
IBMC College Catalog Addendum for 5-Week Programs

Supplement to the IBMC College

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The policies and procedures outlined in this addendum apply to students currently enrolled in 5-week programs.

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A student who has 14 consecutive days of absences in a session will be withdrawn from the program.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 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A student exceeding the allowable number of absences and withdrawn from the college will receive a withdrawal (W) grade in the class. Students wishing to return to the college after being withdrawn must follow the re-admission policy and procedure to apply to return. Due to these programs being taught out only students able to graduate within the teach out timeframe will be allowed to return to their 5-week program.

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 diploma 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.

Make-Up Work Cosmetology/Barbering Students:

All hours missed are required to be made up each campus posts a schedule of available times for make 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.

Leave of Absence

IBMC College does not offer a leave of absence to students in 5-week programs.

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)	

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 Director of Education, 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 (1,500 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%

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%

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 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.

FINANCIAL AID PROBATION: A student who is on financial aid benefits suspension is no longer eligible to receive federal funds. The student may continue to attend classes, but only as a cash-paying student. A student has the right to appeal a financial aid suspension and may do so by presenting written documentation to the Director of Education 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. 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 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 suspension and will no longer be eligible to receive financial aid. A student has the right to appeal a financial aid suspension and may do so by presenting a written appeal to the Director of Education 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 that successfully appeals will be placed on an Academic Plan, the conditions of which will be set forth by the student, the Director of Education, and the Campus President and, if otherwise eligible, receive financial 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 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 credit/clock hours, or achieve a CGPA of 2.0, he/she will be suspended from the program.

