
IBMCCOLLEGE CATALOG ADDENDUM

Supplement to the IBMC College
Student Catalog Volume 38-2: April 26, 2025

Date Created: May 1, 2025

Date Updated: May 1, 2026

Updates to the Catalog May 1, 2025:

Catalog page 65 now reads:

Attendance Policy

Standard Attendance Policy

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

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

A student who has 14 consecutive days of absences in a session will be withdrawn from the program. Occasionally, unusual circumstances may warrant the student to exceed the number of allowable absences within the session. Under these circumstances, the Regional Director of Compliance in conjunction with Campus Director have the authority not to withdraw the student. The student must complete a Student Warning Notice to support their reasons for having excessive absences. If an exception is granted, the instructor, Success Coach or Director of Education must assist the student with developing a Student Support Plan to address the attendance concerns.

A student exceeding the allowable number of absences and withdrawn from the college will receive a withdrawal (W) grade in the class. Students wishing to return to the college after being withdrawn must follow the re-admission policy and procedure to apply to return.

In accordance with State Board of Cosmetology requirements, students must attend all clock hours to finish the Cosmetology, Barbering, and Esthetics program. A \$500 fee will be charged for every failed class.

Residential Attendance Requirements

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

Clock Hour Program Attendance Policy for Students Enrolled After January 29, 2024

Cosmetology Diploma, Barbering Diploma, and Esthetician Certificate instructors must record the number of hours of attendance for each student on a daily basis. Students who miss any of their scheduled clock hours must make up those hours during the same session the hours are missed. All programmatic scheduled clock hours must be attended, and students must have a grade of C or above in order to pass a course.

Students with a passing grade in any given course, but who do not have the total required clock hours for that specific session will receive a grade of F (Fail), must repeat that class, and will be assessed the applicable repeat fee(s). Under no circumstance may hours carry over from session to session.

Clock Hour Program Attendance Policy for Students Enrolled Prior January 29, 2024

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 attendance advising 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 Campus President or Director of Education.

Each clock hour program maintains a published schedule of theory and lab/clinic floor make-up hour availability for each session. For hours that are missed due to unscheduled absences, the student may make arrangements after the absence occurs to attend one of the posted make-up session times to complete needed hours. In the instance that a student has extenuating circumstances and needs make-up hours prior to the absence, a student must submit an advanced written request to the Campus Director for approval. Requests must include supporting documentation regarding the circumstance. After approval by the Campus Director, the student may then coordinate with the faculty to complete the hours prior to the end of the session.

Make-Up Work Cosmetology/Barbering Students:

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

Day Schedule Students:

- Mon- Fri: 2:30-4:30 and Saturday 9:00-3:30

Evening Schedule Students:

- Monday-Thursday 2:30-3:30
- Friday- 8:00- 2:30

Make-up hours must be approved by an instructor. All hours missed are required to be made up.

Last Day of Attendance and Withdrawal

IBMC College records daily attendance for all students. A student's withdrawal date is always the last day of a student's academic attendance as documented by the school's attendance records.

A student may withdraw in person or in writing. Students who discontinue training for any reason are encouraged to have an exit interview with Success Coach or Director of Education and Financial Aid. The State Refund Policy is used to determine the amount of tuition to be refunded to students who withdraw or are terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records.

Updates to the Catalog October 19, 2025:

Catalog page 1 addition:

Campus Locations

2863 35th Ave, Greeley, CO 80634

2315 Main St, Longmont, CO 80501

3842 S Mason St Suite 102, Fort Collins, CO 80525

Catalog page 74 addition:

Class Size

The College is committed to educationally sound class size and will limit enrollment in lecture settings to 30 students, while lab settings will be limited to 24.

Updates to the Catalog January 1, 2026:

Catalog page 67 addition:

Grade Reports and Changes

The College does not mail evaluation reports. Instead, when the final grades have been tabulated, grades can be viewed on Canvas LMS. No grade information will be provided to outside parties without the written consent of the student. Students may challenge a grade, in writing, up to one week after the end of the grading period. This is not a chance to turn in missing assignments; it serves the purpose of correcting any errors involving the student's grade. The Director of Education must approve all grade changes.

Catalog page 5 addition:

Catalog Notice to Students

This catalog is a guide for information about the policies and curriculum of IBMC College. The College reserves the right to change policies, requirements for degrees or certificates, prerequisites, fees, scheduling, and related matters. All changes are implemented in ways that any new policies or curricula requirements will have little or no hardship on a student who has entered under an earlier set of requirements. The College further reserves the right to terminate a student from the College for failure to comply with the rules and regulations as published in the catalog. Failure to read this catalog does not excuse the student from adherence to the requirements and policies described within. This catalog is incomplete without all tuition, administration, and catalog addenda as applicable.

Catalog page 89 addition:

2026

| | | | |
|------------------------|----------------------|----------------------------|-----------------------|
| January 5..... | January Term Begins | August 8..... | July Term Ends |
| February 7..... | January Term Ends | August 10..... | August Term Begins |
| February | February Term Begins | September 7 | Labor Day |
| March 14..... | February Term Ends | September 12..... | August Term Ends |
| March 16..... | March Term Begins | September 14..... | September Term Begins |
| April 18..... | March Term Ends | October 17..... | September Term Ends |
| April 20..... | April Term Begins | October 19 | October Term Begins |
| May 23..... | April Term Ends | November 21..... | October Term Ends |
| May 25..... | Memorial Day | November 23-27..... | Thanksgiving Break |
| May 26 | May Term Begins | November 30..... | November Term Begins |
| June 29-July 3rd | Summer Break | December 19..... | November Term Ends |
| July 6 | July Term Begins | Dec.21-Jan. 15, 2027 | Winter Break |

Updates to the Catalog March 1, 2026:

Catalog page 67 Modification :

Drop/Add Period section now reads:

Introductory Period

The College recognizes the importance of a student's commitment to their education and designates the first week of attendance in the initial term as an introductory period. The introductory period is designed to provide students with an opportunity to experience the College's curriculum, faculty, learning environment, and student services. During this period, students are not eligible for federal financial aid disbursements and will not incur program tuition costs, although book, uniform, and tool charges may apply. During IP, students are issued all necessary textbooks, tools, and electronic devices. Should the student decide to cease enrollment during or at the end of the introductory period, textbooks, tools, electronic devices, and/or equipment can be returned to the College if they are in "as-new" condition and in original packaging, and no charges will be assessed. Cost for all returned items not in "as-new" condition, as well as any items not returned, becomes the responsibility of the student and may be reported for billing and collection. Students wishing to cease enrollment during or just prior to the end of the Introductory Period should do so in writing to the college. Students who do not request to be unenrolled by the end of the introductory period are automatically reaffirmed, considered active students, and will be charged accordingly. Please refer to the Refund policy for additional details.

The first two charts in the Grading Scale section now read:

Grading Scale

The IBMC College grading scale:

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

** 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.

Grading scale for Cosmetology Students:

| GRADE | POINTS | PERCENTAGE |
|-------|--------|-----------------|
| A | 4 | 90 -100 |
| B | 3 | 80 - 89 |
| C | 2 | 70 - 79 |
| F | 0 | 69 and below*** |
| W | 0 | Withdrawn** |

The IBMC College grading scale for all other students:

| GRADE | POINTS | PERCENTAGE |
|-------|--|-----------------|
| A | 4 | 90 -100 |
| B | 3 | 80 - 89 |
| C | 2 | 70 - 79 |
| F | 0 | 69 and below*** |
| W | 0 | Withdrawn** |
| T | Transfer credits or clock hours are not calculated in the CGPA Cumulative Grade Point Average) | |

Catalog page 71 Modification:

Effects of Withdrawals, Repetitions, and Non-Credit Remedial Courses now reads:

Withdrawals from classes during the Introductory period are not counted in the rate of progress calculation. Withdrawals from classes or from the College after the Introductory Period are counted in the rate of progress calculation. The graduation date of a student may be extended if the student withdraws, fails to complete, or fails a class. The student will not graduate from their program of study until all course withdrawals and failures have been successfully completed. Should the graduation date change related to the withdrawal, the failure to complete the course for a grade, or a course failure, the student will be advised of the revised graduation date by the Student Success Coach or the Director of Education within five days of the end of the grading period. **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.

Catalog page 58 Modification:

The Test-Out Policy has been deleted; the College is no longer offering test-outs.

Catalog page 83 Modification:

Administration & Faculty section now reads:

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

<https://ibmc.edu/about-us/consumer-information/>

Catalog page 27-28 Modification:

The College is no longer offering the Computer Systems Technician Diploma or Associate of Occupational Studies programs.

Catalog page 20 Modification:

The College is no longer offering the Hairstyling certificate program.

Catalog page 10 Modification:

The College is no longer offering the Dental Office Administration program.

Updates to the Catalog May 1, 2026:**Catalog page 11 Modification:**

The College is no longer offering the Dental Assisting program in Longmont.

Catalog page 16 Modification:

The College is no longer offering the Pharmacy Technician Associate of Occupational Studies Degree.

Catalog page 17 Modification:

The College is no longer offering the Pharmacy Technician Diploma.