



Attendance Policy

Revised September 2023

The International College of Broadcasting (ICB) assumes that when students attend our institution, we require a level of professionalism that requires students to ensure they are on time and consistent with their commitment to their own educational studies. Every student is expected to participate in academically related activities and attend every class session for which the student is registered. At ICB we are an attendance taking institution, which requires us to monitor students' daily attendance as well as their level of participation in their courses.

Absence Policy

The student is responsible for fulfilling all course requirements in a timely and responsible manner; however, any absence can potentially interfere with the planned development of a course and possibly affect the course grade.

In all instances of absence, students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no circumstance, is an excuse from class to be interpreted as a release from class responsibility.

Any student who misses three (3) consecutive weeks of a specific course will be removed from that course. Those who are using FSA may be affected by the reduction in credit hours, in the event the student is removed from the course. ***See section on STUDENT TERMINATION POLICY OR WITHDRAWAL REFUND POLICY for tuition process.***

Any student missing seven (7) consecutive calendar days in a row within the term is considered to have excessive absences and is required to meet with the Director of Education for consultation to review a plan for succession.

After missing fourteen (14) consecutive calendar days, on the fifteenth calendar day (15) the student is considered withdrawn from ICB. **For those using financial aid, in this case financial aid may be affected.** Attendance is monitored through our student information system, as well as the student's LMS portal, and is reviewed daily by the Director of Education to ensure that attendance is properly recorded and monitored.



Students are withdrawn based on the last date of attendance and are eligible for re-entry at the next scheduled term start date. If a student provides notification to ICB of their intent to withdraw prior to the date that ICB normally would determine that a student has withdrawn, the date of determination is the date of the student's notification to ICB.

Instructors shall provide students returning to class, after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material. Neither academic departments nor individual faculty members are required to waive essential or fundamental academic requirements of a course to accommodate student absences. However, each circumstance will be reviewed on a case-by-case basis.

Leave of Absence (LOA) Policy

The institution does not offer a Leave of Absence.

Make-Up Work

Students are responsible for all work missed due to an absence and must contact the instructor for make-up work. In the event class falls on a scheduled holiday, the instructors are required to determine a day and time to meet with students to make-up the work that would have taken place during the scheduled class time.

Attendance Appeals

Students who have been withdrawn due to accumulated fourteen (14) consecutive calendar day absences may file an attendance appeal, **within three (3) calendar days of the institution's date of determination** and notification to student. The Director of Education will determine if the student has all the necessary documentation for an appeal to be approved. To submit an attendance appeal, students may construct a letter to the Director of Education discussing the legitimate reasons for their excessive absences and what their plan is to finish the term. Legitimate reasons for an "excused" absence include, but are not limited to, illness and injury, disability-related concerns, military service, death in the immediate family, and participation in an approved concert or athletic event. Students will be notified via email, text, and postal mail within twenty-four (24) hours of receiving the attendance appeal that a decision has been made.



If you have a medical or family emergency which requires you to be absent, contact the instructor immediately to inform them of the situation, and to make arrangements concerning the additional absences.

If the student does not return within two (2) weeks of attendance appeal being approved, the student will be subjected to attendance withdrawal again and will not be allowed to submit another attendance appeal.

Distance Education Attendance Requirements

Distance Education attendance requirements are the same as the requirements for on campus courses. Students must login to their google meets at the scheduled class start time. Academic engagement is directly tied to academic performance that is required for online coursework; examples of academic engagement include:

- Class Lecture (Instructor and student discussion and participation)
- Recitation
- Field or laboratory activity
- Courseroom assignments
- Courseroom quizzes and tests

Participation in these activities is a requirement to meet the academic requirements for distance education courses. Lack of participation will affect the grade in the course as well as affect the student's attendance. Students should be prepared to actively participate on camera and their standard of conduct should be professional.

Veterans Affairs Attendance Policy

In the case of a military commitment, students may notify the Director of Education for interruption in training. In the case of military reserve commitment, the student may make prior arrangements to accommodate any missed assignments or projects.

The school has the responsibility and the capability of reporting to the VA within thirty (30) days, status changes such as dropping and adding courses, failure of the student to maintain continuous attendance, or withdrawal from the school. The effective date of withdrawal will be the last date of attendance.



Students enrolled in the Diploma Program, the VA shall be notified of student's termination when the absences reach more than seven (7) calendar days or equivalent in a semester. Extenuating circumstances may be appealed within fifteen (15) calendar days of the seven absences to the Director of Education.

In order to remain eligible to use Department of Veterans Affairs (VA) educational benefits, students must remain fully engaged in their courses as well as attending the scheduled-on campus courses.

STUDENT TERMINATION POLICY OR WITHDRAWAL REFUND POLICY

The approved refund policy for a registered school in the State of Ohio is as follows:

- A. A student who starts class and withdraws during the first full calendar week of the semester shall be obligated for twenty-five percent (25%) of the tuition and refundable fees for that academic term plus the registration fee.
- B. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent (50%) of the tuition and refundable fees for that academic term plus the registration fee.
- C. A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five percent (75%) of the tuition and refundable fees for that academic term plus the registration fee.
- D. A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

All refunds will be calculated based on the last date of attendance. Any refunds due to the Federal Title IV Student Financial Assistance Programs, to the student, to the Ohio Board of Regents, etc. will be made within thirty (30) days from the institution's Date of Determination (DOD).

ICB is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC does not have a refund policy. Only in the absence of State policy, does ACCSC require schools to follow its minimum cancellation and settlement policy. Therefore, ICB is required to use only the State and Institution policy.