OPERATIONAL PROCEDURE MANUAL

2026

1759 W 20th Street
Detroit, MI 48216
(313) 263-4200
www.dsdt.edu

SECTION ONE

PERSONNEL

JOB DESCRIPTIONS

Admissions Representative

Job Summary
Oversees all aspects of student recruitment.

General Accountabilities

- Develops and implements introduction of DSDT to prospective students
- Develops and implements all admissions goals and strategies.
- Markets and promotes the institution to the external community.
- Ensures each class is filled with the appropriate number of qualified students.
- Works closely with the institution's leadership.
- Assesses a student's Financial Aid needs and directs them to the Financial Aid Department.
- Develops marketing campaigns that relay the institution's mission to prospective students.
- Works closely with the head of each educational department, as well as the financial aid team.
- Develops a robust understanding of our recruiting software platforms and uses them to report and maintain leads
- Ensures the admissions process runs smoothly, (basic computer skills/ Microsoft office).
- Advises students with consumer information, scheduling, and course enrollment.
- Problem solver with the ability to provide conflict resolution.
- Leadership skills

*DSDT reserves the right to add or change duties at any time.

Job Qualifications

- Minimum Education: High School Diploma or Associates Degree
- Minimum Experience: 2-3 years of related experience
- Preferred Education: Bachelor's degree
- Preferred Experience: 5-10 years of related experience

Preferred Skills

- Exceptional verbal and written communication
- Service oriented
- Presentation
- Leadership
- Problem solver

Infrastructure Manager

Job Summary
Oversees all aspects of information technology and networking infrastructure.

General Accountabilities

- Act as a liaison for all communications to and from the CTO.
- Update Plan and procedures as needed based on results from testing, incident response lessons learned, industry developments and best practices.
- Review the Plan and procedures at least annually.
- Initiate tests of the Plan and procedures at least annually.
- Installing and configuring software, hardware and networks
- Monitoring system performance and troubleshooting issues.
- Ensuring security and efficiency of IT infrastructure
- Install and configure software and hardware.
- Manage network servers and technology tools.
- Set up accounts and workstations.
- Monitor performance and maintain systems according to requirements.
- Troubleshoot issues and outages.
- Ensure security through access controls, backups and firewalls.
- Upgrade systems with new releases and models
- Develop expertise to train staff in new technologies.
- Build an internal wiki with technical documentation, manuals and IT policies.
- Manage and establish priorities for maintenance, design, development and analysis of entire infrastructure systems inclusive of LANs, WANs, internet, security and wireless implementations.

*DSDT reserves the right to add or change duties at any time.

Job Qualifications

- Education: Bachelor's degree in education or related field
- Experience: 5+ years of related experience

Preferred Skills

- Excellent written and oral communication
- Leadership Skills
- Knowledge of best information security practices
- Knowledge of latest technology advances
- Organizational Skills
- Multitasking and creativity Skills

Director of Administration

Job Summary
Oversees all file and record keeping and is responsible for long-term strategic planning, overseeing daily administrative operations and delegating tasks to staff and faculty.

General Accountabilities

- Manages and oversees all administrative areas of the institution.
- Develops, implements, and monitors administrative department policies and procedures.
- Actively participates in institution planning, development, and team building.
- Manages and trains staff and faculty on Populi.
- Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
- Manages all student files and maintains proper privacy data protocol.
- Always ensures compliance with federal and state accreditation laws, standards, and regulations.
- Requests and analyzes audits of safe filing and record keeping
- Streamlines software systems and manages the implementation
- Coordinates and manages daily functional administrative tasks
- Makes recommendations for hiring, managing, training and firing administrative personnel
- Monitors and makes recommendations for annual budget

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Bachelor's degree in education or related field.
- Experience: 3-5 years of related experience.

Preferred Skills

- Excellent written and oral communication/ collaboration skills
- Organizational skills/ service orientation
- Leadership
- Professionalism
- Time management

Director of Admissions

Job Summary
Provides vision, leadership, and strategic direction for all admissions and enrollment activities while managing the day-to-day operations of the department.

General Accountabilities

- Manages and oversees functional areas of the institution
- Trains, plans, and implements software-based platforms for admissions and enrollments
- Plans, coordinates, and executes incoming students' registration, testing, and orientation
- Develops, implements, and monitors departmental policies and procedures
- Actively participates in institution planning, development, and team building
- Monitor's student retention and placement data
- Assists others in daily tasks associated with Populi
- Monitors all student files and maintains proper privacy data protocol
- Monitor's student satisfaction and coordinates problem resolution with the Student Success Director
- Always ensures compliance with federal and state accreditation laws, standards, and regulations
- Develops and manages admissions department budgets and prepares reports.
- Works with the Director of Financial Aid to ensure all documents are complete and stored with the appropriate data privacy
- Assists students in enrollment for classes on-Populi and document management procedures
- Performs other related duties as assigned by management

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Bachelor's degree in education or related field
- Experience: 3-5 years of related experience

Preferred Skills

- Excellent written and oral communication/ collaboration skills
- Organizational skills/ service orientation
- Learning oriented
- Time management

Human Resource Manager

Job Summary
The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

General Accountabilities
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Investigate employee issues and conflicts and brings them to resolution
- Ensure the organization's compliance with local, state and federal regulations
- Use performance management tools to provide guidance and feedback to team
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Analyze trends in compensation and benefits
- Design and implement employee retention strategies
- Manage Employee Benefits (invoicing, manual deductions, enrollments, change of status's, member beneficiaries, etc,)

*DSDT reserves the right to add or change duties at any time

Job Qualifications
- Education: Bachelor's degree in education or related field
- Experience: 3-5 years of related experience

Preferred Skills
- Excellent written and oral communication/ collaboration skills
- Organizational skills
- Leadership
- Creativity
- Critical Thinking
- Problem Solving Skills

Director of Financial Aid

Job Summary
Provides guidance to prospective loan applicants.

General Accountabilities

- Facilitate and implement policies and procedures of DSDT
- Facilitate day-to-day operations of the school facility
- Support instructors and conduct instructor meetings
- Evaluate instructors and employees
- Monitor SAP and Counsel students on Academics and Attendance
- Instruct students when needed
- Hire and conduct training for new hire orientation
- Implement and make sure Financial Aid Program is following federal guidelines
- Communicates with Campus Ivy, auditors, Financial Aid Administrator,and Business Office
- Maintains thorough knowledge of changes to financial aid programs to ensure compliance with federal and state regulations as well as institutional policies
- Coordinates preparation for accreditation visits, student financial aid audits, and other reviews/audits
- Provides required reports in a timely and accurate manner

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Bachelor's degree in business administration or a related field (preferred)
- Experience: 3-5 years of related experience

Preferred Skills

- Excellent written and oral communication
- Organizational skills
- Time management
- Technical capacity
- Service orientation
- Presentation skills

Program Director

Job Summary
Responsible for researching, planning, developing and implementing a specific program with desirable student learning outcomes as the ultimate objective.

General Accountabilities

- Works to foster professional growth and development of faculty and staff members within the department
- Where possible, he/she prevents, reduces, or resolves conflict within the department
- Mentors faculty members in the area of instructing and developing course content
- Monitors and evaluates faculty and staff performance and is responsible for keeping faculty and staff informed of department, institutional plans, policies, activities, and expectations
- Responsible for recommendations for faculty and staff hiring, merit, equity, promotion, tenure, and termination
- Contribute to student recruitment and orientation events
- Assists faculty with special or unusual student advising needs including student complaints about the program or courses
- Reviews course evaluations for the specific offerings of the program for the purpose of curriculum development and maintaining quality standards
- Where applicable, the program director is responsible for facilitating appropriate accreditation of the program and evaluation of the success of the program
- Has oversight of the program budget and contributes to the budget planning activities
- Establishes and enforces rules for behavior and procedures for maintaining student code ofconduct
- Conducts quality assurance audits and participates in committees and meetings to receive andreport information
- Demonstrates the ability to lead and facilitate diverse groups of people with an understanding ofgroup dynamics
- Meets with employer affiliates to ensure training is relevant and accurate. Document placementefforts
- Attend staff meetings scheduled and participate in discussion of all required agenda items
- Always maintain a thorough knowledge of the school's mission and educational objectives andstrive to attain them
- Participates in professional training and/or coursework as needed and required

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Master's or bachelor's degree in the field of course instruction
- Experience: 5 years of related experience; or equivalent combination of education andexperience

Skills: Excellent verbal & written skills, active listening, critical thinker, problem solver, leadership

Instructor

Job Summary
Prepares lesson plans and instructs students in activities designed to promote social, physical, andintellectual growth.

General Accountabilities

- Instruct students individually and/or in groups, adapting teaching methods to meet student's varying needs and interests
- Teach and follow the school's published curriculum, using all teaching aids and handoutsprovided unless deviations are approved
- Develops lesson plans and prepares materials and classrooms for class activities
- Establishes clear objectives for all lessons and projects and communicates those objectives tostudents
- Assists students who need extra help by tutoring and offering more intimate training sessions.
- Assigns lessons and corrects homework
- Establishes and enforces rules for behavior and procedures for maintaining student code ofconduct
- Meets with students to discuss student progress and to determine priorities for the student andtheir needs
- Prepares students for advancement by encouraging them to explore learning opportunities and topersevere with challenging tasks
- Observes and evaluates student performance, behavior, and/or job skill development
- Assesses the needs of class participants and modifies class content or teaching methods to meetthose needs
- Conducts quality assurance audits and participates in committees and meetings to receive andreport information
- Demonstrates the ability to lead and facilitate diverse groups of people with an understanding ofgroup dynamics
- Meets with employer affiliates to ensure training is relevant and accurate. Document placementefforts
- Attend staff meetings scheduled and participate in discussion of all required agenda items
- Always maintain a thorough knowledge of the school's mission and educational objectives andstrive to attain them
- Participates in professional training and/or coursework as needed and required

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Master's or bachelor's degree in the field of course instruction
- Experience: 1-2 years of related experience; or equivalent combination of education andexperience

Skills: Excellent verbal & written skills, active listening, critical thinker, problem solver.

Compliance Officer

Job Summary
Responsible for developing, maintaining, and revising policies, procedures, and practices to ensure compliance with applicable federal, state and local laws.

General Accountabilities
- Inform and advise the faculty, staff and students of all relevant rules and guidelines set by governments and other regulatory bodies
- Update policies with current regulations
- Develop programs and practices to help meet guidelines
- Monitor programs and practices to ensure compliance
- Maintain all records required to certify compliance
- Maintain communication with all regulatory affairs
- Consistently report to management concerning the institution's compliance with laws and regulations
- Take action in dealing with noncompliance issues
- Conduct regular audits to identify potential noncompliance situations

*DSDT reserves the right to add or change duties at any time

Job Qualifications
- Education: Bachelor's degree in education or related field
- Experience: 3-5 years of related experience

Preferred Skills
- Excellent written and oral communication
- Organizational skills
- Time management
- Knowledge of regulatory guidelines and security policies
- Creativity
- Integrity
- Assessment and Interpretation

Multimedia Specialist

Job Summary

Responsible for working closely with staff to produce a wide range of multimedia assets, including videos, animations, graphics, and audio content and plays a crucial role in developing compelling visuals and storytelling that resonates with our target audience, helping to promote our brand and drive engagement across various digital channels.

General Accountabilities

- Conceptualize, design, and produce multimedia content such as videos, animations, graphics, and audio to support marketing campaigns, product launches, and other communication initiatives
- Collaborate with cross-functional staff members to develop and execute creative concepts that align with brand guidelines and company objectives
- Edit and optimize multimedia assets for various digital platforms, including websites, social media, email campaigns, and presentations
- Manage multiple projects simultaneously while adhering to deadlines and maintaining a high level of quality
- Stay up-to-date with industry trends, best practices, and emerging technologies to ensure the continuous improvement of our multimedia content and production processes
- Assist in the development and maintenance of a multimedia asset library, ensuring files are organized, accessible, and properly archived
- Provide technical support and troubleshooting for multimedia-related issues as needed

*DSDT reserves the right to add or change duties at any time.

Job Qualifications

- Bachelor's Degree in Information Systems, Information Technology, Computer Science, Computer Engineering, or related discipline (or equivalent practical experience)
- 3 years + Full Stack Development work experience
- Additional Industry certifications are a plus

Preferred Skills

- Excellent written and oral communication
- Creative & inventive
- Data-driven, result-oriented and a forward-looking catalyst for social change
- Collaboration
- Teamwork
- Time management

Director of Student Services

Job Summary
Provides vision, leadership, and strategic direction for student services while managing the day-to-day operations of the department.

General Accountabilities
- Manages and oversees functional areas of the institution
- Plans, coordinates, and executes incoming students' registration, testing, and orientation
- Develops, implements, and monitors departmental policies and procedures
- Actively participates in institution planning, development, and team building
- Monitor's student satisfaction and coordinates problem resolution
- Always ensures compliance with federal and state accreditation laws, standards, and regulations
- Develops and manages admissions department budgets and prepares reports
- Performs other related duties as assigned by management

*DSDT reserves the right to add or change duties at any time.

Job Qualifications
- Education: Bachelor's degree in education or related field
- Experience: 3-5 years of related experience

Preferred Skills
- Excellent written and oral communication
- Organizational skills
- Learning orientation
- Time management
- Collaboration skills
- Service orientation

Chief Financial Officer (CFO)

Job Summary

Responsible for the schools overall financial and business affairs, including budget preparation of the general and auxiliary funds, Financial Aid services, human resources, and facilities management.

General Accountabilities

- Assist with PPA agreement between third party and process of creating G5, PELL, and Direct Loan accounts/ Reconcile accounts and maintain records toensure a clear audit trail
- Maintain a system of student accounts that records charges, credits, and amountsdue
- Collecting and disbursing any funds to students and/or Department of Education
- Ensure functions of authoring and disbursing Title IV funds remain separate
- Calculate return of Title IV funds (R2T4), if it applies to any students, with required time frame according to federal laws and regulations, and submittingcalculations to business office
- Return of Title IV (R2T4), if it applies, and authorize post-withdrawal disbursements to students in required time frame according to federal laws andregulations
- Drawdown and return Title IV, HEA funds to program accounts
- Establish and implement school's refund policy/ Reporting Title IV, HEA expenditures to the Department of Education in a timely manner
- Completing fiscal reports for federal funds and FISAP
- Maintain records consistent with Generally Accepted Accounting Principles (GAAP)
- And government auditing standards
- Prepare and participate in Financial Students Aid program reviews and audits

*DSDT reserves the right to add or change duties at any time.

Job Qualifications

- Education: Master's or bachelor's degree in Finance or relevant alternative (preferred)
- Experience: 5-7 years' experience in business operations/finance

Required Skills

- Excellent verbal and written communication/ Public Speaker, critical thinker,
- Critical thinking/ Negotiation/ Judgement and Decision Making/ coordination

School Director/ Chief Operations Officer

Job Summary
Plans, directs, and coordinates the academic, administrative, and auxiliary activities ofschool.

General Accountabilities

- Prepares, maintains, or oversees the preparation and maintenance of attendance, activity,planning, or personnel reports and records
- Reviews and approves new programs, or recommends modifications to existing programs,submitting program proposals for the school Institutional board to review as necessary
- Recommends personnel actions related to programs and services/ Directs and coordinatesactivities of teachers, administrators, and support
- Participates in special education-related activities, such as attending meetings and providingsupport to special educators throughout the district/ Organizes and directs committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs
- Directs and coordinates school maintenance services and the use of school facilities
- Advocates for new schools to be built, or for existing facilities to be repaired or remodeled
- Plans and develops instructional methods and content for educational, or student activity programs. Develops partnerships with businesses, communities, and other organizations to helpmeet identified educational needs and to provide employer affiliate programs
- Meets with federal, state, and local agencies to keep updated on policies and to discussimprovements for education programs
- Reviews and interprets government codes and develops programs to ensure adherence to codesand facility safety, security, and maintenance
- Collects and analyzes survey data, regulatory information, and data on demographic andemployment trends to forecast enrollment patterns and curriculum change needs

*DSDT reserves the right to add or change duties at any time

Job Qualifications

- Education: Master's or bachelor's degree in School Administration or relevant alternative(preferred)
- Experience: 5-7 years' experience as an education administrator

Required Skills

- Excellent verbal and written communication/ Public Speaker/ decision making
- Critical thinking/ Negotiation/ Judgement and Decision Making/ coordination duties

PERFORMANCE EVALUATION POLICY AND PROCEDURES

Major Goal:
To instruct, guide, and empower students effectively and prepare them for successful employment in the Digital Marketing, Information Technology and Healthcare industries, which helps assure the school achieves its mission and educational objectives.

The following written plan and responsibilities must be acknowledged and performed for the annual review.

Instructors: Teaching Responsibilities (90% or more of daily scheduled work time)

(1). Gain a working knowledge of the school's Student Handbook and Catalog, the standards of conduct, practical course requirements, grading policies criteria, Employee handbook, EmployeeOrientation Guide, job description and duties, and state/ federal regulations within 30 days of employment.

(2). Teach and follow the school's published curriculum, using all teaching aids and handoutsprovided unless deviations are approved.

(3). Learn any new course or teaching methods introduced during employment and follow them consistently.

(4). Maintain a thorough knowledge of the school's mission and educational objectives and strive to always attain them.

(5). Prepare for and participate in new student orientation according to school policy and as assigned.

(6). Organize and prepare for each class presentation. Organize the necessary handouts, teaching aids and equipment before starting the class.

(7). Follow and supplement published lesson plans. Present the information without reading from the text or lesson plan.

(8). Project enthusiasm and excitement. Practice proper grammar and pronunciation. Be careful of tone, volume, and clarity of expression.

(9). Maintain a thorough, accurate, and current knowledge of the subject matter taught.

(10). Vary the stimuli for learners during presentations. Use body movement and gestures effectively.

(11). Prepare practical and written assignments daily.

(12). Inspire pride in workmanship and a professional attitude in your students toward their training and work responsibilities by your example.

(13). Be fair and impartial in your dealings with all students.

(14). Practice active listening skills when interacting with students. Listen carefully to their comments and questions.

(15). Stimulate students to think for themselves and research the answers to questions for themselves. Use examples for clarification.

(16). Use practical review questions and activities.

(17). Ensure tests are graded promptly and give immediate feedback to students whenever possible.

(18). Control argumentative or disruptive students by getting them involved. Assign leadership tasks and praise accomplishments.

(19). Conduct practical evaluations and grade practical skills according to established grading criteria and record grades as required.

(21). Explain and clarify grading criteria as needed

(22). Ensure that students complete the required academic learning and practical skills training

(23). Complete and conduct progress evaluations and perform academic counseling for students according to the school's policy. Discuss areas needing improvement as well as areas of accomplishment.

(24). Identify a plan of action for improvement as needed. Follow up on plans for improvement during subsequent evaluations.

(25). Properly prepare graduating students for the applicable practical examinations.

(26). Monitor and fairly enforce the school's policies, standards of conduct and state regulations.

(27). Never release private information on any student without obtaining written authorization from the student (or parent/guardian if applicable) on the designated form.

(28). Be always readily available for students.

Other Duties (never more than 10% of scheduled work time)

(1). Read, understand, and follow the responsibilities and policies outlined in the school's written operating procedures.

(2). Attend staff meetings as scheduled and participate in discussions of all required agenda items.

(3). Provide employment assistance for graduating students as needed. Document placement efforts and strive for a rate of 85% placement or better. Post job openings found in area newspapers and other publications on the Career Opportunities bulletin board.

(4). Monitor inventory needs according to policy and report needs to administration.

(5). Monitor bathrooms throughout the day to ensure cleanliness and sufficient supplies are available.

(6). Complete any administrative tasks as assigned in a timely and accurate manner.

(7). Connect with employer affiliates for Survey feedback forms to assess our programs.

_____ _____

Signature Employee Date

PERFORMANCE EVALUATION POLICY AND PROCEDURES

Major Goal:
To instruct, guide, and empower students effectively and prepare them for successful employment in the Digital Marketing, Information Technology and Healthcare Sectors, which helps assure the school achieves its mission and educational objectives. All Administrative and Supervisory Staff will play a partin the development and progression of students from the pre-enrollment phase to the job placement phase.

The following written plan and responsibilities must be acknowledged and performed for the annual review.

Administration and Supervisory: Data entry/ Student Interaction Responsibilities (90% or more of daily scheduled work time)

(1). Gain a working knowledge of the school's Student Handbook and Catalog, the standards of conduct, practical course requirements, grading policies criteria, Employee handbook, Employee Orientation Guide, Student Orientation Guide, All policies, and procedures within DSDT and job description and duties, and state/ federal regulations within 30 days of employment.

(2). Guide and direct the students based upon the school's published curriculum, using all Handouts provided unless deviations are approved. Handouts would include: Student Handbook and Catalog, New Student Orientation Guide and tri-fold brochures for quick reference guides.

(3). Learn and familiarize yourself with Populi and the secure portals in which we collectand maintain student information.

(4). Maintain a thorough knowledge of the school's mission and educational objectives and strive to always attain them.

(5). Prepare for and participate in new student orientation according to school policy and as assigned.

(6). Orientation and compliance with all FERPA guidelines.

(7). Orientation to all Secure Compliance measures with Internet, cyber and Student Data Protection/ usage.

(8). Project enthusiasm and excitement. Practice proper grammar and pronunciation. Be careful of tone, volume, and clarity of expression.

(9). Maintain a thorough, accurate, and current knowledge of all subject matter being taught.

(10). Make sure you know DSDT's three programs, and the credential obtained upon graduation.

(11). Prepare spreadsheets needed for upper management such as reporting metrics, and CPL data.

(12). Inspire pride in workmanship and a professional attitude in your students toward their training and work responsibilities by your example.

(13). Be fair and impartial in your dealings with all students.

(14). Practice active listening skills when interacting with students. Listen carefully to them comments and questions.

(15). Stimulate students to participate in the Populi document portal to upload their individual documents and to retrieve all their individual class schedules, progress reportsand transcripts.

(16). Meet with employer affiliates to grow our network of hiring for our graduates.

(17). Ensure tests, progress reports and final grades are retrieved on time from the instructors.

(18). Control argumentative or disruptive students by getting them involved. Assign leadership tasks and praise accomplishments.

(19). Conduct and participate in job fairs and student success programs.

(21). Explain and clarify grading criteria as needed if the students have unanswered questions.

(22). Ensure that students complete the required academic learning and practical skills training

(23). Participate in graduation planning events.

(24). Identify a plan of action for improvement as needed for administrative cohesiveness in the workplace.

(25). Properly prepare graduating students for the applicable practical examination in conjunction with the students' respective instructors.

(26). Monitor and fairly enforce the school's policies, standards of conduct and state regulations.

(27). Never release private information on any student without obtaining written authorization from the student (or parent/guardian if applicable) on the designated form.

(28). Be always readily available for students.

Other Duties (never more than 10% of scheduled work time)

(1). Read, understand, and follow the responsibilities and policies outlined in the school's written operating procedures.

(2). Attend staff meetings as scheduled and participate in discussions of all required agenda Items. Attend Monthly professional development seminars on campus.

(3). Provide employment assistance for graduating students as needed. Document placement efforts and strive for a rate of 85% placement or better. Post job openings found in area newspapers and other publications on the Career Opportunities bulletin board.

(4). Monitor inventory needs according to policy and report needs to administration.

(5). Monitor bathrooms throughout the day to ensure cleanliness and sufficient supplies are available.

(6). Complete any administrative tasks as assigned in a timely and accurate manner.

(7). Connect with employer affiliates for Survey feedback forms to assess our programs.

_____ _____

Signature Employee Date

INSTRUCTORS/ ALL STAFF
CONTINUING/ PROFESSIONAL EDUCATION POLICIES

All instructors and staff are required by the school to complete a minimum of 2 seminars (based on employment anniversary) of continuing education training, of which must be devoted to academic and practical learning delivery methods or professional development. It is the personal responsibility of each staff member or instructor to meet this requirement and provide documentation of such training to management for his/her personnel file. The school may periodically require employees to participate in job training or career development activities in addition to the regular work schedule. It is the goal of the school to participate in the development of its employees actively. However, it is believed that employees must be willing to invest both time and, if necessary, money toward self-improvement and professional development. Tuition for school-sponsored events will be waived. Most of the training for personal development/ continuing education will take place on campus. If you choose to take training off-campus, it must be approved by the School Director in advance. Depending on the cost of the continuing Ed course, it may be approved or denied. You will have plenty of options to choose from for in-house training.

PLEASE NOTE: DSDT will hold development courses for academic and practical learning, leadership development, instructional and educational development, and job training/career development. It is the responsibility of the instructor to attend the sessions held by DSDT if not attending outside courses throughout the year. Available training dates will be posted well in advance. By signing this agreement, you understand what is expected of you, and you will submit formal documentation of attendance on an annual basis.

Instructor Name:_____ Date: _____

SECTION TWO

SCHOOL OPERATION

Effectiveness of Student Services Plan

Overview and Purpose
DSDT is committed to delivering comprehensive student services that promote academic achievement, personal development, and career success. This written plan outlines the institution's approach to managing and evaluating student services in a systematic and continuous manner. It defines roles, ensures consistent service delivery across campuses, incorporates student counseling, and guides ongoing improvement through regular evaluation.

Coordination of Student Services
The Director of Student Services at the main campus is responsible for overseeing all student services at the main campus in Detroit, Michigan. This individual provides centralized leadership and coordination of services, ensuring consistency and alignment with institutional goals. The Director of Student Services works collaboratively with School Directors, faculty, career services team, and administrative staff to deliver effective academic advising, career counseling, personal support, and engagement services. As part of this role, the Director of Student Services also conducts admissions interviews with incoming students to assess their individual needs in advance and to begin early planning for the appropriate support services they may require throughout their academic journey.

Student Counseling Services
Student Services meets with all students prior to enrolling in classes to help ensure they are prepared and positioned for success from the start of their program. All students have access to individualized counseling services designed to support their academic, personal, and career development. Student Services works in collaboration with Career Services to coordinate career counseling sessions, helping students feel supported both during their time in school and as they transition into the workforce. Additional academic and personal counseling is available on an as-needed basis, and students are referred to appropriate support services when challenges arise. The Director of Student Services documents counseling sessions and collaborates with instructors to monitor student progress and promote overall student success.

Annual Evaluation of Student Services
The effectiveness of student services is assessed annually through a comprehensive evaluation process led by the Director of Student Services. This includes analysis of student surveys, counseling, retention and graduation statistics, and feedback from faculty and staff. The evaluation process involves the main campus and addresses services provided in-person and through distance education. Evaluation outcomes are compiled and shared at the Bi-annual/ annual all staff meetings.

Use of Evaluation Results and Continuous Improvement
Evaluation findings are shared with faculty, School Directors, and other administrative stakeholders. This feedback loop supports data-informed decision-making and continuous improvement in student services. Adjustments to service delivery, enhancements to counseling approaches, and additional staff development are made as needed based on the evaluation data. The

Director of Student Services ensures improvements are implemented and tracked for effectiveness, always keeping student needs at the center of service development.

Conclusion

Through proactive admissions interviews, structured counseling, centralized oversight, and an annual evaluation process, DSDT ensures that student services are effective, responsive, and supportive of institutional and student success goals. This plan upholds the institution's commitment to continuous improvement and high-quality student support across all learning environments.

Student Placement Services Plan

Overview and Purpose
DSDT is committed to providing comprehensive placement services that support students in transitioning from education to meaningful employment in their field of study. The Student Placement Services Plan outlines a structured approach for assisting students in achieving career success and measuring the institution's effectiveness in preparing graduates for the workforce. This plan includes clear responsibilities, communication strategies, employer engagement, counseling services, and a robust evaluation process aligned with the institution's mission.

Coordination of Placement Services
The Career Services Department is responsible for the coordination and delivery of placement services at both the main campus in Detroit, Michigan, and online students. All placement-related activities including job readiness training, employer engagement, data collection, and follow-up with program completers are conducted by the Career Services Department. The Career Services Department collaborates with faculty and leadership to align services with student and industry needs.

Communication and Collaboration
The Career Services Department maintains an open line of communication with faculty, administrative staff, and employers in the local and regional job markets. Faculty are regularly informed about placement trends, student preparedness, and available resources, and they provide input to the Career Services Department regarding student progress and employability. Communication with employers is ongoing to ensure alignment with current hiring needs and to promote graduate opportunities.

Employer Listings and Employment Opportunities
A curated list of employers and job opportunities is maintained by the Career Services Department and is updated and sent out via our SIS system Populi and Outlook to our respective students. This list includes both long-standing employer partners and new contacts generated through community outreach, industry events, and alumni networks. Opportunities are matched to students based on their program of study, skills, and career interests. Updated listings are communicated to students on continual basis.

Student Counseling and Career Support
Students are provided with structured, individualized career counseling services throughout their enrollment. DSDT recommends that each student participate in at least three career counseling sessions before completing their program. These sessions are designed to support students from enrollment through graduation and focus on resume development, mock interviews, job search strategies, career planning, and soft skills training. In addition to one-on-one counseling, Career Services offers Career Connect sessions (advice and networking talks with industry professionals), mentorship opportunities with employers in the field, and information about virtual and local job fairs.

Placement Recordkeeping and Employer Verification
The Career Services Department maintains accurate and secure placement records for all program completers. This includes documentation of employment status, job title, employer name, start

date, and related information. To ensure the accuracy and integrity of placement data, at least three employer verification forms are collected annually for each occupational program. The verification forms also serve as an additional quality check for program effectiveness and institutional reporting. Since DSDT does not offer licensure-based programs, graduation percentages are used in place of licensure pass rates for evaluation purposes.

Annual Evaluation and Continuous Improvement
Placement services are evaluated annually by the Career Services Department in collaboration with faculty and administrative staff. This evaluation includes the analysis of completion, placement, and graduation (CPL) data to assess performance by program and campus. Employer verification data is also reviewed as part of the evaluation process. Results of the evaluation are shared with faculty and staff via bi-annual/ annual all staff meetings to support strategic planning and data-informed improvements. Adjustments to placement strategies, student counseling, and employer engagement are made based on findings to ensure services remain responsive to evolving workforce demands.

Sharing of Evaluation Results
The outcomes of the annual evaluation, including CPL data, employer feedback, and employer verification form results, are distributed to instructional and administrative personnel. Faculty are engaged in reviewing this data to assess program effectiveness and recommend curricular or instructional enhancements. Through this collaborative and transparent process, DSDT ensures continuous improvement of student placement services and maintains alignment with employer expectations and student success goals.

Program Outcomes Follow-Up Plan

Purpose and Overview
The institution maintains a comprehensive and systematic plan to ensure continuous follow-up on program outcomes. This plan is designed to assess the effectiveness of academic programs through the collection and analysis of graduation rates, employment placement data, and feedback from both program completers and their employers.

Identification of Responsibility for Coordination of Follow-Up Activities
The Career Services team is responsible for overseeing all data collection activities related to program outcomes. This includes coordinating follow-up efforts, managing communications with graduates and employers, and compiling outcome reports for institutional use. Program instructors work in partnership with Career Services to support timely data collection and review within their respective areas.

Data Collection Methods
Graduation rates are tracked annually through the institution's Student Information System, with data verified and analyzed to identify completion trends across programs and student demographics. Placement data is collected through graduate self-reports using surveys and follow-up calls conducted after program completion. Whenever possible, this data is supplemented by information gathered from employers and professional networking platforms such as LinkedIn.

Methods for Surveying Completers and Employers of Completers
To further support evaluation efforts, the institution conducts graduate and employer surveys. Graduate surveys are administered electronically and are designed to measure satisfaction with the educational experience, perceived job readiness, and the relevance of acquired skills to their current employment. Employers of graduates are surveyed annually to assess their satisfaction with the graduates' performance, workplace competencies, and the alignment of program preparation with industry expectations. Additional insights may be gathered through conversations or interviews when appropriate.

Types of Information Collected
Information collected from graduates includes their level of satisfaction with the education received, the applicability of learned skills in the workplace, and suggestions for improvement. Employers provide feedback on graduate preparedness, performance in the workplace, and recommendations for enhancing the relevance and quality of academic programs.

Sharing and Use of Follow-Up Data
The information collected from these sources is synthesized into annual CPL data and an excel report. This report is shared with program faculty and administration. The findings are reviewed in bi-annual staff meetings and academic curriculum planning sessions to facilitate data-driven decision-making and continuous improvement of program quality. Actionable items identified through this review process are incorporated into program and course enhancements decisions and monitored throughout the academic year.

Annual Review and Revisions
The Program Outcomes Follow-Up Plan itself is reviewed annually by faculty and administration

as part of the institutional effectiveness cycle. Revisions are made as necessary to ensure the plan remains responsive to institutional needs and stakeholder expectations.

Availability and Application of Data

Follow-up data and related findings are made available at least annually to instructional and administrative staff to promote transparency and accountability. Ultimately, the data collected through this plan is used to evaluate educational effectiveness, enhance student outcomes, and ensure that academic programs continue to meet the evolving needs of students and the workforce.

Work Based Activities Plan
MRI Associate Degree Program

Purpose
The Work Based Activities Plan establishes the policies and procedures governing clinical education for students enrolled in the MRI Associate Degree Program at DSDT College. Clinical education provides supervised hands on learning experiences that allow students to apply classroom knowledge in real world healthcare environments. These work based activities support the development of technical skills, professional behaviors, and patient care competencies necessary for safe entry level practice in the field of magnetic resonance imaging.

Scope
This plan applies to all students enrolled in the MRI Associate Degree Program who are required to complete clinical externships as part of the program curriculum. Clinical education is an essential component of the program and is designed to provide structured learning experiences in hospitals, imaging centers, and other healthcare facilities that perform MRI procedures.

Eligibility
Students must successfully complete the required academic prerequisites within the MRI program prior to participating in clinical externships. Students must also meet all onboarding requirements established by DSDT College and the clinical affiliate site. These requirements may include background checks, drug screenings, immunization records, facility orientation, and other documentation required by the clinical partner prior to beginning clinical training.

Clinical Placement Process
Students are expected to take an active role in identifying potential clinical training locations within their geographic area. Potential clinical sites are submitted by students through the Populi system for institutional review. Once a proposed site is reviewed and determined to be appropriate for MRI clinical training, the MRI Program Director will work with the clinical organization to establish a formal clinical affiliation agreement. Students may not begin clinical training until a clinical agreement has been fully executed and written authorization has been provided by the MRI Program Director. The Program Director is the designated institutional employee responsible for ensuring that all required clinical agreements are established with external partners prior to student placement.

Written Agreements with Clinical Partners
DSDT College maintains written clinical affiliation agreements with all external clinical partners, including hospitals, imaging centers, and healthcare facilities that provide MRI services. These agreements clearly define the responsibilities and expectations of DSDT College, the clinical partner, and the participating students. The agreements confirm that clinical experiences are educational in nature, that students will be supervised by qualified MRI technologists, and that the clinical site will provide an environment that protects the safety and wellbeing of students. The agreements also establish expectations related to student supervision, evaluation of student performance, patient confidentiality, and adherence to professional and regulatory standards.

Clinical Externship Structure and Duration
Clinical education in the MRI program is delivered through a sequence of three clinical externship courses combined with structured MRI simulation training using the ScanLab simulation system. These courses provide progressive clinical learning experiences that allow students to develop technical skills, clinical judgment, and professional competencies under the supervision of qualified MRI technologists.

MRI 501 Clinical Externship I is a six credit course that requires students to complete a minimum of two hundred in person clinical hours at an approved clinical site under the supervision of licensed and registered MRI technologists. In addition to onsite clinical training, students complete seventy hours of asynchronous MRI simulation training using the ScanLab system, resulting in a total of two hundred seventy clinical education hours.

MRI 502 Clinical Externship II is also a six credit course that continues the development of hands on MRI clinical skills. Students complete a minimum of two hundred in person clinical hours at an approved imaging center or hospital and seventy hours of MRI simulation training using the ScanLab system, totaling two hundred seventy clinical education hours. During this externship students are expected to complete a minimum of sixteen hours per week at the clinical site.

MRI 503 Clinical Externship III is an eight credit course that provides advanced clinical training in magnetic resonance imaging. Students complete two hundred sixty in person clinical hours and one hundred hours of simulation training using the ScanLab system, totaling three hundred sixty clinical education hours. Students are also expected to complete at least sixteen hours per week onsite during this externship.

Across all three externship courses students complete a total of nine hundred sixty clinical education hours consisting of supervised clinical training and simulation based learning experiences.

Instructional Objectives and Clinical Experiences
Clinical education is guided by structured instructional objectives that define the competencies and learning experiences students must achieve during clinical training. Students participate in supervised MRI procedures, patient preparation activities, MRI safety screening, equipment operation, patient positioning, and image acquisition. Clinical training also emphasizes communication with patients and healthcare professionals, adherence to MRI safety protocols, and compliance with patient privacy and confidentiality requirements. Students are expected to demonstrate increasing levels of competency and professional responsibility as they progress through each clinical externship course.

Supervision and On Site Oversight
Each clinical partner designates a qualified onsite MRI technologist or clinical instructor who is responsible for supervising students and guiding their learning experiences while at the facility. The onsite supervisor ensures that students are provided with appropriate clinical instruction and that all patient care activities are conducted safely and in accordance with professional standards. The onsite supervisor also completes written evaluations that assess the student's clinical

performance, technical competency, professionalism, and overall readiness for entry level practice.

Institutional Oversight and Coordination
Clinical education activities for the MRI program are coordinated and overseen by the MRI Program Director. The Program Director is responsible for approving clinical training sites, ensuring that written clinical agreements are in place with external partners, monitoring student progress in clinical education, and maintaining communication with clinical partners regarding student performance and program expectations. The Program Director possesses appropriate education and professional qualifications in magnetic resonance imaging and ensures that clinical education activities align with institutional policies and accreditation standards.

Student Protection and Safety
DSDT College ensures that all clinical partners provide a safe learning environment for students. Clinical facilities must comply with applicable safety standards, including MRI safety protocols, patient privacy regulations, infection control practices, and facility specific safety procedures. Students are required to follow all clinical site policies and procedures related to safety, patient care, and professional conduct while participating in clinical education.

Evaluation and Assessment
Student performance during clinical education is evaluated through a combination of clinical supervisor evaluations, faculty oversight, and competency assessments. Evaluations assess the student's technical abilities, patient care skills, communication, professionalism, MRI safety practices, and overall clinical readiness. Students must successfully complete all required clinical hours and demonstrate competency in required learning objectives in order to progress through the program and graduate.

Confidentiality and Professional Conduct
Students participating in clinical education may have access to confidential patient or facility information. Students must maintain confidentiality in accordance with HIPAA regulations and all clinical site policies. Students are also required to follow the DSDT College Code of Conduct and demonstrate professionalism, ethical behavior, and respect for patients and healthcare personnel at all times while participating in clinical externships.

Conclusion
The Work Based Activities Plan ensures that students enrolled in the MRI Associate Degree Program at DSDT College receive structured and supervised clinical education that supports the development of professional competencies required in the field of magnetic resonance imaging. Through a combination of clinical externships and simulation based training using the ScanLab system, students gain the hands on experience necessary to safely perform MRI procedures and transition successfully into the healthcare workforce.

Student Retention Policy

Purpose
The intent of this policy is to outline DSDT's commitment and approach to improving student retention according to evidence-based principles which align with DSDT's strategic growth plan.

Scope
This policy applies to all DSDT faculty, staff, and administration.

Policy – General Rules
DSDT is committed to providing students with the support and resources they need to succeed academically and professionally. To that end, DSDT has developed the following student retention policy to help identify and support students who are at risk of withdrawal due to Student Academic Progress Policy standards or difficulty in grasping the coursework provided within programs of study.

The following systems have been implemented to ensure student retention of DSDT students:

1. Early Warning System: DSDT has implemented an early warning system to identify students who are at risk of dropping out. This system includes regular check-ins with students, monitoring of their academic progress, and early intervention when necessary.
2. Tutoring and Academic Support: DSDT offers free tutoring and academic support services to students who need extra help. This may include one-on-one tutoring, study groups, and workshops on study skills and time management. Students can easily schedule an online or in-person appointment with the DSDT tutoring service when needed. DSDT also provides a Student Media Resource Center to provide a space for students to complete assignments and provides additional resources to students.
3. Career Services: DSDT provides students with career counseling and job placement services to help them identify and pursue their career goals. This may include resume writing workshops, networking events, Career Connect, job links through Populi and job fairs.
4. Financial Aid: DSDT ensures that students are aware of all financial aid options available to them and provide assistance with the financial aid application process. This may include scholarships, grants, and work-study programs.
5. Student Engagement: DSDT creates opportunities for students to get involved in extracurricular activities and training sessions outside of normal scheduled courses. This may be hands-on training or seminars on the use of tools and equipment not directly focused on within the scope of normal study.
6. Mental Health Support: DSDT provides students with contacts to mental health services upon request. This may include counseling, therapy, and support groups.
7. Evaluation and Reporting: DSDT regularly evaluates the effectiveness of this retention policy and make adjustments as needed. All DSDT faculty, staff and administration report the retention rate of students to the school director and other relevant parties.
8. Follow-up: All reports of students at risk of withdrawing from DSDT are placed within a secure database which maintains all relevant information. The Students Services Department maintains this database and regularly follows up with reports and ensure all issues have been resolved.

This policy is be reviewed and updated annually to ensure that DSDT is meeting the needs of its students. DSDT is committed to providing students with support and resources needed to succeed academically and professionally.

Physical Resources Plan

Ongoing Operation and Maintenance of Physical Facilities

DSDT maintains a Physical Resources Plan to ensure the continuous operation, maintenance, and improvement of the institution's physical facilities. This plan is actively used by administration and reviewed annually to confirm that the campus remains safe, functional, and supportive of instructional and administrative needs.

Adequacy of and Improvements to Physical Facilities

The institution routinely evaluates the adequacy of its physical facilities. The School Director conducts regular walkthroughs to identify needed repairs, replacements, or upgrades. Improvements are made based on student population growth, program needs, and safety considerations. Adjustments are implemented as needed to maintain classrooms, labs, offices, and common areas in proper working order.

Budget Available for Facility Maintenance and Improvement

DSDT allocates an annual budget for facility maintenance and improvement. This budget covers routine repairs, contracted services, cleaning, safety-related enhancements, and required updates to support instructional and administrative operations. The budget is reviewed and revised each fiscal year to ensure sufficient financial support for maintaining facility standards.

Personnel

The School Director is responsible for overseeing the operation and maintenance of the physical facilities. Responsibilities include coordinating repairs, scheduling maintenance, and approving work performed by external vendors. Hardy Stallings Janitorial and Maintenance provides contracted cleaning and basic maintenance services on-site at least five days per week. In the absence of the School Director, a designated representative is authorized to coordinate required repairs or contact appropriate contractors.

Non-Instructional Equipment and Supplies

The School Director ensures that non-instructional equipment and supplies necessary for daily operations are available and properly maintained. Items such as office supplies, cleaning materials, and general operational consumables are monitored and replenished as needed. Staff are responsible for the upkeep of their own work areas, while institution-wide supplies follow an established ordering schedule.

Compliance with Relevant State Laws, Federal Codes, and Procedures

The institution complies with all applicable state laws, federal regulations, and local building and safety codes governing physical facilities. The main campus adheres to requirements set by the State of Michigan, the City of Detroit, and all related regulatory entities. Documentation is maintained to demonstrate compliance and support continuous operational readiness.

Annual Evaluation of the Plan

The Physical Resources Plan is evaluated annually and revised as necessary. Feedback is gathered through student surveys, faculty and staff input, and Advisory Committee meetings. The School Director reviews all feedback to determine whether updates to the plan are needed. Modifications are made to align with institutional needs, operational conditions, and budgetary considerations.

Technical Infrastructure Plan

Overview and Purpose

The institution maintains a comprehensive Technical Infrastructure Plan to support instructional delivery, administrative operations, and student services. This plan also encompasses distance education infrastructure, ensuring that both physical and virtual learning environments are fully supported. The plan is reviewed annually and revised as necessary to reflect institutional goals, advances in technology, and regulatory compliance.

Management and Oversight

All technical systems and services, including on-campus and distance education platforms, are overseen by the institution's Infrastructure Manager. This role is responsible for managing networks, IT equipment, software systems, cybersecurity protocols, and support services both online and in person. The Infrastructure Manager also ensures seamless integration and performance of cloud-based learning and administrative platforms used by the institution.

Core Technology Platforms

The institution utilizes Populi as the primary learning management system for both in-person and online course delivery. Populi is used for assigning coursework, distributing resources, managing grades, tracking attendance, maintaining student records, and communication. In synchronous programs, Microsoft Teams is used for live lectures. Hack The Box provides digital content and integrated learning tools specifically for IT programs, while ScanLab is used exclusively for the MRI program. All platforms are cloud-based, accessible remotely, and regularly updated to ensure consistent and reliable experience for students and staff.

Distance Education Infrastructure

The institution's distance education infrastructure is designed to ensure accessibility, continuity, and student engagement. Populi serves as the primary platform for delivering course content, hosting assignments and discussions, and managing grades. In synchronous programs, Microsoft Teams is used to conduct live lectures. Hack The Box and ScanLab integrate directly with Populi to provide adaptive learning tools. Populi also supports the administrative needs of online learners by providing access to grades, transcripts, communication tools, and payment processing.

To support this infrastructure, the institution ensures that students and faculty have access to technical support and training resources. System performance is monitored to maintain high availability, and contingency protocols are in place for backup access or recovery in case of system failure. Bandwidth capacity, platform compatibility, and usability are routinely evaluated to ensure all users can participate fully in the educational experience.

System Reliability and Maintenance

The Infrastructure Manager conducts regular functionality checks and preventative maintenance to ensure uninterrupted access to all systems. Monitoring tools are used to detect issues early, and service-level agreements with platform providers ensure timely resolution of any disruptions. Scheduled maintenance is communicated in advance to minimize impact. Hardware and software systems are upgraded as needed to support optimal performance.

Adequacy and Continuous Improvement

The technical infrastructure is assessed periodically for adequacy based on changes in enrollment, staffing, curriculum, and delivery formats. Feedback from faculty, staff, and students informs decisions on hardware procurement, system upgrades, and software adoption. Improvements are prioritized according to need and budget capacity. The Infrastructure Manager collaborates with institutional leadership to align infrastructure development with strategic planning and instructional goals.

Data Privacy, Security, and Protection
The institution upholds strong data privacy and cybersecurity standards. All data stored or transmitted through Microsoft Teams, Hack the Box, ScanLab and Populi is protected using encryption, multi-factor authentication, and access controls. Backup protocols are enforced to preserve institutional records, student coursework, and assessment data. The Infrastructure Manager is responsible for ensuring that data security practices meet FERPA and applicable federal and state regulations.

Support for Student Access and Equity
The institution ensures that all students, including those enrolled in distance education programs, have equitable access to instructional technology. Learning platforms are regularly tested for compatibility with a range of devices and browsers. Technical support is available through campus staff or platform help desks. Where appropriate, the institution works to reduce barriers by offering guidance on minimum technology requirements and facilitating access to resources.

Protection of Student Work and Institutional Records
Student work, test data, and institutional records are preserved and protected across all systems. Populi, ScanLab and Hack the Box securely store course materials, student submissions, and feedback. Populi also maintains official academic records, transcripts, and communications. Backup schedules and retention protocols ensure that data is recoverable in the event of loss or system failure. All access to these records is limited to authorized personnel in compliance with institutional policy and legal requirements.

Annual Evaluation and Accessibility of the Plan
The Technical Infrastructure Plan is reviewed annually by the Infrastructure Manager in collaboration with administrative and instructional staff. This evaluation considers system performance, incident reports, student and staff feedback, and the adequacy of current infrastructure to meet projected needs. Updates are made to ensure the plan remains relevant and effective. Summarized results of the annual review are made available to faculty and staff to promote transparency and institutional improvement.

HEALTH & SAFETY PLAN SECTIONS

Overview
DSDT faculty and staff are diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan (LARA) Post- Secondary School policy and procedures are implemented at the Detroit main campus to fulfill the goal of a safe and healthy environment. DSDT's policies, processes, and procedures relating to health and safety issues are in place, implemented, regularly evaluated and revised with input from employees and students. In addition, all staff follow a system for reporting and investigating accidents or injuries. DSDT has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies, activities and to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to staff and students and protect and conserve DSDT'S equipment, employees must comply with the following requirements:

- Observe all safety rules located in DSDT's emergency response and evacuation plan for fire evacuation, incident plans/procedures,and emergency preparedness protocols.
- Always keep work areas clean and orderly and immediately report all accidents to the Campus Security Authority at the branch or main location.
- Operate instructional material/equipment only after proper training has been administered and under the supervision of an instructor.
- All employees must wear business casual clothing while on campus or must have appropriate DSDT T-shirt, jeans/slacks, and closed-toe shoes.

Employees with questions or concerns relating to the safety programs and issues should contact the Campus Security Authority at the respective campus or local emergency personnel. Local numbers are posted on the evacuation plan plaque displayed in every room and hallway at the respective campus and in the student handbook and catalog made available to every student prior to enrollment.

Visitors in the Workplace
All visitors are required to enter the facility through the main entrance. All secondary doors must be closed and secured at all times. School visitors must provide DSDT staff with their reason for visiting and the staff member will deem if their visit is appropriate and necessary. In an effort to minimize classroom disruptions and mitigate any emergency situations, no student or visitor shall be permitted to wander about the building under any circumstances. Students who are currently enrolled and who may require evening access to the Student Media Resource Center must receive prior authorization from their instructor or the school director prior to access being granted. Employees who observe an unauthorized individual on DSDT premises should immediately direct him/her to the Campus Security Authority or his/her designee. All nighttime visitors must follow the same procedures required for entry into the building. No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons, or antique weapons may not be brought on to school property, including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the Campus Security Authority or his/her designee at the respective campus who shall turn the weapon over to the proper authorities.

Bullying and Harassment
DSDT mandates that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. DSDT will not tolerate bullying or harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The following are general processes and procedures designed to assure students, staff, and guests that DSDT is a safe and healthy environment in which to teach and learn.

Accident Reporting System
DSDT follows the state of Michigan (LARA) post-secondary policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers a work-related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed before the injury/illness and bring them back to work as quickly as possible.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during, or arising out of, your employment.
- Receive timely and understandable information concerning your treatment including available alternatives and their effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified, as well as request a one-time independent medical examination.

As an employee, you are responsible for:

- Immediately reporting any injury received on the job to your respective Campus Security Authority or his/her designee, prior to seeking medical care for an occupational injury that does not require emergency treatment.

Claim Reporting System
In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Campus Security Authority or his/her designee, who, in turn, will receive care/medical/ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the Campus Security Authority or his/her designee.

ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

Emergency Care
In the event of an emergency, have someone call 911 or go to the nearest emergency room. Please contact your immediate instructor/supervisor or Campus Security Authority or his/her designee to help facilitate. Any additional medical care that is needed will be coordinated through them. After hours medical care is available 24 hours a day, seven (7) days a week (including holidays) in nearby urgent care centers. If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must call the Campus Security Authority or his/her designee immediately, or no later than, the next business day to report such visits.

If a student suffers an on-campus related injury/illness, a Student Accident Report (Addendum A) should be completed on the same day of the incident and submitted to the Campus Security Authority or his/her designee on the sameday. The Campus Security Authority or his/her designee will retain a copy for DSDT's files and add a copy to the student's files. For non- students or subcontractors that suffer work related injury/illness, a Public Incident Report (Addendum B) should be completed on the same day of the incident and submitted to the Campus Security Authority or his/her designee that day. The director will then file in a timely manner or within the 24-hr. period.

Accident Investigation System
The Campus Security Authority or his/her designee completes a health and injury report as necessary and submits the report to DSDT's office of secure files, before the end of the working day on which the incident is reported. An Incident Report or Student Accident Injury Report is to be submitted to the Campus Security Authority or his/her designee and will be investigated through department procedures.

Emergency Response and Evacuation Plan
Every DSDT classroom has an emergency evacuation plaque equipped with location awareness, emergency personnel contact information, evacuation routes, etc. Throughout the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classrooms and is found in the Consumer Info at

a Glance section on our website for reference. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. DSDT's Emergency Response and Evacuation Plan considers lessons learned from prior school trainings to highlight the importance of preparing for any hazard or emergency. DSDT's Emergency Response and Evacuation Plan is aligned with the emergency planning practices at national, state, and local levels and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Part of DSDT's Emergency Response and Evacuation Plan requires both the main and branch locations conduct annual trainings for various scenarios (fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) for staff, students, and visitors to be prepared during critical incidents. Each classroom has an emergency evacuation map posted that the instructor discusses with their class. The main campus has an annual emergency evacuation training, in which a fire drill simulation is conducted. Drills are conducted so that students and personnel can react quickly & appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

Fire Extinguisher Maintenance Plan
All fire extinguishers are maintained by Fire Systems of Michigan for the main campus Detroit location. All fire extinguishers are checked annually.

Evaluation & Revision
DSDT's written health and safety plan is reviewed annually by DSDT's Institutional and Occupational Advisory Committees, to ensure compliance with LARA school licensing division guidelines, as well as adequacy. Students, employees, and visitors will use this form to report school related injuries, illness, or "near miss" events (which could have caused an injury or illness) - no matter how minor. This helps us to identify student plans, procedures and emergency preparedness protocols to correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to the Campus Security Authority or his/her designee. Always keep work areas clean and orderly, and immediately report all accidents to the Campus Security Authority or his/her designee. Operate instructional material/ equipment only after proper training has been administered and under the supervision of instructor and or School Director. Employees caring for injuries sustained during or arising out of an on campus activity should direct questions or concerns relating to the safety of programs or issues immediately to the Campus Security Authority or his/her designee, or local emergency personnel. Local numbers are posted on the walls of the campus, or in the student handbook and catalog made available to the student prior to enrollment. All visitors are required to enter the facility through the main entrance. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 911 and complete an Injury Report form. Have the student, Campus Security Authority or his/her designee, or the supervisor who charted the incident acknowledge and sign off on documentation.

Today's Date:

Incident Report (Indicate which campus)

DSDT Main Campus
1759 W. 20th Street
Detroit, MI
48216

Students, employees, and all visitors will use this form to report all school related injuries, illness, or "near miss"
events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to a school director/ instructor for further action.

I am reporting a work related: □ **Injury** □ **Illness** □ **Near Miss**

Your Name:

Instructor/Supervisor:

Have you told your instructor/supervisor about this injury? □ **Yes** □ **No**

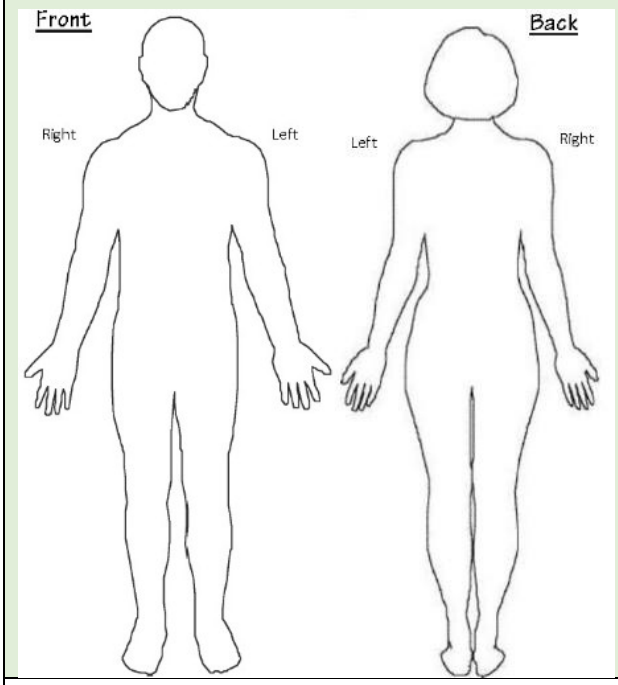
Date of injury/near miss:	**Time of injury/ near miss:**

Name of witness (if any):

Where, exactly, did it happen?

What were you doing at the time?

Describe step by step what led up to the injury/near miss. (Continue on back if necessary)

What could have been done to prevent this injury/near miss?	
What parts of your body Were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/near miss? □ Yes □ No	
If yes, whom did you see?	Doctor's phone #:
Part of body affected:  	Nature of the injury you're reporting: ▪ Abrasion, scrapes ▪ Amputation ▪ Broken bone ▪ Bruise ▪ Burn (heat) ▪ Burn (chemical) ▪ Concussion (to the head) ▪ Crushing Injury ▪ Cut, laceration, puncture ▪ Illness ▪ Sprain, strain ▪ Other:
Written witness statement:	
Number of attachments (photographs, hospital verification, drawings, etc.):	

Why did the incident happen? ☐ **Unguarded hazard** ☐ **Safety device is defective** ☐ **Tool or equipment defective** ☐ **Workstation layout is hazardous** ☐ **Unsafe lighting** ☐ **Unsafe ventilation** ☐ **Lack of needed personal protective equipment** ☐ **Lack of appropriate equipment/tools** ☐ **No training or insufficient training**	☐ **Other:**
What changes do you suggest preventing this incident/ near miss from happening again? ☐ **Stop this activity** ☐ **Redesign school area** ☐ **Train/ enforce policy** ☐ **Other:**	
Your Signature:	**Date:**
For administrative use only	
Written by: **Job title:**	**Date:**
Names of team investigating:	
Reviewed by: **Job title:**	**Date:**
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?	

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter school program or workenvironment.

- Please review every room at facility for the immediate evacuation route in event of an emergency or fire.
- Please report all investigations and or incidents to the fire department by calling 911 and give the name of the DSDT location: 1759 W 20th Street Detroit, MI 48216

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful
- Proper Use of Flammables: Read labels and always follow precaution
- Proper use of chemicals and materials: Please referto teacher/ student manuals. If your class is using any of them, they will be listed in your manual and reviewed in introductory class
- DSDT is a smoke free environment. Smoking on or near campus is prohibited. Avoid other sources of openflames
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilatedarea and in moderate temperature
- Proper Use of First Aid: First aid kit are available throughout the institution at various locations.
- Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation

IN THE EVENT OF A FIRE:

- Contact the fire department (911) and give the name and address of the DSDT location, the nature of fire (what is burning),and the name of person reporting the fire
- Evacuate premises by following the planned procedure for the facility
- Alternate exits for use in the event the fire blocks regular route
- Fire extinguishers are serviced annually

USE OF FIRE EXTINGUISHERS

Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

1. Pull the pin
2. Aim the nozzle
3. Squeeze the handle
4. Sweep from side to side at the base until fire goesout

RECOMMENDED PROCEDURES

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the followingare TRUE:

- Everyone is leaving the premises and the firedepartment has been called
- The fire is small and confined to the work areawhere it started (wastebasket, cushion, small appliance, etc.
- You can fight the fire with your back to an escape route
- Your extinguisher is rated for the type of fire you arefighting and is in good working order
- You know how to operate the extinguisher

Individual completing this form, please circle the correct one: Student / Guest / Employee

_____ _____

Signature **Dat**

EMERGENCY RESPONSE AND EVACUATION PLAN

Purpose
DSDT is dedicated to providing employment opportunities in the industries we serve. Incidents may emerge that require immediate actions and therefore it is mandatory the school has an emergency response plan. The purpose of the emergency response and evacuation plan is to ensure the safety of all who work on, attend, or visit the school's campus in accordance with local state and federal regulations.

DSDT's campus is required to maintain an emergency response evacuation plan (EREP), which incorporates the five phases of emergency preparedness: prevention protection, mitigation, response, and recovery. Together, these elements assist in ensuring campus faculty students and visitors alike have guided instructions, outlined and detailed in the event of an emergency and evacuation. The School Director is the designated emergency safety authority. In this role, the emergency safety authority, shall be responsible for reporting and ensuring the evacuation of the campus in the event of an emergency.

Emergency Response and Evacuation Plan
Schools are required to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. DSDT's School Director is responsible for maintaining procedures and reporting the EREP. Students and staff may request copies of these at any time from the School Director.

Reporting a Crime or Emergency
DSDT encourages accurate and prompt reporting of all crimes to security and local law enforcement. If the victim is unable (physically/mentally) to make such a report, DSDT staff will contact the local law enforcement agency on their behalf.

If anyone on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus is a victim of a crime, a witness to a crime, has third party information, or observes suspicious activity, they should immediately report it to DSDT staff. Crimes should be reported to DSDT staff to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the school community.

Testing and Dissemination of Emergency Procedures
DSDT conducts emergency response and evacuation drills at least once a year. These tests will be documented, specifying whether it was announced or unannounced, along with a description of the nature of the test, the date, time, and outcomes of the exercise.

The School Director is responsible for ensuring this documentation is maintained and accessible upon request. Additionally, students and staff will receive notifications about upcoming tests, ensuring transparency and preparedness.

Response to Reports
All reported crimes may be investigated by the school and reported to local authorities. Any crime may become a matter of public record. If assistance is required from a local law enforcement agency or the local fire department, DSDT staff will contact the appropriate agency.

Emergency Response
Crimes are to be reported immediately to the campus emergency safety authority and by calling local authorities. If the victim requires assistance, DSDT staff will report the incident on their behalf.

Emergency Notification
Upon confirmation of an emergency or ongoing dangerous situation at the facility, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus that, in the judgment of school leadership and DSDT staff, or their designee, that constitutes an immediate threat to the health or safety of some or all of the members of the DSDT community, an emergency notification will be immediately issued to the community or the segment of the community that is affected by the emergency by means of an SMS text message. The message will be drafted in DSDT's student information system. The decision to issue an emergency notification, determine the appropriate division of the campus community to notify, and the content of the notification will be made on a case-by-case basis by Kathryn Kothe, the Campus Safety Authority/Designee, in consultation with the School Director.

The following information will be promptly communicated:

- Incident facts
- The nature of the incident
- Any continuing or immediate danger to the campus community
- The possible risk to the DSDT community
- Law enforcement efforts

DSDT will notify without delay, keeping the safety of the community in mind.

Timely Warning
All crimes specific to the Clery Act are required to be assessed for a potential Timely Warning Notice if the crime represents a serious or continuing threat to the community.

In the event that a crime constituting a serious or continuing threat to persons, property, and/or serves as an educational effort to prevent similar crimes in the future occurs within the Clery Geography (in or on a non-campus building/property, on campus, or public property within/immediately adjacent and accessible to campus property), a school-wide timely warning will be issued by email from Kathryn Kothe (the Campus Safety Coordinator), in consultation with the School Director, and/or other designees; the message will be a community-wide email blast through DSDT's student information system, Populi.

The decision to issue a timely warning will be made on a case-by-case basis in light of all the facts surrounding the crime, including factors such as the date and time of the crime or incident versus the date it was reported to DSDT Staff or local authorities. Timely Warnings are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and Murder/Non-Negligent Manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by DSDT. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by DSDT staff.

Timely Warning & ER Notifications Policy
Timely warnings are issued at the discretion of DSDT and the nature of the incident. Notification of these warning may be communicated via email, institutional texting system, letter, or phone.

A school must, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are included in campus crime statistics, such as arson, robbery, burglary, motor vehicle theft, aggravated assault, criminal homicides, and sex offenses if it represents a treat to students and employees.

If there is an immediate threat to the health or safety of students or employees occurring on campus, DSDT must follow its emergency notification procedures. If DSDT follows its emergency notification procedures, DSDT is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.

Timely Warning & ER Notifications Procedure
Responsibilities of the following parties:

School Director

- Will issue a timely warning in the event of emergency situations via text and voice messages through DSDT email and/or phone.
- Will issue test text and voice notifications twice a year. This will be conducted once in the Spring and once in the Summer.
    - Students will be notified of the test 1 week prior to the test.

Students

- If the test is unsuccessful, the students will notify the School Director to update, or trouble shoot the reason for a failed test.

Financial Aid Director

- Will update the student's record
- Notify the School Director of the update via private message.

School Director

- Submit an additional timely notification test to students who updated their information**.**

Evacuation Procedures
Emergency response and evacuation procedures shall be publicized on an annual basis. This shall be done through student and faculty orientations and annual staff meetings. Additionally, anyone with information warranting an emergency response or evacuation may report the circumstances to a DSDT staff member.

For additional information, please contact the school director/emergency safety authority at: 888-688-4234

Main campus emergency response phone numbers:
Campus non-emergencies: 888-688-4234
Campus emergencies: 911
Police department: 313-224-3000
Fire department: 313-899-1420
Ambulance 313-879-2020

Procedures for reporting fire or other emergencies
Instances of emergencies shall be reported to local authorities by calling 911. After 911 has been contacted, please call the emergency safety authority.

Emergency reporting and evacuation procedures
Types of emergencies to be reported by CSA's are:

- Fire
- Bomb threat
- Severe weather
- Public lockdowns
- Limited lockdowns
- Directional evacuations
- Other (i.e. terrorist attack/hostage training)

Evacuation routes
Evacuation route maps have been posted in each work area.

The following information is marked on the evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarms/ fire alarm simulation devices

Faculty and staff should know at least two evacuation routes.

Fire

- All parties are notified of a fire emergency by the building fire alarm, designated fire alarm simulation method and/or verbal drill.
- All instructors are to immediately announce verbally that a fire drill has been initiated and begin vacating the building.
- All instructors and students are to immediately exit to the nearest and safest exit door.
- Once all persons have exited the building, everyone should move to the far-right corner of the parking lot away from the building.
- Instructors should immediately take role call to ensure all students are accounted for.
- Once all persons have made it to the rendezvous location in the parking lot, the CSA or designated point person or will contact emergency services. They will provide updates to emergency personnel, conduct role call to determine status of all personnel involved in the incident, and inform arriving emergency responders of the incident location, conditions and status of all faculty, staff and students on campus.
- Once emergency personnel and DSDT staff give clearance, all parties will be allowed to exit or enter the building.

Fight the fire ONLY if:

- The fire department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

CSA must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of personnel
- Perform an accurate headcount of personnel reported to the designated areas
- Determine a rescue method to locate missing personnel
- Provide the fire department personnel with the necessary information about the facility
- Perform assessment and coordinate weather forecast office emergency closing procedures

All staff members must:

- Ensure that all employees have evacuated the building
- Report any problems to the CSA at the assembly area

Designated Point Person(s) to the physically challenged should:

- Assist all physically challenged employees and/or students in an emergency evacuation

Bomb Threat

- Call 911 and notify the CSA. Do not activate the fire alarm and/or fire alarm simulation devices.
- If by phone- stay calm, keep the caller talking, note details (location, time, description), and listen for background noises.
- If by email/written note- do not delete or touch. Report to authorities immediately.
- If in person- remain calm, gather details, and report immediately.
- Evacuate if ordered- use designated routes, avoid suspicious items, and gather at assembly points.
- If you see a suspicious object, leave it and report it.
- Once emergency personnel and DSDT staff give clearance, all parties will be allowed to exit or enter the building.
- Ensure proper reporting and compliance with Clery Act requirements by the CSA.

Active malicious call trace

Hang up phone and do not answer another line. Choose same line and dial *67 (if your phone has this capability). Listen for the confirmation announcement and hang up.

Call the CSA and relay information about the call.

Did the caller appear familiar with the campus? (i.e. by his/her description of the bomb location) Write out the message in its entirety and any other comments on a separate sheet of paper and attach to the checklist provided on previous page. Notify your supervisor immediately.

Severe Weather

Tornado

- When a warning is issued by sirens or other means, seek inside shelter and consider the following:
    - Small interior rooms on the lowest floor and without windows
    - Hallways on the lowest door away from doors and windows
    - Rooms constructed with reinformed concrete, brick, or block with no windows
- Stay away from outside walls and windows
- Use arms to protect the head and neck
- Remain sheltered until the tornado thereat is announced to be over

Earthquake

- Stay calm and await instructions from the CSA
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Assist people with disabilities in finding a safe place
- Evacuate as instructed by the CSA

Flood

- If indoors:
    - Be ready to evacuate as directed by the CSA
    - Follow the recommended primary or secondary evacuation routes
- If outdoors:
    - Climb to high ground and stay there
    - Avoid walking or driving through flood water
    - If a car stalls, abandon it immediately and climb to a higher ground

Blizzard

- If indoors:
    - Stay calm and await instructions from the CSA
    - Stay indoors
    - If there is no heat:
        - Close off unneeded rooms or areas
        - Stuff towels or rags in cracks under doors
        - Cover windows at night
    - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
    - Wear layers of loose-fitting, light weight, warm clothing, if available
- If outdoors:
    - Find a dry shelter. Cover all exposed parts of the body.
    - If shelter is not possible:
        - Prepare a lean-to, wind break, or snow cave for protection from the wind
        - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
        - Do not eat snow. It will lower your body temperature. Melt it first.
- If stranded in a car or truck:
    - Stay in the vehicle
    - Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
    - Make yourself visible to rescuers

        - Turn on the dome light at night when running the engine
        - Tie a colored cloth to your antenna or door
        - Raise the hood after the snow stops falling
    - Exercise to keep the blood circulating and to keep warm

Lockdowns

In the event of an emergency and notification of a campus lockdown, please follow the procedures below:

- Remain calm and encourage others to remain calm
- Immediately cease all activity (i.e. teaching, group work, meetings, etc.)
- Lock or barricade all doors where possible, use furniture or desks as cover
- If possible, cover any windows or openings that have a direct line of sight into the hallway
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows or doors
- Sit on the floor or crouch under or behind desks and bookshelves where possible, so as to be as invisible as possible
- Immediately put all cellphones on vibrate or silent mode. Calls to 911 should be made only if specific information becomes available regarding the location or conduct of the intruder if the status of the emergency changes
- Be as quiet as possible
- DO NOT respond to anyone at the door until an "all clear" message is received via campus notification systems or if you are certain it is safe to do so (i.e. police are at the door)
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible
- Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above head and palms facing outward and follow the above lockdown instructions. If it is safe to run into a building, hide behind a large heavy object (i.e. desk, bookshelf, etc.). Notify 911 of your location when it is safe to do so. If off campus, do not return and follow official instructions from the campus notification system.
- Be aware of alternate exits if it becomes necessary to flee

ACCESS TO STUDENT RECORDS POLICY AND PROCEDURES

Student Access to Files and Records

Each student has the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. At no time may a student remove any items/articles from their file. The School Director is the official custodian of the records. All records will be maintained for 5 years from the date of graduation or termination from the school and will be kept on campus. The School Director may request other school personnel to assist in answering any questions that students may have regarding the interpretation of the records.

In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student. The School Director or designee, upon receipt of this request, will provide access to review the records at a date and time no more than 48 business hours upon receipt of the request. Students are required to sign a record release form upon enrollment of classes. The student or individuals the student duly authorizes may examine the file in the presence of the School Director and/or another person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of $1.00 per page.

If a request from an outside agency for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature. Only the School Director or his/her designee will be permitted to release information.

Documentation of any correspondence will be placed in the student's file. The school will disclose personal, identifiable information from the records of a student without the written consent of the student to the following parties:

a. School employees who have a "need to know".
b. Organizations performing authorized studies or reports for the school.
c. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.

DSDT College Campus Location Address/Contact Info:
1759 W. 20th Street
Detroit, MI 48216
Main Phone Line: (888)-688-4234
Admissions@dsdt.edu

OPERATIONS AND MAINTENANCE PLAN

The Operations and Maintenance Plan for DSDT is executed by the School Director. If any of the following issues arise, it must be reported directly to the School Director.

- Loss of heat or air
- Water main breaks
- Gas leaks
- Roof leaks
- Electrical malfunctions
- Plumbing issues
- Broken meters

The School Director will then contact the appropriate contractor to fix the issue at hand. If necessary, local authorities must be contacted.

Adequacy of and Improvements to Physical Facilities
DSDT 's physical facilities are managed by the directors and staff, as well as Hardy Stallings Janitorial and Maintenance. Physical resources are inventoried and maintained by the School Director. As it is deemed necessary to add additional space for student classroom(s), lab(s), or common space, the School Director is responsible for the process of developing additional space within the buildings DSDT occupies. Routine checks are done to ensure that physical resources meet the school requirements. Based on the routine checks, plans will be drawn up for replacement, repair, and new procurements as necessary. Technical infrastructure is added as the student population and staff need change. Also, technical infrastructure is added as budgetary constraints allow.

Budget Available for Facility Maintenance and Improvement
To ensure the ongoing quality of the main campus, DSDT has established a dedicated budget for facility maintenance and improvement. This budget allows DSDT to plan for addressing essential maintenance tasks, cleaning tools/equipment, safety upgrades, and enhancements that will benefit all staff and students. The facility maintenance and improvement budget is assessed and revised annually.

Personnel
Major repairs and maintenance to the physical facility such as building repairs, and heating and cooling breakdowns, are managed by the school director. If the School Director is off campus, his/her designee has the authority to contact the building owner or contractor that can assist with the repairs. Please contact the School Director for further clarification. DSDT leases the campus grounds at the main location. If there is as problem with the physical facility, immediate notification must be made to the School Director.

All exterior maintenance is maintained by the main campus School Director on a regular basis at the main location. In the event the grounds cannot be tended to, outside companies will be hired on an as-

needed basis. At the main campus location, Hardy Stallings Janitorial and Maintenance is contracted to be on site no fewer than 5 days per week.

DSDT's School Director is responsible for developing and maintaining distance education infrastructure. The School Director works closely with the Infrastructure Manager and Compliance Officer to develop and plan for all online platforms to incorporate a seamless integration of distance education into DSDT's institution.

Non-Instructional Equipment and Supplies
The School Director is responsible for ensuring the school has all the necessary daily operational supplies such as pens, paper, note pads, folders, files, water, cleaning supplies, etc. and all staff is responsible for the general clean-up of their individual areas within the facility. All non-instructional supplies are ordered on a quarterly or as needed basis and are budgeted annually for.

Instructional Equipment and Supplies
All equipment needing repairs are reported to the School Director and the School Director deems if the equipment needs repair or to be replaced. The School Director will meet with the Compliance Officer and Management to see if a repair is needed or if the actual purchase of new replacement equipment is best. DSDT always ensures network functionality for both distance education and traditional means of instructional delivery.

DSDT's process is to take inventory of all instructional equipment and supplies before the course begins. Instructors are tasked with testing all equipment to ensure all equipment is working effectively, and that all equipment is safe for use when being operated according to manufacturer's recommendations. If the instructor finds required material or equipment to be damaged or malfunctioning in a manner that could adversely affect the safety of students or staff, instructors are required to inform the School Director immediately. All equipment is inspected by instructors to verify it can be safely used in a classroom environment. Aside from this process we have a mandatory annual inspection from the city of Detroit, Buildings safety and engineering department at the main campus. DSDT's School Director and Compliance Officer perform equipment sweeps to maintain and ensure safe usage once per quarter as an additional measure to ensure we have performed maintenance on computers/ all other equipment and verified all components are operational and safe to use. This is tracked through Asset Tiger, DSDT's inventory management system.

Instructional Equipment Inventory Procedure
DSDT's process is to take inventory of all instructional equipment at the beginning and end of each course. Instructors are tasked with ensuring that the equipment used in the course is in proper working conditions. If the instructor finds that the equipment is not working properly, they are required to inform the School Director immediately. The inventory procedure is a "check-in" and "check-out" process utilizing a system called Asset Tiger. DSDT houses all equipment in locked cabinets that only the

Program Directors have access to. In the event an instructor needs equipment for their respective class, the Program Director will unlock the cabinet and verify Asset Tiger has been utilized.

Emergency Purchases and Repairs of Equipment
The institution's equipment is maintained in accordance with schedules, and repairs are made on an "as-needed" basis. Should the need for an emergency purchase arise, the administration team meets to discuss the appropriate allocation of general fund money for the purchase, acquisition, or repair of necessary equipment within a timely fashion to maintain the continuous support and instruction of the student and faculty. DSDT includes in its budget for supplies an allocation for expedited or overnight emergency supply purchases in case there is an error in the order or run out of supplies during the course.

Replacing and Disposing of Obsolete Equipment
DSDT has a procedure for replacing and disposing of obsolete equipment. Equipment is repaired on an "as-needed" basis and based on industry relevancy. DSDT avoids disposing obsolete equipment at all costs and prefer to recycle the equipment to be used as an aid in student learning. Along with recycling, the institution donates obsolete equipment to public schools or other non-profit organizations. If equipment is unusable and needs to be disposed, DSDT takes the equipment to an authorized recycling center. Please reference the physical and technical infrastructure plan for further details.

Compliance with Relevant State Law, Federal Codes and Procedures
The written Operations and Maintenance plan of the physical facility is under the State of Michigan and the local city of Detroit guidelines. The main campus location has applicable documentation to provide proof for both distance education and traditional modes of instructional delivery.

The operational federal codes for procedures and standards of operation are under the jurisdiction of the State of Michigan Licensing Department Post-Secondary School Division. DSDT observes all state laws as they relate to the daily operations.

Annual Evaluation of the Plan
The operation and maintenance plan is revised annually or on an as needed basis. Instructors, students, staff and advisory committee members complete at least one survey annually to determine if the operations and maintenance plan addresses all facets of the institution's operation and maintenance needs. Students will be asked to evaluate the facilities and physical resources upon course completion. All Institutional and Occupational Advisory committee members are required to provide feedback on the operations and maintenance plan annually at the committee meetings. This information will be collected and presented to the respective School Director to be used for modifications and improvements. During the bi-annual employee meetings, all staff will discuss feedback gathered from the students, staff, instructors, employers, and advisory committee members. All the collected data will be analyzed to determine the effectiveness of DSDT operation and maintenance plan. If a need presents, additions will be made within annual budgetary constraints. All DSDT employees are encouraged to give honest feedback at employee bi-annual meetings and will be considered for review.

EMPLOYEE GRIEVANCE POLICY AND PROCEDURES

PURPOSE OF THE PROCEDURE/INTRODUCTION
DSDT's aim is to ensure that employees with a grievance relating to their workplace can use aprocedure, which can help to resolve grievances as quickly and as fairly as possible.

POLICY
Any employee who feels they have not received adequate, fair treatment in all matters related to;school policies, regulations, and procedures in accordance with the current employee handbook rights may seek consideration through a formal grievance policy.

PURPOSE
To Provide all employees with a means for impartial consideration in grievance procedures.

SCOPE
This policy applies to all employees who work at DSDT.

GUIDELINES AND CHAIN OF COMMAND
Stage 1: Statement of Grievance- If the employee feels that the matter has not been resolved through informal discussions with a scheduled employee/ Director of Administration, the employee should put your grievance in writing to the School Director to further resolve the said issue.

Stage 2: The Grievance Meeting- whenever unresolved, the employee may request an official grievance be heard by the DSDT's School Director. Employees must make a request within 3 working days of the incident.

Stage 3: The Grievance Meeting- the Director of Administration will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days-notice of this meeting will be provided to the employee and they will be informedof their right to be accompanied. Employees submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

PROCEDURE
Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee or School Director can't attend, the meeting must be rearranged. These time limits may be extended by mutual agreement.

After the meeting, the School Director hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details on how to appeal. The School Director will convene and review the grievance and make a decision within 5 working days.

APPEAL

If the matter is not resolved to the employee's satisfaction, they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 10 working days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. After the appeal meeting with the School Director, the School Director must inform the employee in writing of their decision within 10 working days of the meeting. Their decision is final.

If conflict is still without resolve, please contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790
www.council.org.

Or

State of Michigan
Department of Labor and Economic Opportunity
Employment & Training, Post-Secondary Schools
P.O. Box 30805
Lansing, MI 48933
Phone: 517-335-4000
Fax: 517-241-9846
Email: PSS@michigan.gov.
Website: https://www.michigan.gov/leo/bureaus-agencies/wd/pss

EMPLOYEE GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Phone Number: _____

1. Please provide a one or two sentence description of your complaint.

_____

_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____

_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____

_____

4. Indicate what specific resolution you are seeking or recommending.

_____

_____

*I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____ _____

EMPLOYEE SIGNATURE **DATE**

STUDENT GRIEVANCE POLICY AND PROCEDURES

PURPOSE OF THE PROCEDURE/INTRODUCTION

DSDT's aim is to ensure that students with a grievance relating to their education or attendance can use a procedure, which can help to resolve grievances as quickly and as fairly as possible.

POLICY

Any student who feels they have not received adequate, fair treatment in all matters related to; school policies, regulations and procedures in accordance with the current student handbook and student bill of rights may seek consideration through a formal grievance policy.

PURPOSE

To provide all students with a means for impartial consideration in grievance procedures.

SCOPE

This policy applies to all students enrolled in the DSDT school no matter the program of study.

GUIDELINES AND CHAIN OF COMMAND

Stage 1: Statement of Grievance- If the student feels that the matter has not been resolved through informal discussions with scheduled instructor/ student meetings, the student should put their grievance in writing to the Director of Administration to further resolve the said issue.
Stage 2: The Grievance Meeting whenever unresolved, the student may request an official grievance be heard by DSDT's School Director. The student must make a request within 3 working days of the incident.
Stage 3: The Grievance Meeting- the Director of Administration at the main location will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally within 5 working days-notice of the meeting will be provided to the student and they will be informed of their right to be accompanied. Students submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

PROCEDURE

Students must take all reasonable steps to attend the meeting, but if for any unforeseen reason the student or the School Director can't attend, the meeting must be rearranged. Should a student companion and or parent/ custodial guardian be unable to attend, then the student must make contact within 10 days of the date of the letter to arrange an alternative date that falls within 15 days of the original date provided. These time limits may be extended by mutual agreement. After the meeting, the School Director hearing the grievance must write to the student informing them of any decision or action and offering them the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details on how to appeal. The School Director will convene and review the grievance and make a decision within 5 working days.

APPEAL

If the matter is not resolved to the students' satisfaction, they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 10 working days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. After the appeal meeting with the School Director, the School Director must inform the student in writing of their decision within 10 working days of the meeting. Their decision is final.

If conflict is still without resolve, please contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790
www.council.org.

Or

State of Michigan
Department of Labor and Economic Opportunity
Employment & Training, Post-Secondary Schools
P.O. Box 30805
Lansing, MI 48933
Phone: 517-335-4000
Fax: 517-241-9846
Email: PSS@michigan.gov.
Website: https://www.michigan.gov/leo/bureaus-agencies/wd/pss

STUDENT GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

1. Please provide a one or two sentence description of your complaint.

_____

_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____

_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____

_____

4. Indicate what specific resolution you are seeking or recommending.

_____

_____

*I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____ _____

STUDENT SIGNATURE **DATE**

Standards for Safeguarding Customer Information
Policy and Procedures

Upon signing a Program Participation Agreement (PPA), DSDT agreed to comply with the Family Educational Rights and Privacy Act (FERPA), the U.S. Department of Education's implementing regulations at 34 C.F. R. Part 99, and the Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. DSDT is responsible for complying with the limitations on the disclosure of PII in students' education records under FERPA and is subject to Sections 501 and 505(b)(2) of the GLB Act.
The GLB Act, also known as the Financial Services Modernization Act of 1999 (Public Law # 106-102, 113 Statute 1338), regulates the collection, disclosure, and protection of consumers' nonpublic personal information or personally identifiable information (PII) by financial institutions. Section 501 of GLB Act established the following information security standards for financial institutions:

DSDT shall establish appropriated standards for DSDT relating to administrative, technical, and physical safeguards:

- To ensure the security and confidentiality of students and employees records and information.
- To protect against any anticipated threats or hazards to the security or integrity of such records.
- To protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any student or employee.

Program Objectives:
The objectives of this Information Security Program ("Program") are as follows:

- Ensure the security and confidentiality of DSDT students' and employee's information.
- Protect against any anticipated threats or hazards to the security and/or integrity of the institution's Student's and employee's information.
- Protect against unauthorized access to or use of the Institution's students and employee's information that could result in substantial harm or inconvenience to any customer.

Statement of Purpose
The plan is to protect the alteration or destruction or other compromise and is in place to execute the safeguards in place minimizing and negating the risks in the following operations within our organization including:

Responsibilities
DSDT has implemented reasonable expectations that are readily accessible and are designed to achieve the objectives mentioned above. The persons within DSDT responsible for the information security program are management and the Infrastructure Manager. The IM manages the majority of the operations in regard to the internal and external risks that may compromise the security and confidentiality of customer information. The IM at DSDT, designs, manages and implements information safeguards ultimately controlling the risks to our organization. The way this is done is through regularly testing or otherwise monitoring the effectiveness of our safeguarding procedures within our control systems. The IM at DSDT will also ensure the oversight of all other service providers contracted or hired, by maintaining and retaining only qualified individuals or companies capable of safeguarding customer information. The IM at DSDT will evaluate on a quarterly basis

and adjust DSDT's information security program as needed in lieu of test results from the continual monitoring of safeguards. In the event we believe we may have a material impact on any information whether digital or print, we will alter our plan to accommodate. Any breaches of this program must be reported immediately to the School's Director; to assess the potential damage such breach may impose on our affected customer. Steps will be taken to re-secure information and any affected systems will be examined to ensure future compliance. In the event the Infrastructure Manager or direct management leaves employment of the Institution, the School Director shall take over the responsibilities of the Infrastructure Manager, until a new Infrastructure Manager is designated.

Procedures

1. All records containing customer information shall be stored and maintained in a secure area.
    - Paper records are stored in a fire-proof safe, in a locked room, that is locked when unattended. The School Director and Infrastructure Manager control access to such areas.
    - All storage areas are protected against destruction or potential damage from physical hazards, like fire or floods and are kept in fire-proof safes.
    - Electronic customer information is stored on secure servers. Access to such information is password controlled, and the Infrastructure Manager shall control access to the internal servers.
    - Student and employee information consisting of financial or other similar information (e.g., social security numbers, etc.) are not stored on any computer system with a direct Internet connection.
    - All customer information is backed up daily. Such back up data is stored in a secure location as determined by the Infrastructure Manager.

2. All electronic transmissions of student and employee information, whether inbound or outbound, are performed on a secure basis.
    - Social Security, IRS information, or other sensitive financial data transmitted to DSDT directly from students shall use a secure connection, such as a Secure Sockets Layer (SSL) or other currently accepted standard, so that the security of such information is protected in transit. Such secure transmissions are automatic. Students are advised against transmitting sensitive data, like social security, via electronic mail.
    - DSDT requires by contract that inbound transmissions of student information delivered to DSDT via other sources be encrypted or otherwise secured.
    - All outbound transmissions of student information are secured in a manner acceptable to the Infrastructure Manager.
    - To the extent sensitive data must be transmitted to DSDT by electronic mail, such transmissions are password controlled or otherwise protected from theft or unauthorized access at the discretion of the Infrastructure Manager.
    - The Infrastructure Manager and third-party service review all students' applications to ensure an appropriate level of security both within DSDT and with the Institution's business third party server and IRS.

3. All paper transmissions of customer information by DSDT are performed on a secure basis.
    - Sensitive student information is always properly secured.
    - Student information delivered by DSDT to third parties is always kept sealed.
    - Paper-based student information is never left unattended in an unsecured area.

4. All student information is disposed of in a secure manner.

- The School Director supervises the disposal of all records containing student information.
- Paper based student information is shredded and stored in a secure area until a disposal or recycling service picks it up.
- All hard drives, diskette, magnetic tapes, or any other electronic media containing student information shall be erased and/or destroyed prior to disposing of computers or other hardware. All hardware is effectively destroyed.
- All student information is disposed of in a secure manner after any applicable retention period.

5. The School Director and/or the infrastructure manager maintains an inventory of all computers on campus.

6. The School Director and/or the infrastructure manager develops and maintain appropriate oversight or audit procedures to detect the improper disclosure or theft of student information on campus.

Definitions
As used in the Gramm-Leach-Bliley Act, "customers" include those to whom DSDT provides financial services of any kind. For the purposes of this Safeguarding Program, "customer information" is defined as any record containing non-public, personally identifiable financial information regarding any of the School's customers, whether such records are maintained on paper, electronically or by any other means, this Security Program, in and of itself, does not create a contract between the student and any person or entity.

Applicability
This Information Security Program applies to all DSDT departments with access to student loandata or other customer information regardless of the purpose or frequency of use and applies to the gathering, storing, processing, transmitting and disposing of customer information. This Program also applies to outside service providers, such as loan servicing agents and collection
agencies to which student loan data may be transferred or who may gather it on behalf of theSchool.

Information Security Policies and Procedures
Detecting, Preventing and Responding to Attacks, Intrusions or Other Systems Failures In keeping with the objectives of the Program, DSDT implements, maintain and enforce the following attack and intrusion safeguards:
- Populi- DSDT's educational management software.
- Campus Ivy- a school interface that is encrypted.

The school must be secured with a unique logon ID and password for access to systems.

- The Infrastructure Manager ensures DSDT has adequate procedures to address any breaches of the Institution's information safeguards that would materially impact the confidentiality and security of customer information. The procedures shall address the appropriate response to specific types of breaches, including hackers, general security compromises, denial of access to databases and computer systems, etc.
- The Infrastructure Manager utilizes and maintains a working knowledge of widely available technology for the protection of student information.
- The Infrastructure Manager communicates with the Institution's computer vendors from time to time to ensure that DSDT has installed the most recent patches that resolve software vulnerabilities.

- DSDT utilizes anti-virus software that updates automatically.
- DSDT maintains up-to-date firewalls.
- The Infrastructure Manager manages the Institution's information security tools for employees and pass along updates about any security risks or breaches.
- The Infrastructure Manager establishes procedures to preserve the security, confidentiality and integrity of student information in the event of a computer or other technological failure.
- The Infrastructure Manager ensures that access to student information is granted only to legitimate and valid users.
- The Infrastructure Manager notifies students promptly if their student information is subject to loss, damage or unauthorized access.

Infrastructure Manager
DSDT has implemented reasonable expectations that are readily accessible and are designed to achieve the objectives mentioned above. The plan is to protect the alteration or destruction or other compromise and is in place to executethe safeguards in place minimizing and negating the risks in the following operations within our organization including:

- Employee Training and Management
- Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions, or other systems failures.

The Infrastructure Manager at DSDT, designs, manages and implements information safeguards ultimately controlling the risks to our organization. The way this is done is through regularly testing or otherwise monitoring the effectiveness of our safeguarding procedures within our control systems. The Infrastructure Manager at DSDT will also ensure the oversight of all other service providers contracted or hired, by maintaining and retaining only qualified individuals or companies capable of safeguarding customer information.

The Infrastructure Manager at DSDT will evaluate on a quarterly basis and adjust DSDT's information security program as needed in lieu of test results from the continual monitoring of safeguards. In the event we believe we may have a material impact on any information whether digital or print, wewill alter our plan to accommodate.

Compliance Procedures
In each affected area, the Infrastructure Manager will identify and assess all levels of risk to DSDT customers andimplement the following procedures to ensure compliance. It is the responsibility of the IM toevaluate and assess the risks of any changes made with regard to services offered, implementation of new procedures, policies or services and to make the necessary changesand/or adjustments to ensure continued compliance.

Within each area, the IM will regularly monitor and test this program to ensure compliance and make all necessary changes as required by the results of such testing and monitoring. Employeeswill remove customer information from desktops and any areas of public access such as counters, the top of file cabinets, tables, printers, copiers and FAX machines. Offices containing customer information will be locked at night and access to offices engaged in the provision of financial services such as student loans, collections, student accounting services and financial assistance will be restricted to authorized personnel only. All promissory notes will be stored in

locked, fireproof file cabinets in restricted-access, locked storage rooms where student loan files are stored.

With respect to electronic data, customer information shall be protected by this InformationSecurity Program, including provisions regarding password confidentiality, the periodic changing of passwords, restriction of access to personal computers and elimination of storage ofcustomer information on generally accessible machines. Care will be taken to ensure the protection of all information disseminated by FAX, data transferred electronically, and data stored online.

The Family Educational Rights and Privacy Act (FERPA), the Fair Debt Collection Practices Act (FDCPA) and other laws governing the dissemination of information to third parties will be appropriately enforced. Designated personnel will monitor compliance, evaluate the effectiveness of this Information Security Program and collaborate with other DSDT officials in implementing any needed adjustments to this program. Outside service providers will be required by contract to implement and monitor safeguards sufficient to protect customer information as required by the Gramm-Leach-Bliley Act. The sale, lease, license or other distribution of customer information, including lists, abstracts and summaries of any kind is strictly prohibited.

Disposal
DSDT requires the shredding of all paper containing any customer information prior to disposal. In the event of any recycling of personal computers containing customer information, all memory components of such computers will be completely reformatted or otherwise erased forany new use as determined by the department.

System Failures
In order to prevent breaches of this Program, assigned personnel will test data security systems governed by this program for weaknesses, monitor performance of service providers and conduct physical security analyses of both electronic and hardcopy records. This will ensure that all program goals are being met and that DSDT customers can be secure in the knowledge that their personal financial information is protected.

Any breaches of this program must be reported immediately to the School's Director, in order to assess the potential damage such breach may impose on our affected customer. Steps will be taken to re-secure information and any affectedsystems will be examined to ensure future compliance.

Questions
Questions regarding the Gramm-Leach-Bliley Act, the Fair Debt Collection Act and Family Educational Rights and Privacy Act should be referred to the Director of Admissions at the main location directly at 888-688-4234.

Questions regarding the DSDT Information Security Policy should be referred to the Infrastructure Manager at 888-688-4234.

Frequently Asked Questions about Cybersecurity Compliance

Who needs to worry about data security?

Data security affects everyone at a postsecondary institution (PSI) from the president to applicants. No one is exempt from data security, and each person has a role in ensuring data security.

Why do I need to worry about data security?
You should worry about data security for three reasons. First, the educational sector has an initial level of security maturity, as assessed by Gartner, which results in high risk and low cybersecurity maturity. Second, the educational sector is a rich trove of email addresses and credentials, financial information, research, and development. Third, PSIs that distribute Title IV funds have entered into agreements with FSA via a Program Participation Agreement (PPA) and a Student Aid Internet Gateway (SAIG) Agreement. Those agreements include stipulations about safeguarding data.

What are data security requirements?
Title IV PSIs are financial institutions per the Gramm-Leach-Bliley Act (GLBA, 2002). Per the Federal Student Aid (FSA) Program Participation Agreement (PPA) and the Student Aid Internet Gateway (SAIG) Agreement, PSIs must have GLBA safeguards in place. PSIs without GLBA safeguards may be found administratively incapable (unable to properly administer Title IV funds). GLBA safeguards require institutions to:

- develop, implement, and maintain a documented data security program.
- designate an employee or employees to coordinate the program.
- identify reasonably foreseeable internal and external risks to data security via formal, documented risk assessments of:
  - employee training and management.
  - information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and
  - the ability to detect, prevent, and respond to attacks, intrusions, or other systems failures.
- control the risks identified, by designing and implement information safeguards and regularly test/monitor their effectiveness.
- oversee service providers by
  - taking reasonable steps to select and retain service providers that can maintain appropriate safeguards for the FSA, student, and school (customer) information at issue; and
  - requiring your service providers by contract to implement and maintain such safeguards; and
- evaluate and adjust your school's data security program considering
  - the results of the required testing/monitoring,
  - any material changes to your operations or business arrangements, and
  - any other circumstances that you know may have a material impact on your information security program.

Further, Title IV schools are subject to the requirements of the Federal Trade Commission Identity Theft Red Flags Rule ("Red Flags Rule") (72 Fed. Reg. 63718) issued Nov. 9, 2007. The Red Flags Rule requires an institution to develop and implement a written identify theft prevention program to detect, prevent, and respond to patterns, practices, or specific activities that may indicate identity theft.

What is a breach?
Per GLBA, PSIs must protect against any unauthorized disclosure, misuse, alteration, destruction, or other compromise of information, such as unauthorized access. The Department of Education and

Federal Student Aid considers each of these a breach. Each PSI must have in place administrative, technical, and physical safeguards which:

- ensure the security and confidentiality of customer information,
- protect against any anticipated threats or hazards to the security or integrity of such records, and
- protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any customer.

When do I report a breach?
The Student Aid Internet Gateway (SAIG) Agreement requires that as a condition of continued participation in the federal student aid programs, PSIs report actual data breaches, as well as suspected data breaches. Title IV PSIs must report on the day that a data breach is detected or even suspected. The U.S. Department of Education (the Department) has the authority to fine institutions—up to $54,789 per violation per 34 C.F.R. § 36.2—that do not comply with the requirement to self-report data breaches. The Department has reminded all institutions of this requirement through Dear Colleague Letters (GEN 15-18, GEN 16-12), electronic announcements, and the annual FSA Handbook.

How do I report a breach?
To report a breach, email cpssaig@ed.gov. Your email should include:

- date of the breach (known or suspected),
- impact of the breach (number of records, number of students, etc.), • method of the breach (hack, accidental disclosure, etc.),
- information security program point of contact (email address and phone number are required),
- remediation status (complete, in-process, etc. with detail), and
- next steps (as needed).

If you cannot email, you should call the Department's security operations center (EDSOC) at 202-245-6550 to report the data listed above. EDSOC operates 24 hours a day, seven days per week.

We recently heard in an FSA conference session that we can no longer accept faxed or emailed copies of taxes or tax transcripts. Is this the case?
Are we permitted to accept such documents via a student's school email account?
PSIs should never solicit personally identifiable information (PII)—especially sensitive personally identifiable information (SPII)—through means that are known to be insecure. PSIs should review their information requests and guidance to students and parents to ensure that instructions are clear about the explicit protection of data and how to transmit data securely transmittal.

PSIs must have secure means to receive inbound PII and SPII from students and parents. Secure means could include an appropriately safeguarded fax, a secure web portal to upload data and documents, student email accounts that encrypt communications to at least an AES-256-bit level, or separately encrypted attachments that are password protected (with the password provided in a separate email).

PSIs must remediate all data breaches. A data breach could be created if a student or parent sends PII or SPII via unsecure means, which would allow PII or SPII to be accessible by individuals who do not have a need to know.

PSIs must remediate this type of data breach immediately each time it occurs. However, at this time, this type of data breach does not need to be reported as an institutional data breach to FSA.

How can students or parents create an encrypted attachment to send to a PSI?

There are many applications that have the ability to encrypt attachments. An example is provided below for WinZip™, with the caveat that this is not the only acceptable method, and unless very carefully configured, WinZip would not fit the Federal Information Processing Standard (FIPS) which is defined by FIPS 140-2. The minimum acceptable encryption is AES 256- bit for PSIs.

WinZip instructions for file/folder encryption and password protection:

- Open a folder to the location of the file(s)/folder(s) that you wish to encrypt.
- Select the file(s)/folder(s) that you wish to encrypt. Note that in order to select more than one file/folder, you must press the "Ctrl" key on the keyboard while selecting them.
- Right-click over one of the selected items.
- Select WinZip. From the submenu that appears, select "Add to Zip File."
- In the "Add Files" dialog box, specify a 'File name' and 'Destination' (location) for the finished Zip file.
- Select ". Zip" as the Compression Type.
- Under Encryption, check the "Encrypt files" box.
- Click the "Add" button.
- A pop-up window may appear saying "You should be aware of the advantages and disadvantages of the various encryption methods before using this feature. Please press the F1 key for more information, particularly if this is the first time you are using encryption." Select the "OK" button to continue.
- In the "Enter Password" field, enter an appropriate password. Passwords must be at least eight characters and must contain at least one of each the following: a lowercase character (a-z), an uppercase character (A-Z), a number character (0-9), and a symbol character (!, @, #, $, %, ^, &, *, etc.).
- In the "Re-enter Password" field, enter the same password from Step #10, and remember the password for future reference.
- Click the "OK" button.
- A pop-up window may appear saying "Add Complete. Your files have been added. The files will be compressed and encrypted when saved." Click the "OK" button to continue.
- The encrypted WinZip file should be in the location identified in Step #5 above.
- The password must not be included in the same message and should either be included in a separate email or verbally provided to the intended user.

What if we have the documents faxed? Our fax has documents going straight to the document imaging/storage area on a server. Paper does not print. Is this an acceptable practice? Can a fax in-transmission be hacked?

Faxing, if safeguarded, is not a breach. It is assumed that a PSI has already performed a risk assessment and has secured access to the physical server. It is a further assumption that technical and logical controls are in place that would prevent individuals without a need to know (for example, system Representatives) from viewing PII or SPII.

More specifically, faxes arriving securely would depend on the method of how it arrives. If the fax is printed upon arrival from a fax machine or if the fax is transmitted to a server, physical and administrative safeguards must ensure the data are only viewed or handled by authorized personnel with a need to know. Confidentiality and integrity are each key whether it is physical or digital.

The fax-hack question is substantively different. A lot would depend on if your institution is leveraging a Private Branch Exchange (PBX) or if it is a straight Signaling System 7 (SS7) connection to the standard Public Switched Telephone Network (PSTN). Physical or logical access to the PBX on your campus or cloud has the potential for breach, as well physical access to your PSTN equipment. Any of these could potentially cause a breach in the confidentiality of the data.
However, as a PSI, your team should do a risk assessment of your technology design and handling process to review where risks exist and put in the appropriate controls or compensating controls.

You also should document your risks and controls in your information security program document. Examples include putting the fax machine (PTSN connection, physical print-out type that is the non-networked standard) in a controlled space that only authorized personnel can access. For the hack risk, you might inspect from the demarcation point to the device regularly to ensure no interception evidence. You may further document the security controls inherited via your ILEC/CLEC (telephone service carrier). Regular testing also should be documented to show that your PSI has given this thoughtful consideration.

Identification and Authentication Policy

Purpose
The purpose of the Identification and Authentication policy is to manage risks from user authentication and access to DSDT information assets through the establishment of an effective identification and authentication program. The program helps DSDT to implement identification and authentication security best practices.

Scope
This policy applies to the College Community. Adherence to this policy helps safeguard the confidentiality, integrity, and availability of DSDT's information assets, and protects the interest of DSDT, its customers, personnel, and business partners.

Policy
DSDT commits to maintaining the confidentiality, integrity, and availability of its information systems through rigorous access protection measures. To ensure individual accountability and secure access, the following protocols are established by the IT Department:

1. **User Accountability and Traceability**: DSDT ensures that all information systems can trace both authorized and unauthorized system activities to specific users or approved user groups. This traceability is critical for maintaining security and investigating potential breaches.
2. **Identification and Authentication**:
    - All users and devices must be appropriately identified and authenticated before gaining access to information systems. This includes using standard approved cryptographic methods for authentication.
    - **Use of Two-Factor Authentication**: To strengthen security measures and ensure that access to systems is controlled and secure, DSDT employs Microsoft 365's two-factor authentication tools. This method requires users to verify their identity using two different forms of authentication: their password and a second factor provided through a Microsoft-approved application or device.
    - Systems that cannot comply with this requirement must submit a written request for a policy deviation, clearly stating the reasons and the proposed alternative measures.
3. **Management of Identifiers and Authenticators**:
    - **Encryption of Authentication Data**: DSDT utilizes Microsoft 365's encryption features to secure all authentication data. This includes the use of Microsoft Sensitivity Labels to protect the confidentiality and integrity of sensitive information both in transit and at rest. By leveraging these advanced encryption tools, DSDT ensures that user credentials and other critical data are shielded from unauthorized access.
    - DSDT manages identifiers and authenticators rigorously to ensure that each is appropriately authorized, assigned, and terminated following DSDT policies.
    - This includes managing the lifecycle of user credentials and device identifiers to prevent unauthorized access.
4. **Encryption of Authenticator Feedback**: To protect the security of authentication data, all authenticator feedback (e.g., password entry prompts, token feedback) must be encrypted during transmission and at rest.
5. **Uniform Authentication Standards**: DSDT applies the same stringent identification and authentication standards across all users, ensuring a consistent level of security across the board.
6. **Non-Sharing of Authentication Information**: Individual authentication information, such as

passwords or security tokens, must not be shared among users or system personnel. This policy is crucial to prevent the misuse of credentials and to uphold the principle of least privilege.

Commitment to Continuous Improvement: DSDT commits to continually improving its incident response capabilities. This includes regular reviews and updates to the Incident Response Plan and training programs for the Incident Response Team to ensure they are prepared to manage new and evolving threats.

Definitions

To ensure clarity and a common understanding of terms used in this policy, the following definitions apply:

- **Computing Resources**: This term encompasses all information processing resources that DSDT owns, licenses, or manages. This includes hardware (such as computers, servers, and network devices), software (applications and operating systems), and access to the DSDT network, whether via a physical or wireless connection. This definition is inclusive, regardless of the ownership of the computer or device connected to the network.
- **Institutional Data**: Refers to any data that is owned, licensed, or maintained by DSDT. This includes, but is not limited to, academic records, financial information, personal employee and student data, research data, and any other information held in the interest of DSDT.
- **DSDT Community**: This term includes all individuals who interact with DSDT's computing resources or access its network services. Members of the community include faculty, administrators, staff, students, alumni, guests, agents of the administration, external individuals and organizations, and other users who are authorized by DSDT.

Enforcement and Compliance:

1. **Audits**: DSDT reserves the right to conduct periodic audits of its networks and systems to ensure compliance with this policy. These audits will be scheduled at regular intervals and may also be triggered by specific security incidents or reports of non-compliance.
2. **Reporting Non-Compliance**: Instances of non-compliance with this policy must be documented and presented to the Infrastructure Manager, who will review the issues. If necessary, the matter will be escalated to the CEO or the equivalent officer(s) for further review and approval of the corrective actions.
3. **Incident Reporting and Investigation**:
    - All actual or suspected breaches of information security must be immediately reported to the Infrastructure Manager.
    - The Infrastructure Manager is responsible for initiating an investigation into the breach. This process will involve determining the cause, assessing the impact, and implementing measures to prevent a recurrence.
4. **Disciplinary Actions**:
    - Individuals found to have violated this policy, related security standards, or procedures are subject to disciplinary action.
    - Actions may include, but are not limited to, loss of computer access privileges, reprimands, suspension, or termination of employment, depending on the severity of the violation.
    - Disciplinary measures will be enforced consistently, in accordance with DSDT's overall policies.

Information and Cyber-Security Incident Response Policy

Purpose
The purpose of this policy is to establish a comprehensive framework for addressing any adverse event that compromises the security of computer systems or data at DSDT. An incident is defined as any deliberate or accidental event that compromises the confidentiality, integrity, or availability of computer systems or data, and may include, but is not limited to:

- Loss of confidentiality of information
- Compromise of the integrity of information
- Misuse of service, systems, or information
- Damage to property, systems, or DSDT assets
- Unauthorized access to systems or data
- Denial of service attacks

This policy provides the basis for the development of a detailed incident response plan that includes processes and procedures designed to:

- Facilitate the quick and effective identification, reaction, categorization, and classification of security incidents by involved personnel
- Minimize the loss of information and disruption of services resulting from incidents
- Ensure accurate and complete recovery of systems and data after an incident
- Protect all computing systems and related data within the scope of DSDT's operational framework
- Utilize technical and managerial resources efficiently and effectively during the incident response process
- Communicate relevant incident response measures to internal and external stakeholders, including IT departments, legal counsel, local law enforcement, and regulatory bodies, as appropriate
- Address all legal and regulatory requirements to ensure compliance and maintain an audit trail for forensic and compliance purposes
- Promote continuous improvement in DSDT's incident response capabilities

This policy is intended to support DSDT's commitment to maintaining the highest standards of data security and privacy, in compliance with applicable educational, legal, and regulatory standards.

Scope
This policy applies to all members of the DSDT Community, including but not limited to students, faculty, staff, contractors, and affiliated organizations. It encompasses all computing and network resources owned or managed by DSDT, as well as any third-party services accessed through DSDT's networking infrastructure.

Adherence to this policy is mandatory to safeguard the confidentiality, integrity, and availability of DSDT's information assets. This includes, but is not limited to, personal data, academic records, financial information, and intellectual property. The policy also extends to all hardware, software, and data storage devices that process, store, or transmit such information.

By protecting these assets, the policy serves to:

- Protect the interests of DSDT and its stakeholders, including students, staff, and business partners.
- Ensure that DSDT complies with applicable legal and regulatory requirements concerning cybersecurity and data protection.
- Maintain the trust of all parties who engage with DSDT by demonstrating commitment to secure and responsible data handling practices.

All individuals covered by this policy are expected to cooperate fully with the DSDT IT department and designated incident response teams in the event of a security incident. Specific responsibilities and procedures for responding to incidents are detailed in the accompanying Incident Response Plan, which serves as a companion document to this policy.

Policy

To safeguard the confidentiality, integrity, and availability of institutional data and computing resources, DSDT implements the following policy directives:

1. **Monitoring and Detection**: All institutional data and computing resources must be continuously monitored to detect any events that may compromise their security. This includes system, security, and operational events. The goal is to identify potential security incidents promptly and effectively.
2. **Incident Response and Investigation Procedures**: DSDT maintains formalized incident response and investigation procedures. These procedures are designed to:
    - Log all relevant events to ensure that information security incidents are responded to in a timely manner.
    - Communicate information security events and vulnerabilities associated with information systems effectively, allowing for appropriate and timely corrective actions.
3. **Incident Management Strategy**: While it is understood that not every security incident can be prevented, DSDT establishes two key strategies to manage the impact of any such incidents:
    - **Incident Response Plan**: A formalized plan outlines detailed procedures for incident prevention, detection, assessment, forensics, containment, and recovery activities. This plan aims to mitigate computer security risks through comprehensive, structured responses to incidents.
    - **Incident Response Team**: A designated team is tasked with responding to incidents. This team is supported by a list of individuals responsible for executing the procedures detailed in the Incident Response Plan. These responsibilities include initial response, investigation, mitigation actions, and coordination with external experts if necessary.

Commitment to Continuous Improvement: DSDT commits to continually improving its incident response capabilities. This includes regular reviews and updates to the Incident Response Plan and training programs for the Incident Response Team to ensure they are prepared to manage new and evolving threats.

Definitions

The following definitions are crucial for the interpretation and implementation of this policy:

- **Computing Resources**: Refers to all information processing resources owned, licensed, or managed by DSDT. This includes, but is not limited to, computers, servers, networking equipment, software applications, and all forms of digital storage. It also encompasses the use

of the DSDT network via any physical or wireless connection, regardless of the ownership of the device connected to the network.

- **Institutional Data**: Any data that is owned, licensed, or maintained by DSDT. This includes student records, personnel data, financial records, proprietary research data, and any other information created, collected, or held by or on behalf of the college.
- **DSDT Community**: This term includes all individuals who interact with DSDT's digital and physical infrastructure or who have access to DSDT's information resources. The community comprises faculty, administrators, staff, student workers, alumni, guests, agents of the administration, external individuals and organizations accessing DSDT network services, and other authorized users.

Enforcement and Compliance:

1. **Audits and Monitoring**: DSDT reserves the right to perform audits and continuous monitoring of its networks and systems to ensure compliance with this cybersecurity policy. Audits will be conducted on a periodic basis, as defined by the IT department, and may include random checks to ensure that all systems and users comply with established security standards.
2. **Handling Non-Compliance**: Instances of non-compliance with this policy must be promptly reported to the Infrastructure Manager. If necessary, they will be escalated to higher authorities including the CEO or the equivalent officer(s) for review and action. The review process will include an assessment of the non-compliance, the potential risks involved, and the corrective actions required to prevent future occurrences.
3. **Incident Reporting and Investigation**: All breaches of information security, whether actual or suspected, must be immediately reported to the Infrastructure Manager. The Infrastructure Manager is responsible for initiating an investigation and working with relevant parties to address the breach. A standard procedure for reporting and managing breaches will be outlined in the Incident Response Plan.
4. **Disciplinary Actions**: Individuals found in violation of this policy are subject to disciplinary action, which may include, but is not limited to, loss of computer and network access privileges, reprimands, suspension, termination of employment, or legal action, depending on the severity of the breach. Disciplinary measures will be applied consistently and in accordance with DSDT's policies.
5. **Compliance Training**: To support compliance with this policy, DSDT will provide regular training and awareness programs to all members of the DSDT Community. These programs will cover the importance of information security, the specific requirements of this policy, and the roles and responsibilities of individuals in maintaining security.

SECTION THREE

ADMISSIONS

ADMISSIONS POLICY AND PROCEDURES

ADMISSION REQUIREMENTS

DSDT admits as regular students, those who are high school graduates, or holders of high school graduation equivalency certificates (GED'S). DSDT does not accept ability to benefits (ATB) students at this time. DSDT is an equal opportunity employer and follows the same policies in accepting applications from potential students. All high school diplomas and GED's are verified by an Admissions Representative to establish the validity of the document. Self-certification is not enough documentation and there is no available appeal process at this time. If DSDT is unable to validate or accept the high school diploma, you will not meet the admissions requirements and will not be able to attend DSDT.

ADMISSION PROCEDURE

- Speak with an Admissions Representative
- Tour the Facility

APPLICATION FEE

A non-refundable application fee is required for admission to DSDT College. The application fee is $75 for the associate degree programs and $25 for all other programs.

DSDT College may waive the application fee for applicants who demonstrate financial need. Requests for an application fee waiver may be reviewed on a case-by-case basis and may require documentation of financial need.

Application fees, whether paid by the applicant or waived, are not creditable toward tuition or any required institutional fees. Application fees are also nonrefundable if an applicant is not admitted to DSDT College.

APPLICATION PROCESS

Complete a Pre-Enrollment Application Form: Complete and submit the application form to the secure online portal system, Populi, prior to registration. All forms needed from the student or will be uploaded into the students' individual portal.

Individuals receiving Title IV funds will need to complete all requirements listed above and must attend a personal interview with a Financial Aid Representative at DSDT's main campus location. A telephone interview and/or virtual meeting will be considered if the applicant's geographical location and ability to travel to the interview site is a hardship student.

ACCEPTANCE

1. **Attend Orientation via (online or in-person)** After a prospective student has completed the pre-enrollment application process and has been through the initial screening, the Admissions
Representative will review the applicant. If they meet the requirements, the applicant will be reviewed by the Director of Admissions at DSDT's main location and scheduled for orientation. Applicants must complete an in-person or online orientation with the Admissions Team prior to acceptance.

2. **Applicants must provide the following verification documents:**
    1. High school diploma, high school transcripts, or GED,
    2. And current driver's license, state approved ID, or picture ID with social security card or birth certificate.

Note: We are required to verify your proof of education is from a valid high school or GED program.

Admission Requirements for Students with a High School Diploma are as follows:

1. Proof of Age - Applicants who are not 18 years of age prior to their desired start date at DSDT may apply at the age of 17 with parental permission.

2. Students must also be able to provide proof of appropriate educational requirement such as;

- **High school diploma**
- **Homeschooling** Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school.** Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
- **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**
- **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
- A GED certificate;
- A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hi SET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category)
- **For Veterans only:** As an alternative document you may submit a copy of DD Form 214 - Certificate of Release or Discharge from Active Duty to verify a student's high school completion if it indicates that the individual is a high school graduate or equivalent.
- **For Ch 30 Veterans only:** Students will be required to sign an acknowledgement of financial responsibility form.
- **For students that use 3rd party funding sources only:** Students will be required to sign a private education loan disclosure statement.

3. **Complete Enrollment Contract & Enrollment Documentation** Once orientation is completed, the prospective student will receive a copy of the student handbook along with a copy of the enrollment contract and information covering costs and payment plans prior

to the beginning of class attendance. DSDT clearly outlines the obligation of both the school and the student in the enrollment contract.

When the student has completed all the necessary requirements, he/she receives an acceptance letter and will be placed into the respective program of study. Note: All applicants must go through the entire enrollment application process (detailed in the catalog, online publication, and on the enrollment application).

Re-Admission of Withdrawn Students
After withdrawal, a student may be allowed to return and complete training subject to a review of the circumstances surrounding the original withdrawal. Students applying for re-admittance to DSDT College will be evaluated according to current Satisfactory Academic Progress (SAP) standards and will re-enter in the same SAP status as at the time of withdrawal. Students permitted to reenter are required to complete their program in accordance with the maximum timeframe (pace of completion) requirements detailed in the satisfactory academic progress (SAP) section of the school catalog.

Students re-entering after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of DSDT, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at DSDT. All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the date in which they wish to return.

Re-Admission for Military Service Members
A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and program hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-enroll.

ENROLLMENT INFORMATION
DSDT is on a continuous enrollment schedule, depending upon space availability. Please refer to the tuition and course schedule or contact DSDT for exact start dates, holidays and school closures: DSDT allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day,

Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day.

PAYMENT SCHEDULE
DSDT offers a variety of monthly financial payments schedules. Speak with a DSDT Admissions Representative or Financial Aid Representative for details.

ALCOHOL AND DRUG POLICY
DSDT's full policy can be found in the updated Consumer Info at a Glance guide, listed on DSDT's website and in print throughout the institution in the "Policy and Procedure" Master Handbook.

STUDENTS CONVICTED OF POSESSION OR SALE OF DRUGS
Federal Penalties for Drug Violations According to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aid Funds: **Possession** of Illegal Drugs
    a) Only one time for possession of illegal drugs - 1 year of ineligibility to receive Title IV funds after date of conviction
    b) Two times for possession of illegal drugs - 2 years of ineligibility to receive Title IV funds after date of the second conviction
    c) Three or more times for possession of illegal drugs- ineligible to receive Title IV funds for an indefinite period after date of the third conviction
2. Period of ineligibility for Federal Student Aid Funds: **Sale** of Illegal Drugs
    a) Only one time for the sale of illegal drugs - 2 year of ineligibility to receive Title IV funds after date of conviction
    b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction

*Note: Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid or the student meets one of the two early reinstatement requirements specified above.

If a student successfully completes a drug rehabilitation program after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. Students may regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Beginning with the academic year, passing two unannounced drug tests given by a qualified drug rehabilitation program will be acceptable to regain eligibility.

A Drug Rehabilitation program is as follows:
- Includes at least two unannounced drug tests; and
- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program; Is administered or recognized by a Federal, State, or local government agency or court; Has received or is qualified to receive payment directly or

indirectly from a Federally- or State-licensed insurance company; or Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

ADMISSIONS AND RECRUITING

Any changes to these publications, rules of admissions, contract enrollment agreements and or any printed admissions information will be given to all current, prospect and future students in a timely manner.

Institutional Refund Policy

Institutional Refund Policy (For both Withdrawn and Dismissed Students) Non-Title IV Eligible Programs

Refund Policy (For both Withdrawn and Dismissed Students) Non-Title IV, HEA Eligible Programs

Tuition Costs

Vary based on the type of program selected. No deposit per program start date is due upon receiving your acceptance from DSDT. Tuition must be paid in full two weeks prior to the start of the program. If your program begins in less than two weeks, 100% of your course cost must accompany your signed enrollment agreement. There will be a $25.00 charge for returned checks and for credit card disputes.

Cancellation Policy

We reserve the right to cancel any class, with or without reason, any time prior to the first day of class. All tuition monies paid by students will be refunded if a class is cancelled. Cancellation notices will only be given to students who have already registered and paid for the class. Class dates, times, and prices are subject to change at any time. Any changes that affect a student contract will be revised, and both the student and the school will have to sign the new contract.

Refunds for Classes Canceled by the Institution
If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class
If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on the first day of class, no more than $100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction
Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

Refunds for Withdrawal after Class Commences
The refund policy for a student attending a non-public institution who incurs a financial obligation for a period of 12 months or less shall be as follows:

Financial Obligation (based on payment period)	Institutional Refund
00.00%-10%	90%
10.01%-25%	50%
25.01%-50%	25%
50.01%-100%	0%

REFUND POLICY - NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing. In this case, a student will be refunded based on the percent of scheduled time.
5. A student withdraws during a leave of absence. The date of determination is the date they officially withdraw. If the student does not return from a leave of absence, the date of determination is the date they were scheduled to return.
6. A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark date on the written notification, or the date the notification is delivered to the Director of Administration and/or the School Director.

For students who enroll and begin classes but withdrawal prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

Percent Of Scheduled Time Total Tuition School
Enrolled To Total Course/Program Shall Receive/Retain

***Note: All refunds are based on scheduled hours.**

.01% to 04.9%	20%
.05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of the date of determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Institutional Refund Procedure

Policy: See above refund institutional policy
Purpose: To ensure students are awarded refunds based on the policy of the institution.

Responsibilities:

Admissions representative
Alerts the business office that the perspective student chooses not to enroll within the timeframe of the 3 days allotted

Business Office

- Will refund the amount paid within to the prospective student
- Notify the student in writing the amount of the refund
- Document refund on the student ledger
- Refund amount to student

Monies owed to the school is calculated on a withdrawal form based on actual hours spent in the classroom. (see above policy

LEAVE OF ABSENCE POLICY AND PROCEDURE

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time-period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.
A LOA must meet certain conditions to be counted as temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. For a student at DSDT to be approved for a Leave of Absence whether for medical or personal reason, the following conditions must be met:

The school's policy for a Leave of Absence (LOA) requires a student to submit a request in writing.

The written request must contain the dates for the leave and the reason for the request and include the student's signature.
The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period.
The school's policy requires a student to apply in advance for a LOA unless unforeseen circumstances (emergency) prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date either via mail, email, fax, an authorized individual or in person. In this example, the beginning date of the approved LOA would be determined by the school director/administrator to be the date the student was unable to attend school because of the accident.

The request for Leave of Absence Form is made available in the Student Handbook & Catalog.
A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. For the Leave of Absence to be approved, there must be a firm and clear reasonable expectation that the student will return from the LOA. If it is determined that the student has no intention of returning, refer to the Withdrawal Policy. The student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties. If the student does not return the withdrawal date for the purpose of calculating a refund is always the student'slast day of attendance.

When the student returns from a LOA, the student's education will continue from the actual hours earned. The start and ending date will be adjusted accordingly.
Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school.
Students who do not follow the procedure for obtaining an *approved Leave of Absence* will be subject to the school's stated policies on attendance for all absences recorded, regardless of circumstances.

Leave of Absence Procedures

Responsibilities:

School Director

- Receive request in advance in writing, include the reason for the student's request, and include the student's signature within two weeks.
- Approve the leave
- Make sure the stunet does not exceed 30 days with any additional leaves with atwelve-month period (only 1 leave will occur within 12 months. Period)
- Make an addendum on the original contract to make sure it is the same number of days taken in the LOA.
- Make sure the education of the student continues upon his return

Student

- Request in advance in writing a request for a leave of absence
- Get approval following the policy of the institution
- Make sure it doesn't exceed 30 days with any additional leaves within a twelve-month period
- Make sure an addendum is made to student contract
- Return with request days of actual leave of absence

SECTION FOUR

EDUCATION

Transfer Policies
Campus, Program, and External Institutions

Transfer Between DSDT Campuses and/or Programs

DSDT College currently operates as a single campus institution. As a result, transfers between DSDT campus locations are not applicable.

Students may request a change from one DSDT College program to another program when eligible. Program changes must be planned proactively to confirm course availability, prerequisite requirements, academic requirements, and financial aid or funding considerations. Program changes must be approved by the Director of Admissions and the Director of Student Services.

When a student changes programs, financial arrangements may need to be recalculated, and funding availability may change. This may include Title IV financial aid, cash payments, scholarships, veterans' educational benefits, or other forms of funding. A change in program may also affect the student's academic schedule, course sequencing, and ability to maintain a full course load.

Transfer Credit by Program Type

DSDT College's transfer credit requirements vary based on the type of program in which the student is enrolled.

For Associate Degree programs, DSDT College will only evaluate and accept eligible general education coursework completed at another postsecondary institution or through an approved alternative credit provider when the coursework meets the requirements established in this policy.

Technical coursework completed at an institution other than DSDT College will not be evaluated or accepted for transfer credit into an Associate Degree program.

For DSDT College clock-hour programs, transfer credit or clock-hour allowances, when applicable, are limited to no more than 50% of the total clock hours required for completion of the applicable program and are subject to all requirements established by DSDT College and applicable regulatory or accrediting requirements.

The 50% limitation described above applies to DSDT College clock-hour programs and does not establish a transfer credit allowance for Associate Degree programs.

Transfer of General Education Credit for Associate Degree Programs

Students accepted for enrollment into a DSDT College Associate Degree program may request an evaluation of general education coursework completed at another postsecondary institution or through an approved alternative credit provider.

DSDT College will evaluate outside coursework only when the coursework is applicable to an eligible general education requirement within the student's Associate Degree program.

Technical coursework completed at another institution or through an alternative credit provider will not be evaluated or accepted for transfer credit into an Associate Degree program.
To be considered for transfer credit, the following requirements must be met:

1. The student must provide an official transcript from the institution or alternative credit provider where the coursework was completed. The transcript must identify the courses completed, grades or completion status, credits awarded, and other information necessary to verify completion.
2. For coursework completed at a postsecondary institution, the institution must be accredited by an agency recognized by the U.S. Department of Education or otherwise meet applicable state or federal approval requirements.
3. For coursework completed through an alternative credit provider, the individual course must be appropriately accredited or recognized and must be clearly identified as such on an official transcript or other official documentation provided by the alternative credit provider.
4. The student must have earned a minimum grade of "C" (70%, 2.0) in the general education course being considered for transfer when a letter or numerical grade is assigned. For alternative credit providers that use a different completion or grading methodology, DSDT College must receive sufficient official documentation to verify successful completion and determine whether the coursework is eligible for transfer.
5. Credits earned within the past 10 years are preferred for relevance. DSDT College may evaluate older coursework when sufficient documentation is available to establish that the coursework remains applicable to the student's program requirements.
6. The student must provide sufficient course information, including course descriptions, syllabi, catalog information, learning outcomes, or other documentation requested by DSDT College, to establish equivalency to the applicable DSDT College general education course.
7. The course must have comparable academic content, learning outcomes, and units of measurement to the applicable DSDT College general education course.
8. Transfer credit must be evaluated and approved before the student begins the applicable program of study whenever possible and before the student registers for a DSDT College course that would be satisfied by the approved transfer credit.
9. Transfer credit determinations are made on a course-by-course basis and are approved by the Director of Admissions or an authorized designee.
10. Only eligible general education coursework will be considered for transfer into a DSDT College Associate Degree program.
11. Technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer into a DSDT College Associate Degree program, regardless of the institution or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Approved transfer credits will be recorded on the student's academic record using the designation "TC." Transfer credits will not be calculated into the student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned for purposes of maximum timeframe calculations as part of satisfactory academic progress determination, in accordance with applicable financial aid requirements.

When approved transfer credit satisfies a DSDT College general education course requirement, the student's academic plan will be adjusted accordingly. Any applicable tuition adjustment will be processed based on the DSDT College course or credits satisfied by the approved transfer credit.

Technical Coursework From Outside Institutions
DSDT College does not evaluate or accept technical coursework completed at another institution for transfer credit into an Associate Degree program.

For Associate Degree programs, technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer credit.

This restriction applies regardless of the outside institution's or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Students who have completed technical coursework at another institution or through an alternative credit provider must complete the applicable DSDT College technical coursework.

Previously Completed DSDT College Technical Coursework
The restriction on external technical coursework does not apply to technical coursework previously completed at DSDT College.

When a student has successfully completed an equivalent DSDT College technical course and subsequently changes into an Associate Degree program in which that course applies, DSDT College may apply the previously completed DSDT College course to the student's academic record when the course is determined to meet the current program requirement.

Previously completed DSDT College coursework may be applied based on the student's academic history and the requirements of the receiving program. The course must have been successfully completed and must be determined to satisfy the applicable current program requirement.

Alternative Credit Providers
Coursework completed through Sophia Learning or similar alternative education providers may be considered for transfer credit only when the individual course is appropriately accredited or recognized and is clearly identified as such on an official transcript or other official documentation.

Alternative credit provider coursework will only be considered for eligible general education requirements within DSDT College Associate Degree programs.

Alternative credit provider coursework will not be evaluated or accepted for DSDT College technical coursework.

Each course completed through an alternative credit provider will be evaluated individually to determine whether it is applicable to an eligible DSDT College general education requirement. Completion of coursework through an alternative credit provider does not guarantee that the coursework will satisfy a specific DSDT College course requirement.

The student is responsible for providing official documentation necessary for DSDT College to verify the provider, course completed, completion date, credit or equivalent awarded, accreditation or recognition applicable to the individual course, and other information necessary to complete the transfer credit evaluation.

The Director of Admissions or an authorized designee will make the final determination regarding the acceptance and application of alternative credit provider coursework.

Sophia Learning
DSDT College may evaluate coursework completed through Sophia Learning for transfer into eligible general education requirements within DSDT College Associate Degree programs.

Sophia Learning coursework will not be evaluated or accepted for transfer into technical coursework.

To be considered for transfer credit, Sophia Learning coursework must meet the following requirements:

1. The student must provide an official Sophia Learning transcript or other official documentation that allows DSDT College to verify the course completed, completion date, and applicable course information.
2. The individual Sophia Learning course must be appropriately accredited or recognized and clearly identified as such on the official transcript or other official documentation.
3. The Sophia Learning course must correspond to an eligible general education requirement within the student's DSDT College Associate Degree program.
4. The student must have successfully completed the Sophia Learning course and provide documentation sufficient for DSDT College to verify completion.
5. DSDT College may request additional course information, including course descriptions, learning outcomes, syllabi, or other documentation, when necessary to determine whether the coursework is equivalent to the applicable DSDT College general education requirement.
6. Sophia Learning coursework is evaluated on a course-by-course basis.
7. Sophia Learning coursework will not be applied toward DSDT College technical courses.

Completion of a Sophia Learning course does not guarantee that the course will satisfy a specific DSDT College general education requirement. The final determination is made by the Director of Admissions or an authorized designee based on the student's program requirements and the documentation provided.

Transfer Credit for Clock-Hour Programs
For DSDT College clock-hour programs, transfer credit or clock-hour allowances may be considered when permitted by the applicable program requirements, accrediting requirements, and regulatory requirements.

The maximum amount of transfer credit or clock hours accepted toward completion of a clock-hour program may not exceed 50% of the total clock hours required for the applicable program.
The 50% limitation applies only to clock-hour programs. It does not apply to DSDT College Associate Degree programs.

Each transfer request must be evaluated individually, and DSDT College is not required to accept transfer credit or clock hours up to the maximum permitted amount.

Transfer Credit Evaluation Timeline
Transfer credit evaluations are conducted based on the student's intended enrollment term. DSDT College prioritizes evaluations for students approaching their scheduled program start date.

The designated transfer credit evaluation periods are as follows:

- Winter enrollment: Transfer credit evaluations begin in November.
- Spring/Summer enrollment: Transfer credit evaluations begin in February.

- Fall enrollment: Transfer credit evaluations begin in June.

Transcripts and transfer credit documentation received before the applicable evaluation period will remain on file and will be reviewed once transfer credit assessments begin for the corresponding enrollment term.

Students are responsible for submitting official transcripts and all required supporting documentation in sufficient time for DSDT College to complete the evaluation before the applicable coursework begins.

Students should submit all required transfer credit documentation at least 10 business days before their scheduled program start date whenever possible.

A transfer credit request is considered complete when DSDT College has received the required official transcript and sufficient supporting documentation to evaluate the requested coursework.

Once the applicable transfer credit evaluation period begins, DSDT College will complete the transfer credit assessment within 5 business days after receiving a complete transfer credit request, provided that no additional documentation or verification is required.

If additional documentation or verification is required, the assessment period will begin upon receipt of the requested information.

Transfer credit should be evaluated and approved before the student begins the applicable program and, when applicable, before the student registers for a DSDT College course that may be satisfied by the transfer credit.
Requests submitted after the recommended deadline may not be completed before the student's program start date. DSDT College may require the student to remain enrolled in the scheduled course until the transfer credit evaluation has been completed.

Transfer credit approved after the student's enrollment has begun will be applied in accordance with DSDT College academic and financial procedures. Any applicable changes to the student's academic schedule or tuition will be processed after the transfer credit determination has been finalized.

Other Forms of Prior Learning
DSDT College does not automatically award academic transfer credit for certifications, licenses, work experience, military training, or portfolio assessment.

Certifications and Licenses
Industry-recognized certifications and licenses may be considered only when specifically authorized by an applicable DSDT College program or policy. Official documentation is required for verification.

Work Experience
Work experience does not automatically qualify for academic transfer credit. When a separate DSDT College policy or program requirement permits consideration of prior work experience, the experience must align with applicable program learning outcomes and require appropriate employer verification and supporting documentation.

Military Training
Military training does not automatically qualify for academic transfer credit. When military training is eligible for consideration under an applicable DSDT College policy or program requirement, documentation such as a Joint Services Transcript (JST) or equivalent official documentation is required.

Portfolio Assessment
Portfolio assessment is not automatically available for transfer credit. When specifically permitted by an applicable DSDT College program or policy, students may submit a portfolio demonstrating prior learning for review by designated DSDT College personnel.

Transfer of Credits/Hours to Other Institutions
Programs at DSDT College are designed to prepare graduates for employment and career advancement in their chosen fields. DSDT College does not guarantee the transferability of credits or coursework completed at DSDT College.

The transfer, recognition, or acceptance of academic credits or coursework by another educational institution is determined solely by the receiving institution.

DSDT College does not promise or guarantee that credits or coursework earned at DSDT College will be accepted by another educational institution.
Students are responsible for contacting any postsecondary institution they may consider attending to determine whether DSDT College credits or coursework will be accepted toward that institution's program requirements.

Transfer Credit Procedure
Responsibilities of the following parties:

Student Responsibilities
- Review the transfer credit policy.
- Complete the enrollment application and transfer credit form.
- Submit prior learning experience including but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning if applicable.

Director of Admissions Responsibilities
- Evaluate all submitted transcripts to determine eligibility for transfer credits.
- Apply up to 50% of program credits, if applicable, and notify the student of the decision.
- Review policy annually to ensure compliance

SATISFACTORY ACADEMIC PROGRESS
POLICY AND PROCEDURE

Satisfactory Academic Progress) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period.

DSDT define an academic period as:

Credit Hour Programs:	**Clock Hour Programs:**
1 credit hour= 45 clock hours of lecture and 30 clock hours of laboratory work	Defined as the academic evaluation periods below.

Academic Requirements
Academic requirements are evaluated using each student's cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Cumulative grade point averages are reviewed at evaluation points using the cumulative GPA and Attendance rate.

Academic Progress Evaluations
The qualitative element used to determine academic progress is based a reasonable system of grades as determined by a combination of the academic curriculum and instruction. Academic learning is evaluated at the completion of each segment of the program. Students participate in academic learning and a minimum number of practical assignments. DSDT students are required to maintain a cumulative 70% Grade Point Average (GPA) in order to be considered making satisfactory academic progress (SAP). Academic Progress evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met.

Academic Progress is determined by an average (cumulative) of the student's theory and practical grades. Practical skills evaluations will be conducted and delivered based on the program length, according to text procedures and set forth in practical skills evaluation criteria adopted by DSDT.

DSDT considers a "C" grade or 2.0 cumulative GPA the minimum cumulative standards required to graduate.

DSDT evaluates numerical grades based on the following grade point average (GPA) scale:

A	100%-90%	4.0	Exceeds Standards
B	89%-80%	3.0	Meets Standards
C	79%-70%	2.0	Minimum Standards
D	69%-60%	1.0	Unacceptable Standards
F	59%- 0%	0.0	Failure

Attendance Policy for Clock Hour Program
Students are required to attend a minimum of 67% (66.5% or higher is rounded to 67%) of the hours scheduled based on their attendance schedule in order to be considered making Satisfactory Academic Progress (SAP). Attendance evaluations are conducted at the end of each evaluation period listed above to determine if the minimum requirements have been met. Attendance percentage is determined by dividing the total hours accrued (actual hours attended) by the total number hours scheduled at the end of the evaluation period (cumulative attendance from the beginning of the

program to the date the checkpoint is reached). At the end of each evaluation period, the institution will determine if the student has maintained the cumulative minimum requirement of 67% since the beginning of the course, which will

indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed. DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent (reference the Make-up Time Policy). Regardless of the average level of attendance, a student who has more than 10 school days (14 calendar days) of consecutive absences without communication to the Director of Administration and/or School Director will be dismissed on the 11th consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration and/or School Director.

Example Attendance for a clock hour program: A student is scheduled to attend 22 hrs. per week (67% x 22= 15 clock hours)

Clock Hour Program Evaluation Points
Student will be evaluated to ensure they are meeting the SAP requirement at the following intervals.

Certification Program	**Clock Hour Interval**
Technology Professional 6	80, 160, 240 (scheduled clock hours)
Technology Professional 2	40, 80 (scheduled clock hours)
AI Prompt Specialist	40, 80 (scheduled clock hours)

SAP Table for Credit Hour Program

64 Credit Hour Information Technology Associate Degree Program				
Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if C is Below	SAP Advising if R of Progress is Belc	SAP Not Met if R of Progress is Belc
1-12	2.0	N/A	67%	N/A
13-24	2.0	2.0	67%	50%
25-36	2.0	2.0	67%	60%
37-48	2.0	2.0	67%	67%
49-64	2.0	2.0	67%	67%

76 Credit Hour Information Technology Associate Degree Program				
Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if CGPA is Below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	67%	N/A
13-24	2.0	2.0	67%	50%
25-36	2.0	2.0	67%	60%
37-48	2.0	2.0	67%	67%
49-64	2.0	2.0	67%	67%
65-76	2.0	2.0	67%	67%

Maximum Timeframe- Pace of Completion
The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program to complete the requirements for graduation.

All students on federal financial aid must be admitted into an eligible program of study. A student is eligible to attempt a maximum of 150% of the allowable credit hours required to complete his/her program of study. Example: If an Associate of Science degree requires 60 credit hours to complete the program, a student is allowed 150% or 90 attempted credit hours in which to complete that program. This includes any credits in which the student was or was not paid federal student aid. Developmental and transfer credits are also included in the calculation.

If a student has completed less than the maximum number of allowable credit hours in the program of study, he/she may receive aid for one more term even if the total hours exceed the limit.
Attempted credit hours includes all hours the student has enrolled in — including all credits which receive a grade above a "D-", F and WF grades, repeated classes, withdrawals, pass/fail classes, audited classes, CLEP credit, advanced placement credit, transfer credits, and classes from which the student has tested out.

Credit Hour Program
The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
24	36
36	54
48	72

64	90
76	114

Clock Hour Programs
Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 67%) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

Program	Maximum Tir Allowed
	Weeks
Technology Professional 6 (240 clock hours)	17
Technology Professional 2 (80 clock hours)	6
AI Prompt Specialist (80 clock hours)	6

*All attempted, repeated courses and withdrawals, (except incompletes) at DSDT are counted toward the 150% eligibility.
*All periods of attendance count toward maximum time frame.

Make-Up Time Policy
Students are expected to make-up missed days and exams. Students may utilize the various school schedules and classes to complete makeup time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time. We do not allow part-time students all students are considered full time for 22 hour pre week.

Excused Absence Policy
Absences are excused for up to 10% of scheduled course hours per payment period. A student's excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be up to the instructor's discretion.
- Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
- A grade of "F" will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other DSDT policies.

Determination of Progress
Students are provided with cumulative progress reports on a monthly basis so they can track their progress. Students meeting the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance (considered the pace) at the scheduled evaluation point are considered to be SATISFACTORY. Students that fail to meet the minimum requirements for making Satisfactory Academic Progress may have an

interruption of their Title IV Funding (Financial Aid), unless the student is on Warning or has successfully appealed and was granted Probation.

Asynchronous Instruction
Students enrolled in asynchronous online programs complete coursework independently through Canvas LMS progressing through modules in sequential order. Attendance is measured by documented academic engagement such as assignment submissions, video participation, discussion posts, and virtual check-ins, rather than physical presence. Students are expected to complete approximately 20 instructional hours per week and must meet a minimum attendance rate of 67% during each 4-week course period, which serves as the SAP evaluation point. Academic progress is tracked through Canvas LMS analytics, instructor feedback, and graded assessments, with students advancing automatically to the next module upon successful completion of the prior one.

Financial Aid Warning
Students failing to meet the minimum SAP requirements during an official evaluation period will be placed on Warning. The student will be advised in writing that they are in warning along with the actions that are required to attain SAP by the next evaluation period. If at the time of the next payment period, the student has still not met both the academic and attendance requirements, the student will be placed on probation. Students may not appeal an Academic Warning. A student failing to meet the SAP requirements at the end of the Academic Warning period will be sent a Probationary letter and the option to appeal the decision.

Probation
Students who fail to meet the minimum SAP after a warning period may be placed on Probation. The student will be advised via email of the actions required to achieve SAP by the next evaluation, this is called an academic plan. If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve SAP or the guidelines indicated by the academic plan, he or she will be deemed ineligible to receive Title IV funds (Financial Aid).

Re-Establishing Eligibility
Students may re-establish satisfactory academic progress and Title IV funding (if applicable), by meeting the minimum requirements by the end of the Warning or Probationary period. Students who re-enroll who were considered as not making SAP at the time of their previous withdrawal, may re- establish FSA eligibility upon meeting the published standards at the end of their first payment period after re- enrollment.

Appeal Procedure
If a student is determined to be in probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Student Services (Main Location) is responsible for making a recommendation on the appeal and electronically submitting the appeal to the Director of Administration (Main Location) and sending it to the School Director. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of Student Services (Main Location) describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 business days. All determinations are final. All documentation pertaining to the appeal will be retained in the student's academic file. The appeal and decision documents will be retained in the student file. If the student

prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and the eligibility for Title IV Funds (Financial Aid) eligibility will be re-instated.

Suspension and Termination Policy
Suspension or termination from DSDT may happen if the student participates in any of the following:

- Possession of illegal drugs or alcohol on school premises, grounds, or parking lot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

Degrees and Certifications of Completions
Upon satisfactory completion of the required course hours/credits and course requirements, a degree or Certification of Completion will be issued to the student. Student Records maintains a permanent educational record for each student, which includes all admissions, academic, and financial documentation. Students may request both official and unofficial transcripts by submitting a Transcript Request Form. Unofficial transcripts are provided at no cost. Official transcripts are available for a $20.00 processing fee, provided the student has fulfilled all financial obligations to the institution. All requests are subject to verification, and official transcripts will only be released to students in good standing with the College.

Changing Degrees, Second Degrees, Repeating Coursework, Incompletes and Withdrawals
In the case where a student pursues a second-degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement. Any repeat coursework, or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP. Any student pursuing an additional degree program is subject to both the 150 percent time frame and the 2.00 cumulative GPA requirements.

DSDT does not offer noncredit remedial courses. Therefore, noncredit remedial coursework is independent work and does not contribute toward the 150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

Change of Incomplete Grade
A grade of incomplete (I) may be changed to a passing grade, within the program length from the date of receiving the grade, if the student satisfactorily completes all the requirements set forth by the course instructor. Otherwise, the incomplete grade of an I will automatically be changed to an F.

A student is given 14 days from the end of the term to make arrangements with their instructor if they have an I grade because of excused absences. To change the I to an F the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, F grade will become permanent, and the student must retake the
course.

When a grade of I is changed to a pass or fail grade, SAP is re-calculated.

Repeated Courses
Financial Aid and Veteran Affairs funding will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course. All courses affect both the qualitative and quantitative SAP measures by applying the failed and repeated course toward maximum time frame. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

Summer Terms
DSDT does not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

Census Date
DSDT College provides a six-calendar-day add/drop period beginning on the published program or semester start date. The census date is the calendar day immediately following the end of the add/drop period and is used to establish official enrollment for institutional reporting and applicable financial aid administration. For applicable credit-hour programs, the census date also serves as the Pell Recalculation Date. Financial aid eligibility, attendance, withdrawal, and payment-period requirements remain subject to applicable federal regulations.

Leave of Absence (LOA)/Withdrawals
If enrollment is temporarily interrupted for an approved Leave of Absence, the student will return to school in the same satisfactory academic progress status determined prior to the leave of absence. Students must submit a LOA request form, located in the student handbook, to the main location student services department. Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken and will not be included in the attendance percentage calculation. Students who withdraw from their program prior to completion and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

Withdrawals And The Return Of Title IV Funds
DSDT performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns to school, DSDT will apply its SAP policy in continuation of such a student's

SAP-status at the time of withdrawal**.** Title IV, HEA federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which the funds were awarded. When a student withdraws from their respective program of study, regardless of the reason, she/he may no longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds she/he will have earned at the time of full withdrawal. There is no such thing as fraction of clock hours, it is not acceptable to round clock hours for R2T4 purposes.

Federal regulations require a recalculation of financial aid eligibility if a student:

-Completely withdraws.
-Stops attending before the semester's end.
-Does not complete all modules in which the student is enrolled

DSDT students who receive federal financial aid and who do not remain in attendance through the end of the academic period may be responsible for repaying a portion of the financial aid originally received (Please see DSDT Refund Policy).

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

Satisfactory Academic Progress Procedures
Responsibilities of the following parties:

Director of Administration and/or School Director

- Make copies of DSDT progress reports for Financial Aid (FA) files- Place them in the Financial Aid Mailbox
- Place progress reports in Financial Aid folders and alert business office if student successfully meets requirements and is entering new pay period

Instructor

- Provide the student with instructional materials that challenge their knowledge on course objectives, theory, skill, and concepts
- Provide the student with practical and application exams challenge their knowledge on course objectives, theory, skill, and concepts
- Document grades in individual paper grade book and/or electronic grade (Populi) within 48 hours of completing the examination or skill assessment.
- Review progress monthly reports with students.
- Complete student progress reports.

Director of Student Services

- Review the academic status of all students who fall below the 70% and maintain communication with instructors of student who are falling behind.
- Meet with each student who fall below the 70% recommending Probationary status
- Alert Financial Aid of the student's status
- Place signed copies in the student's academic folders.

Title IV Warning Policy
Financial Aid Warning
Students failing to meet the minimum SAP requirements during an official evaluation period will be placed on a Title IV Warning. The student will be advised in writing that they are in warning along with the actions that are required to attain SAP by the next evaluation period. If at the time of the next payment period, the student has still not met both the academic and attendance requirements, the student will be placed on academic probation. Students may not appeal an Academic Warning. A student failing to meet the SAP requirements at the end of the Academic Warning period will be sent a Probationary letter and the option to appeal the decision.

Warning Procedure
Responsibilities of the following parties:

Director of Administration and/or School Director

- Place copy of the Warning in the Financial Aid file

Instructor

- Monitor progress during the Financial Aid Warning

Director

- Will alert the Financial Aid Representative of student falling below SAP and Financial Aid Warning based on program progress and attendance at the end of the payment period.
- Meet with the student to discuss the guidelines of the Financial Aid Warning status
- Give a copy of guidelines of Financial Aid Warning to the student and a copy for Financial Aid file and to the Department of Education.
- Monitor progress during the duration of the Financial Aid Warning as indicated.

Appeal Procedure

If a student is determined to be in academic probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Student Services at the main location is responsible for making a recommendation on the appeal and electronically submitting the appeal to the Director of Administration at the main location and sending it to the School Director. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of Student Services at the main location describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 business days. All determinations are final. All documentation pertaining to the appeal will be retained in the student's academic file. The appeal and decision documents will be retained in the student file. If the student prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and the eligibility for Title IV Funds (Financial Aid) eligibility will be re-instated.

Academic Probation Policy

Students who fail to meet the minimum SAP after a warning period may be placed on academic probation. The student will be advised via email of the actions required to achieve SAP by the next evaluation, this is called an academic plan. If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve SAP or the guidelines indicated by the academic plan, he or she will be deemed ineligible to receive Title IV funds (Financial Aid).

Academic Probation Procedure

Responsibilities of the following party:

Director

- During the Financial Aid (FA) Warning period, Director will monitor the progress of the student:
- Evaluate the student's progress at the end of the Financial Aid warning period
- Failure to reinstate, will offer the student option to appeal, hence probation.
- Proceed with appeals process
- Alert Director of Administration of student status
- Alert instructor of student status

Reestablishing Eligibility

Students may re-establish satisfactory academic progress and Title IV funding (if applicable), by meeting the minimum requirements by the end of the Warning or Probationary period. Students who re-enroll who were

considered as not making SAP at the time of their previous withdrawal, may re- establish FSA eligibility upon meeting the published standards at the end of their first payment period after re- enrollment.

Official Withdrawal Policy
Occurs when a student contacts the Director of Student Services or the Director of Administration at the main location (verbally or in writing) to withdraw. The date the notification is received, is the date of withdraw. The Director of Financial Aid at the main location will then be notified and must begin the withdrawal process. The students last day of attendance will be used in the return to Title IV calculation.

Official Withdrawal Procedure
Responsibilities of the following parties:

School Director
- Complete the Financial Aid Return to Title IV, HEA worksheet
- Complete Institution's withdrawal form
- Alert Financial Aid to the student's DOD, and LDA
- Alert instructors of the withdrawal and for final grades.

Instructor
- Update the student's final grades in Populi system
- Complete student exit form
- Alert Financial Aid Representative and Business Representative

CFO
- Process the withdrawal according to guidelines for Institution and Title IV.
- Print an updated sign in sheet for Financial Aid and Education Department file.
- Alerts the third-party server, (Campus Ivy) of withdrawal and/or termination.
- Campus Ivy will calculate R2T4 and compare with school's calculations.
- Submits notification to the Third-party servicer of request to return monies owed based on R2T4 calculations in writing.
- Submits return within 45 days of the withdrawal
- Submits notification to the student the amount of return monies based on R2T4 calculations in writing.
- Ensure monies retuned is in the proper account for retrieval.
- Print updated Student Ledger Sheet of the R2T4 for Ed and student files.
- Supply the student with a final Student Ledger Sheet

Financial Aid Representative
- Financial Aid Exit Interview
- Place updated copies in the Financial Aid folder (student ledger, sign in sheet, withdrawal letters, notices, etc.)
- Will provide a letter or document of the process for the Return to Title IV process.
- Transfers/file from active the non-active.

Upon receipt of the official withdrawal information, DSDT will complete the following:
1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. **Two calculations are performed:**
    (a) The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title

IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

(b) Calculate DSDT's refund requirement (see school refund calculation in refund policy).

3. The student's grade record will be updated to reflect his/her final grade.
4. DSDT will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The school will provide the student with a letter explaining the Title IV, HEA requirements:
    a) The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
    b) Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
    c) Advise the student of the amount of unearned Federal funds and books, course materials, supplies, and equipment that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to DSDT and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal Policy

If DSDT unofficially withdraws a student from school, the School Director must complete the Withdrawal Form. An unofficial Withdraw occurs when a student leaves the school without notice and/or when he/she is not meeting satisfactory academic progress. A student's withdrawal date is their last date of physical attendance.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Their date of determination is 14 days after they cease attendance. Aid received prior to the determination date is aid that could have been disbursed.

If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The Financial Aid Representative and/or School Director will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. DSDT calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. DSDT, CFO will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, DSDT, will provide the student with a refund letter explaining Title IV requirements:
    a) The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
    b) Advise the student in writing of the amount of unearned Title IV aid and books, course materials, supplies, and equipmentthat he/she must return, if applicable.
    c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%
DSDT must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. DSDT will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%
After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. DSDT must still perform a R2T4 to determine the amount of aid that the student has earned.

DSDT, measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:
Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA Aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:
Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

a) If this percentage is greater than 60%, the student earns 100%.
b) If this percent is less than or equal to 60%, proceeds with calculation.
c) Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

d) Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
e) 100% minus percent earned = UNEARNED PERCENT
f) Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM DSDT.
g) If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
h) DSDT will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
i) Repay the overpayment in full to DSDT or Sign a repayment agreement with the U.S. Department of Education.

Order of Return
DSDT is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:
Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Representative and/or Business Representative's office.

Unofficial Withdrawal Procedure
Responsibilities of the following parties:

Instructor
- Update the student's final grades in the gradebooks
- Complete student exit form
- Alert Financial Aid to the student's DOD, and LDA
- Print an updated attendance sheet for student and ED file.

School Director/ Business Representative
- Process the withdrawal according guidelines.
- Alert FA to the student's DOD, and LDA
- Print an updated sign in sheet for Student and ED file.

- Alert instructors of the withdrawal and for final grades.

Business Representative

- Alert (Campus Ivy) of student withdrawal and/or termination. DSDT will calculate the R2T4 worksheet and compare to school's calculation.
- Submits notification to the Third-party servicer of request to return monies owed based on R2T4 calculations in writing.
- Submits return within 45 days of the withdrawal
- Submits notification to the student the amount of return monies based on R2T4 calculations in writing.
- Print updated Student Ledger Sheet of the R2T4 for Student and FA files.
- Supply the student with a final Student Ledger Sheet.

Financial Aid Representative

- Contact student via mail or phone to complete Exit Interview.
- Place updated copies in the Financial Aid folder (student ledger, sign in sheet, withdrawal letters, notices, etc.).
- Will provide a letter or document of the process for the Return to Title IV process via mail.
- Transfers/ file from active the non-active.

Post-Withdrawal Disbursement Policy

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Post-withdraw disbursements must be made within 45 days.

If any federal loan funds are due in a post-withdrawal disbursement, they must be offered to the student within 30 days of withdrawal and the school must receive the student's authorization before crediting their account.

The student is required to respond within 14 days to the email notice and state whether they accept or reject the disbursement. If DSDT does not hear back from the student, we will return the funds.

*It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time. *

Post Withdrawal Disbursement Procedure

Responsibilities of the following parties:

FA Officer

- Make student aware of any post withdrawal disbursement eligibility by email
- Place printed email in their Financial Aid folder

SECTION FIVE

FINANCIAL AID

General Administrative Requirement
This financial aid policies and procedure manual is intended to reflect updated federal, state, and institutional regulations and provide guidance to the administrators in administering and monitoring financial aid processes. This is also useful to other offices for appeal and academic review, financial and compliance auditors, state, and federal program reviewers.

Introduction to the Financial Aid Department
DSDT's Financial Aid Department is central in the processing and monitoring of all FederalStudent Aid including federal, state, outside agencies and/or institutional. This Department works closely and in coordination with the Business Department, the School Director and Student Services.

Mission & Purpose of the Financial Aid Department
The financial aid department follows DSDT's mission to train, employ, and empower individuals for gainful employment.

The Financial Aid Department provides information, guidance and advice to students securingfunding for their education and financial obligations. The department is responsible for processing all Title IV aid for which students are eligible. The Financial Aid Director and the staff members in the department are available during the normal business hours.

Structure and Responsibilities of the Financial Aid Department
The Admissions and Financial Aid Representative is responsible for administering all Title IV,HEA awards including awarding, cancellation, Exit Counseling, and the return of funds (Business Department).
The Director/Business Office completes all regulatory reporting.
The Financial Aid Representative and staff members counsel, package, complete verification process and resolve "C" code comments concerning FAFSA. They coordinate and consult withthe third-party servicer, The Campus Ivy (Campus Ivy), for processing of all Title IVFinancial Aid.
The Business Office must generate a report to review the group of such students and monitor the14 days' time period to comply with the regulations 668.22(a)(4)(ii) and 668.165(a)(2) -(5) of HEA 1965.

Financial Aid Department of Administration
The Office of Financial Aid is open for prospective and continuing students and parents all yeararound in the following hours and days except all national and institutional holidays and inclement weather-related emergency closures.

Monday- Friday
9:00am-5:00pm
Telephone: 888-688-4234
Email: Financialaid@dsdt.edu
Website: https://www.dsdt.tech/financial-aid-resources/

The staff in the Financial Aid Department at DSDT provides the necessary tools and resources to open the door for a quality education. Depending on the size of the school, the Financial Aid Department has enough qualified personnel to administer the Title IV programs. While the primary responsibility of meeting postsecondary education costs rests with the student and family, our financial aid professionals seek to maximize financial aid opportunities by providing guidance and information about Title IV grants, loan programs, student employment, and payment options.

Policies & Procedures Development Responsibilities
The Financial Aid Director is ultimately responsible to develop Title IV policies and procedures and maintain periodic reviews and updates. The Director is responsible for ensuring others are aware of any changes to existing policies and procedures or the development of new ones.

Generally, updates are made as the federal and state regulations change, otherwise every year policies and procedures are reviewed and notified to all concerned via email and inter-office memorandum. These policies and procedures manuals are available online in the institution's official website.

The web address is https://dsdt.edu/policies-procedures/. The Financial Aid Representative frequently checks the Department of Education's Informationfor Financial Aid Professionals (IFAP) website as it is a Title IV, HEA requirement for schoolsto have access to the IFAP website. DSDT financial Aid Department subscribes to IFAP's service notifications via email maintaining new and timely statutory and/or regulatory changes.

NON- DISCRIMINATION POLICY

DSDT is committed to a policy of equal opportunity for all people and does not discriminate on the basis of race, color, national origin, age, marital status, sex, disability, in some cases religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. DSDT values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved.

DSDT adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its employment practices on the basis of sex. Sexual harassment, sexual assault, dating and domestic violence, stalking and sexual exploitation are prohibited under Title IX and by college policy.

The law and DSDT's policy prohibit discrimination and harassment of employees or discrimination and harassment between members of the college community: for example, between an employee and a supervisor, between two employees, or between an employee and an applicant or campus guest. Any member of the campus community who acts to deny, deprive or limit an employment opportunity of any member of the DSDT community on the basis of sex is in violation of this policy.

Any person may report sex harassment, discrimination or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made by telephone or email directly to the Director of Administration. Reports can be made any time, including during non-business hours, by calling DSDT directly at 888-688-4234 or by emailing the Title IX coordinator, Kathryn Kothe, at katie@dsdt.edu.

Administrative Organization & Department Management

Various departments that make-up the DSDT's administration such as the financial aid, admissions, student services and business cohesively work together to ensure compliance and create a system of checks and balances. This ensures DSDT is in compliance with Title IV, HEA programs and their regulations. Please reference full job descriptions in Section one of thismanual.

Job Description for Key Positions

Admissions Representative

- Develops and implement Offer tour of DSDT to prospective students
- Develops and implement all admissions goals and strategies.
- Market and promote DSDT to the external community.
- Ensures each class is filled with the appropriate number of qualified students.
- Advise students with consumer information.
- Provide students with consumer information.
- Assesses a student's Financial Aid need and directs them to the Financial Aid Department.
- Works closely with the institution's leadership.
- Works closely with the head of each educational department, as well as the financial aid team.
- Ensures the admissions process runs smoothly.

Financial Aid Representative

- Responsible for all Admissions and Enrollment requirements and processing
- Completing all compliance requirements for third party servicer
- Train to make sure the school is in compliant with third party Client Interface Software
- Collect and review required documents needed to process Financial Aid eligibility with third party servicer
- Ensure all first-time borrowers completed Direct Loan Entrance/Exit Counseling
- Monitor student's satisfactory academic progress (SAP) with Student Services
- Monitor student's clock hours for future disbursements
- Keep current with all federal regulations and changes with Financial Aid process to ensure school is complying

Business Office Representative

- Establish and monitor payroll
- Assist with PPA agreement between third party and process of creating G6, PELL, and Direct Loan accounts
- Maintain a system of student accounts that records charges, credits, and amounts due
- Collecting and disbursing any funds to students and/or Department of Education
- Reconcile accounts and maintain records to ensure a clear audit trail
- Ensure functions of authoring and disbursing Title IV funds remain separate
- Calculate return of Title IV funds (R2T4), if it applies to any students, with required time frame according to federal laws and regulations, and submitting calculations to business office
- Return of Title IV (R2T4), if it applies, and authorize post-withdrawal disbursements to students in required time frame according to federal laws and regulations
- Draw down and return Title IV, HEA funds to program accounts
- Establish and implement school's refund policy
- Reporting Title IV, HEA expenditures to the Department of Education in a timely manner
- Completing fiscal reports for federal funds and FISAP
- Maintain records consistent with Generally Accepted Accounting Principles (GAAP),
- And government auditing standards
- Prepare and participate in Financial Students Aid program reviews and audits

Director

- Facilitate and implement policies and procedures of DSDT
- Facilitate day-to-day operations of the school facility
- Support instructors and conduct instructor meetings
- Evaluate instructors and employees
- Monitor SAP and Counsel students on Academics and Attendance
- Instruct students when needed
- Hire and conduct training for new hire orientation
- Implement and make sure Financial Aid Program is following federal guidelines
- Communicates with Campus Ivy, auditors, Financial Aid Representative, and Business Office
- Maintains thorough knowledge of changes to financial aid programs to ensure compliance with federal and state regulations as well as institutional policies.
- Coordinates preparation for accreditation visits, student financial aid audits, and other reviews/audits.
- Provides required reports in a timely and accurate manner.

Instructor

- Instruct students individually and/or in groups, adapting teaching methods to meet student's varying needs and interests.
- Teach and follow the school's published curriculum, using all teaching aids and handouts provided unless deviations are approved.

- Develops lesson plans and prepares materials and classrooms for class activities.
- Establishes clear objectives for all lessons and projects and communicates those objectives to students.
- Assists students who need extra help by tutoring and offering more intimate training sessions
- Establishes and enforces rules for behavior and procedures for maintaining student code of conduct.
- Meets with students to discuss student progress and to determine priorities for the student and their needs.
- Prepare for and participate in new student orientation according to school policy and as assigned.
- Prepares students for advancement by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Observes and evaluates student performance, behavior, and/or job skill development.
- Conducts quality assurance audits and participates in committees and meetings to receive and report information.
- Attend staff meetings scheduled and participate in discussion of all required agenda items.
- Always maintain a thorough knowledge of the school's mission and educational objectives and strive to attain them.
- Meets with employer affiliates to ensure training is relevant and accurate. Document placement efforts.
- Participates in professional training and/or coursework as needed and required.
- Properly prepare graduating students for the applicable state licensing examinations
- Gain a working knowledge of the school's satisfactory academic progress policy, the standards of conduct, practical course requirement, grading policies and criteria, and state regulations

Separation of Duties
These various offices work independently as required by the regulatory agencies but in close coordination and report to the School Director. The Director of Admissions is responsible for all recruitment and admissions activity performed by Admissions representatives,and registration and orientation of new students. The Financial Aid Department is responsible forprocessing FAFSA application, needs analysis, awarding and processing of all Title IV, HEA aids, institutional and outside grants, and scholarships. The Financial Aid office does not disburse Title IV aid. The Business Office maintains all student needs related to all payments including Title IV, HEA awards. The business office is responsible for maintaining individual student accounts and continuous updating for the student ledger cards. The School Director is responsible for making sure the instructors record grades, monitoring, and implementing attendance. The Director performs SAP and enforces attendance, leave of absence and satisfactory academic progress policies and procedures.

Student Eligibility
The Consumer Information page is intended to supplement the information provided in our schools' Campus Catalog and other publications. In many instances, the website indicates where additional information relating to the subject may be located, either in one of the schools' publications, on the school website, or on a third-party website (e.g., the College Navigator website maintained by the National Center for Education Statistics). For assistance with any of the consumer information discussed herein, prospective, and current students may contact School Director during normal business hours. A paper copy of consumer information disclosures and school publications are available on request.

Admissions Policy
For the Full Admissions Policy, Please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Application Procedure
Responsibilities of the following parties:
Admissions Representative
- Greets/schedules facility tour for the prospective student or conducts zoom session

- Enters the student into Populi to allow them to complete the pre-enrollment form
- Obtains a copy of their Driver's license/HS Diploma and uploads via secure portal
- Conducts the entrance interview

Financial Aid Representative
- Discuss the process of FA or reviews the obtained ISSR
- Reviews the Award letter
- If the student's goal is to enroll, the FAR representative collects the necessary documents and has the student complete the required registration papers and complete the required paperwork for their aid

Director
- Provides new student with New Student Orientation Guide
- Provides a copy of the enrollment agreement, and orientation dates
- Will Remind and gather student documents into secure portal
- Will Set appointment dates in the event admission requirements are missing

Enrollment Information
DSDT's full policy can be found in the updated Student Catalog, listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Attendance Policy
For the Full SAP Policy, Please refer to DSDT Student Handbook listed on DSDT's website and in print throughout DSDT in the "Policy and Procedure" Master Handbook.

Distance Education
DSDT's full policy can be found in the updated Student Catalog, listed on DSDT's website and in print throughout DSDT in the "Distance Education Disclosures".

Attendance Procedure
Responsibilities of the following parties:

Financial Aid Representative
- Attempts to contact students who has continuous absences
- Updates the student's time in the event of errors student's attendance due to technical issues, holidays, weather, or students who forgot to clock in or out.

Director of Administration
- Monitor's daily attendance to ensure student maintaining satisfactory academic progress
- Alerts the Campus Director of students who are approaching 10 or 14 due absences.

Instructor

- Monitor's daily attendance
- Attempts to contact student during absences
- Alerts the Campus Director of students who are approaching 10 or 14 due absences.

Director

- Orientates students on how to clock in and out on orientation da Meet with students who are continuously tardy.
- Populate withdrawal letters for students who fail to follow the attendance policy.