



## Career/Student Services

The Student Services Department at ICB can help currently enrolled students and graduates. Services of the department include job placement assistance and guidance to students and graduates as they seek employment in the broadcasting field. Students attending ICB are responsible for the recommendation submitted to prospective employers. Part-time job placement assistance is available to students currently attending classes. Students desiring this service should establish and maintain contact with the Student Services Department.

***ICB does not guarantee employment or a minimum starting salary. No one is authorized by the school to make such guarantees.***

### *Student Services*

Advice and guidance are available to students through academic and administrative personnel. The faculty and staff of ICB are professional individuals who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help students resolve academic problems which may be interfering with satisfactory academic progress. The financial aid office may be consulted with any questions or concerns pertaining to the financing of a student's education. The career services office can assist with all aspects of the job search through successful employment.

ICB does not provide onsite mental health counseling or rehab services; instead ICB will provide the students a list of available resources upon request.

### *Compliance with ADA (Americans with Disabilities Act) Standards*

All students with verified disabilities must provide to the ADA Coordinator verification of and requested accommodations for their disabilities. This can be done at the time of enrollment or at any time during the student's program when a disability is identified. Students who suspect they might have a disability should contact the ADA Coordinator for assistance. The institution will allow for the implementation of reasonable and appropriate accommodations necessary for participation in the college's programs. Modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability, including non-learning disabilities will be made for students with verified disabilities. ICB is committed to the facilitation of learning for all students. ICB complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and supports the provision of reasonable and appropriate accommodations in order to



foster student success.

Requests for accommodations should be made in writing to:

Kenneth Pyles  
ADA/Section 504 Coordinator  
International College of Broadcasting (ICB)  
6 S. Smithville Rd  
Dayton, Oh 45431

### *Housing*

ICB will assist any student desiring to find housing while attending the institution. We have many students who relocate to the Dayton area to attend ICB. Our goal is to assist students in finding clean, affordable, safe housing near the institution. If you need assistance with housing, finding a roommate, or ride share please contact the student services department.

### *Student Grievance Procedures*

ICB is committed to helping each student achieve their individual goals and objectives. ICB is responsive to issues of concern raised by its students. Any student wishing to express a grievance or complaint should direct such to ***J. Michael LeMaster, President, or Rachelle Williams, Campus Director***, preferably presented in person, with the complaint in written form. Issues remaining unresolved at the school level may be directed to the ***State Board of Career Colleges and Schools (SBCCS)*** at the address below:

State Board of Career Colleges and Schools  
30 East Broad Street  
Suite 2481  
Columbus, Ohio 43215  
614-466-2752

Schools accredited by the ***Accrediting Commission of Career Schools and Colleges (ACCSC)*** 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 ACCSC. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC complaint form. The complainant 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:

Executive Director  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd  
Suite 302  
Arlington, VA 22201  
703-247-4212

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form are available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

### *Section 504/Grievance Procedure*

ICB has adopted the following grievance procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights at:

Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

**Step 1:** A person who believes that they have been discriminated against by the institution is encouraged but is not required to discuss the matter informally with Rachelle Williams, Campus Director, in the case of a student, or J. Michael LeMaster, President/Owner, in the case of an employee. If the Campus Director is the subject of the complaint, or the grievance is not a student or employee, the grievant may instead, contact the institution's Section 504 Coordinator, Kenneth Pyles. The person receiving the complaint shall verbally convey their findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

**Step 2:** If the informal Step 1 process does not resolve the matter, or if the grievance does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the institution's Section 504 Coordinator who will investigate the complaint. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to J. Michael LeMaster, President/Owner, who will appoint another administrator to conduct the



investigation. The complaint shall be signed by the grievant and include:

1. The grievant's name and contact information;
2. The facts of the incident or action complained about;
3. The date of the incident or action giving rise to the complaint;
4. The type of discrimination alleged to have occurred;
5. The specific relief sought.

Names and other evidence deemed appropriate by grievance may also be submitted.

An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the institution will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate. The Section 504 Coordinator will maintain the institution's files and records relating to the complaint, investigation, and disposition.

**Step 3:** If the grievant wishes to appeal the decision in Step 2 above they may submit a signed, written appeal to Mr. LeMaster within 10 business days after receipt of the written disposition. Mr. LeMaster, or his designee, shall respond to the complaint in writing within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The institution provides assurance that it strictly prohibits any form of retaliation against persons who utilize the grievance procedure. If there are any questions regarding these procedures or desire to file a complaint, please contact the College ADA/Section 504 Coordinator:

Kenneth Pyles  
ADA/Section 504 Coordinator  
6 S. Smithville Rd  
Dayton, Oh 45431  
937.258.8251  
[Kpyles@icb.edu](mailto:Kpyles@icb.edu)