action of medications, demonstrate ability to access resources for pharmacological information, and be able to relate information important to specific routes of dosage administration and patient education. Students will gain knowledge of laws and licensure requirements for the dispensing of medications and prescriptions, demonstrate ability to administer medication via oral, topical or parenteral route.

Prerequisite(s): MAP110

MAP150 Introduction to Healthcare**Credits: 3**

The student who successfully completes this course will demonstrate knowledge of proper patient flow and have the ability to identify and perform the fundamental components of medical documentations. In addition, they will have the ability to perform proper professional communication and documentation while conducting a patient interview, assisting patients and interacting within the medical community.

Prerequisite(s): MAP110

MAP151 Fundamentals of Clinical Assisting**Credits: 3**

The student who successfully completes this course will identify the basic methods of examination — including proper gowning, positioning and equipment needed. In addition, they will demonstrate the ability to perform vital signs, anticipate the

physician's needs in the direct examination and diagnosis of patients, and state basic questions needed to obtain pertinent information for the physician to use in his/her examination of the patient.

Prerequisite(s): MAP110

MAP152.1 Clinical Assisting: Reproduction & Lifespan**Specialties****Credits: 3**

The student who successfully completes this course will be able to identify and demonstrate the most common measures utilized in treating patients with common diseases related to reproduction and lifespan specialties. Students will be able to state basic interview questions needed to obtain pertinent information for the physician to utilize in his/her examination of the patient.

Prerequisite(s): MAP110, MAP151

MAP153.1 Clinical Assisting: Minor Surgery & Health Promotion**Credits: 3**

The student who successfully completes this course will demonstrate understanding of common diseases of humans related to minor surgery and health promotion. In addition, the student will be able to state basic interview questions needed to obtain pertinent information for the physician to utilize in his/her examination of the patient. The student will be able to recognize equipment needed by the physician for use in diagnostic testing.

Prerequisite(s): MAP110, MAP151

MAP154 Clinical Assisting: Cardiology & Medical Specialties**Credits: 3**

The student who successfully completes this course will have a basic understanding of common diseases of humans related to cardiology and medical specialties. In addition, the student will be able to state basic interview questions needed to obtain pertinent information for the physician to utilize in his/her examination of the patient. The student will be able to identify equipment needed by the physician in diagnostic testing.

Prerequisite(s): MAP110, MAP151

MAP155 Laboratory Techniques**Credits: 3**

This course teaches techniques utilized in the collection, handling and examination of laboratory specimens, microscopic and culture media techniques included. The correct method of phlebotomy draw, order of the draw and the correct handling and processing of the sample collection are essential components. The student must master the correct procedures for performing common hematological tests, observing all quality-control guidelines, safety measures and self protection.

Prerequisite(s): MAP110

MAP156 Laboratory Techniques II**Credits: 3**

Upon completion of this course, the student will be able to perform urinalysis, utilize basic microscopic techniques and perform waived and moderate complexity lab tests commonly utilized in the clinical setting. OSHA guidelines, along with standard precautions, are emphasized. In addition, students will demonstrate proper collection and handling of specimens and documentation of patient encounter.

Prerequisite(s): MAP110, MAP151



MAP185 Medical Law and Ethics

Credits: 4

Upon completion of this course, the student will be able to state major legal concerns of being a member of the health profession, formulate self-awareness of ethics as it applies to the medical field, identify risk management issues and state the importance of confidentiality.

Prerequisite(s): None

MAP200 Clinical Skills

Credits: 3

Upon the completion of this course, the student should be able to understand the basics of medical terminology, anatomy and physiology, patient care, charting, patient teaching, pharmacology and injections; perform clinical procedures regarding the Clinical Assisting skills record handbook.

Prerequisite(s): MAP110

MAP201 Clinical Skills & Exam Review

Credits: 2

This course is designed to review and further develop consistency in all clinical skills and prepare students for their externship and career. In addition, students will review testing techniques and questions in preparation for their certification exam.

Prerequisite(s): MTA111

MAP210 Externship

Credits: 5

Students will gain experience in their chosen field. They will apply front and back office skills in the workplace which include rooming patients, taking vital signs, answering phones, charting for patient care, patient education. As appropriate to the student's degree they may also be exposed to phlebotomy techniques, radiography techniques, patient injections, insurance billing support, collections as well as emergency procedure support.

Prerequisite(s): Completion of all classroom studies.



Medical Terminology & Anatomy

MTA111 Medical Terminology & Anatomy Basics I

Credits: 4

The student who successfully completes this course will be able to understand and build an extensive medical vocabulary, describe the relationship of anatomy and physiology to the medical terminology used in medical records, utilize proper medical terminology when describing body structures and functions, and identify gross anatomical features on selected diagrams of the body systems.

Prerequisite(s): None

MTA112 Medical Terminology & Anatomy Basics II

Credits: 4

The student who successfully completes this course will have a working knowledge and comprehension of medical terminology and basic anatomy and will be able to utilize this knowledge to describe and identify the systems and structures of the body and their major functions. Students will understand the relationship of anatomy and physiology to the medical terminology used in medical records and utilize proper medical terminology when identifying anatomical features on diagrams of the body systems.

Prerequisite(s): MTA111



Math

MTH120 College Mathematics

Credits: 4

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

Prerequisite(s): None



Massage Therapy

MTP100 Pathology

Credits: 4

The student who successfully completes this course should be able to describe the effect massage has on physiological systems, explain the differences in systemic and local indications and contraindications for massage, and identify the proper choice of modality for the client's individual situation.

Prerequisite(s): MAP110

MTP109 Introduction to Therapeutic Massage Principles

Credits: 4

The student who successfully completes this course should be able to understand basic therapeutic massage theory and terminology, understand the history of massage therapy, understand an overview of anatomy and physiology and how massage therapy affects each anatomical and physiological system, and understand sanitary and safe practices of massage therapy.

Prerequisite(s): MAP110

MTP116 Therapeutic Modalities

Credits: 3

The student who successfully completes this course should be able to understand indications and contraindications of prenatal massage. In addition, the student should demonstrate knowledge of positioning of the subject, explain the advantages of infant massage, and demonstrate pre-event and post-event sports massage, and have the ability to recognize special needs and choose the correct modality for their clients.

Prerequisite(s): MAP110

MTP121 Swedish Massage

Credits: 3

The student who successfully completes this course should be able to perform Swedish massage techniques, classification of massage movements and draping techniques, understand the therapeutic effects of massage and be able to complete a one-hour Swedish massage and an on-site chair massage.

Prerequisite(s): MAP110, MTP109

MTP130 Hydrotherapy & Eastern Modalities

Credits: 3

The student who successfully completes this course should be able to demonstrate knowledge of spa therapy, hydro therapy, and eastern healing theories and demonstrate their applications through massage therapy.

Prerequisite(s): MTA111, MTP109

MTP210 Clinical Practicum

Credits: 3

The Clinical Practicum consists of a 100-hour of field experience in the application of massage techniques. The student will gain experience in therapeutic massage, emphasizing application of knowledge and utilization of skills.

Prerequisite(s): Completion of all classroom studies

MTP290 Therapeutic Massage & Bodywork Review

Credits: 4

The student who completes this course should be able to understand the concepts and principles of major subject areas necessary in preparation for the Massage and Bodywork Licensing Exam.

Prerequisite(s): MAP109



Office Practice Procedures

OPP111 Office Procedures

Credits: 3

Students will learn the basic office functions of records management, telephone skills, office etiquette and ethics, mail handling and equipment skills.

Prerequisite(s): None



Psychology

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.

Prerequisite(s): None

PSY134 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.

Prerequisite(s): None



Speech

SPH111 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.

Prerequisite(s): None



Word Processing

WPP111 Introduction to Word Processing

Credits: 3

Students will learn and apply word-processing functions for production of business documents.

Prerequisite(s): None





General Student Information

For more than 30 years, IBMC College has maintained its Vision Statement of Caring Individuals ... Changing Lives. Today, IBMC has graduated more than 5,200 students throughout Colorado and southern Wyoming. The following pages provide important information regarding students' education experiences.

“As the heart of our institution, IBMC aims to help you, the student, accomplish the greatest success while at our college.”

— Steve Steele, IBMC College CEO



The Procedure for Admission to IBMC

- Complete interview
- Have a minimum ACT score of 17 or minimum SAT score of 1,000, or pass the Wonderlic Exam during enrollment

Assessment Exam with the following competency:

| Program | Minimum Score |
|---|---------------|
| Allied Health Programs | |
| Expanded Duties Dental Assisting Continuing Education | N/A |
| Dental Assisting Diploma | 13 |
| Clinical Medical Assisting Diploma | 13 |
| Medical Office Administration Diploma | 13 |
| Allied Health Degree-Dental Office Administration | 15 |
| Allied Health Degree-Medical Assisting | 15 |
| Allied Health Degree-Medical Billing & Coding | 15 |
| Business Programs | |
| Business Administration & Accounting Degree | 15 |
| Paralegal Degree | 17 |
| Cosmetology Programs | |
| Cosmetology Diploma | 13 |
| Hairstyling Certificate | 13 |
| Esthetician Certificate | 13 |
| Chemical Peel Continuing Education | N/A |
| Therapeutic Massage Programs | |
| Therapeutic Massage Diploma | 13 |

- Complete application
- Sign Enrollment Agreement (if applicant is younger than 18 years of age, this must be signed by parent or guardian)
- Complete financial aid forms for qualified applicants (if applicant wishes to apply for financial aid)
- Receive final acceptance (notification by letter)
- Attend orientation

IBMC requires a high school diploma showing graduation date confirmation, copy or original of GED or HSED or equivalency for admission to a program. This document may be a copy of the original high school or equivalent diploma or transcript. Proof of high school or equivalent must be received before the prospective student can be enrolled in a program of study. IBMC will not accept a high school diploma from an online or correspondence high school unless the school is:

- Authorized to offer online or correspondence high school diplomas by the state they are located within; or
- Accredited by an accrediting agency recognized by the U.S. Department of Education and authorized to issue high school diplomas by that accrediting agency; or

- Approved in writing by the Colorado Department of Higher Education or the Colorado Department of Education

The College will make efforts to obtain these from the appropriate institutions; however, the ultimate responsibility to provide the document remains with the prospective student.

Students applying in the Paralegal Certificate program must provide a copy of their Associate or Baccalaureate degree prior to the commencement of class.

Students applying for any of the Cosmetology programs must be at least 18 years of age (or have a signature from a parent or legal guardian), present a picture ID (driver's license, military ID, passport or state issued ID card), and provide a copy of their Social Security card.

Once the applicant has satisfied the minimum entrance requirements, completed the Enrollment Agreement, Admission Application & Information Sheet, and other required paperwork, the College reviews the information and informs the applicant of its decision to accept or deny admission. If the College does not accept the applicant, all fees paid to the College are to be refunded. The Enrollment Agreement obligates the students and the College for the entire program of instruction. The content for the programs and academic policies and terminology are described in this catalog.

Policy, Requirements, and Enrollment Procedures

All applicants are required to complete a personal interview with an admissions representative. Parents and/or spouses are encouraged to attend. This interview gives applicants and their families an opportunity to see the College's facilities and to ask questions related to the College's programs and curriculum. Personal interviews enable admissions representatives to determine whether an applicant is a candidate for enrollment into a program.

Refresher Benefits

All graduates who successfully complete an IBMC program receive an ongoing benefit of the ability to take refresher courses. Graduates may retake successfully completed classes at no additional tuition charge. Registration for refresher courses is on a space-available basis. If a new textbook is required, the graduate will be responsible for purchasing the book.

Re-Entry Policy

Students who interrupt their academic studies and return to resume classes are considered reentry students. To plan a successful return, students will meet with the Success Coach and/or Campus President prior to returning to discuss a success strategy. Reentry students who are readmitted into the program, may be required to adhere to a Reentry Success Plan. On a case by case basis, additional meetings could be required as a part of the reentry process.

Reentry students are charged current tuition rates for the time required to complete the program, as well as withdraw fees, with the exception of documented medical leave and military duty.

Transfer Credits

The College welcomes students desiring to transfer from other accredited post-secondary institutions. Transfer credits must be submitted to the Director of Education, Vice President of Education or designate of the Education Department prior to the first day of class. Students may receive credit for previous training in post-secondary courses based upon the following criteria:

- Course length, content and level are comparable to the College's course, as evidenced by course descriptions from the transferring institution's catalog
- Appropriateness and applicability to student's program of study
- A grade of "C" or higher as documented by an official transcript from the transferring institution
- Completion date of coursework must be within the last 10 years (waivers may be given in some instances)
- Students must successfully complete a minimum of 50 percent of their programs of study in residency at IBMC. (Unless students are completing programs from a school who has closed or put programs in teach out status).

Students may be qualified to receive credit by examination through DANES Subject Standardized Tests (DSSTs) or College Level Examination Program (CLEP), and AP tests completed with a score of 3 or higher. Credit is awarded based on minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE). Credit may be awarded for each test in which the recommended minimum score is earned and is comparable to required courses that will meet program guidelines and course outcomes. Official scores must be sent to IBMC College by the testing service provider. Students earning credit for external examinations will receive the grade of "TC" for the course.

The following AP tests, with a score of 3 or higher, have been approved as Transfer Credits to IBMC College courses:

- Language and Composition for ENG121 English Communications
 - Psychology for PSY134 General Psychology
 - Calculus AB or BC for MTH120 College Mathematics
- IBMC recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of the student's degree plan may be eligible for transfer credit. Official results of the ACE evaluation must be obtained by the student and presented for evaluation to IBMC. The results will be evaluated and, if acceptable, the student will be awarded the grade of "TC" for the course.
- Students must successfully complete a minimum of 50 percent of their programs of study in residency at IBMC.
 - No more than 25 percent of the required legal specialty credits may be transferred into the Paralegal Degree program
 - If transfer credits are awarded, tuition charges for those courses are waived

Only Directors of Education or the Vice President of Education can make credit award decisions. The award of credit will

constitute meeting attendance requirements for such course(s), and the posted grade (transfer credit) will not be utilized in the calculation of cumulative GPA (Grade Point Average).

IBMC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution.

Hours Acceptance Policy

Cosmetology Students

If a student completes hours at IBMC College and desires to return to the Cosmetology program, IBMC College will accept hours and provide credit for those hours up to five (5) years after the hours have been recognized and awarded.

Federal Financial Aid Programs

To assist students with education-related expenses, IBMC participates in the Federal Pell Grant, Federal SEOG, Federal Work Study, and the Federal Direct Loan Program. This funding is available to those who qualify. IBMC will also assist students with information about scholarships. IBMC participates in the Colorado Student Grant Program.

IBMC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution.

IBMC awards financial aid using quarter credit hour for all programs except the School of Cosmetology, which is awarded using clock hours.

Career Services Assistance

IBMC offers ongoing employment assistance for all IBMC graduates. This does not guarantee employment for students; however, Career Services will assist students in every possible way to seek gainful employment within their profession.

Accrediting agencies and the Department of Education require that IBMC graduates continue to inform the College of current employment status and any address changes for two years after graduation.

A graduate assessment survey is mailed annually for two years to each graduate and is used by IBMC for state and federal reporting. Employer evaluation forms are sent to employers of new graduates on a quarterly basis and this information is used to assist the College in determining curriculum needs.

Career Services Code of Conduct

All IBMC students must adhere to the Career Services Code of Conduct in order to continue to use Career Services assistance. Any failure to comply with the following could result in the loss of the services provided.

Students must:

- Show up on time for scheduled interviews. If a student cannot show up on time or has an emergency, it is imperative he/she contact the employer and Career Services prior to the interview. During an interview students must remain professional at all times.
- Contact the Career Services Department upon resignation or termination of an employment or externship opportunity.



- Display a strong work ethic and professionalism during the externship and once placed in a job.
- If a student is terminated from two or more job placement or externship opportunities supplied by IBMC, the student may no longer be eligible for assistance through the Career Services Department.

Test-Out Policy*

Testing out of a course assumes that a student's knowledge of the subject is sufficient to successfully complete a comprehensive timed examination of the course material. With the exception of specific laboratory and practicum courses, including externships, students may test-out of selected courses. Students interested in testing out of a course must arrange the test-out with the Education Department. Please note that students are strongly encouraged to arrange for test-outs early in their tenure at IBMC. Further, test-outs may affect a student's scheduling and financial aid eligibility. Students need to speak with a financial aid advisor and the appropriate Education Department representative to discuss the ramifications prior to testing out of a course. Test-outs are by appointment only and must be scheduled with an Education Department staff member.

- 1. Only one test-out attempt per class is permitted.
- 2. The test-out(s) must be completed by the end of the first week of a session.
- 3. A 90% or higher score on each test-out must be achieved to gain credit for the course.
- 4. A "TO" will be posted on the transcript for the test-out and the equivalency of a grade of "A" will be used in the calculation of the Cumulative Grade Point Average (CGPA). The "TO" will be used in the calculation of Rate of Progress.
- 5. A fee of \$150 per test-out attempted will be charged regardless of the test-out results. Tuition charges will be adjusted on a per-credit hour basis for successful test-outs.
- 6. A schedule change may be required as a result of a successful test-out.
- 7. A student may not test-out of a course for which he/she has

previously received a grade of "F."

- 8. A student may not test-out of a course for which he/she withdrew after the add/drop date.
- 9. Test-outs are scheduled with the Education Department on Fridays by appointment only.

*The IBMC Test-Out Policy does not apply to the IBMC Cosmetology program offerings.

Financial Aid Application

The College recognizes that many students lack the personal resources to finance their educational training. IBMC participates in several federal and state financial aid programs. Financial assistance is available for those who qualify. To apply for financial aid, a student must complete a standard application — the Free Application for Federal Student Aid (FAFSA). The application must be completed carefully and accurately. The Financial Aid Office is available to assist students in the completion of this form and to answer any questions. Students are encouraged to secure a FSA ID and Password and complete the FAFSA online.

Title IV Eligibility

Once the FAFSA is completed and IBMC receives a valid Institutional Student Information Report (ISIR) with an Estimated Family Contribution (EFC), it is used with Cost of Attendance (COA) to determine students' eligibility for Title IV, State, and Institutional funds. All funds are credited to the students' accounts to cover institutional charges.

Verification: Policies and Procedures

Verification is the process used to check the accuracy of information a student provides when applying for federal student aid. IBMC verifies all applicants selected by the U.S. Department of Education and reserves the right to select additional applicants. The selected applicant, spouse (if applicable) and parent(s) must submit, at a minimum, a verification worksheet.

- 1. All selected applicants will be verified.

- 2. Selected applicants must submit required verification documents within 30 days of notification.
- 3. If a student fails to provide the required documentation within the established time frame, he or she will be treated as a cash-paying student until the documents are provided.
- 4. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- 5. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
- 6. Students will be notified if the results of verification change the scheduled award. The College will assist students in correcting erroneous information.
- 7. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- 8. No interim disbursements of Title IV aid will be made prior to the completion of verification.
- 9. The Regional Director of Financial Aid reserves the right to make exceptions to these policies due to extraordinary circumstances, on a case-by-case basis.

Students with Disabilities

IBMC College offers many special services to students with disabilities. Reasonable accommodations will be provided upon request for persons with disabilities to participate in any class, program, service, or other activity at the College. Instructional support services include tutors, note taking, enlargements for the visually impaired, and non-traditional career support. Other services are vocational assessment, career planning, and academic advising.

It is the policy of the IBMC College to comply fully with Section 504 of the Rehabilitation Act of 1973, and with the Amendments of 1978, regarding non-discrimination on the basis of handicap. IBMC also complies with the Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act states that institutions are not required to provide attendants, individually-reserved devices, readers for personal use or study, or other services or devices of personal nature.

Prorating of Title IV Funds

Proration is completed when the student is enrolled in a program that is one academic year or more in length, but is in a remaining period of study that is shorter than a full academic year. Proration is also completed for programs shorter than an academic year.

Federal Pell Grant

Federal Pell Grant is awarded based on a student's EFC. Pell Grant awards are based on enrollment. Awards will be made after the Financial Aid Office receives all required documentation. Financial aid applicants must establish their eligibility for this program before other aid can be awarded. Awards range from \$670 to \$5,920 for the 2017-2018 award year.

Federal SEOG

Federal Supplemental Educational Opportunity Grant is a campus-based program with limited funding. FSEOG is awarded to students who are Pell eligible within the award year. Awards are a minimum of \$100.

Federal Work Study Program

Federal Work Study employment constitutes a significant resource for students who have documented financial need. FWS awards are based on need and availability of funds. FWS positions are primarily on campus and are subsidized with Federal funds. If eligible, a student begins the process by submitting a resume to the Financial Aid Office.

Estimated Academic Budget

| Indirect Academic Yearly Budget | Off-campus | With Parent |
|---------------------------------|-----------------|----------------|
| Room & Board | \$9,080 | \$4,880 |
| Transportation | \$1,152 | \$1,152 |
| Total | \$10,232 | \$6,032 |

- **TUITION = \$350 per credit hour**
- **TUITION = \$11.66 per clock hour**

For purposes of financial assistance, an academic year for credit hour programs is defined as a minimum of 36 quarter credits and 30 weeks. In clock hour programs, an academic year is defined as 900 clock hours and 30 weeks.

Add the indirect budget, tuition and any applicable fees to project the academic yearly estimated budget.

These estimated budgets are as current as the publication date of this IBMC Student Catalog. Check with the Financial Aid Office for the most recent estimates.

Federal Direct Stafford Loans

Federal Direct Stafford Loans are funded by the Federal government. A student is automatically considered for a Federal Direct Loan after submitting the FAFSA.

Subsidized loans begin accruing interest during the grace period with a fixed 4.45% interest rate. Unsubsidized loans begin accruing interest while in school with a fixed 4.45% interest rate. The type of Federal Direct Stafford is determined by the student's financial need.

Federal Direct Stafford Loan Limits

| Class Level | Limit per Academic Year | Max. Subsidized based on need | Additional Unsubsidized for Independent or Dependent with a PLUS Denial |
|-------------|-------------------------|-------------------------------|---|
| Freshman | \$5,500 | \$3,500 | \$4,000 |
| Sophomore | \$6,500 | \$4,500 | \$4,000 |

Federal Direct Subsidized Loans

LOAN LIMIT Depending on the student's eligibility, a student who has not successfully completed the freshman year of a program of undergraduate education may borrow up to \$3,500 per academic year. Depending on the student's eligibility, a student who has successfully completed the 36 quarter credit hours of a quarter credit hour program, or 900 clock hours and 30 weeks for a clock hour program, may borrow up to \$4,500 per academic year. Students are only eligible up to a 150% subsidized loan for their programs of study if they are a first-time borrower on or after July 1, 2013.

- Interest Rate: After July 1, 2017, all loans disbursed will carry an interest rate of 4.45%

Federal Direct Unsubsidized Loans

LOAN LIMIT Students who do not qualify for the total amount of a Federal Direct Subsidized Loan may be eligible to borrow the remaining amount as an unsubsidized loan. In addition, independent students as defined by the federal government may qualify for additional unsubsidized loans.

- Interest Rate: Fixed at 4.45% on all new loans originated after July 1, 2017.
- Dependent students and independent students may be eligible for an additional \$2,000 unsubsidized loan for each academic year.

Federal Direct Plus Loans

LOAN LIMIT A parent may borrow up to the cost of attendance minus any Title IV assistance (including scholarships) the student may receive during an academic year.

- Interest Rate: Fixed at 7% on all new loans originated after July 1, 2017.

The Financial Aid Office will check class attendance and academic progress before loan money is disbursed to students' accounts. If the student is not attending classes, the loan cannot be disbursed, and the loan will be canceled. Academic progress will also be checked at the end of each term to determine if a student is eligible for a disbursement.

State of Colorado Need-Based Aid

A limited number of students may be eligible for Colorado need-based aid. A student must be a Colorado resident in order to qualify.

Graduate Tuition Waiver

When a graduate of IBMC decides to pursue another program at IBMC, a graduate tuition waiver form will be completed by the Admissions Representative working with the graduate.

Individual Courses

Tuition for an individual course (student not enrolled in an IBMC program) is \$350 per credit for most 2017 class starts and the application fee is \$25 (if applicable).

IBMC offers accelerated, hands-on training programs. At IBMC, we believe in full-time training programs and assisting students with obtaining quality education to meet their graduation and employment goals in minimum time.

Tuition Payment Plan

A monthly interest-free payment plan is available with installments due the 1st of the month. The Financial Aid Office determines the monthly payment amount based upon the student's financial situation and tuition charges. If a student owes a balance before starting an externship and/or graduating, an appropriate payment plan must be signed and implemented. Students will be allowed to walk in the graduation ceremony with a balance on their accounts but will not receive their diplomas, degrees, and/or transcripts.

SCHOLARSHIPS, VA BENEFITS, AND OTHER TUITION BENEFITS

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 practical, hands-on training in a supportive environment and prepare you for a in-demand career. Many students need help financing their education. To assist students as they pursue this next step, IBMC has two scholarship options available to award 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.

CNA Advance Scholarship

If you are currently working as a Certified Nursing Assistant and would like to further your career in the healthcare industry, IBMC College is here to lend a helping hand with three scholarship award options.

Eligibility rules are as follows:

- Applicant must be currently working as a Certified Nursing Assistant
- Applicant must have a high school diploma or GED
- The application should be completed by the prospective student prior to starting college.

Fort Collins Dodge Scholarship

The Fort Collins Dodge Scholarship is a scholarship designed to help students in need. The scholarship is administered by the CEO of IBMC College and has a maximum award limit of \$1,000 per student. The funds will be distributed through the following two scholarship venues listed below.

Dodge Scholarship

- This scholarship is designed to help students who do not qualify for grant money but have an un-met financial need.

Finish What You Started Scholarship

- This scholarship is designed to help students who have previously attended IBMC College and are considering returning back to complete his or her program of study.

To be eligible to apply for these scholarships, an individual has to meet the following eligibility criteria described below:

- Must apply for scholarship through either the Financial Aid Office or through a Campus President.
- Must present financial need.

Please note the following:

- Scholarships will be awarded on a first-come, first-serve basis by the CEO of IBMC College.
- The maximum aggregate scholarship amount available per year is a total of \$4,200.
- Maximum scholarship recipients: 8 students per year.
- These scholarships are available to all of IBMC's campuses.

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 Admissions Department. The scholarship is applied to the student's account in the first 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 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

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 three 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

IBMC Employee Family Scholarship

Immediate family members of a current IBMC College employee can receive full tuition benefit through the Campus President's Office. The employee's family must pay for books and any fees associated with attending IBMC College.

The employee must be in good standing and submit a written letter requesting the scholarship award. Family Scholarship recipients are awarded based on the following criteria:

- Applicant must be a family member of a current IBMC College employee
- Any dependent or spouse not eligible for the IBMC College Full Tuition Benefit along with other family members, including siblings, grandchildren, nieces, nephews, will qualify for the IBMC College Employee Family Scholarship.

SCHOLARSHIPS, ETC. CONTINUED ...

IBMC Family Scholarship

IBMC has a Family Scholarship available to immediate family members (spouse, child, or sibling) of students who are currently attending or have graduated from the institution. The applications are available in both the Admissions and Financial Aid offices. This scholarship will be applied to the student's account in the last payment period of the student's program.

Eligibility rules are as follows:

- Must be immediate family member
- Must complete scholarship application
- Must submit application prior to starting college (students who have already started classes are not eligible)
- Award is up to \$500 (certificate student), up to \$750 (diploma student), and \$1,000 (degree student)
- The maximum number of recipients per calendar year is 50

IBMC College Full Tuition Benefit

EMPLOYEE: After 12 months of employment at IBMC College, full-time and benefit qualifying part-time employees are eligible for tuition benefits for themselves. Employees seeking tuition benefits must submit a request letter one month previous to the desired start date to the CEO. Approval will be provided in writing by the CEO.

SPOUSE AND DEPENDENT: After 12 months of employment at IBMC College, full-time employees are eligible for tuition benefits for their spouses and dependents. Employees seeking this tuition benefits must submit a request letter one month previous to the desire start date to the CEO Approval will be provided in writing by the CEO.

Enrollment in both cases will be contingent upon space availability and the employee will be responsible for the cost of books and supplies required for the course/program. The cost of books must be paid in full before the beginning of each session. If employment at IBMC College ends during the course/program, the employee will be required to pay tuition for the remainder of the session and program.

IBMC Program Advisory Committee Scholarship

The College's Program Advisory Committees are comprised of local company leaders who help develop the curriculum of IBMC's career-training programs. Their feedback is valuable, guiding the lessons that are taught in the classroom. In response, IBMC has developed this scholarship to help those members of the board and their immediate family members an opportunity to begin their goal of obtaining a degree, or return to college to further their education.

Applicant must be an active member of one of IBMC College's Program Advisory Committees or is a spouse or dependent of a current Program Advisory Committee member.



Presidential High School Scholarship

IBMC has a Presidential Scholarship available to current year high school graduates. The applications are available in the Admissions Office and from high school counselors in the local community. This scholarship will be applied to the student's account in the first payment period. Eligibility rules are as follows:

- Must receive counselor recommendation
- Must be enrolled in a diploma or degree program
- Award will be up to \$1,000 for a diploma student and up to a \$1,500 for a degree student
- Maximum recipients of the award per calendar year are 50
- The deadline for application is the 15th of each month

Project Self-Sufficiency Scholarship

IBMC College has partner with Project Self-Sufficiency to provide single parents with the opportunity to create a bright future for themselves and their children. This collaboration provides moms and dads living in poverty to accomplish their goals of obtaining a degree and a rewarding career because when families are able to support themselves, our community is stronger.

Eligibility rules are as follows:

- Must be a single mom or dad who is involved with Project Self-Sufficiency
- Must be able to benefit from career training and gaining employment
- Must have a high school diploma or GED

SCHOLARSHIPS, ETC. CONTINUED ...

Second Chance Scholarship

Many students need help financing their education. To assist students as they pursue this next step, IBMC College has developed the Second Chance Scholarship to provide students who enroll in a program one year after their high school graduation and have not yet attended college with the goal to further their education.

Eligibility rules are as follows:

- Must be a high school graduate from the last calendar year
- Cannot have attended a college prior to beginning their training at IBMC College

Single Parent Scholarship

IBMC College is dedicated to make sure every student who walks through our doors is successful. This scholarship helps ensure the students who are single parents have the opportunity to create a bright future for themselves and their children by accomplishing their goals of obtaining a degree because when families are able to support themselves, our community is stronger. To assist these parents as they pursue the next step, IBMC has three options available.

Eligibility rules are as follows:

- Applicant must be a single parent
- Must be able to benefit from career training and gaining employment
- Must have a high school diploma or GED

Walmart Employee Scholarship

IBMC College is proud to offer the following scholarship opportunity for qualified Walmart of Longmont employees. IBMC College scholarship recipients are referred by the Human Resources liaison from the local Longmont Walmart. To apply for this scholarship, the following should be completed by the prospective student and approved by Walmart and IBMC College officials prior to the student starting classes:

- The application should be completed by the prospective student.
- The scholarship must be approved by a Walmart Human Resources liaison.

Workforce Center Matching Dollars

IBMC College has partnered with local Workforce Centers to offer a matching-dollar program. This program is available to students who are referred to IBMC College by one of the Center's team members.

- Applicant must be involved in a Workforce Center program
- The application should be completed by the prospective student prior to starting college
- Student must receive approval from a Workforce Center team member

VA Benefits

IBMC believes in the sacrifice and service of our Veterans, active-duty members of the military and their spouses have given/are giving for our country. In light of this incredible duty, IBMC offers the following:

IBMC Veterans Scholarship

Up to a \$1,000 scholarship to any honorably or medically discharged Veteran.

IBMC Active-Duty Military Scholarship

Up to a \$750 scholarship for all active-duty military personnel. This scholarship includes all branches of the military and active reserves.

IBMC Active-Duty Spouse Scholarship

Up to a \$750 scholarship for spouses of active-duty military personnel. This scholarship includes all branches of the military and active reserves.

Yellow Ribbon Veterans Affair Scholarship

IBMC participates in the Yellow Ribbon Program under Post-9/11 GI Bill® (authorized under Title V of Public Law 110-252). With this scholarship, up to \$1,500 is awarded to qualifying Veterans. When the student has exceeded the maximum tuition funding for the fiscal year (August 1 to July 31), it is applied to the ledger.

Please contact your Financial Aid Department for applications and eligibility requirements for all Veterans scholarships.

Veterans may call 1-888-442-4551 or visit www.gibill.va.gov to determine their eligibility.

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:

- Whether the postponement is for the convenience of the College or the student; and
- A deadline for the new start date, beyond that the start date will 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 College's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Refund Policy

The federal refund policy provides for a full refund of all monies paid by students under either of the following circumstances:

1. If the student is not accepted by IBMC.
2. If the College is notified of the student's intent not to attend the College within three days of initial signing of the enrollment agreement. If the student withdraws after beginning classes, the student must notify the Student Services Department and the Regional Director of Financial Aid to begin the withdrawal process. The policy for granting credit for previous training shall not impact the refund policy.

Refund calculations are based on the last date of recorded attendance. Refunds on withdrawals will be made within 30 days after the effective date of the withdrawal (the date the College officially determined that the student withdrew). Refund calculations are determined using the following procedures.

Federal Refund Policy

Federal law requires that all Title IV funds disbursed be included in the calculation, including funds in excess of the student account balance that the College has forwarded to the student and eligible funds pending disbursement.

The percentage of federal funds returned is based on the number of calendar days for which the student was enrolled, including the established withdrawal date. After the student has attended more than 60% of a payment period, there is no refund.

When a student withdraws from a payment period, the College determines the amount of federal funds the student earned as of the student's withdrawal date. The percentage earned is calculated as follows: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period. (If more than 60 percent, the College retains 100% of the aid disbursed for the payment period.) This percentage is multiplied by the amount of aid disbursed for the payment period. The unearned amount to be returned is calculated by subtracting the amount earned from the amount disbursed.

Then, the institution determines the total institutional charges for the payment period multiplied by the percentage of federal aid unearned by the student. The College will return the lesser of; (1) the unearned aid to be returned, or (2) the amount of

institutional charges for the payment period multiplied by the percentage of federal aid unearned.

State Refund Policy

In addition to the calculation of the Return of Title IV Funds, one other refund calculation is performed: the State Refund Policy. This calculation is based on the number of weeks completed.

Any funds to be refunded will be returned within 30 days of the effective date. The official date of termination or withdrawal of a student shall be determined in the following manner:

- The date on which the College receives notice of the student's intention to discontinue the training program, or
- The date on which the student violates published College policy, which provides for termination. The following table shows the percentages of completion and the amount IBMC can charge per the state of Colorado.
- If cancellation is effected more than three (3) business days after Student's execution of the Agreement but before start of class, College will retain a cancellation charge of \$75 and refund any monies paid in excess thereof.

| Percent Completion | Program Charges |
|--------------------------------|-----------------|
| Within first 10% | 10% |
| After 10% but within first 25% | 25% |
| After 25% but within first 50% | 50% |
| After 50% but within first 75% | 75% |
| After 75% | 100% |

- A \$150 administration fee will be charged to the student upon withdrawal

Refund Distribution Policy

The refund distribution policy will be applied to all students who received Title IV funds in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG
6. Iraq Afghanistan Service Grant
7. Other programs
8. Student and/or parent

IBMC Refund Policy

All calculations are based on the student's last day of recorded attendance. For education purposes, a week is defined as Monday through Saturday, during which time a single class is held or a test is administered. Orientation is not considered in this calculation. If IBMC should elect to discontinue a program before it has started, a full refund will be given to those students enrolled in that program. Examples of refund calculations are available for review in the Financial Aid Office. The student will receive a full refund of tuition and fees paid if the College discontinues a course/program within a period of time a student could have reasonably completed it, except in the event the

College ceases operation. Any funds to be refunded will be returned within 30 days of the effective date.

Credit Balances

A Credit Balance Waiver (CBW) is signed by each student at the time of the initial financial aid appointment. If the student permits, credit balances are held on the student's account until the loan period ends, at which time the credit balance is either returned to the student's loan debt or issued to the student according to the CBW instructions. Credit balances are returned within 14 days of the loan period end date.

The CBW must also have a parent signature if a PLUS is awarded.

The CBW may be rescinded at any time by the student or the parent for the PLUS loan.

Entrance & Exit Interview/ Loan Counseling

The Department of Education requires that any student receiving a Federal Direct Subsidized Loan and/or Federal Direct Unsubsidized Loan is well informed about his/her loans. The College counsels each student regarding loan indebtedness and requires each student to complete an entrance and exit interview online to ensure the student understands the amount borrowed and the rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal for loan counseling. The purpose of this session is to inform students of the total loans received while in attendance at the College, refunds that may have been made, and to provide students with an estimated repayment schedule. If the student is unable to meet with the Financial Aid Office, exit interview materials will be mailed to the student to include the website for completing exit counseling.

Class Hours

A clock hour for academic purposes is equal to 50 minutes. Classes meet as listed on the quarter schedule with a 10-minute break each hour. For credit purposes: 10 lecture hours, 20 laboratory (application) hours, or 30 externship hours equals 1 quarter credit.

Annual Graduation and Completion Rate Information

The Higher Education Act of 1965 is amended every five or six years. The current Reauthorization Bill, signed by the President of the United States on October 7, 1998, includes a requirement — Section 485 (a)(3)&(6) — that colleges provide students and/or prospective students with graduation and completion rate information. This information excludes students who leave to serve in the military or in church missions.

The annual graduation and completion rates are available for review in the Financial Aid Office.

A graduate:

- Has achieved a GPA of 2.0 or greater
- Has successfully passed all courses in the program or substitute courses permitted by the instructor
- Has attained required competencies or speed levels
- Has met all clinical and externship requirements (including passing the required licensure exams)
- Has satisfied all non-academic requirements for graduation, such as payment of tuition and fees

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- GPA of at least 2.0
- Required competencies or speed skills, including Externship (including passing the required licensure exams)
- Non-academic requirements, including financial obligations

Academic Advising

Students' educational objectives, grades and attendance are reviewed on a regular basis. Students will be notified if their academic standing will result in further action. Students are scheduled to meet with Student Services/Education Department for initial advising, mid-term advising, and exit advising meetings. Academic advisement is provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department or Student Services if they are experiencing difficulties with their course of study.

Books

Prior to the start of each session, textbooks will be available during the posted bookstore hours. It is the student's responsibility to acquire textbooks and materials prior to the start of classes.

Repeat Class Policy

A minimum grade of "C" is required to receive credit for any class. Repeating a failing or withdrawn course is mandatory. Failing or withdrawing from the same class twice will result in a written

warning — "Three Strikes Rule" and, if the class is not completed upon the third attempt, the student will be suspended from IBM College for a period of 90 days. At that time, the student may appeal, in writing and/or in person, to the CEO, Campus President or Vice President of Education for reinstatement into the institution. If the failure constitutes a student reaching Maximum Time Frame, the student will be a completer but will not attain graduate status or be eligible for Title IV funds for the remainder of the program. All classes taken will count as credits/hours attempted although only the highest grade will be considered when calculating the Cumulative Grade Point Average (CGPA). If a student needs or wants to repeat a class for a better grade, additional tuition will be assessed when the class is repeated on a credit hour/clock hour basis depending on the program of study. Students wishing to repeat a class for a better grade need to consult with the Financial Aid office to determine if there are available funds to pay for the repeated class.

For Cosmetology and Hairstyling programs only:

Failure of any two Cosmetology or Hairstyling Program 5-week sessions will result in a written warning ("Three Strikes Rule") and the failure of any third session will result in suspension as outlined above.

For Esthetician program only:

Failure of any one Esthetician Program 5-week session will result in a written warning ("Three Strikes Rule") and the failure of a second session will result in suspension as outlined above.

Prerequisites

The prerequisite requirement for any course may be waived by the Director of Education or Vice President of Education. Consideration of waiver includes, but is not limited to, the student's prior experience/coursework. A prerequisite waiver applies only to the prerequisite designation, not the course itself. The prerequisite course must still be successfully completed at a later time.

Attendance Policy

The College maintains and enforces an attendance policy for all students. Attendance and participation in classroom activities are essential to a student's successful completion of each course, including externship. Developing and maintaining a good class attendance record is an important facet of each student's professional development. A master student attendance record is maintained and is available for review by the student, as well as by other authorized persons.

All students are expected to attend class regularly, be on time, and remain in each class for the full duration. There is no distinction between excused and unexcused absences. All absences are recorded. There are no allowable absences or class "cuts." It is understood that a student may be absent from class due to illness or a family emergency. Such absences must be limited. Students are fully responsible for all work assigned in any class and are expected to be in classes on test days.

Absences are recorded from the first day of the session, regardless of the reason for the absence. If a student needs to be absent from classes, he or she is expected to contact the instructor(s) or their campus' front desk prior to a scheduled class.

If a student's absences reach 20% of the total hours scheduled for a credit hour course, failure of that course may result. If a student is

absent from school for 14 consecutive calendar days, excluding holiday or scheduled breaks of greater than 5 days, the student will be withdrawn from school on the 15th day.

Lab classes (practical, hands-on requirements) require that a student be present. Missed lab classes cannot be made up and may require the student to repeat the course(s).

In addition to IBMC's existing attendance policy, cosmetology students are required to call the college prior to the beginning of class. Students arriving late to class may only clock in and enter class during the first 15 minutes following the start of class, lunch break, or, for part-time students, their scheduled break. Instructors will not repeat class materials to accommodate tardy students. Each student is responsible for any content missed due to tardiness.

In accordance with State Board of Cosmetology requirements, students must attend all clock hours to finish the Cosmetology program. Missed hours during scheduled class time may result in the extension of program length. A fee will be charged for every failed cosmetology class subject to current tuition rates. Students missing more than two Saturdays during a five-week session may be subject to failing that course.

Clock Hour Program Attendance Policy

Cosmetology Diploma, Hairstyling Certificate, and Esthetician Certificate program students are required to maintain a cumulative attendance rate of 80%. Students whose cumulative attendance rate drops below 80% will be advised at the end of each five week session and placed on a level of Academic Attendance Probation specific to their situation until the requisite attendance rate is achieved. Students will be offered the opportunity to improve their cumulative attendance during a period of four five week advisory sessions. Students who do not achieve an 80% attendance rate by the end of the fourth five week session will be suspended from the program for a period of six months. Students may appeal any adverse action specific to the attendance policy to the Vice President of Education, Campus President, or Director of Education.

Make-Up Work (Cosmetology Students):

Cosmetology students needing to make up any practical work or hours missed toward successful graduation may do so during the following times:

- 8:30 a.m. - 4:30 p.m. Mondays (times may be canceled due to meetings, holidays or school closure)
- 8:30 a.m. - 4:30 a.m. Saturdays (rotational schedule by campus)

These hours must be approved by an instructor.

Students missing Saturday hours will be required to make up hours on Saturdays. Missing more than two (2) Saturday shifts may result in a failed class.

All hours required must be made up.

Cosmetology Homework Policy

Homework or assignments (assessments) missed in the class or clinic floor must be turned in within one week of being assigned to receive credit. Students will receive a 10% reduction in grade for the assignment as a late penalty if homework is not turned in on the due date. Any homework or missed assignments will not be accepted after one week and a score of zero (0) will be entered for that assignment.

Leave of Absence

IBMC College does not offer a leave of absence to any student.

Credit Requirements

Active student status is determined by the number of credits per quarter.

- **FULL-TIME STUDENTS:** A minimum of 12 credit hours per quarter is required.
- **THREE-QUARTER TIME STUDENTS:** A minimum of 9 credit hours per quarter is required.
- **HALF-TIME STUDENTS:** A minimum of 6 credit hours per quarter is required.
- **LESS THAN HALF-TIME (LTHT) STUDENTS:** If a student is enrolled in less than 6 credit hours per quarter, additional tuition may be charged.

Required Study Time

Students are expected to spend outside time studying to complete the required course assignments. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

Program Changes

In order to change programs at IBMC, a student must meet with an Admissions Representative to complete a Change of Program request. A student should also meet with an Education Department representative who can answer questions specific to the program.

Students must meet with the Student Financial Services Office to help assess eligibility based upon the new program. Once the student has met with appropriate IBMC staff members, the student's schedule will be modified to reflect the new program. Any change of program may cause a change in tuition and may delay a student's graduation date.

Drop/Add Period

Students may make adjustments to their class schedule only during the drop/add period, which is the first week of the session. If a class is dropped after the first week of the session, a "W" will be recorded on the student transcript. Students are cautioned to recognize the possible negative effect of any course withdrawal on their academic progress requirements and eligibility for financial aid. Should the student decide to withdraw after classes have commenced and after the end of the drop/add period, a \$150 administration fee will be charged. Future students may be admitted to IBMC College up to Wednesday of Week 1.

Change of Program and Additional Degrees

Students may choose to change to another vocational program. This option is also available to students who have been unable to achieve Satisfactory Academic Progress in their current program of study and/or have been suspended due to the failure to achieve Satisfactory Academic Progress in their program of study. Students may also choose to add programs of study after the successful completion of their original program. IBMC

allows students to complete multiple programs.

In the instances identified above, courses attempted/completed while enrolled at IBMC, and are common to the original program and the new program, will be transferred to the new program of study upon re-enrollment. The process for determining Satisfactory Academic Progress, as previously defined, will apply or begin at the point of transfer to the new program. Satisfactory Academic Progress evaluation will include any courses transferred in for the new program. However, Satisfactory Academic Progress evaluations will not include previously attempted and/or completed credits not transferable into the new program.

Grading Scale

The IBMC College grading scale:*

| Grade | Points | Percentage |
|-------|---|----------------------|
| A | 4 | 90 -100 |
| B | 3 | 80 - 89 |
| C | 2 | 70 - 79 |
| F | 0 | 69 and below |
| W | 0 | Withdrawn** |
| W/F | 0 | Withdrawn F Grade*** |
| TC | Transfer credits or clock hours are not calculated in the CGPA (Cumulative Grade Point Average)** | |
| TO | Successful completion of a Test out by challenging a course*** | |

Grading scale for Cosmetology Students:

| Grade | Points | Percentage |
|-------|--------|----------------------|
| A | 4 | 93 -100 |
| B | 3 | 85 - 92 |
| C | 2 | 75 - 84 |
| F | 0 | 74 and below |
| W | 0 | Withdrawn** |
| W/F | 0 | Withdrawn F Grade*** |

Course progress will be given at the end of every session.

** Grading scale does not apply to Cosmetology students.*

*** Grade is included in the calculation of Rate of Progress but not in the calculation of CGPA.*

**** Grade is included in the calculation of Rate of Progress and in the calculation of CGPA.*

A successful test-out is equivalent to an "A" (4 Points) in determining a student's CGPA.

The minimum cumulative GPAs are used to determine academic standing and progress. The GPA is calculated as follows:

- 1. Assign each letter grade with the appropriate point value:
 - A = 4
 - B = 3
 - C = 2
 - F, W & WF = 0
- 2. Identify the credit hour value of each class.
- 3. Multiply the grade point value with the credit hours. The answer represents the quality points earned for each class.
- 4. Divide the quality points by the number of credit hours attempted to determine the grade point average.

Example GPA:

| Class | Grade | Credits | Quality Points |
|-----------------------------|-------|-------------|----------------|
| ENG121 | B = 3 | x 4 | = 12.0 |
| MTH121 | C = 2 | x 4 | = 8.0 |
| KBD111 | A = 4 | x 3 | = 12.0 |
| Totals: | | 11.0 | 32.0 |
| 32.0 / 11 = 2.91 GPA | | | |

Test Make-Up Policy

The test make-up policy at IBMC allows a student to make up one test during a course. The Director of Education or Vice President of Education may, due to extraordinary circumstances, allow an exception to this policy. Students who miss a test without a granted exception will be *REQUIRED* to make the test up the first class day upon their return.

Transcripts/Grade Reports

Grade reports are issued at the completion of each quarter. Additional copies of final transcripts are available from the College upon written request by the graduate. Student records and graduation certificates will not be released until all financial obligations to the College have been met.

A student having an academic transcript withheld due to student loan default has the right to appeal. Appeals must be in writing stating the student's cause in detail and containing appropriate documentation of support. Appeals must be addressed to the College CEO within 10 calendar days following withholding notification to the student. Upon receipt of the written appeal, the College CEO and the Regional Director of Student Financial Services will determine to what extent extenuating circumstances exist and warrant an exception to the College's policy. A decision will be conveyed to the student in writing within 10 calendar days from date of receipt of the student's appeal letter.

Maximum Time Frame (MTF)

In compliance with Federal and Accrediting Agency regulations, students must complete their program of student in a mandated period of time. A student is required to complete a program in a period of time equal to 1.5 times the length of the program as measured in credit/clock hours.

The Maximum Time Frame is monitored by evaluating a student's Rate of Progress at the end of each evaluation period. An evaluation period is defined as a 10-week term for credit hour programs and at the end of each completed payment period for clock hour programs. Rate of Progress for credit hour programs require that a student complete 66.6% of all credit hours attempted with a CGPA of 2.0 at the end of the evaluation period. The calculation for Rate of Progress is credits earned divided by credits attempted. Rate of Progress for clock hour programs require that a student be present for 66.6% of scheduled hours and complete classes with a 2.0 CGPA within the evaluation period to be considered SAP compliant. The calculation for Rate of Progress for clock hour programs is calculated by dividing the cumulative clock hours of actual attendance by the cumulative clock hours of scheduled attendance as of the evaluation date.

Academic Support

Academic Support is available to students who are attending class on a regular basis. Up to two hours of one-on-one Academic Support per week, per class can be scheduled through the Student Services Department. Additional time may be approved by the Director of Education.

Cumulative Grade Point Average (CGPA)

A student must achieve the minimum CGPA specified in the following tables and ultimately achieve a minimum GPA of 2.0 by completion of his/her academic program.

Periodic Measures

Satisfactory Academic Progress is evaluated by the Student Success Coach or Financial Aid Department for each currently enrolled student following the completion of each evaluation* period and the publication of grades for that period. Any student failing to meet the minimum satisfactory academic progress standards in his/her respective program will be notified by the end of the second week of the subsequent evaluation period.

**With the exception of Cosmetology programs, evaluation periods are identified on the Tuition Financial Plan. Cosmetology students are evaluated at the end of every completed payment period.*

Standards for Satisfactory Academic Progress

The purpose of this policy is to clearly identify a consistent Satisfactory Academic Policy and process for implementation and application of the policy across IBMC campuses.

Students must make Satisfactory Academic Progress toward the completion of course requirements for graduation. All periods of enrollment are considered in determining SAP even if the student did not receive financial aid. To be considered meeting SAP at IBMC College, a student must meet all of the following requirements.

The Vice President of Education, Student Success Coach, Financial Aid Department or Registrar can complete a Standards of Satisfactory Progress Worksheet to calculate academic progress for a specific student. Minimum standards are listed in the following tables.

Satisfactory Academic Progress (SAP)

(Minimum Standards)

Certificate Programs (non-Cosmetology):

| Total Credits Attempted | Probation if CGPA is below | Suspension if CGPA is below | Suspension/ Probation if rate of progress is below |
|-------------------------|----------------------------|-----------------------------|--|
| 01 - 16 | 1.25 | N/A | 66.6% |
| 17 - 32 | 1.25 | 1.0 | 66.6% |
| 33 - 48 | 2.0 | 1.5 | 66.6% |
| 49 - 60 | 2.0 | 1.75 | 66.6% |
| 61 - 72 | 2.0 | 1.90 | 66.6% |
| 73 - 85.5 | N/A | 2.0 | 66.6% |

Diploma Programs (non-Cosmetology):

| Total Credits Attempted | Probation if CGPA is below | Suspension if CGPA is below | Suspension/ Probation if rate of progress is below |
|-------------------------|----------------------------|-----------------------------|--|
| 01 - 16 | 1.25 | N/A | 66.6% |
| 17 - 32 | 1.25 | 1.0 | 66.6% |
| 33 - 48 | 2.0 | 1.5 | 66.6% |
| 49 - 60 | 2.0 | 1.5 | 66.6% |
| 61 - 72 | 2.0 | 1.75 | 66.6% |
| 73 - 105 | N/A | 2.0 | 66.6% |

Associate Of Occupational Studies & Allied Health Degree Programs:

| Total Credits Attempted | Probation if CGPA is below | Suspension if CGPA is below | Suspension/ Probation if rate of progress is below |
|-------------------------|----------------------------|-----------------------------|--|
| 01 - 16 | 1.25 | N/A | 66.6% |
| 17 - 32 | 1.25 | 1.0 | 66.6% |
| 33 - 48 | 1.25 | 1.0 | 66.6% |
| 49 - 60 | 1.25 | 1.0 | 66.6% |
| 61 - 72 | 2.0 | 1.5 | 66.6% |
| 73 - 106 | 2.0 | 1.5 | 66.6% |
| 107 - 123 | 2.0 | 1.75 | 66.6% |
| 124 - 139 | N/A | 2.0 | 66.6% |
| 140 - 148.5 | N/A | 2.0 | 66.6% |

Clock Hour Programs

Evaluations are conducted at the end of each completed payment period to determine if the student has met the minimum requirements.

Cosmetology Program (1,800 clock hours):

| Total Clock Hours Completed | Probation if CGPA is below: | Suspension/ Probation if Rate of Progress is below |
|-----------------------------|-----------------------------|--|
| 0 - 450 | 2.0 | 66.6% |
| 451 - 900 | 2.0 | 66.6% |
| 901 - 1,350 | 2.0 | 66.6% |
| 1,351 - 1,800 | 2.0 | 66.6% |

Cosmetology Program (1,500 clock hours):

| Total Clock Hours Completed | Probation if CGPA is below: | Suspension/ Probation if Rate of Progress is below |
|-----------------------------|-----------------------------|--|
| 0 - 450 | 2.0 | 66.6% |
| 451 - 900 | 2.0 | 66.6% |
| 901 - 1,200 | 2.0 | 66.6% |
| 1,201 - 1,500 | 2.0 | 66.6% |

Hairstyling Program (1,200 clock hours):

| Total Clock Hours Completed | Probation if CGPA is below: | Suspension/ Probation if Rate of Progress is below |
|-----------------------------|-----------------------------|--|
| 0 - 450 | 2.0 | 66.6% |
| 451 - 900 | 2.0 | 66.6% |
| 901 - 1,050 | 2.0 | 66.6% |
| 1,051 - 1,200 | 2.0 | 66.6% |

Esthetician Program (600 clock hours):

| Total Clock Hours Completed | Probation if CGPA is below: | Suspension/ Probation if Rate of Progress is below |
|-----------------------------|-----------------------------|--|
| 0 - 300 | 2.0 | 66.6% |
| 301 - 600 | 2.0 | 66.6% |

Credit and Clock hour Programs Procedure

The purpose of this section is to define how the above mandated Satisfactory Academic Progress policy is applied to credit and clock hour programs.

FINANCIAL AID WARNING: Students failing to meet the minimum numerical grade averages set forth above, or failing to meet the 66.6% rate of progress requirement or are not meeting the CGPA requirement, will be placed on Financial Aid Warning. While on Financial Aid Warning, the student may continue, if otherwise eligible, to receive financial aid and/or VA GI Bill® benefits while enrolled as an active student. No appeal or action is required by the student when placed on Financial Aid Warning. If a student meets or exceeds the minimum SAP standards by the end of the term for which he/she is on Financial Aid Warning, he/she will be removed from Financial Aid Warning. If the student fails to meet the minimum SAP standards by the end of the quarter for which he/she is on Financial Aid Warning, he/she will be suspended from financial aid and/or VA GI Bill® benefits.

FINANCIAL AID PROBATION: A student who is on financial aid and/or VA GI Bill® benefits suspension is no longer eligible to



receive federal funds and/or VA GI Bill® benefits. The student may continue to attend classes, but only as a cash-paying student. A student has the right to appeal a financial aid and/or VA GI Bill® benefits suspension and may do so by presenting written documentation to the Vice President of Education, the Dean of Academic Services, the Program Lead, or the Student Success Coach. The written appeal must state the compelling reasons or the mitigating circumstances that contributed to the suspension and an explanation of how the situation has been remedied or changed in such a manner as to allow the student to be successful. A student granted an appeal by the institution may be reinstated on Financial Aid Probation and, if otherwise eligible, receive financial aid and/or VA GI Bill® benefits. If it is determined by the institution that it is mathematically possible for the student to achieve satisfactory academic progress by the end of the probationary term, the student will be placed on Financial Aid Probation. If it is determined by the institution that the student will require more than one term to achieve Satisfactory Academic Progress, the student will be placed on Financial Aid Probation and an Academic Plan will be developed with the student. If the student is meeting the requirements of the Academic Plan, the student is eligible to receive financial aid and/or VA GI Bill® benefits as long as the student continues to meet the requirements of the plan and the plan is reviewed according to the specific requirements of the plan.

ACADEMIC PLAN/APPEAL: A student who is on Financial Aid Probation and fails to achieve satisfactory academic progress by the end of the probationary term will be placed on financial aid and/or VA GI Bill® benefits suspension and will no longer be eligible to receive financial aid and/or VA GI Bill® benefits. A student has the right to appeal a financial aid and/or VA GI Bill® benefits suspension and may do so by presenting a written appeal to the Vice President of Education, the Dean of Academic

Services, the Program Lead, or the Student Retention Specialist. The written appeal must state the compelling reasons or the mitigating circumstances that contributed to the suspension and an explanation of how the situation has been remedied or changed in such a manner as to allow the student to be successful. A student that successfully appeals will be placed on an Academic Plan, the conditions of which will be set forth by the student and the Vice President of Education and, if otherwise eligible, receive financial aid and/or VA GI Bill® benefits as long as the student meets the conditions set forth in the Academic Plan. If the student is meeting the requirements of the Academic Plan, the student is eligible to receive financial aid and/or VA GI Bill® benefits as long as the student continues to meet the requirements of the plan. Should a student violate the conditions of the Academic Plan or reach a point at which he/she cannot complete the academic program in 1.5 times the length of the program as measured in clock hours, or achieve a CGPA of 2.0, he/she will be suspended from the program.

Incomplete Grades

IBMC College assigns no incomplete (I) grades.

Change of Program

Students may choose to change to another vocational program. This option is also available to students who have been unable to meet the minimum Satisfactory Academic Progress requirements of their current programs and/or have been suspended due to Satisfactory Academic Progress problems. Courses successfully completed with a passing grade while enrolled at IBMC may, if applicable to another program, be transferred to that program upon re-enrollment in the new program. All courses common to the new program will be considered when calculating Satisfactory Academic Progress. The process for determining Satisfactory Academic

Progress, as previously defined, will apply or begin at the point of transfer to the new program. Progress evaluations will not include previously attempted and/or completed clock hours not transferable into the new program.

Additional Degrees

Courses successfully completed with a passing grade while enrolled at IBMC College may, if applicable to another program, be transferred to that program upon re-enrollment in an additional academic program. The process for determining Satisfactory Academic Progress, as previously defined, will apply beginning at the point of enrollment into the new program. All courses common to the new program will be considered when calculating Satisfactory Academic Progress. The process for determining Satisfactory Academic Progress, as previously defined, will apply or begin at the point of transfer to the new program. Progress evaluations will not include previously attempted and/or completed clock hours not transferable into the new program.

Only Registered Students in Class

At IBMC, we believe that students will learn more when they can concentrate in classes. Children, pets (unless trained to assist with disabilities), and spouses are not allowed in classrooms during class times. Students, faculty, staff, and official visitors are requested to wear ID badges while on the IBMC campus. IBMC is a private institution and is not open to the public. At times, prospective students and guests are invited to visit classes. All guests must register with the front desk upon entering the school.

Effects of Withdrawals, Repetitions, and Non-Credit Remedial Courses

Withdrawals from classes during the drop/add period are not counted in the rate of progress calculation. Withdrawals from classes or from the College after the drop/add period are counted in the rate of progress calculation.

Withdrawals from the class within the last 10 contact hours of the class will receive a grade of W/F, which will be calculated in the CGPA and Rate of Progress.

REPEATED CLASSES: A minimum grade of “C” is required in every course. It is mandatory to successfully complete all required courses for their program of study. All classes taken are counted in the rate of progress calculation. However, only the highest grade counts in the CGPA. If a student needs or wants to repeat a class, additional tuition will be assessed on a per-credit-hour basis. IBMC offers no non-credit remedial courses.

Students’ Rights, Responsibilities and Code of Conduct

- IBMC is a private institution accredited by ACCSC, and approved by the state of Colorado, Private Occupational School Board. IBMC students are required to follow standards of conduct that are typically expected in the working world. IBMC expects students to maintain personal integrity; to observe national, state, and local laws and IBMC regulations; and to respect the

rights, privileges, and property of other people.

- Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, age, or disability
- Students will have accurate information relating to maintenance of acceptable academic standing and graduation requirements
- Student records will be maintained in keeping with the Family Educational Rights and Privacy Act of 1974.
- In instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment

As a student you will:

- Comply with all safety and health requirements of IBMC and the local, state, and federal laws
- Never be under the influence of alcohol, drugs, or narcotics of any kind while on College property or participating in any College function
- Be prompt and regular in attending classes, be prepared for classes, and submit required assignments when due
- Actively participate in Career Services meetings when scheduled by Career Services personnel
- Comply with requests of instructors relating to student conduct and the IBMC dress code
- Not interfere with the learning process of other students, class presentations, or individual instruction
- Not use cellphones inside the IBMC facility while in class
- Refrain from academic dishonesty such as cheating, plagiarism, forgery, fabrication, or knowingly furnishing false information to IBMC, and facilitation or aiding of academic dishonesty, theft, or defacement of instructional materials and equipment; integrity of the academic process requires that credit be given where credit is due.
It is a breach of academic integrity to present as your work the ideas or works of another, or to permit another to present your work without proper acknowledgement of authorship.
- Refrain from using profane or abusive language on IBMC premises or during any IBMC function
- Make all payment obligations to IBMC on the due dates shown on any billings or individual payment plan
- Not sell or offer for sale any commodities or services without written permission, unless posted on appropriate bulletin boards in the Student Lounge
- Comply with the rules and regulations in the IBMC Student Catalog, as well as those posted from time to time on bulletins and weekly announcements or otherwise distributed to students. Such published rules and regulations will supersede in the event of any conflict with the catalog, which may then be modified.
- Students may be placed on probation or terminated for violation of the College’s personal conduct standards. IBMC reserves the right to exclude those students who show persistent unwillingness or inability to comply with any of these requirements. Failure to comply may be cause for immediate suspension or termination without further obligation or

liability on the part of the College, except compliance with the tuition refund policy. A statement of probation or termination will be recorded in the student's file.

Students may be removed from probation if, in the opinion of the Vice President of Education and the College CEO, they demonstrate adherence to the personal conduct rules. If terminated, students may reenter the following term with permission of the College CEO.

IBMC College's Code of Conduct

The behaviors listed below are prohibited, as are attempts to commit, aid, abet, or incite others to engage in behavior prohibited by the code of student conduct. All behaviors contained in this code of conduct are subject to a conduct review process by the Director of Education and/or Campus President via a referral for disciplinary action.

Referral for disciplinary action is defined as: *The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

Engaging in retaliatory acts against a person who reports an alleged violation of the code or testifies, assists, or participates in a conduct proceeding or investigation is a violation of this code.

- **1. Assault or physically abusing another person or being involved in brawling.**
 - **A. SIMPLE ASSAULT:** In the case of a student who is found responsible via the conduct process to have unlawfully attacked another person(s) where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness immediate suspension from school may occur. The College will follow the conduct process to determine if this suspension will be temporary or permanent.
 - **B. AGGRAVATED ASSAULT:** In the case of a student who is found responsible via the conduct process to have unlawfully attacked a person(s) for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm, the minimum sanction shall be suspension. The College will follow the conduct process to determine if this suspension will be temporary or permanent. Severe injury and bodily harm includes but is not limited to the following: broken bones, concussions, lacerations, etc.
- **2. Threatening or endangering the mental and/or physical health or safety of a person** (student, staff, faculty, vendors or visitors).
- **3. Public Exposure:** Public exposure includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
- **4. Non-Gender/Sex Based Stalking:** Means directly or indirectly engaging in a course of conduct directed at a specific person who would cause a reasonable person to (a) fear for his/her safety or the safety of others; or (b) suffer substantial emotional distress. A person commits stalking if directly, or indirectly through another person, the person knowingly:
 - A. Makes a credible threat to another person; and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
 - B. Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
 - C. Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family or someone with whom that person has or has had a continuing relationship.
- **5. Abusive Behavior,** including verbal abuse, threats, intimidation, coercion, or other behavior which has caused a person substantial emotional distress and where the circumstances would cause a reasonable person to suffer substantial emotional distress.
 - A. This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
- **6. Bullying:** Severe aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person, physically or mentally (that is not speech or behavior otherwise protected by the First Amendment)
 - **A. CYBER-BULLYING:** Behavior when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the internet, interactive and digital technologies or mobile phones.
- **7. Violating any federal, state, or local law**
- **8. Failing to comply with the direction of Campus employees who are performing their duties.** Students are required to comply with instructions or directions given by Campus employees.
- **9. Retaliating against or discouraging an individual from participating in a College process, or acting in any way that would improperly influence a Campus conduct process.**
- **10. Damaging College property or property belonging to another.**
- **11. Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or College policies.** Use or possession of marijuana, including medical marijuana used or possessed under Colorado Constitution Article 18, section 14, is strictly prohibited on campus. Any such use or possession is a violation of the student conduct code. In addition, the state constitutional amendment authorizing individuals older than the age of 21 to recreationally use marijuana ("Amendment 64") does not change this prohibition or authorize a student to use marijuana. Federal law, including the Drug Free Schools Act, prohibits the presence or use of drugs, including

marijuana. Thus marijuana use or possession, even if in compliance with Amendment 64, is prohibited on campus.

- A. Students may violate the student code of conduct if in the presence of prohibited behavior involving drugs. This includes students who knew, or reasonably should have known they were in the presence of drugs, or possessed, displayed, or was in the presence of drug paraphernalia.
- B. Misuse of legal substances; use of general products as intoxicants or “means to get high”; and inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.
- C. Use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited.
- D. Attending classes or College functions under the influence of drugs shall also be considered a violation of this code. This includes disruptive behavior while under the influence of alcohol at college functions.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing is prohibited and may be subject to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to produce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

IBMC College prohibits copyright infringement and any student found guilty of infringement will be subject to discipline up to and including expulsion.

For a fair use chart to assist in identifying proper use of copyrighted material, see the following website: ibmc.edu/consumer-information.

Dress Code Policy Guidelines

Research indicates that dress impacts behavior and credibility. A distinct relationship exists between attire and behavior, attitude and achievement. Therefore, the College has established a dress code that promotes behavior consistent with the important

business of learning and preparing for success in a global society. Proper attire must be worn for College and related activities.

Appropriate Dress

BUSINESS ADMINISTRATION & ACCOUNTING MEDICAL BILLING & CODING

- **Appropriate attire for males:** Shirts, sweaters, pants or jeans in good repair (no rips, holes, stains). Pants must be well-fitting, not sagging.
- **Appropriate attire for females:** Sweaters, loose-fitting tops, skirts, dresses, pants, capri/cropped pants and jeans. Anything that reveals the shoulders, is low cut, or reveals the midriff is unacceptable.
- Clothes should be clean and in good condition.
- Appropriate undergarments should be worn.
- Lanyards and name tags provided by the College in classes and on externship sites are acceptable.

COSMETOLOGY STUDENTS:

- Students are required to wear closed-toed shoes, preferably non-skid and comfortable, no stiletto heels are permitted. Slippers or shoes that resemble slipper are not permitted.
- Students must wear black slacks, black opaque (non-see through) leggings are worn they must be worn with a tunic, skirt or dress that reaches below the tips of the fingers. No jeans, sweat pants, yoga pants, draw string flannel or cotton lounge pants may be worn.
- White or black tops may be worn and must be worn and meet existing guidelines of IBMC College (including: shoulders must be covered, no spaghetti straps, no low cut tops, no showing midriff area). Students may accessorize with color, although accessories must be kept to a minimum and must not interfere with salon service.
- School issued apron must be worn at all times and must be clean
- School-issued white lab coat must be worn while in Esthetician classes/floor and must be clean and pressed
- Hair and make-up must be done and nails must be well groomed. Male students must have neatly groomed facial hair.
- Failure to comply with dress code will result in being clocked out and sent home. Students may return to school when dress code guidelines are met. A minimum of one hour will be deducted for clock hours achieved.

Inappropriate Dress

In order to be in compliance with the dress code, students should not wear:

- Hats or caps inside building
- Wave caps, du-rags, bandanas, or stocking caps in the building
- Sagging or baggy pants
- Pants below the waistline
- Sleeveless shirts or undershirts
- Shorts, skirts, or dresses that are more than 2” above the knee
- Tops that expose any part of the midriff area or excessive cleavage

- Tube tops
- Hoodies – not allowed on clinic floor at any time, classroom (may be worn as long as in dress code – black or white only – no wording – small logo acceptable)

Sexually explicit or derogatory attire:

- Underwear that is visible
- Undergarments worn as outer wear
- Flip Flops
- Pajama-type pants with drawstring or elastic waist, made from flannel or cotton
- Yoga pants
- Slippers or any shoe that resembles a house slipper

Dress Code Procedures Disclaimer:

The faculty and staff reserve the right to determine the appropriateness of the dress code and makes changes as necessary. Students who do not comply with the IBMC dress code will be spoken to and reminded of the standards of professionalism expected at a career college. After one warning, student may be sent home for dress code violations (time will need to be made up).

DENTAL ASSISTING, DENTAL OFFICE ADMINISTRATION, MEDICAL ASSISTING, THERAPEUTIC MASSAGE

- Closed-toed and heeled shoes are required
- Clean and appropriately fitting scrubs are required
- White lab coats are required in all hands-on, clinical classes for Medical Assisting students
- Appropriate undergarments should be worn.
- Hair should be styled away from the face.
- Beards should be well-groomed and clean, but clean-shaven is preferred.
- Jewelry should be limited to one ring.
- Facial piercings are considered unacceptable in many work places and need to be removed before being placed on externship (Clinical Practicum for Therapeutic Massage students) sites.
- Nail polish and makeup should be conservative.
- No nail polish permitted for Dental Assisting students.
- Nails should be short and clean.
- Perfumes should be subtle.
- Lanyards and name tags provided by the College in classes and on externship sites are acceptable.

Inappropriate Dress

In order to be in compliance with the dress code, students should not wear:

- Hats or caps inside building
- Wave caps, du rags, bandanas, or stocking caps inside the building
- Sagging or baggy pants
- Pants below the waistline
- Sleeveless shirts or undershirts
- Skirts or dresses that are above the tips of finger when standing
- Tops that expose any part of the midriff area or excessive cleavage

- Tube tops
- Sexually explicit or derogatory attire and tattoos
- Underwear that is visible
- Undergarments worn as outer wear
- Flip flops
- Pajama-type pants with drawstring or elastic waist, made of flannel or cotton
- Slippers or any shoe that resembles a house slipper

Dress Code Procedures

The faculty and staff reserve the right to determine the appropriateness of the dress code and make changes as necessary. Students who do not comply with the IBMC College dress code will be spoken to and reminded of the standards of professionalism expected at a career college.

Equipment

The teaching facility is fully equipped with classroom tables, chairs, audio-visual aids, and academic record management capabilities.

All computer and medical or clinical lab equipment shall be used in a manner consistent with course objectives. Access to IBMC's computers is granted subject to College policies and local, state, and federal laws. Acceptable use shall always be ethical and reflect academic honesty.

Field Trips

The College believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations. Transportation for field trips is the sole responsibility of the students.

Resource Center

Students are encouraged to use the reference books in the IBMC Resource Center. Students are allowed to check out books and magazines from the Resource Center. No transcripts or diplomas will be issued while a student has outstanding Resource Center materials.

Special Lectures

Guest speakers are occasionally invited to speak to students about career opportunities and current industry applications.

Transportation Assistance

The College maintains information on public transportation and a list of students interested in carpooling. Refer to the bulletin board in the Student Lounge.

Externships

Externship (Clinical Practicum ["CP"] for Therapeutic Massage students) is an unpaid, on-the-job work experience, and is a requirement in certain diploma, degree and certification programs offered at IBMC College. It is a time when students gain valuable experience in their new career fields and have the opportunity to apply their new skills and knowledge. Externships require a range of hours from 100 hours to 160 hours, depending on program selection. The breakdown of hours is provided at Student Midpoint Advising and from the Student Success Coach. The Externship is scheduled

after all other classes have been completed. Immunizations, background checks and drug screen tests may be required prior to beginning of Externship (CP for Therapeutic Massage).

Extensions may only be approved by the Vice President of Education and will be granted approval based on need and FA status. If an externship (CP for Therapeutic Massage students) is not completed by the extension completion date, it will result in a failing grade and the student will have to pay to retake the externship (CP for Therapeutic Massage students).

A mandatory externship (CP for Therapeutic Massage students) meeting must be attended in order to be eligible for placement within the externship (CP for Therapeutic Massage students) site.

Students in the Allied Health programs will need to have immunizations updated by the time they participate in their externships (CP for Therapeutic Massage students). This includes providing evidence of a PPD (Mantoux) test, Hepatitis B, proof of measles, mumps, rubella (MMR), tetanus immunizations, and proof of immunity or immunization to varicella (chicken pox).

Maintenance of College Environment

IBMC encourages all staff, faculty, and students to assist in helping to keep the facility and classrooms in good condition. Request for Maintenance forms are available to request specific maintenance at scheduled intervals.

- Food is discouraged in any classroom including computer labs. Please eat in the Student Lounge during break periods. Beverage containers must have lids.
- Absolutely no food or beverages are permitted in laboratory classrooms.
- Students are allowed to place food items in the refrigerator in the Student Lounge. Items left will be disposed of on Fridays.
- Microwaves and soda and snack vending machines are provided for student use.
- Students are asked to assist in maintaining cleanliness of the classroom by removing all personal belongings, disposing of personal trash, and straightening chairs and tables at the end of classes.

Social Media Guidelines

IBMC College acknowledges the rights of our students who wish to participate in online communications, including social media. The following guidelines were designed to give all students a better online experience by encouraging respect for other users and the good judgement when posting to various social media platforms.

- All Student Catalog policies regarding Students' Rights and Responsibilities, Sexual Assault and Harassment, and IBMC Employee and Student Relations apply to online social spaces also. If you have questions regarding these policies, please revisit the appropriate sections of your Student Catalog.
- IBMC College acknowledges that students use technology to communicate with each other. We encourage you to visit the designated IBMC College social media pages and use these pages to interact with fellow classmates, faculty and staff. We want you to use our pages as a resource to connect!
- IBMC College asks that when you communicate with others on designated IBMC College social media pages, that you use

discretion and be respectful. Any comment or post that is profane, obscene or threatening will be removed immediately and the user will be reported to Facebook, Twitter or which platform on which the comment or post was made. Campus Presidents will also be made aware of the incident.

- Cyberbullying is a form of harassment and is against IBMC College's Sexual Assault and Harassment policy, as well as the Students' Rights and Responsibilities policy. All incidents are to be reported to IBMC College's CEO and/or the Campus President at the address and phone number specified in the Reporting Procedures section of the Student Catalog.
- IBMC College invites any user with a concern, question or comment to email getsocial@ibmc.edu. All feedback is taken seriously and will be addressed by the appropriate party. If you are experiencing conflict with another student, faculty or staff member online, please contact us immediately.
- Additionally, if a student, staff or faculty member sees an online threat directed at the college as a whole or at another online user, we ask that you contact getsocial@ibmc.edu immediately and your Campus President.
- Use of the IBMC College name or logo to endorse a product, service or cause is prohibited.
- No student's or student organizations's page should give the impression that it represents IBMC College as a whole. Please consider this when naming your pages or accounts.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Student assemblies are opportunities for students to be recognized for awards, exceptional attendance, and volunteer activities. In addition, important announcements are shared with the student body.

Student Recognition

Awards for outstanding achievement are presented to deserving students based on performance and/or recommendations during the student's most recently completed academic term. Awards are given to recognize:

1. **President's Award** for achieving a Grade Point Average (GPA) of 4.0
2. **Dean's List Award** for achieving a Grade Point Average (GPA) of 3.5 and higher
3. **Exceptional Attendance** for missing 0-25 minutes of class time
4. **Student of the Quarter** — nominated by peers
5. **Artist of the Quarter** — nominated by faculty
6. **STAR Students** — nominated by faculty
7. **Rising Star** — nominated by faculty

Grievance and Appeal Process

In the event an applicant, student, graduate, former student, or other party who has business with the College feels his/her rights have been violated, the following procedure should be followed:

- 1. The individual must first try to resolve the issue with the other person involved.
- 2. If the matter is not resolved, the individual must attempt to resolve the issue through the next-level supervisor.
- 3. If the matter is still not resolved, the individual should submit a written request for a grievance hearing to the Director of Education or Vice President of Education for issues of academic nature, or to the College CEO or Campus President for all other issues.

The College recognizes the rights of applicants, students, graduates, former students, and other parties who have business with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels unjustly treated, he/she can request a Grievance Committee hearing for the specific grievance.

Grade Appeals must be submitted in writing to the Director of Education or Vice President of Education within two weeks after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade or academic issue, or requests a hearing for any other perceived violation of rights, a written statement of appeal must be submitted to the College CEO within 15 days of the issue in question. The Vice President of Education or College CEO will convene the Grievance Committee in a timely manner to consider the request for a hearing. The decision may be appealed to the College CEO by either party in the grievance.

The Colorado Department of Education, Division of Private Occupational Schools, provides a two-year limitation from the student's last date of attendance at the College to take action on a student's complaint. The Department can be reached at www.highered.colorado.gov/dpos or by calling (303) 862-3001. Student complaints should be filed online, at the above web address, with the Division of Private Occupational Schools.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response.

This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org.

Graduation Requirements

To be eligible for graduation students must:

- Complete all required classroom training with a cumulative grade point average of 2.0 or higher within Satisfactory Academic Progress time parameters
- Receive satisfactory evaluations from externship (Clinical Practicum for Therapeutic Massage) site supervisors
- Complete all program requirements
- Pay all monies due to the College

Students may qualify for graduation while on academic probation if, at the end of the probationary quarter, they meet the Satisfactory Academic Progress requirements.

Students must complete all courses outlined in their designated programs with no grade less than a "C". Courses that are prerequisites must be passed at a "C" grade level. The requirements for all classes must be completed prior to the Externship and before a final transcript, certificate, diploma, or degree will be awarded.

National Honor Society

Students who maintain a CGPA of 3.75 after 40 credits or above qualify for induction into the Alpha Beta Kappa (ABK) National Honor Society. A minimum of two hours of verifiable community service is required for membership in ABK. Membership in ABK is a lifelong honor that distinguishes the student as one who has achieved academic excellence and holds forth the promise of future growth and service. New members are awarded a gold key, honor cords, and a certificate at a graduation ceremony. A one time fee of \$50 is collected for induction into the National Honor Society.

Student Termination

The College, for cause, may terminate students. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy
- Failure to maintain satisfactory academic and course completion progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the College

Students failing a class for the third time will be placed on a six-month suspension from IBMC. Students may return only after filing a successful appeal with the Director of Education, Student Success Coach, and Campus President.

Students to be terminated are notified in writing and may appeal to the College CEO within one week of receiving a Notice of Termination.

Family Educational Rights and Privacy Act of 1974

1. General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, (“Act”), a student has the right to examine certain records concerning the student that are maintained by the College. The College must permit the student to examine such records within 45 days after the College receives a written request from the student. The College may also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the College amend his or her education records on the grounds that they are inaccurate, misleading, or in violation of the student’s right of privacy. In the event the College refuses to so amend the records, the student may, after complying with the student Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with the Family Policy Compliance Office, concerning the College’s alleged failure to comply with the Act.

*U.S. Department of Education
40 Maryland Avenue, S.W.
Washington, DC 20202-4605*

2. Education Records

Education records are records maintained by the College, which contain information directly related to the student. Examples of education records are the student’s academic, career services, and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. Exemptions

The following records are exempt from the Act:

- Financial records of the student’s parents
- Confidential letters and recommendations relating to admission, employment, or honors to which the student has waived his or her right to inspect
- Records about students made by faculty or administrators, which are maintained by, and accessible to, the faculty and/or administrators
- Employment records for College employees who are also current or former students
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing treatment
- Records that only contain information about an individual after he or she is no longer a student at IBMC College

4. Review of Records

It is the policy of the College to monitor educational records to ensure that they do not contain information that is inaccurate,

misleading, or otherwise inappropriate. The College may destroy records that it determines are no longer useful or pertinent to the student’s circumstances.

5. Access without Student Consent

The College may release a student’s education records without written consent of the student to:

- Authorized representatives of the U.S. Department of Education, state and local education authorities, or the United States Comptroller General
- Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guarantee agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies
- State and local authorities where required
- Accrediting commissions
- Parents of students who are their dependents for purposes of the Internal Revenue Code; the College is not required, however, to release such records
- Any person pursuant to and in compliance with a judicial order or subpoena, provided that the College reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified)
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the College under the circumstances

Weather Emergencies

IBMC College has established an independent campus weather delays/closure policy. In an effort to make the best decisions possible for student safety, IBMC will be utilizing a few local information sources (local school district, CDOT road conditions website, and local community colleges/universities) as a framework for guidance.

In the case of inclement weather or an emergency, IBMC College will utilize **9News, Denver 7News, Fox31 and Channel 2 in Fort Collins, Greeley and Longmont** to communicate closures as a complement to our website (ibmc.edu), as well as text and email notifications to students.

Each campus location will independently make a decision.

Please be sure you watch 9News for your specific campus information. It is possible one campus may close, while others do not.

If a decision is made to cancel class, every attempt will be made to render a decision two hours prior to class time. In case of emergencies, classes will be rescheduled and the regular attendance policy will be in effect.

Watch television and our website to find out about weather-related delays/closures. Please do not try to call IBMC College or the TV stations.

Voter Registration

Voting is a part of the democratic process. In order to vote in city, state, and national elections, you need to be registered. You must register 29 days prior to an election. If you are

not registered, you may contact your local county offices for information. You may also pick up a registration form in the IBMC Student Lounge.

IBMC Security Policy

IBMC is committed to providing a safe and secure environment for all students, visitors, faculty, and staff. IBMC encourages all individuals to practice personal safety awareness. IBMC's security program is an ongoing process that includes development and enforcement of regulations and procedures to provide a reasonable level of security for property, information, and personal safety of individuals.

Management personnel incorporate the security practices and procedures in their areas of operation. Each student and employee is responsible for carrying out safety regulations and procedures and shall comply with federal, state, and local laws related to security while on the IBMC premises or in the course of representing institutional business.

Annual Security Report

In compliance with the Crime Awareness and Campus Security Act of 1990, information about the College's security policies and procedures and crime statistics is available to students and employers on an annual basis, and upon request, to any applicant for employment or enrollment. Amendments to the law from 1991 through 1994 require Colleges to disclose all crime statistics for three previous years.

The IBMC annual Campus Security Report will not disclose the identity of crime victims or persons accused of the offenses and/or crimes. Privileged information about any offense/crime or persons reporting the offense/crime will not be disclosed. The IBMC Security Program and Campus Security Report (updated annually by October 1) may be obtained in the Student Financial Services Office. Further information is available from the CEO.

Obtain the full report at ibmc.edu/consumer-information.

Reporting Procedures

Any individual involved in any of the listed offenses/crimes, both on campus or off, is required to report the offense/crime in person as follows:

- All offenses/crimes should be reported within two hours of the time the offense/crime occurs. Any individual witnessing any offense/crime on the IBMC campus is requested to report it immediately to the CEO and the Campus President at the appropriate campus. An IBMC Incident Report will be completed and filed for each reported incident.
- Depending upon the nature of the offense/crime, IBMC will contact or work cooperatively with the proper authorities. If a victim declines to report the incident to the police, the incident will be handled as an institutional matter. IBMC reserves the right to treat an offense as a disciplinary matter whether or not it is being investigated by a police agency.
- Students connected with any alcohol or drug-related offense/crime will be terminated and not allowed to return until sufficient documentation has been provided to show that they will not present a threat to themselves or others. Depending

upon the nature of the offense, further legal action may be taken according to state and local statutes. This further action may also include a loss of financial aid.

Health/Medical Care

Students must take proper care of their health if they are to do their best in College. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover. All medical and dental appointments should be made after class hours.

IBMC College will utilize 9-1-1 in the event if an emergency takes place on campus. Any charges directly related to the student that are incurred as a result of utilizing 9-1-1 services are the responsibility of the student.

The College will not be responsible for rendering any medical assistance but will refer students, upon request, to a medical facility.

Security and Law Enforcement

The CEO provides security support and information for IBMC in campus security, fire prevention, parking, safety and enforcement of all applicable regulations. Students, employees, and visitors are encouraged to report criminal offenses to the local police and to the CEO and/or Campus President.

IBMC Building Access

IBMC is a private institution. IBMC buildings are open to students and employees during prescribed hours as long as they comply with rules and regulations. The IBMC campus is not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves and sign in at the Front Desk, and are encouraged to wear identifying "visitor" badges.

Security Programs

Various programs inform students and employees about campus security procedures and practices and encourage everyone to be responsible for their own and for others' security.

- 1. IBMC has a Security Committee to review, recommend, and establish policies, procedures, and practices
- 2. Entering students are provided security orientation and policies in the IBMC Student Catalog and brochure, "IBMC Security Program & Campus Security Report"
- 3. The Employee Orientation includes review of IBMC security policies and procedures by the supervisor
- 4. Special security information is published, as needed, in the weekly student announcements and in the administrative communications for employees

IBMC Employee/Student Relations

IBMC has a strict policy that prohibits employee fraternization with students. Fraternization is defined generally as associating with student(s) in an overly congenial or intimate way. It includes but is not limited to the following:

- 1. Encouraging or allowing a personal relationship to develop with a student

- 2. Dating a student
- 3. Making highly personal, suggestive, or other unprofessional comments or propositions to a student
- 4. Physical contact with a student that could be construed as provocative

The only exception to this policy is in the case where the relationship was established prior to students enrolling in classes.

Title IV Violence Against Women Act

Sexual Assault and Harassment

It is the policy of IBMC that sexual harassment of students, applicants for enrollment, or employees in any form, is unacceptable conduct and will not be tolerated. IBMC will not tolerate personal degradation or racial prejudice. Sexual harassment includes unwelcome sexual flirtations, advances, or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure, or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the College of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical contact of a sexual nature.

No student, applicant, faculty member, or other employee of IBMC shall threaten or insinuate, either explicitly or implicitly, that a student or applicant's refusal to submit to sexual advances will adversely affect that person's enrollment, grades, studies, or educational experience at IBMC. Similarly, no faculty member or other employee of IBMC will promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct. Sexual assault, including rape, is a violation of IBMC's Sexual Harassment Policy and is a crime in the state of Colorado.

Any student or applicant who feels that he or she is a victim of sexual harassment (including but not limited to any of the conduct listed above) by any student, applicant, faculty member or other IBMC employee, or visitor or invitee of the College in connection with the educational experience offered by IBMC, should bring the matter to the immediate attention of the CEO and/or Campus President at the address and phone number specified in the Reporting Procedures section of this Student Catalog.

IBMC will promptly investigate all allegations of sexual harassment in as confidential a manner as the College feels reasonably possible and will take appropriate corrective action where warranted.

Obtain the full report at ibmc.edu/consumer-information.

Fire and Safety Precautions

The College is a non-smoking facility. No form of tobacco or alternative devices that emulate smoking are allowed in the building. Designated smoking areas are in the back of the building or in the picnic area. No smoking is allowed in the front of the building. Receptacles are placed in areas for discarding cigarettes.

Activation of the fire alarm system will signal the local fire department and activate the internal alarm system. The facility is equipped with a sprinkler system. In case of fire, immediately exit the building and remain 100 feet from the building until the all-clear has been given.

Faculty and staff will check for attendance. Emergency lighting will be provided in case of power failure. Exit lights will always be on. From a safe location, away from any fire danger, the fire department should also be called by using "911" emergency access.

First aid supplies are found in designated medical classrooms and are clearly marked.

Accidents/Injury

The College doesn't assume responsibility for accidents incurred:

- In any part of the College
- On the way to and from the College
- While participating in volunteer activities
- On the way to and from clinical sites
- On the way to and from field trips
- On properties during externships

Personal Property

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damaged personal property. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft. Purses and valuables should not be left unattended.

Drug Abuse Prevention

IBMC, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-26), which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

During the admissions process, new students sign a form stating they have received a copy of the IBMC Drug & Alcohol Abuse Policy. The form becomes a part of the student's academic file.

I. Background

The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, places additional requirements on institutions of higher education as a condition for receiving federal financial aid. To be eligible to continue receiving such funds, or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on College premises or as part of any of its activities. Failure to comply with this requirement on the part of IBMC could result in immediate suspension and possible termination of all federal financial assistance to IBMC. The policy is applicable to all students and employees of IBMC.

II. Statement of Policy

It is the policy of IBMC to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage during College time or on College premises or other sites where students or employees may be assigned.

The term “controlled substance” as used in this policy, means those substances included in Schedules I through V of Section 202 of the Controlled Substance Act, and as further defined by regulation 21CFR 1300.11 through 1300.15.

The following exclusion applies to this policy: Prescribed drugs are permitted when used in the manner, combination, and quantity intended, unless performance could be affected. Students and employees who must use an over-the-counter or prescription drug that causes adverse side effects or that may affect the ability to perform in a safe and productive manner must notify the Vice President of Education (students), and/or the Campus President prior to use.

III. Legal Sanctions

The Federal Controlled Substances Act specifies, for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics, a prison term of not less than 10 years or more than life imprisonment, and a fine of up to \$4 million, or both. The penalty for simple possession, knowingly, or intentionally possessing a controlled substance, is imprisonment up to one year and a minimum fine of \$1,000 or both. Penalties for unlawful distribution of a controlled substance to a person younger than 21 years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from 6 months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending upon the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

Local ordinances for the cities of Fort Collins and Greeley relating to illicit drugs and alcohol coincide with the State of Colorado statutes.

Students and/or employees (full- or part-time) who violate the standards set forth under the IBMC Drug & Alcohol Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to: reprimand, probation, suspension, expulsion, termination and/or referral to the appropriate authorities for prosecution. This further action may also include a loss of financial aid.

IV. Health Risks

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: malnutrition, brain damage, paranoia,

psychosis, hepatitis, convulsion, coma, depression, heart disease, death, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting HIV/AIDS. It is recommended that anyone having specific questions relating to health and drugs/alcohol consult a physician.

V. Counseling and Treatment

REFERRAL SOURCES

There are professional services available for students through several different agencies. Consult your current local phone book. As a convenience, IBMC makes available a Resource Guide on all campuses. The guide includes information, local service agencies, organizations, and groups that provide every type of assistance including crisis and emergency services, childcare, substance abuse counseling, mental and emotional counseling, domestic violence assistance, legal assistance, financial assistance, medical care, food assistance, shelter, transportation and more.

First Call Service Net

First Call Service Net is a non-profit agency that provides local information and referrals for health and human services. www.firstcall-vc.org; (970) 407-7066

FORT COLLINS

Alcoholics Anonymous(970) 224-3552

LOVELAND

Unlimited Treatment Services(970) 281-5182

LARIMER CENTER FOR MENTAL HEALTH

Fort Collins(970) 494-4200

Loveland(970) 494-9870

24-Hour Line(970) 494-4300

LARIMER COUNTY

Narcotics Anonymous.....(970) 282-8079

GREELEY

Island Grove Regional Treatment Center(970) 356-6664

LONGMONT

Alcoholics Anonymous(303) 447-8201

Mental Health of Boulder County(303) 433-8500



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HEALTH CARE LEARNING SYSTEMS, INC.
2700 S. WINDING
LITTLE ROCK, AR 72203
(501) 948-1000
FAX: (501) 948-1001





Administration & Faculty

IBMC College selects industry-experienced individuals as members of its faculty. This allows students to be educated by professionals who have practical knowledge in their particular field, as well as the appropriate level of formal education.

We are committed to employing a professional faculty, acquiring up-to-date equipment for training, and providing a caring educational environment that is conducive to the development of successful career skills.

This philosophy assists our faculty in recreating a similar atmosphere that brings the benefit of real-world experiences into the classroom.

*Supporting you every step of the way
are instructors, staff & administrators
dedicated to helping you succeed.*



Administration

Steven Steele, *Chief Executive Officer*
Diana Gunderson, *Vice President of Education*
Barbara Kearns, *Regional Director Regulatory Affairs & Compliance*
Chase Schumacher, *Human Resource Generalist*
Lauren Seville, *Curriculum Specialist*
Michael Pule, *Education Support Specialist/Scheduler*
Kirk Alberts, *Art Direction Manager*
Jeremy Shoup, *Marketing & Admissions Analyst*
Heidi Reitmeier, *Creative Content & Curriculum Development Specialist*
Cindy Subia, *Account Manager*
Sarah James, *Payroll Specialist*
Lissa Kendall, *Assistant Controller*
Danny Lowerins, *Student Accounts Manager*
Cyndy Amaloo, *Regional Director of Financial Aid*
Tom Goehring, *Regional Director Technology Services & Training*
Joel Alpers, *Technology Support Specialist III*
Lynn Nightwalker-Thompson, *Technology Support Specialist II*
Angelina Stewart, *Inventory Control Coordinator*

Staff – Fort Collins *Main Campus*

Steve Steele, *CEO, Campus President*
Melissa Meltzer, *Senior Director of Education*
Andrea Smith, *Front Desk Specialist I*
Kyle Yates, *Admissions Representative*
Austin Toque, *Admissions Representative*
Patricia Carreon, *Financial Aid Advisor*
Roxanne Welch, *Career Services Coordinator*
Stephanie Shores-Stephens, *Career Services - Cosmetology*
Cheyman Beaver, *Senior Student Success Coach*
Juliana Jacquez, *Student Support Specialist – Evening*
Jami Zenner, *Registrar/Senior Scheduling Coordinator*
John Stephenson, *Therapeutic Massage Clinic Coordinator*

Staff – Longmont *Branch Campus*

Barbara Kearns, *Interim Campus President*
Ed Wulf, *Director of Education*
Kim Parks, *Front Desk Specialist I*
Billy Minder, *Lead Admissions Representative*
Lynne Hoover, *Admissions Representative*
Ashley Morgan, *Senior Career Services Coordinator*
Stephanie Shores-Stephens, *Career Services - Cosmetology*
Petra Roser, *Student Success Coach*
Amanda Maselbas, *Student Support Specialist - Evening*
Karla Alpers, *Registrar*

Staff – Greeley *Branch Campus*

Mary Matsutani, *Campus President*
Devon Rios, *Front Desk Specialist I*
Martin Olmedo Soto, *Student Support Specialist - Evening*
Darla McNaney, *Admissions Manager*
Cindy Knespel, *Admissions Representative II*
Alycia Gonzales, *Financial Aid Advisor*
Loretta Roth, *Financial Aid Advisor*
Michael Rangel, *Financial Aid Advisor*
John Ainsworth, *Student Success Coach*
Greg Pierson, *Career Services Coordinator*
Gerry Ensminger, *Student Success Coordinator*
Stephanie Shores-Stephens, *Career Services - Cosmetology*
Jacob Adams, *Registrar/IT Specialist*

Instructors

Yvonne Arguello..... **Cosmetology**

- Cosmetology License, Cheeks International Academy of Beauty Culture, Greeley, CO

Judy Boker..... **Paralegal Studies**

- William Crosier, Attorney at Law

Tiffany Boller-Woo..... **Business/Computers**

- BA, Business Administration, Vanguard University, Costa Mesa, CA

Kathleen Bradshaw..... **Cosmetology**

- Diploma, Cosmetology, Cheeks International, Loveland, CO

Wade Bronstin..... **Cosmetology**

- Certificate, Cosmetology, College of Hair Design, Lincoln, NE

Tara Campbell..... **Medical Billing & Coding**

- AOS, Medical Billing & Coding, IBMC College, Fort Collins, CO

Brissa Childers..... **General Education**

- BS, Communications, Colorado Christian University, Online, Northglenn, CO
- AOS Medical Assisting, IBMC College, Longmont, CO

Aimee Claiborne..... **Cosmetology**

- BS, Art, Western Oregon University, Monmouth, OR
- Cosmetology License, College of Hair Design Careers, Salem, OR

Carl Daniel..... **Paralegal Studies/Business**

- JD, John Marshall Law School, Atlanta, GA
- BS, Business Management, Lipscomb University, Nashville, TN
- AA, Alabama Christian College, Augusta, GA

Donald Day..... **Medical Assisting**

- DC, Cleveland Chiropractic College, Kansas City, MO
- AS, Mortuary Science, University of Central Oklahoma, Edmond, OK

Santino DelCastillo..... **General Education/Business**

- BA, Social Science, Regis University, Denver, CO
- MA, Literature, Regis University, Denver, CO

Yvonne DiPaolo..... **General Education**

- MA, Secondary/Post-secondary Counseling & Guidance, University of Northern Colorado, Greeley, CO
- MA, Educational Media, University of Northern Colorado, Greeley, CO
- BA, English, Psychology, University of Northern Colorado, Greeley, CO

Alysia M. Duran..... **Cosmetology**

- Cosmetology Degree, Highland Hills Beauty Academy, Greeley, CO

Miriam Fuentes..... **Cosmetology**

- Certificate, Cheeks Beauty Academy, Greeley, CO

Fred Fuller..... **Business**

- MA, Counseling and Psychology, Denver Seminary, Denver, CO
- BS, Social Science, California State Polytechnic University, Pomona, CA
- AA, Liberal Arts, Mount San Antonio Junior College, Walnut, CA

Tony Gendill..... **Medical Assisting**

- DC, National College of Chiropractic, Lombard, IL
- BS, National College of Chiropractic, Lombard, IL
- BA, History, Western State College, Gunnison, CO

Jill Gesick..... **Medical Assisting**

- AOS, Medical Assisting, IBMC College, Fort Collins, CO

Amy Giles..... **Therapeutic Massage**

- AOS, Therapeutic Massage, IBMC College, Fort Collins, CO

Charion Greensmith..... **Business**

- BA, Business Administration: Accounting, Cal State University, Fullerton, CA
- AA, Business Administration, Irvine Valley Community College, Irvine, CA

Diana Gunderson..... **Business**

- BS, Business Administration, Regis University, Denver, CO

Deborah Hall..... **Medical Assisting**

- AAS, Nursing, Amarillo College, Amarillo, TX

Christina E. Hildebrandt..... **Therapeutic Massage**

- Certified Massage Therapist, Boulder School of Massage, Boulder, CO
- BA, Modern Languages and Literatures: Music, Beloit College, Beloit, WI

Jo Anne Hilzer..... **Business**

- BA, Business, University of Northern Colorado, Greeley, CO

Rhonda J. Hoadley..... **Paralegal Studies**

- Diploma, Paralegal, Tennessee Career College, Nashville, TN
- Property and Casualty Insurance License, Hondrus Career Center, Cincinnati, OH

Sarah Hunnell..... **Therapeutic Massage**

- Massage and Hydrotherapy Diploma, Florida School of Massage, Gainesville, FL
- BS, Exercise and Sports Sciences, University of Florida, Gainesville, FL

Rick Jennings..... **Paralegal Studies/Business**

- JD, Empire College, Santa Rosa, CA
- BA, English/Education, University of Wyoming, Laramie, WY
- Certificate, Paralegal Studies, Denver Paralegal Institute, Denver, CO

Dara Kinsey..... **Therapeutic Massage**

- Massage Certificate, Healing Spirits, Boulder, CO

Amye Kozlowski..... **Medical Assisting**

- AOS, Medical Assisting, IBMC College, Fort Collins, CO

Jim Lesch..... **Computers**

- BS, Business Administration, Regis University, Denver, CO
- Certified Professional Manager, James Madison University, Harrisonburg, VA
- Certified Six Sigma Green Belt, Villanova University, Villanova, PA

Charlotte McAllister..... **Cosmetology**

- Cosmetology Certificate, North Eastern Junior College, Sterling, CO

Krista Maloney..... **Business**

- BA, English, Quincy University, Quincy, IL
- AA, Liberal Arts, John Wood Community College, Quincy, IL

Ralph Martin..... **Paralegal**

- JD, Law, NOVA Law School, Fort Lauderdale, FL
- BS, Physics, Buckness University, Lewisburg, PA

Diana McCarty Business

- MS, Accounting, University of Wyoming, Laramie, WY
- BS, Accounting, University of Wyoming, Laramie, WY
- AS, Accounting, Laramie County Community College, Cheyenne, WY

Brenda McConnell Medical Assisting

- AOS, Medical Assisting, IBMC College, Fort Collins, CO

Melissa Meltzer General Education

- BS, Education, Indiana University of Pennsylvania, Indiana, PA

Justin Mendoza Computers

- Graduate Certificate, Executive Information Technology, Regis University, Denver, CO
- BA, Organizational Development, Regis University, Denver, CO

Kristy Mettler Medical Billing & Coding

- BA, Liberal Studies, University of California, Riverside, CA
- MA, Economics, University of California, Riverside, CA

Deborah Mulliger Cosmetology

- Strand College of Hair Design, Myrtle Beach, SC

Julianne Murphy General Education

- MA, Educational Leadership, University of Northern Colorado, Greeley, CO
- BA, Chemistry, Education, University of Colorado, Boulder, CO

Melissa Newbanks General Education

- MA, Special Education, University of Northern Colorado, Greeley, CO
- BA, Education, University of Northern Colorado, Greeley, CO
- AA, General Education, Northeastern Junior College, Sterling, CO

Jack Oleson Business

- BA, Journalism, University of Wisconsin, Eau Claire, WI

Terry Ondo Computers/Business

- BS, Information Technology, Colorado State University Global Campus, Greenwood Village, CO
- AGS, Front Range Community College, Fort Collins, CO

Kassandra Peck Cosmetology

- Cosmetology Certificate, Vernon's School of Cosmetology, Emporia, KS

Lauri Posey Dental Assisting

- BS, Christian Education, Biola University, La Mirada, CA
- Certified Dental Assistant, Simi Valley Adult Education, Simi Valley, CA

Joan Regnerus Business

- BA, Human Communications, University of Northern Colorado, Greeley, CO
- AA, Liberal Arts, Aims Community College, Greeley, CO

Phyllis Rhoades Medical Assisting

- AS, Radiologic Technology, Tidewater Community College, Virginia Beach, VA

Stacy Rhoades General Education

- BA, Psychology, University of Phoenix, Phoenix, AZ
- AA, Psychology, University of Phoenix, Phoenix, AZ

Greg Ricke Medical Assisting

- MD, University of Kansas School of Medicine, Kansas City, KS
- BGS, Wichita State University, Wichita, KS

Sheri Santeramo Cosmetology

- Certificate, Cosmetology, AAA Midwest Beauty College, Colorado Springs, CO
- Certificate, Cosmetology, Highland Hills Beauty Academy, Greeley, CO

Joseph Selph Computers

- BS, Information Technology, University of Management and Technology, Arlington, VA
- AAS, Criminal Justice, Salt Lake Community College, Salt Lake City, UT
- AAS, General Education, Salt Lake Community College, Salt Lake City, UT

Jesse Shively Medical Assisting

- BS, Mechanical Engineering, Colorado State University, Fort Collins, CO
- Certificate, Biomedical Engineering, Colorado State University, Fort Collins, CO

Chad Smith Medical Assisting

- BS, Physician Assistant, University of Nebraska-Medical Center, Omaha, NE
- AA, Pre-Med, Eastern Wyoming College, Torrington, WY

Angela Spots Cosmetology

- Cosmetology Certificate, Colorado Northwestern Community College, Craig, CO
- AAS, Medical Assisting, College America, Fort Collins, CO

Lynn Tamura Medical Assisting

- AOS, Medical Assisting, IBMC College, Fort Collins, CO

Marie Taylor Medical Assisting

- AS, Medical Assisting, San Diego Mesa College, San Diego, CA

Bernadette Torres Cosmetology

- Cosmetology Certificate, Ultima College of Cosmetology, Westminster, CO

Teresa Trujillo Medical Assisting

- AAS, Nursing, Front Range Community College, Westminster, CO

Phyllis Tucker Therapeutic Massage

- Diploma, Massage, New Mexico Academy of Massage, Santa Fe, NM

Angela Vargas Medical Assisting

- Diploma, Medical Assisting, Concorde Career Institute, Denver, CO

Connie Villarreal Cosmetology

- Cosmetology Certificate, Highland Hills Beauty Academy, Greeley, CO

Susan Vitale General Education

- BS, Communications & Secondary Education, Western Michigan University, Kalamazoo, MI

Deborah Weber Cosmetology

- Cosmetology Diploma, North East Iowa Technical Institute, Calmer, IA

Thomas Weyant Business

- BS, Accounting, Marist College, Poughkeepsie, NY

Robert White Paralegal Studies

- JD, University of Colorado, Boulder, CO
- BA, Chemistry, McMurray College, Jacksonville, FL

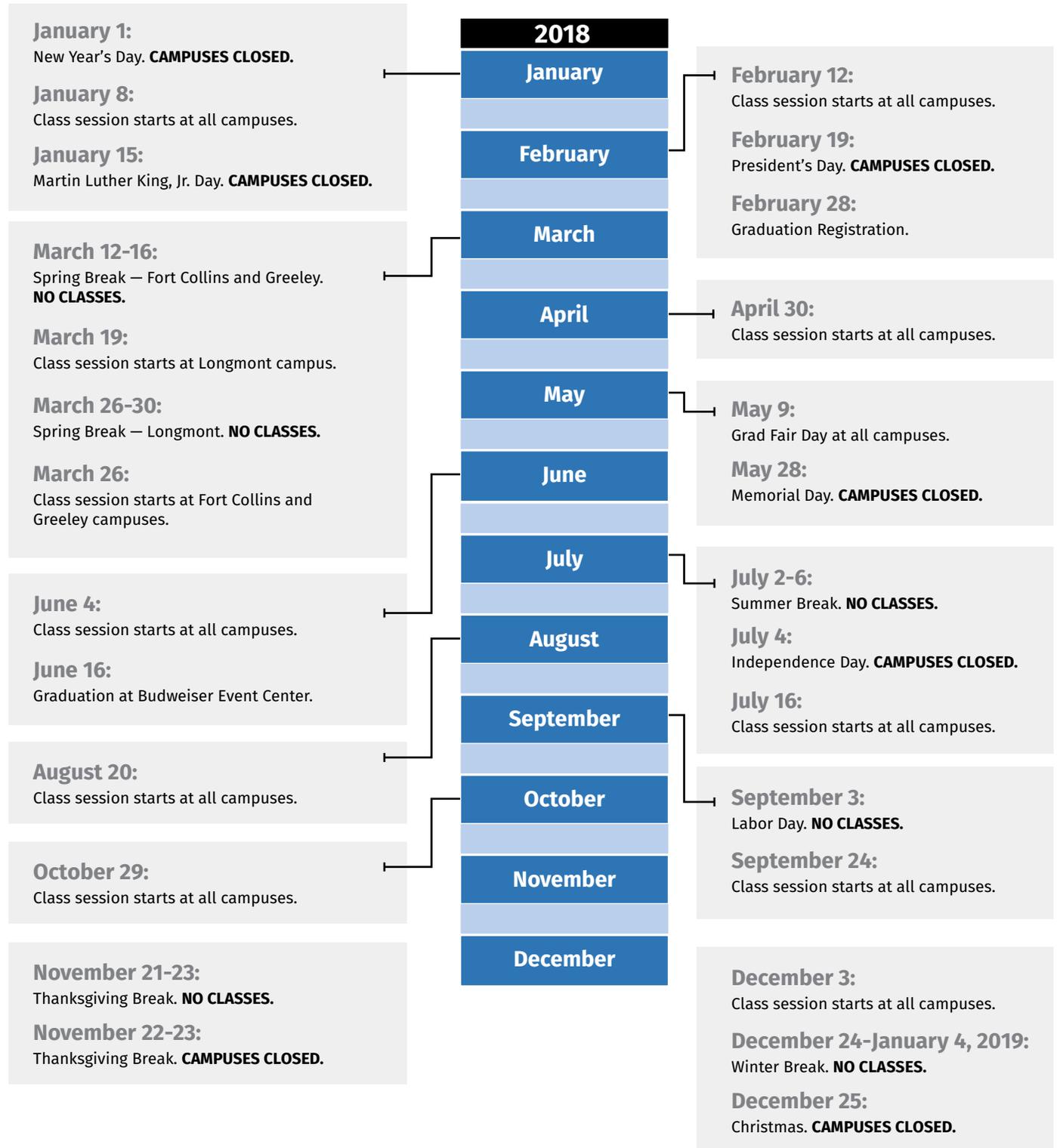
Karen Wiggins Medical Assisting

- BS, Nursing, Fresno State University, Fresno, CA

Ed Wulf General Education

- BS, Psychology, Liberty University, Lynchburg, VA
- AA, Information Systems, Community College of Air Force, Peterson AFB, CO

2018 Academic Calendar





ibmc.edu

(800) 495-2669

Caring Individuals...Changing Lives

FORT COLLINS

Main Campus
3842 S. Mason Street
Fort Collins, CO 80525
(970) 223-2669

GREELEY

Branch Campus
2863 35th Avenue
Greeley, CO 80634
(970) 356-4733

LONGMONT

Branch Campus
2315 N. Main Street
Longmont, CO 80501
(303) 651-6819
