



# Student Catalog



FORT COLLINS  
GREELEY  
LONGMONT

2020  
2021

OCTOBER 2020  
VOLUME 33-1

MEDICAL • COSMETOLOGY • PARALEGAL • BUSINESS • MASSAGE

## 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

# TABLE OF CONTENTS

From the CEO.....	1	Program Changes.....	56
Our Vision.....	3	Drop/Add Period.....	56
Mission Statement.....	3	Change of Program and Additional Degrees.....	57
Mission Statement Objectives.....	3	Grading Scale.....	57
Accreditations.....	3	Test Make-Up Policy.....	57
History.....	4	Transcripts/Grade Reports.....	58
Accreditation, Approvals, and Memberships.....	5	Maximum Time Frame MTF).....	58
Hours of Operation.....	5	Academic Support.....	58
IBMC Contact Information.....	5	Cumulative Grade Point Average (CGPA).....	58
IBMC Program Advisory Committee.....	6	Periodic Measures.....	58
Photo and Name Release.....	6	Standards for Satisfactory Academic Progress.....	58
Statement of Non-Discrimination.....	6	Satisfactory Academic Progress (SAP).....	58
Policy and Program Changes.....	6	Clock Hour Programs.....	59
Schools and Programs of Study.....	7	Credit and Clock Hour Programs Procedure.....	59
<i>School of Allied Health</i> .....	8	Incomplete Grades – Under Normal Circumstances.....	60
Careers.....	8	COVID19 Incomplete Grade Policy.....	60
Healthcare Programs.....	8	Change of Program.....	60
<i>School of Business</i> .....	15	Additional Degrees.....	60
<i>School of Cosmetology</i> .....	17	Only Registered Students in Class.....	60
<i>School of Massage &amp; Healing Arts</i> .....	22	Effects of Withdrawals, Repetitions, and Non-Credit Remedial Courses.....	60
<i>School of Paralegal Studies</i> .....	24	Students' Rights, Responsibilities and Code of Conduct.....	61
Continuing Education.....	26	IBMC College's Code of Conduct.....	61
Course Descriptions.....	33	COVID19 Code of Conduct.....	63
General Student Information.....	45	Copyright Infringement.....	63
The Procedure for Admission to IBMC.....	46	Dress Code Policy Guidelines.....	63
Policy, Requirements, and Enrollment Procedures.....	46	Appropriate Dress.....	63
Refresher Benefits.....	46	Dress Code Procedures.....	64
Re-Entry Policy.....	47	Equipment.....	65
Transfer Credits.....	47	Field Trips.....	65
Hours Acceptance Policy.....	47	Resource Center.....	65
Federal Financial Aid Programs.....	47	Special Lectures.....	65
Career Services Assistance.....	47	Transportation Assistance.....	65
Career Services Code of Conduct.....	48	Externships.....	65
Test-Out Policy*.....	48	Maintenance of College Environment.....	65
Financial Aid Application.....	48	Social Media Guidelines.....	65
Title IV Eligibility.....	49	Student Activities.....	66
Students with Disabilities.....	49	Student Recognition.....	66
Prorating of Title IV Funds.....	49	Grievance and Appeal Process.....	66
Federal Pell Grant.....	49	Graduation Requirements.....	67
Federal SEOG.....	49	National Honor Society.....	67
Federal Work Study Program.....	49	Student Termination.....	67
Federal Direct Stafford Loans.....	50	Family Educational Rights and Privacy Act of 1974.....	67
Federal Direct Subsidized Loans.....	50	Weather Emergencies.....	68
Federal Direct Unsubsidized Loans.....	50	IBMC Security Policy.....	68
Federal Direct Plus Loans.....	50	Annual Security Report.....	68
State of Colorado Need-Based Aid.....	50	Reporting Procedures.....	68
Graduate Tuition Waiver.....	50	Health/Medical Care.....	69
Individual Courses.....	50	Security and Law Enforcement.....	69
Tuition Payment Plan.....	50	IBMC Building Access.....	69
Scholarships, VA Benefits, and other Tuition Benefits.....	50	Security Programs.....	69
Postponement of Starting Date.....	53	IBMC Employee/Student Relations.....	69
Refund Policy.....	53	Title IV Violence Against Women Act.....	69
Federal Refund Policy.....	53	Fire and Safety Precautions.....	70
State Refund Policy.....	54	Accidents/Injury.....	70
Refund Distribution Policy.....	54	Personal Property.....	70
IBMC Refund Policy.....	54	Drug Abuse Prevention.....	70
Credit Balances.....	54	IV. Health Risks.....	71
Entrance & Exit Interview/ Loan Counseling.....	54	APPENDIX.....	72
Class Hours.....	54	Administration & Faculty.....	73
Annual Graduation and Completion Rate Information.....	55	State Licensure/Certification Disclosure.....	76
Academic Advising.....	55	2020 Academic Calendar.....	78
Books.....	55		
Repeat Class Policy.....	55		
Attendance Policy.....	55		
Leave of Absence.....	56		
Credit Requirements.....	56		
Required Study Time.....	56		

## 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

## Accreditations

- 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

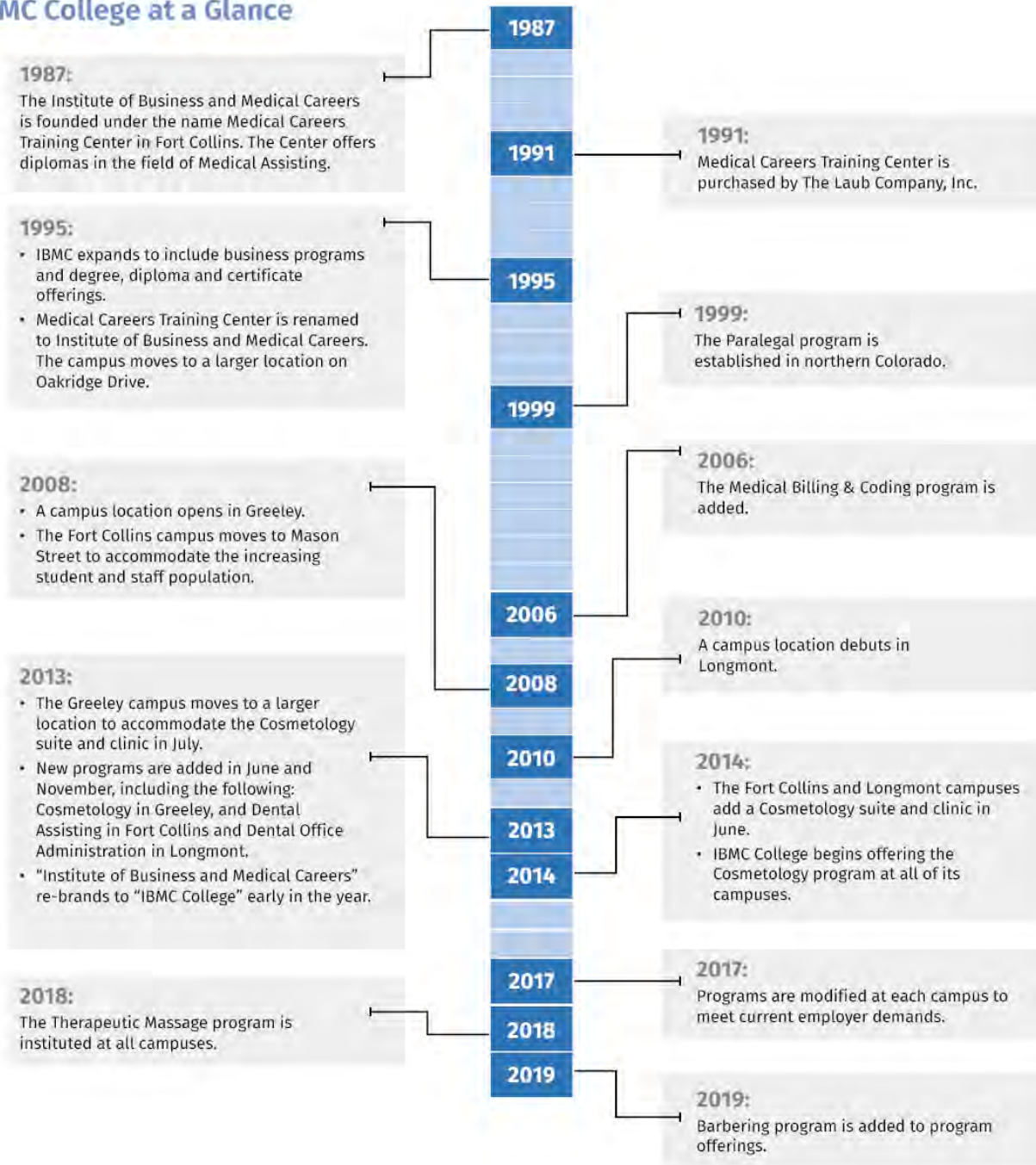
**IBMC is approved and regulated by the:**  
*State of Colorado, Department of Higher Education  
Division of Private Occupational School Board  
1600 Broadway, Suite 2200  
Denver, Colorado 80202  
303-862-3001*

**Owned and operated by The Laub Company, Inc.**  
Corporate Officers:  
Richard B. Laub, President and Treasurer  
Colleen A. Laub, Vice-President and Secretary

## 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.
- 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/BARBERING 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.

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

## IBMC Contact Information

<b>Website:</b>	ibmc.edu
<b>General email:</b>	info@ibmc.edu
<b>General phone:</b>	(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 and Programs of Study

## ***School of ALLIED HEALTH CAREERS***

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

## ***School of BUSINESS***

- Business Administration & Accounting\*

## ***School of COSMETOLOGY***

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

## ***School of MASSAGE & HEALING ARTS***

- Therapeutic Massage, Diploma

## ***School of PARALEGAL STUDIES***

- Paralegal Studies\*

## **CONTINUING EDUCATION**

- Expanded Duty Dental Assisting
- Chemical Peel
- Dermaplaning
- Electric Nail File
- Microdermabrasion
- Microneedling

\*Associates of Occupational Studies



*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

Medical Assisting

Medical Billing & Coding Specialist

### Diploma

Dental Assisting

Clinical Medical Assisting

Medical Billing Specialist

Associate of Occupational Studies Degree

# DENTAL OFFICE ADMINISTRATION

*Not currently enrolling in this program*

**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**  
\$36,000

**FEES**  
\$100 / Student Fee  
\$325 / Immunization Fee

**PROGRAM KIT**  
\$245 / Includes scrubs voucher, protective eye wear, and radiology badge

**EXAMS & DESIGNATIONS**  
\$145 / Exam & RDA Designation, includes BLS (Basic Life Support) certification

COURSE AREA   MINIMUM CREDIT HOURS		
<b>GENERAL EDUCATION / 16</b>		
4	ENG121	English Communications*
4	MTH120	College Mathematics*
4	PSY134	General Psychology*
4	SPH111	Principles of Speech*
<b>MANAGEMENT / 30</b>		
4	BUS112	Introduction to Business & Customer Service
4	BUS115	Leadership
3	CIS111	Computer Literacy
4	CMS111	Career Marketing Strategies
4	ETH150	Ethics in the Workplace
4	HRM201	Human Resource Management
3	OPP111	Office Procedures
4	PSY107	Psychology of Success
<b>PROGRAM SPECIFIC / 44</b>		
4	ACC111	Principles of Accounting I
4	DAS110	Introduction to Dental Assisting
4	DAS126	Dental Science Applications
3	DAS130	Preclinical Skills
3	DAS140	Dental Materials
3	DAS151	Dental Radiography
3	DAS160	Clinical Skills I
3	DAS165	Clinical Skills II
4	DAS180	Dental Office Management
5	DAS210	Externship
4	MTA111	Medical Terminology and Basic Anatomy I
4	MTA112	Medical Terminology and Basic Anatomy II
<b>TOTAL CREDITS</b>		<b>90</b>
<b>TOTAL WEEKS</b>		<b>80</b>

**INSTRUCTOR/STUDENT RATIO:**

- Theory class: 1 instructor per 30 students
  - Lab class: 1 instructor per 16 students
- \*Meets General Education Requirements for A.O.S. Degree*

Diploma

# DENTAL ASSISTING

Program offered at the Fort Collins campus.

**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**

\$19,200

**FEES**

\$100 / Student Fee  
\$325 / Immunization Fee

**PROGRAM KIT**

\$245 / Includes scrubs voucher, protective eye wear, radiology badge

**EXAMS & DESIGNATIONS**

\$145 / Exam & RDA Designation, and BLS (Basic Life Support) Certification

COURSE AREA   MINIMUM CREDIT HOURS		
<b>BUSINESS SKILLS / 8</b>		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
<b>DENTAL SKILLS / 32</b>		
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
<b>MEDICAL SKILLS / 8</b>		
4	MTA111	Medical Terminology & Basic Anatomy I
4	MTA112	Medical Terminology & Basic Anatomy II
<b>TOTAL CREDITS</b>		<b>48</b>
<b>TOTAL WEEKS</b>		<b>40</b>

**INSTRUCTOR/STUDENT RATIO:**

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

**Associate of Occupational Studies Degree**

**MEDICAL ASSISTING**

*Program offered at all IBMC College campuses.*

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

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

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

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

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

**TUITION**

\$36,000

**FEES**

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

**PROGRAM KIT**

\$150 / Includes scrubs voucher, lab coat voucher, stethoscope kit and blood pressure cuff

**EXAMS & DESIGNATIONS**

\$145 / Exam & NCMA Designation, includes CPR/ First Aid certification and BLS (Basic Life Support) certification

COURSE AREA / MINIMUM CREDIT HOURS		
<b>GENERAL EDUCATION / 16</b>		
4	ENG121	English Communications*
4	MTH120	College Mathematics*
4	PSY134	General Psychology*
4	SPH111	Principles of Speech*
<b>MANAGEMENT / 30</b>		
4	BUS112	Introduction to Business & Customer Service
4	BUS115	Leadership
3	CIS111	Computer Literacy
4	CMS111	Career Marketing Strategies
4	ETH150	Ethics in the Workplace
4	HRM201	Human Resource Management
3	OPP111	Office Procedures
4	PSY107	Psychology of Success
<b>Program Specific / 44</b>		
3	MAP120.1	Basic Principles of Medical Office
3	MAP145	Pharmacology
3	MAP150	Introduction to Healthcare
3	MAP151	Fundamentals of Clinical Assisting
3	MAP152.1	Clinical Assisting: Reproduction & Lifespan Specialties
3	MAP153.1	Clinical Assisting: Minor Surgery & Health Promotion
3	MAP154	Clinical Assisting: Cardiology & Medical Specialties
3	MAP155	Laboratory Techniques I
3	MAP156	Laboratory Techniques II
2	MAP201	Clinical Skills and Exam Review
5	MAP210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
2	WPP112	Word Processing Fundamentals
<b>TOTAL CREDITS</b>		<b>90</b>
<b>TOTAL WEEKS</b>		<b>80</b>

**INSTRUCTOR/STUDENT RATIO:**

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

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

**Diploma**

# CLINICAL MEDICAL ASSISTING

*Program offered at all IBMC College campuses.*

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

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

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

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

**TUITION**

\$18,800

**FEES**

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

**PROGRAM KIT**

\$150 / Includes scrubs voucher, lab coat voucher, stethoscope kit, blood pressure cuff.

**EXAMS & DESIGNATIONS**

\$145 / Exam & NCMA Designation and BLS (Basic Life Support) Certification

COURSE AREA / MINIMUM CREDIT HOURS		
<b>MEDICAL SKILLS / 39</b>		
3	MAP120.1	Basic Principles of the Medical Office
3	MAP145	Pharmacology
3	MAP150	Introduction to Healthcare
3	MAP151	Fundamentals of Clinical Assisting
3	MAP152.1	Clinical Assisting: Reproduction & Lifespan Specialties
3	MAP153.1	Clinical Assisting: Minor Surgery & Health Promotions
3	MAP154	Clinical Assisting: Cardiology & Medical Specialties
3	MAP155	Laboratory Techniques I
2	MAP201	Clinical Skills & Exam Review
5	MAP210	Externship
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
<b>BUSINESS SKILLS / 8</b>		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
<b>TOTAL CREDITS</b>		<b>47</b>
<b>TOTAL WEEKS</b>		<b>40</b>

**INSTRUCTOR/STUDENT RATIO:**

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

**Associate of Occupational Studies Degree**

# MEDICAL BILLING & CODING SPECIALIST

*Program offered at all IBMC College 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 and general education courses.

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

**TUITION**

\$36,000

**FEES**

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

**EXAMS & DESIGNATIONS**

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

COURSE AREA / MINIMUM CREDIT HOURS		
<b>GENERAL EDUCATION / 16</b>		
4	ENG121	English Communications*
4	MTH120	College Mathematics*
4	PSY134	General Psychology*
4	SPH111	Principles of Speech*
<b>MANAGEMENT / 30</b>		
4	BUS112	Intro to Business & Customer Service
4	BUS115	Leadership
3	CIS111	Computer Literacy
4	CMS111	Career Marketing Strategies
4	ETH150	Ethics in the Workplace
4	HRM201	Human Resource Management
3	OPP111	Office Procedures
4	PSY107	Psychology of Success
<b>PROGRAM SPECIFIC / 44</b>		
3	CIS121	Introduction to Spreadsheets
4	BCS150.1	Diagnostic Coding
4	BCS155	Procedural Coding
3	BCS160.1	Case Studies for Coding & Auditing
4	BCS175	Reimbursement
4	BCS177	Medical Billing & Collections
4	BCS200	Medical Insurance Practical Applications
5	BCS210	Externship
3	MAP120.1	Basic Principles of Medical Office
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
2	WPP112	Word Processing Fundamentals
<b>TOTAL CREDITS</b>		<b>90</b>
<b>TOTAL WEEKS</b>		<b>80</b>

**INSTRUCTOR/STUDENT RATIO:**

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

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

**Diploma**

# MEDICAL BILLING SPECIALIST

*Program offered at all campuses.*

**This program provides training with CPT Procedural 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.

Medical Billing Specialists are trained to assign universally recognized codes to diagnoses and procedures in order to ensure proper financial reimbursement from insurance companies and government agencies and to work with health-related information and the systems used to collect and process it.

**TUITION**

\$18,800

**FEES**

\$100 / Student Fee

\$650 / Immunization Fee & Drug Screening

**EXAMS & DESIGNATIONS**

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

COURSE AREA / MINIMUM CREDIT HOURS		
<b>COMPUTER SKILLS / 3</b>		
3	CIS111	Computer Literacy
<b>MEDICAL BILLING SKILLS / 25</b>		
4	BCS150.1	Diagnostic Coding
4	BCS155	Procedural Coding
4	BCS175	Principles of Insurance/Reimbursement
4	BCS177	Medical Billing & Collections
4	BCS200	Medical Insurance Practical Application
5	BCS210	Externship
<b>MEDICAL SKILLS / 11</b>		
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
3	MAP120.1	Basic Principles of the Medical Office
<b>BUSINESS SKILLS / 8</b>		
4	PSY 107	Psychology of Success
4	CMS111	Career Marketing Strategies
<b>TOTAL CREDITS</b>		<b>47</b>
<b>TOTAL WEEKS</b>		<b>40</b>

**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



**Associate of Occupational Studies Degree**

**BUSINESS  
ADMINISTRATION &  
ACCOUNTING**

*Not currently enrolling in this program.*

**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**

\$36,400

**FEES**

\$100 / Student Fee

COURSE AREA / MINIMUM CREDIT HOURS		
<b>GENERAL EDUCATION / 16</b>		
4	ENG121	English Communications*
4	MTH120	College Mathematics*
4	PSY134	General Psychology*
4	SPH111	Principles of Speech*
<b>MANAGEMENT / 30</b>		
4	BUS112	Introduction to Business & Customer Service
4	BUS115	Leadership
3	CIS111	Computer Literacy
4	CMS111	Career Marketing Strategies
4	ETH150	Ethics in the Workplace
4	HRM201	Human Resource Management
3	OPP111	Office Procedures
4	PSY107	Psychology of Success
<b>PROGRAM SPECIFIC / 45</b>		
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
4	BUS130	Marketing Awareness
4	BUS210	Externship
3	CIS114	Introduction to Databases
3	CIS118	Computer Applications for Accounting
3	CIS121	Introduction to Spreadsheets
2	CIS126	Spreadsheet Concepts in Business
2	WPP112	Word Processing Fundamentals
TOTAL CREDITS		91
TOTAL WEEKS		80

**Instructor/Student Ratio:**

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

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

# *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 salon 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  
Barbering

### **Certificate**

Hairstyling  
Esthetician

**Diploma**

# COSMETOLOGY

Program offered at all IBMC College campuses.

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

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

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

**TUITION**

\$21,000 — 1,500 clock hours

**FEES**

\$100 / Student Fee

**PROGRAM KIT**

\$1,600 / 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		
<b>HAIRSTYLING / 725</b>		
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
<b>NAIL SKILLS / 300</b>		
175	COS111.1	Manicuring and Pedicuring
125	COS112.1	Application of Artificial Nails
<b>SKIN CARE / 275</b>		
175	COS121.1	Facials and Skin Care
25	COS122.1	Facial Makeup
75	COS123.1	Hair Removal
<b>SALON &amp; BUSINESS SKILLS / 200</b>		
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
<b>TOTAL CLOCK HOURS</b>		<b>1,500</b>
<b>TOTAL WEEKS</b>		<b>50</b>

**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

# BARBERING

Program offered at all IBMC College campuses.

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

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

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

**TUITION**

\$21,000 — 1,500 clock hours

**FEES**

\$100 / Student Fee

**PROGRAM KIT**

\$850 / Includes premium kit with upgrades, tote, and personalized name badge

**EXAMS & LICENSING**

\$155 / Licensing and 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		
<b>HAIRSTYLING / 1,080</b>		
60	BAR100	Treatment of Hair & Scalp
270	BAR115	Haircutting
270	BAR120	Hairstyling
240	BAR125	Chemical Hair Services
240	BAR130	Hair Coloring & Hair Tinting
<b>SKIN CARE / 180</b>		
90	BAR105	Facial Massage & Treatments
90	BAR110	Shaving
<b>SALON &amp; BUSINESS SKILLS / 240</b>		
30	BAR135	Laws, Rules & Regulations
30	BAR140	Management, Ethics, Interpersonal Skills and Salesmanship
180	BAR145	Disinfection, Cleaning, & Safe Work Practices
<b>TOTAL CLOCK HOURS</b>		<b>1,500</b>
<b>TOTAL WEEKS</b>		<b>50-75</b>

**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

# HAIRSTYLING

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

\$16,800 — 1,200 clock hours

### FEES

\$100 / Student Fee

### PROGRAM KIT

\$1,000 / 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		
<b>HAIRSTYLING / 870</b>		
60	COS101	Shampooing, Rinsing and Conditioning
240	COS102	Haircoloring
240	COS103	Haircutting
210	COS104	Hairstyling
120	COS105	Chemical Texture Services
<b>SALON &amp; BUSINESS SKILLS / 330</b>		
30	COS131	Laws, Rules and Regulations
30	COS132	Management, Ethics, Interpersonal Skills and Salesmanship
270	COS134	Disinfection, Sanitation, and Safe Work Practices
<b>TOTAL CLOCK HOURS</b>		<b>1,200</b>
<b>TOTAL WEEKS</b>		<b>40</b>

### 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 on-campus salon.

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

### TUITION

\$8,400 — 600 clock hours

### FEES

\$100 / Student Fee

### PROGRAM KIT

\$500 / 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		
<b>SKIN CARE / 330</b>		
210	COS121	Facials and Skin Care
30	COS122	Facial Makeup
90	COS123	Hair Removal
<b>SALON &amp; BUSINESS SKILLS / 270</b>		
30	COS131	Laws, Rules and Regulations
30	COS132	Management, Ethics, Interpersonal Skills and Salesmanship
210	COS136	Disinfection, Sanitation, and Safe Work Practices
<b>TOTAL CLOCK HOURS</b>		<b>600</b>
<b>TOTAL WEEKS</b>		<b>20</b>

### 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.*

*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

**Diploma**

# THERAPEUTIC MASSAGE

*Program offered at the Fort Collins campus.*

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

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

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

**TUITION**

\$12,495

**FEES**

\$100 / Student Fee

**PROGRAM KIT**

\$220 / Includes scrubs voucher, Muscular Skeletal System study guide

\$330 / Massage table, carrying case, bolster, sheet sets, fleece table and headrest cover, & holster with lotion bottle

**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 ABMP Member Services, fingerprinting, and background check.

COURSE AREA / MINIMUM CREDIT HOURS		
<b>MEDICAL SKILLS / 8</b>		
4	MTA111	Medical Terminology & Anatomy Basics I
4	MTA112	Medical Terminology & Anatomy Basics II
<b>MESSAGE THERAPY SKILLS / 33</b>		
4	MTP100	Pathology
4	MTP109	Introduction to Therapeutic Massage Principles
3	MTP116	Therapeutic Modalities
3	MTP121	Swedish Massage
3	MTP125	Neuromuscular and Myofascial Therapies
3	MTP130	Hydrotherapy and Eastern Modalities
3	MTP210	Clinical Practicum
4	MTP290	Therapeutic Massage & Bodywork Review
3	KIN211	Applied Kinesiology: Upper Body
3	KIN212	Applied Kinesiology: Lower Body
<b>BUSINESS SKILLS / 8</b>		
4	CMS111	Career Marketing Strategies
4	PSY107	Psychology of Success
<b>TOTAL QUARTER CREDITS</b>		<b>49</b>
<b>TOTAL WEEKS</b>		<b>40</b>

**Instructor/Student Ratio:**

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

**Associate of Occupational Studies Degree**

**PARALEGAL STUDIES**

*Program offered at the Greeley campus.*

The Paralegal Degree program provides students with a solid foundation in the basics of law and an understanding of legal processes and procedures. Students will learn how to use legal resources in order to assist in the preparation of legal pleadings, memoranda and documents.

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

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

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

**TUITION**

\$36,000

**FEES**

\$100 / Student Fee

**MEMBERSHIP**

Receive a membership with a local professional paralegal organization

COURSE AREA / MINIMUM CREDIT HOURS		
<b>GENERAL EDUCATION / 16</b>		
4	ENG121	English Communications*
4	MTH120	College Mathematics*
4	PSY134	General Psychology*
4	SPH111	Principles of Speech*
<b>MANAGEMENT / 27</b>		
4	BUS112	Intro to Business & Customer Service
4	BUS115	Leadership
3	CIS111	Computer Literacy
4	CMS111	Career Marketing Strategies
4	ETH150	Ethics in the Workplace
4	HRM201	Human Resource Management
4	PSY107	Psychology of Success
<b>PROGRAM SPECIFIC / 47</b>		
4	LEL111	Legal Terminology
4	LEL114	Torts and Insurance Law
4	LEL115	Family Law
4	LEL11	Contract Law
4	LEL117	Real and Personal Property
4	LEL120	Criminal Law
3	LEL130	Legal Research Applications
4	LEL210	Externship
4	LEL211	Wills, Trusts and Estates
4	LEL212	Civil Procedure and Litigation I
4	LEL213	Civil Procedure and Litigation II
4	LEL240	Business Organizations
<b>TOTAL CREDITS</b>		<b>90</b>
<b>TOTAL WEEKS</b>		<b>80</b>

**Instructor/Student Ratio:**

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

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

# Continuing Education

**IBMC College provides advanced training for additional certification to help you take your skills to the next level in the Dental and Cosmetology/Esthetician career fields.**

As a professional you will want to continue to hone your skill set and add to the toolkit of services you can provide to employers or clients. IBMC is offering a suite of courses for you to select from to enhance your existing licensure and take your hands-on skills to the next advanced level.

Choose from Expanded Duty Dental Assisting (EDDA), Microneedling (Skin Rejuvenation), Dermaplaning (Removal of Vellus hair), Electric Nail File (Drill use for natural and artificial nails), Microdermabrasion (Manual Resurfacing technique) or Chemical Peel (Chemical Exfoliation) continuing educational certificates.

These short continuing educational classes will have you trained and ready to provide new hands on techniques in your field. Take a short continuing education course and advance your skill set.

## Health Care Programs

Expanded Duty Dental Assisting

## Cosmetology Programs

Chemical Peel

Dermaplaning

Electric Nail File

Microdermabrasion

Microneedling

**Continuing Education**

# EXPANDED DUTY DENTAL ASSISTING

*Program offered at the Fort Collins campus 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.

**TUITION**  
\$1,600

COURSE AREA   MINIMUM HOURS		
<b>DENTAL / 40 HOURS</b>		
40	DA240	Expanded Duty Dental Assisting
<b>TOTAL HOURS</b>		<b>40</b>
<b>TOTAL WEEKS</b>		<b>3</b>

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

**Continuing Education**

## CHEMICAL PEEL

*Program available at all IBMC campuses at select times.*

---

**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

**TUITION**

\$500

**OPTIONAL POST TREATMENT KIT\***

\$25

COURSE AREA / CLOCK HOURS		
<b>SKIN / 24 HOURS</b>		
24	CP201	Chemical Peel
<b>TOTAL HOURS</b>		<b>24</b>
<b>TOTAL WEEKS</b>		<b>3</b>

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.*

*\*\*Must be a licensed Cosmetologist or Esthetician to enroll in the course.*

### Continuing Education

## DERMAPLANING

*Program offered at the Fort Collins campus at select times.*

---

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

Students will be trained in how to perform dermaplaning (exfoliation of vellus hair – peach fuzz).

Provides required training to be deemed competent to use a scalpel for exfoliating the epidermis. Upon successful completion, students will receive a Certificate of Completion providing written documentation of the required 8 hours.

Students will cover materials in the following areas:

- Structure of skin and exfoliation
- Skin Analysis
- Treatment Procedures
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules

### **TUITION**

\$399

COURSE AREA / CLOCK HOURS		
<b>DERMAPLANING / 8 HOURS</b>		
8	DP201	Dermaplaning
<b>TOTAL HOURS</b>		<b>8</b>
<b>TOTALS DAYS</b>		<b>1</b>

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

*\*Qualifications: Must be a licensed Cosmetologist or Esthetician to enroll in the course. Please note, there is a pre-requisite requirement of a 14-hour Microdermabrasion Certification*

**Continuing Education**

## ELECTRIC NAIL FILE

*Program available at all IBMC campuses at select times.*

---

**This program is continuing education training for Cosmetologists and Nail Technicians in the field.\***

Students will be trained in the practice of how to safely use an electric file when performing nail services.

Upon successful completion of this course students will have the basic knowledge and skills to be competent to use an electric nail file. Upon successful completion of this course students will receive a Certificate of Completion proving written documentation of the required 8 hours of state mandated training.

Students will receive training in cleaning and disinfection, client protection during filing, bit selection and use, machine specifics and use. Students will learn the use of the drill when performing services on natural and artificial nails as well as pedicures. Safety, sanitation and laws and rules will be covered in the course.

Upon completion, the student will be eligible to perform services using a nail drill.

**TUITION**

\$250

COURSE AREA / CLOCK HOURS		
<b>ELECTRIC NAIL FILE / 8 HOURS</b>		
8	EF201	Electric Nail File Course
<b>TOTAL HOURS</b>		<b>8</b>
<b>TOTALS DAYS</b>		<b>1</b>

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

*\*Qualifications: Must be a licensed Cosmetologist or Nail Technician to enroll in the course.*

**Continuing Education**

# MICRODERMABRASION

*Program available at all IBMC campuses at select times.*

---

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

Students will be trained how to perform microdermabrasion (manual resurfacing technique).

Provides required training to be deemed competent to use a machine for exfoliating the epidermis. Upon successful completion, students will receive a Certificate of Completion providing written documentation of the required 14 hours of state mandated training.

Students will cover materials in the following areas:

- Structure of skin and exfoliation
- Skin Analysis
- Microexfoliation
- Treatment Procedures
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules
- Occupational Safety and Health
- Salesmanship

**TUITION**

\$500

COURSE AREA / CLOCK HOURS		
<b>MICRODERMABRASION / 14 HOURS</b>		
14	MD201	Microdermabrasion
<b>TOTAL HOURS</b>		<b>14</b>
<b>TOTALS DAYS</b>		<b>2</b>

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

*\*Qualifications: Must be a licensed Cosmetologist or Esthetician to enroll in the course.*



**Continuing Education**

# MICRONEEDLING

*Program available at the Fort Collins campus at select times.*

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

Students will be trained in how to perform microneedling techniques on clients using tools and products to stimulate collagen (skin rejuvenation).

Provides required training needed to perform microneedling techniques. Upon successful completion, students will receive a Certificate of Completion providing documentation of the required 8-hours of training.

Students will cover materials in the following areas:

- History of microneedling
- Skin analysis and consultation
- Needling device usage and care
- Product usage
- Treatment procedures and demonstration
- Indications and contraindications
- Pre- and post-care consultation and instruction
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules

**TUITION**

\$500

COURSE AREA / CLOCK HOURS	
<b>MICRONEEDLING / 8 HOURS</b>	
8	MN201 Microneedling
<b>TOTAL HOURS</b>	<b>8</b>
<b>TOTALS DAYS</b>	<b>1</b>

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

*\*Qualifications: Must be a licensed Cosmetologist or Esthetician to enroll in the course. Please note, there is a pre-requisite requirement of a 14-hour Microdermabrasion Certification*

# Course Descriptions

---

## CODING FOR COURSE DESCRIPTIONS

ACC	Accounting
BAR	Barbering
BCS	Billing and Coding
BUS	Business
CIS	Computer Information Systems
CMS	Career Marketing Strategies
COS	Cosmetology
CP	Chemical Peel
DA	Dental Assisting-EDDA
DAS	Dental Assisting
DP	Dermaplaning
EF	Electric Nail File
ENG	English
KBD	Keyboarding
KIN	Kinesiology
LEL	Legal
MAP	Medical Assisting
MD	Microdermabrasion
MN	Microneedling
MTA	Medical Terminology & Anatomy
MTH	Math
MTP	Therapeutic Massage
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.*

*Prerequisites: 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.*

*Prerequisites: 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.*

*Prerequisites: 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.*

*Prerequisites: 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.*

*Prerequisites: ACC113*

### **ACC222 Managerial Accounting**

*Credits: 4*

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

*Prerequisites: ACC121*

## Barbering

### **BAR100 Treatment of Hair & Scalp**

*Clock Hours: 60*

Students will learn shampooing methods, scalp massage techniques, client services and the selection of products for different types of hair and textures.

*Prerequisites: None*

### **BAR105 Facial Massage & Treatments**

*Clock Hours: 90*

Upon successful completion of this course, the student will learn the importance of skin care and providing facial services to clients. The use of the equipment and the theory of massage will be explained as well as the benefits of the services. Skin types, facial treatments and products for services will be discussed.

*Prerequisites: None*

### **BAR110 Shaving**

*Clock Hours: 90*

This course will introduce the student to the fundamental techniques used in shaving men's faces. Safety and sanitation techniques will be taught.

*Prerequisites: None*

### **BAR115 Haircutting**

*Clock Hours: 270*

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.

*Prerequisites: None*

### **BAR120 Hairstyling**

*Clock Hours: 270*

Students will learn principles, elements and philosophy of hair design including creating harmony, designing for men, principles and techniques of wet styling, blow-dry styling, hair wrapping, finger waving, natural drying, scrunch styling, braiding, hair locking and sectioning.

*Prerequisites: None*

### **BAR125 Chemical Hair Services**

*Clock Hours: 240*

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

*Prerequisites: None*

### **BAR130 Hair Coloring & Hair Tinting**

*Clock Hours: 240*

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.

*Prerequisites: None*

### **BAR135 Laws, Rules & Regulations**

*Clock Hours: 30*

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/barber shop setting. Business set-up, regulatory compliance and licensing will be discussed.

*Prerequisites: None*

### **BAR140 Management, Ethics, Interpersonal Skills & Salesmanship**

*Clock Hours: 30*

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 or barber shop, point of sale, dealing with customers, handling money and re-booking clients will be covered.

*Prerequisites: None*

### **BAR145 Disinfection, Cleaning & Safe Work Practices**

*Clock Hours: 180*

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

*Prerequisites: None*

## 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.

*Prerequisites: MTA111*

### **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.

*Prerequisites: MTA111*

**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.

*Prerequisites: MTA111, 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: Completion of all classroom studies.*

## Computer Information Systems

**CIS111 Computer Literacy***Credits: 3*

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

*Prerequisites: None***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.

*Prerequisites: CIS111***CIS118 Computer 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.

*Prerequisites: ACC111, CIS111***CIS121 Introduction to Spreadsheets***Credits: 3*

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

*Prerequisites: CIS111***CIS126 Spreadsheet Concepts in Business***Credits: 3*

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

*Prerequisites: 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.

*Prerequisites: None*

## Cosmetology

### **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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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 procedures and facial treatments.

*Prerequisites: 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 procedures and facial treatments.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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

*Prerequisites: 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 actions) 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.

*Prerequisites: 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.

*Prerequisites: None*

### **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.

*Prerequisites: DAS110*

### **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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: DAS110*

### **DAS160 Clinical Skills I**

Credits: 3

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

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: None*

### **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.

*Prerequisites: 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.

*Prerequisites: Completion of all classroom studies.*

## **Dermaplaning**

### **DP201 Dermaplaning**

*Hours: 8*

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

Students will be trained in how to perform dermaplaning (exfoliation of vellus hair – peach fuzz). Provides required training to be deemed competent to use a scalpel for exfoliating the epidermis. Upon successful completion, students will receive a Certificate of Completion providing written documentation of the required 8 hours.

Students will cover materials in the following areas:

- Structure of skin and exfoliation
- Skin Analysis
- Treatment Procedures
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules

*Prerequisites: Cosmetologist or Esthetician license & 14-hour Microdermabrasion Certification*

## **Electric Nail File**

### **EF201 Electric Nail File Course**

*Hours: 8*

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

Students will be trained in the practice of how to safely use an electric file when performing nail services. Upon successful completion of this course students will have the basic knowledge and skills to be competent to use an electric nail file. Upon successful completion of this course students will receive a Certificate of Completion proving written documentation of the required 8 hours of state mandated training. Students will receive training in cleaning and disinfection, client protection during filing, bit selection and use, machine specifics and use. Students will learn the use of the drill when performing services on natural and artificial nails as well as pedicures. Safety, sanitation and laws and rules will be covered in the course. Upon completion, the student will be eligible to perform services using a nail drill.

*Prerequisites: Cosmetologist or Nail Technician license*

## **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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: CIS111***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.

*Prerequisites: 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.

*Prerequisites: MTA111***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.

*Prerequisites: MTA111*

## 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.

*Prerequisites: None***LEL114 Torts and Insurance Law***Credits: 4*

This course is designed to acquaint the student with the basics of tort law. The course will cover torts against persons and property, negligence, strict liability, and product liability. The student will learn how insurance principles apply to tort law.

*Prerequisites: LEL111***LEL115 Family Law***Credits: 4*

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

*Prerequisites: LEL111***LEL116 Contract Law***Credits: 4*

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

**LEL117 Real and Personal Property***Credits: 4*

This course introduces real and personal property law. Topics include the distinction between real and personal property; various estates in land; mechanics of real property conveyance, encumbrance and recordation; zoning; and basic landlord-tenant law. The student will prepare simple deeds, leases and real estate documents.

*Prerequisites: LEL111***LEL119 Paralegalism and Legal Ethics***Credits: 4*

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

*Prerequisites: LEL111***LEL120 Criminal Law***Credits: 4*

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.

*Prerequisites: LEL111***LEL130 Legal Research Applications***Credits: 3*

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

*Prerequisites: LEL111*

**LEL210 Externship***Credits: 4*

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

*Prerequisites: Completion of all classroom studies.*

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

Students will 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.

*Prerequisites: LEL111*

**LEL212 Civil Procedure and Litigation I***Credits: 4*

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

*Prerequisites: LEL111*

**LEL213 Civil Procedure and Litigation II***Credits: 4*

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

*Prerequisites: LEL212*

**LEL240 Business Organizations***Credits: 4*

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

*Prerequisites: LEL111*

## Medical Assisting

**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.

*Prerequisites: None*

**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.

*Prerequisites: MTA111*

**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.

*Prerequisites: MTA111*

**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.

*Prerequisites: MTA111*

**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.

*Prerequisites: MTA111*

**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.

*Prerequisites: MAP151, MTA111*

**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.

*Prerequisites: MAP151, MTA111*

**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.

*Prerequisites: MTA111, MAP151*

**MAP155 Laboratory Techniques I**

*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 a phlebotomy draw, order of the draw, and the correct handling and processing of the sample collection are essential components of the class. The student must master the correct procedures for performing common hematological tests, observing all quality-control guidelines, safety measures and self-protection.

*Prerequisites: MTA111*

**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.

*Prerequisites: MAP155*

**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.

*Prerequisites: 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.

*Prerequisites: Completion of all classroom studies.*

**Microdermabrasion**

**MD201 Microdermabrasion**

*Hours: 14*

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

will be trained how to perform microdermabrasion (manual resurfacing technique). Provides required training to be deemed competent to use a machine for exfoliating the epidermis. Upon successful completion, students will receive a Certificate of Completion providing written documentation of the required 14 hours of state mandated training. Students will cover materials in the following areas:

- Structure of skin and exfoliation
- Skin Analysis
- Microexfoliation
- Treatment Procedures
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules
- Occupational Safety and Health
- Salesmanship

*Prerequisites: Cosmetologist or Esthetician licensee*

## Microneedling

### **MN201 Microneedling**

*Hours: 8*

This program is continuing education training for Cosmetologists and Estheticians in the field. Students will be trained in how to perform microneedling techniques on clients using tools and products to stimulate collagen (skin rejuvenation). Provides required training needed to perform microneedling techniques. Upon successful completion, students will receive a Certificate of Completion providing documentation of the required 8-hours of training. Students will cover materials in the following areas:

- History of microneedling
- Skin analysis and consultation
- Needling device usage and care
- Product usage
- Treatment procedures and demonstration
- Indications and contraindications
- Pre- and post-care consultation and instruction
- Cleaning, Disinfection and Sterilization
- Safety, Laws and Rules

*Prerequisites: Cosmetologist or Esthetician license*

## 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: MTA111*

### **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.

*Prerequisites: MTA111*

### **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.

*Prerequisites: MTP109*

### **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.

*Prerequisites: MTP109*

**MTP125 Neuromuscular and Myofascial Therapies**  
*Credits: 3*

The student who successfully completes this course should be able to understand and demonstrate neuromuscular techniques; understand pathophysiological principles associated with referred pain patterns, muscle imbalance and perpetuating factors; and demonstrate trigger point therapy techniques.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: MTP109*

## 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: None*

## Word Processing

**WPP111 Introduction to Word Processing**

*Credits: 3*

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

*Prerequisites: None*

**WPP112 Introduction to Word Processing**

*Credits: 2*

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

*Prerequisites: None*

# General Student Information

*“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

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.

## 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
<b>Allied Health Programs</b>	
Expanded Duties Dental Assisting Continuing Education	N/A
Dental Assisting Diploma	13
Clinical Medical Assisting Diploma	13
Medical Billing Specialist	13
Allied Health Degree-Dental Office Administration	15
Allied Health Degree-Medical Assisting	15
Allied Health Degree-Medical Billing & Coding	15
<b>Business Programs</b>	
Business Administration & Accounting Degree	15
Paralegal Degree	17
<b>Cosmetology Programs</b>	
Cosmetology Diploma	13
Barbering Diploma	13
Hairstyling Certificate	13
Esthetician Certificate	13
Chemical Peel Continuing Education	N/A
<b>Therapeutic Massage Programs</b>	
Therapeutic Massage Diploma	13

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

IBMC requires a high school diploma showing graduation date confirmation, copy or original GED or HSED or equivalency for admission to a program. This document may be an official transcript or a copy

of the original high school or equivalent diploma. 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 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 re-entry 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. Re-entry students who are re-admitted into the program, may be required to adhere to a Re-entry Success Plan. On a case by case basis, additional meetings could be required as a part of the reentry process. Re-entry 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 25 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 DANTES 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 complete a minimum of 25 percent of their programs of study in residency at IBMC.
- 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 courses), 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-outs) 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 percredit 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 parents) 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 \$639 to \$6,345 for the 2020-2021 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	\$11,763	\$5,216
Transportation	\$1,480	\$1,480
Total	\$13,243	\$6,696
TUITION = \$400 per credit hour ( \$255 in Therapeutic Massage, Diploma)		
TUITION = \$14.00 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 2.75% interest rate. Unsubsidized loans begin accruing interest while in school with a fixed 2.75% interest rate. The type of Federal Direct Stafford is determined by the student’s financial need.

FEDERAL DIRECT STAFFORD LOAN LIMITS	
Limit per Academic Year	
Freshman	\$5,500
Sophomore	\$6,500
Maximum subsidized based on need	
Freshman	\$3,500
Sophomore	\$4,500
Additional unsubsidized for independent or dependent with a PLUS denial	
Freshman	\$4,000
Sophomore	\$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, 2020, all loans disbursed will carry an interest rate of 2.75%

### 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 2.75% on all new loans originated after July 1, 2020.

- 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 5.30% on all new loans originated after July 1, 2020.

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 \$400 per credit for most 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 must 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 reenrolling 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.

### **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 \$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

### **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. This scholarship's award can only be used toward books and fees.

#### 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](http://www.gibill.va.gov) to determine their eligibility.

The school maintains a written record of the previous education and training of the veteran or eligible

person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified.

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

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%

### 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 and mid-term advising. Exit Advising is covered by Career Services in the Externship Meeting. 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 IBMC 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, Barbering and Hairstyling programs only:

Failure of any two Cosmetology, Barbering 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. 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 courses). 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, Barbering 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 three 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***
COVID19		COVID19****
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***
COVID19		COVID19****

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.

\*\*\*\* Grade is not included in the Rate of Progress or 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
<b>Totals:</b>		<b>11.0</b>	<b>32.0</b>
<b>32.0 / 11 = 2.91 GPA</b>			

## 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	1.75	66.6%
61 – 72	2.0	1.90	66.6%
73 - 85.5	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 - 85.5	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 – Under Normal Circumstances

IBMC College assigns no incomplete (I) grades.

## COVID19 Incomplete Grade Policy

Students that have been released from extern sites due to the COVID19 health emergency will be assigned a grade of Incomplete “I” until such time as they are assigned to an alternate externship site. Student externships that were postponed due to the unavailability of extern sites due to the COVID19 health emergency will be assigned a grade of Incomplete “I” until such time as a site can be

obtained for them to begin the externship portion of their educational program. Upon reassignment/assignment to an externship site, students will have 60 calendar days to complete the externship portion of their program and receive a passing grade. This policy will expire when the COVID19 health emergency has been mitigated.

## 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 persons) 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 of 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 persons) 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.

## COVID19 Code of Conduct

In response to the challenge of delivering hands-on interactive educational materials on-line, IBMC College has been approved by the State of Colorado Department of Higher Education to offer in-person instruction while observing State of Colorado mandates regarding the COVID-19 health crisis. In observance of the State of Colorado *Executive Order D 2020 044 Safer at Home* and *Public Health Order 20-28 Safer at Home* the Student Code of Conduct has been revised to include the following behaviors that must be observed by students while attending on-ground educational activities:

- Students will frequently wash their hands during the time the student is present on campus.
- Students will make use of the hand sanitizer provided in all common areas and classrooms of the campus.
- Students will wear a mask, when educational activities allow, while on campus.
- Students will practice social distancing at all times while on campus. This includes maintaining six feet of distancing, when doing so will not compromise the academic integrity of the class, while in class or in common areas of the campus.
- Students will not share equipment while on campus. If sharing of equipment is academically necessary, the equipment must be sanitized between uses.
- Students will take breaks during the designated time allotted for the class.
- Students will follow campus signage regarding COVID-19 campus instructions at all times.

The purpose of the activities identified above have been put in place to protect the health and safety of the students, staff, and faculty of the campus during the COVID-19 health crisis.

## 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](http://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](http://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 and/or online material in the IBMC Resource Center. Students are allowed to check out books and magazines from the Resource Center, if applicable. 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](mailto: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 [marketing@ibmc.edu](mailto:marketing@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 organization'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:

- The individual must first try to resolve the issue with the other person involved.
- If the matter is not resolved, the individual must attempt to resolve the issue through the next-level supervisor.
- 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. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance at <http://higher.ed.colorado.gov/dpos>, 303) 862-3001.

### 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 complainants) 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 \$60 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](http://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](http://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 students) 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](http://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 of 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](http://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



# APPENDIX

## Appendix A

Administration, Staff and Faculty

## Appendix B

State Licensure/Certification Disclosure

## Appendix C

Academic Calendar

## 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.**

IBMC College is 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

<b>Steven Steele</b> .....	Chief Executive Officer
<b>Diana Gunderson</b> .....	Vice President of Education
<b>Barbara Kearns</b> .....	Regional Director of Regulatory Affairs & Compliance
<b>Chase Schumacher</b> .....	Regional Director of Human Resources
<b>Michael Pule</b> .....	Director of Marketing
<b>Kirk Alberts</b> .....	Art Direction Manager
<b>Michael LaMontagne</b> .....	Controller
<b>Cyndy Amaloo</b> .....	Regional Director of Financial Aid
<b>Tom Goehring</b> .....	Regional Director Technology Services & Training
<b>Lynn Nightwalker-Thompson</b> ..	Technology Support Specialist II
<b>Angelina Stewart</b> .....	Inventory Control Coordinator

### Staff – Fort Collins Main Campus

<b>Steve Steele</b> .....	CEO, Campus President
<b>Katie Wilkinson</b> .....	Director of Education
<b>Andrea Smith</b> .....	Front Desk Specialist I
<b>Adi Azimi Sadjadi</b> .....	Front Desk Specialist I
<b>Austin Toque</b> .....	Admissions Representative
<b>Michael Cunningham</b> .....	Junior Admissions Representative
<b>Patricia Carreon</b> .....	Senior Financial Aid Advisor/Work Study Coordinator
<b>Amanda Masalbes</b> .....	Financial Aid Advisor
<b>John Ainsworth</b> .....	Student Success Coach
<b>Roxanne Welch</b> .....	Career Services Coordinator
<b>Jami Zenner</b> .....	Registrar/Master Scheduler

### Staff – Longmont Branch Campus

<b>Rich Laub</b> .....	Owner/Co-Founder, Campus President
<b>Michael Beaty</b> .....	Director of Education
<b>Kim Parks</b> .....	Front Desk Specialist I
<b>Fiona Garcia Stevenson</b> .....	Front Desk Specialist I
<b>Billy Minder</b> .....	Lead Admissions Representative
<b>Lisa Hamera</b> .....	Career Services Coordinator
<b>Karla Alpers</b> .....	Registrar

### Staff – Greeley Branch Campus

<b>Mary Matsutani</b> .....	Campus President
<b>Chad Smith</b> .....	Director of Education
<b>Darla McNaney</b> .....	Admissions Manager
<b>Gerry Ensminger</b> .....	Student Success Coordinator
<b>Chelsea Hoffman</b> .....	Career Services Coordinator
<b>Jenn Gurnsey</b> .....	Cosmetology Career Services
<b>Erin Lujan</b> .....	Student Success Coach
<b>Martin Olmedo Soto</b> .....	Registrar
<b>Michael Rangel</b> .....	Financial Aid Advisor
<b>Michelle Hernandez-Ibarra</b> .....	Front Desk Specialist I
<b>Brynn Clark</b> .....	Student Support Specialist - Evenings

## Instructors

### Robert Affeldt | General Education

- PhD, Language and Rhetoric, University of New Mexico, Albuquerque, NM
- MA, English and Literature, University of New Mexico, Albuquerque, NM
- BA, Classical Studies, College of Wooster, Wooster, OH

### John Ainsworth | General Education

- BS, Psychology, Colorado State University, Fort Collins, CO
- AA, Psychology, Front Range Community College, Fort Collins, CO

### Kelsey Alvarado | Barbering

- Diploma, Barbering, Bull Locks Barber Academy, Littleton, CO
- Diploma, Cosmetology, Artistic Beauty Academy, Thornton, CO

### Marlene Alvarado | Barbering

- Certificate, Barbering, Command Cuts Academy of Barbering, Louisville, CO
- Certificate, Cosmetology, Cheeks International Beauty Academy, Greeley, CO

### Deborah Anderson | Medical Assisting

- MA, Biblical Counseling, Trinity Theological Seminary & Bible College, Newburgh, IN
- AOS, Medical Assisting, IBMC College, Greeley, CO
- BS, Psychology, Kennesaw State University, Kennesaw, GA

### Cheryl Arthurs | Cosmetology

- Licensed Cosmetologist, State of Colorado

### Yvonne Bashor | Therapeutic Massage

- Diploma, Medical Massage, IBMC College, Colorado Springs, CO

### Michael Beaty | General Education

- MA, Education, Colorado Christian University, Lakewood, CO
- BS, Organizational Management, Colorado Christian University, Lakewood, CO

### Keona Blanton | Cosmetology

- Certificate, Cosmetology, AAA Midwest Beauty College, Security, CO

### Judy Boker | Paralegal Studies

- William Crosier, Attorney at Law

### Jennifer Boyce | Therapeutic Massage

- AA, Therapeutic Massage, Pinnacle Career Institute, Lawrence, KS

### Wade Bronstin | Cosmetology

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

### Cheryl Bushman | Business Administration & Therapeutic Massage

- Diploma, Massage Therapy, Healing Arts Institute, Fort Collins, CO
- BS, Business Administration, Mankato State University, Mankato, MN

### 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
- Diploma, College of Hair Design Careers, Salem, OR

### Caitlin Cline | Medical Assisting

- Diploma, Medical Assisting, Pima Medical Institute, Denver, CO
- BA, Interdisciplinary Studies/Fine Arts/ Elementary Education, University of Northern Colorado, Greeley, CO

### Michael Colyer | General Education

- MA, Education, Colorado Christian University, Denver, CO

- BA, Political Science, Metropolitan State University of Denver, Denver, CO

### 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

### Pamela Davidson | Business Administration & Accounting

- MA, Education, Colorado State University, Fort Collins, CO
- BA, Accounting, Michigan State University, Lansing, MI

### Cindi Franklin | Therapeutic Massage

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

### 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

### Shannon Fehler | Medical Assisting

- AA, Medical Assisting, Parks College, Thornton, 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

### Chelsea Gillingham | Cosmetology

- Diploma, Cosmetology, Empire Beauty School, Salt Lake City, UT

### Julie Grawe | Business Administration

- MBA, University of Oregon, Warsaw Sports Marketing Center, Eugene, OR
- BA, Business Administration and Journalism, Augustana College, Rock Island, IL

### Diana Gunderson | Business

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

### Tina Haag | Medical Assisting

- AOS, Medical Assisting, IBMC College, Fort Collins, CO
- CNA, Nursing Assistant, Aims Community College, Greeley, CO

### Chris Henderson | Medical Billing & Coding

- Certified Professional Biller & Coder

### Robert Herrera | Paralegal

- LL.M. Taxation, University of Denver Tax Program, Denver, CO
- JD, Law, University of Denver College of Law, Denver, CO
- BA/BS, Finance, University of Denver, Denver, CO

### Danae Higdon | Cosmetology

- Diploma, Long's Peak Academy, Longmont, CO

### Jo Anne Hilzer | Business

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

### Michelle Hykes Therapeutic Massage

- AA, Academy of Natural Therapy, Greeley, CO

### Calvin Ironmonger | Medical Assisting

- Nationally Certified Medical Assistant NCCT

### Julie Kennedy | General Education

- MA, Communication Studies, University of Northern Colorado, Greeley, CO
- BA, Communication Studies, University of Nebraska, Lincoln, NE

### Dawn Kirby | Therapeutic Massage

- Certificate, Therapeutic Massage, Center for Advanced Therapeutics, Denver, CO
- BS, General Science, Michigan State University, East Lansing, MI

### Monique Kissner | Dental Assisting

- Certificate, Expanded Duties Dental Assistant; Nitrous Oxide Administration & Monitoring, University of Colorado Denver Continuing Education, Denver, CO
- Diploma, The Bryman School, Phoenix, AZ

**Amye Kozlowski | Medical Assisting**

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

**Virginia Kuhaneck | Therapeutic Massage**

- Certificate, Therapeutic Massage, Phoenix School of Holistic Health and Massage, Houston, TX

**Kimberly Lehman | Cosmetology**

- Diploma, Professional's Choice Hair Design Academy, Joliet, IL

**Marina Jeanne Lewallen**

- MA, Accounting & Financial Management, Keller School of Management, Jacksonville, FL
- BA, Technical Management & Accounting, DeVry University, Jacksonville, FL
- Certificate, Phlebotomy, Front Range Community College, Fort Collins, CO

**Michael Logue | Therapeutic Massage**

- Certificate, California College of Physical Arts, Huntington Beach, CA

**Sheena Lopez | Cosmetology**

- Diploma, Cosmetology, Hair Dynamics Education Center, Fort Collins, CO

**Denise Love | Medical Assisting**

- AA, Medical Assisting, Everest College, Thornton, CO

**Richard Madsen | Business Administration**

- MBA, Technical Management, University of Phoenix, Phoenix, AZ
- BS, Information Technology, University of Phoenix, Phoenix, AZ

**Melissa Mahaffey | Medical Assisting**

- Diploma, Medical Assisting, IBMC College, Greeley, CO

**Charlotte McAllister | Cosmetology**

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

**Brenda McConnell | Medical Assisting**

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

**Cindy Millard | Cosmetology**

- Diploma, Cosmetology, Capri College, Cedar Rapids, IA

**Deborah Mulliger | Cosmetology**

- Strand College of Hair Design, Myrtle Beach, SC

**Catherine Nelson | Therapeutic Massage**

- Diploma, Massage Therapy, Cortiva Institute, Aurora, 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

**Jana Olson | Medical Billing & Coding**

- Senior Biller & Coder, Banner Health

**Shawna Parker | Cosmetology**

- Diploma, Cosmetology, Cheeks International Beauty Academy, Fort Collins, CO
- Diploma, Barbering, Hair Dynamics, Fort Collins, CO

**Traci Pearson | Cosmetology**

- Diploma, House of Heavilin Hair, Blue Springs, MO

**Victoria Pritchard | Cosmetology**

- Diploma, Cosmetology, El Dorado Union High School District, Career Technical Education, Placerville, CA

**Hillary Raines | Cosmetology**

- Certificate, Cosmetology, Glenwood Springs Beauty Academy, Glenwood Springs, CO

**Emily Ramirez | Barbering**

- Diploma, Barbering, Academy of Arts, Denver, CO
- Diploma, Cosmetology, Long's Peak Academy, Longmont, CO

**Joan Regnerus | Business**

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

**Rhonda Reich | Therapeutic Massage**

- MA, Psychology, Vermont College, Montpelier, VT
- Certificate, Massage Therapy, Boulder College of Massage, Boulder, CO
- BA, Education, Empire State College, Saratoga Springs, NY

**Greg Ricke | Medical Assisting**

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

**Lindy Ruiz | Medical Assisting**

- AOS, Medical Assisting, IBMC College, Greeley, CO
- AAS, Early Childhood Education, Aims Community College, Greeley, CO

**Sheri Santeramo | Cosmetology**

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

**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

**Lacey Stout | Medical Assisting**

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

**Kameron Stutzman | Medical Billing & Coding**

- M.Ed., Teaching Certificate Secondary Science, Regis University, Denver, CO
- BA, Biology, Point Loma Nazarene College, San Diego, CA

**Mandi Sumner | Medical Billing & Coding**

- Certified Professional Biller & Coder

**Shiri Tee | Cosmetology**

- Certificate, Cosmetology, Marinello School of Beauty, Provo, UT

**Shari Thorson | Cosmetology**

- MS, Consumer Science, Colorado State University, Fort Collins, CO

- Diploma, Rudy's Cosmetology School

**Jennifer Trimble | Medical Assisting**

- AA, Medical Assisting, Colorado Mountain College, Glenwood Springs, CO

**Teresa Trujillo | Medical Assisting**

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

**Karen Wiggins | Medical Assisting**

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

**Leslie Winslow**

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

**Ed Wulf | General Education**

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

## State Licensure/Certification Disclosure

Program	Program meets the required hours/credits for licensure/certification*	Program does not meet the required hours/credits for licensure/certification	Licensure/certification not required to work in the occupational field	Licensure/certification testing criteria could not be determined by the College
Cosmetology	Alabama, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia,	Alaska, Arizona, California, Hawaii, Idaho, Iowa, Kentucky, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Utah, Washington, West Virginia, Wisconsin, Wyoming,		
Hairstyling	Alabama, Colorado, Idaho, Nevada, New Jersey, New York, Ohio, Tennessee	Georgia, Hawaii, Oregon		Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Florida, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming
Esthetician	Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Hawaii, Idaho, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Nebraska, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Vermont, Virginia, West Virginia, Wisconsin, Wyoming	Alabama, Georgia, Illinois, Indiana, Kansas, Kentucky, Louisiana, Louisiana, Missouri, Montana, Nevada, Tennessee, Texas, Washington		New Hampshire
Barbering	Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Alaska, Iowa, Michigan, Nebraska, North Carolina, Ohio		
Therapeutic Massage	Alaska, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Michigan, Missouri, Montana, Nevada, New Jersey, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin	Alabama, Arizona, Massachusetts, Mississippi, Nebraska, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oregon,	California, Kansas, Minnesota, Vermont, Wyoming	

APPENDIX B: STATE LICENSURE/CERTIFICATION DISCLOSURE

Medical Assisting			Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming **	
Dental Assisting		Iowa	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	California, Massachusetts
Medical Billing & Coding/Medical Billing Specialist			Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	

\* Certain states may require additional qualifications such as background checks, credit checks, fingerprints, etc. to test for licensure/certification.

\*\* Certain states may require additional training or certification for a medical assistant to perform complex duties beyond the scope of practice of a medical assistant.

## 2020 Academic Calendar

### JANUARY

- 18 Salon Saturday (Fort Collins)
- 20 MLK Day (Campuses Closed)
- 24 NCMA Review
- 25 Salon Saturday (Greeley)
- 30 New Student Orientation
- 31 NCMA Testing

### FEBRUARY

- 1 Salon Saturday (Longmont)
- 3 New Programs Start
- 4 New Programs Start (Cosmetology)
- 8 Salon Saturday (Fort Collins)
- 10 Cosmetology In-Service (Fort Collins)
- 12 Cosmetology Career Fair (Fort Collins)
- 12 Career Fair (Longmont)
- 13 Student Council Event (Greeley)
- 15 Salon Saturday (Greeley)
- 17 Presidents Day (All Campuses Closed)
- 19 Career Fair (Greeley)
- 19 Cosmetology Career Fair (Longmont)
- 20 Student Assemblies (All Campuses)
- 22 Salon Saturday (Longmont)
- 26 Cosmetology Career Fair (Greeley)
- 27 Career Fair (Fort Collins)
- 29 Salon Saturday (Fort Collins)

### MARCH

- 3 Student Services Grad Registration Day (Fort Collins)
- 4 Student Services Grad Registration Day (Longmont)
- 5 Student Services Grad Registration Day (Greeley)
- 5 New Student Orientation (All Campuses)
- 6 EDDA Classes (Longmont)
- 7 Salon Saturday (Greeley)
- 9 New Programs Start (All Campuses)
- 10 New Programs Start (Cosmetology)
- 13 EDDA Classes (Longmont)
- 14 Salon Saturday (Fort Collins)
- 16 Spring Break (Greeley)
- 16 Spring Break (Fort Collins)
- 17 Blood Drive (Longmont)
- 20 EDDA Class (Longmont)
- 21 Salon Saturday (Longmont)
- 23 Spring Break (Longmont)
- 24 Blood Drive (Fort Collins)
- 25 Blood Drive (Greeley)
- 28 Student Services Grad Registration Day (Greeley)

### APRIL

- 3 Program Advisory Committee (PAC) Meeting (Fort Collins)
- 4 Salon Saturday (Fort Collins)
- 10 Program Advisory Committee (PAC) Meeting (Greeley)
- 11 Salon Saturday (Longmont)
- 16 New Student Orientation (All Campuses)
- 18 Salon Saturday (Greeley)
- 20 New Programs Start (All Campuses)
- 21 New Programs Start (Cosmetology)
- 25 Salon Saturday (Fort Collins)
- 30 Community Connections Fairs (All Campuses)

### MAY

- 1 Program Advisory Committee (PAC) Meeting (Longmont)
- 1-2 9 Health Fair (Fort Collins and Greeley)
- 2 Salon Saturday (Longmont)
- 6 Student Services Grad Fair Day (All Campuses)
- 7 Student Assemblies (All Campuses)
- 8-9 EDDA Classes (Longmont)
- 9 Salon Saturday Greeley
- 15-16 EDDA Classes (Longmont)
- 16 Salon Saturday (Fort Collins)
- 21 New Student Orientation (All Campuses)
- 22 EDDA Classes (Longmont)
- 23 Salon Saturday Longmont
- 25 Memorial Day (Campuses Closed)
- 26 New Programs Start (All Campuses)
- 30 Salon Saturday (Greeley)

### JUNE

- 5 Spring Legacy Faculty In-Service (Longmont)
- 13 IBMC College Graduation Ceremony (Budweiser Center/Loveland)
- 29 Summer Break (All Campuses)

### JULY

- 1-5 Summer Break (All Campuses)
- 2 New Student Orientation (All Campuses)
- 3 Independence Day (All Campuses Closed)
- 6 New Programs Start (All Campuses)
- 7 New Programs Start (Cosmetology)
- 10-11 EDDA Classes (Longmont)
- 23 Student Assemblies (All Campuses)
- 24 EDDA Classes (Longmont)

### AUGUST

- 6 New Student Orientation (All Campuses)
- 10 New Programs Start (All Campuses)
- 11 New Programs Start (Cosmetology)

### SEPTEMBER

- 7 Labor Day (All Campuses Closed)
- 10 New Student Orientation (All Campuses)
- 14 New Programs Start (All Campuses)
- 15 New Programs Start (Cosmetology)
- 18 EDDA Classes (Longmont)

### OCTOBER

- 1 Student Assemblies (All Campuses)
- 8 Community Connections Fair (All Campuses)
- 15 New Student Orientation (All Campuses)
- 19 New Programs Start (All Campuses)
- 20 New Programs Start (Cosmetology)

### NOVEMBER

- 6-7 EDDA Classes (Longmont)
- 6 Fall Faculty In-Service (Fort Collins)
- 13-14 EDDA Classes (Longmont)
- 19 New Student Orientation (All Campuses)
- 23 New Programs Start (All Campuses)
- 24 New Programs Start Cosmetology
- 26-27 Thanksgiving (All Campuses Closed)

### DECEMBER

- 10 Student Assemblies (All Campuses)
- 25 Christmas Holiday (All Campuses Closed)
- 28 Winter Break Starts



**Caring Individuals...Changing Lives**

FORT COLLINS • Main Campus  
3842 South Mason St.  
Fort Collins, Colorado 80525  
(970) 223-2669

GREELEY • Branch Campus  
2863 35th Ave  
Greeley, CO 80634  
(970) 356-4733

LONGMONT • Branch Campus  
2315 North Main St.  
Longmont, Colorado 80501  
(303) 651-6819

MEDICAL • COSMETOLOGY • PARALEGAL • BUSINESS • MASSAGE

**ibmc.edu**  
Est. 1987