DSDT COLLEGE

MAIN CAMPUS

STUDENT HANDBOOK & CATALOG

2026-2027

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DSDT GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

DSDT is an institute of higher learning through the State of Michigan. DSDT opened its doors originally in Farmington Hills, Michigan. The school now resides in the heart of Detroit, MI. DSDT was granted institutional approval from the Lansing Licensing Department of Licensing and Regulatory Affairs. Proprietary Trade School Division, as per Michigan Education (LARA) Division. “Approval to operate” refers to maintaining compliance with minimum standards set forth by the state and does not imply any endorsement or recommendation by the state, or by bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

CAMPUS AND ADMINISTRATION ADDRESS

1759 W. 20th Street, Detroit, MI 48216

HISTORY AND ADMINISTRATION

DSDT is an institute of higher learning, which has been nationally accredited since 2017. DSDT’s main campus is located in southwest Detroit. DSDT first opened its doors in 2011 in Farmington Hills, Michigan. In 2016, DSDT opened a new facility in Detroit. Additional curriculum was added throughout the years to enhance the traditional Film Production curriculum by adding more Digital Media, Digital Graphics and Technology. In 2019, two additional programs were added in Information Technology and Cybersecurity. In 2022, the Film Production program name changed to Digital Marketing Professional and course content was modified in an effort to make the program more relevant to industry trends and employer needs. In 2024, DSDT successfully became an institute of higher learning to start offering degree granting programs and is now known today as DSDT College, Inc. dba DSDT.

LEGAL NOTICES AND CERTIFICATION

State of Michigan Post-Secondary School Division

ACCREDITATION

DSDT is accredited by the Commission of the Council on Occupational Education.

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

COUNCIL ON OCCUPATIONAL EDUCATION

DISTANCE EDUCATION

DSDT has been approved to participate in State Authorization Reciprocity Agreements.

If you're a distance education student, please note that DSDT is a National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institution, and complaints can be submitted to LARA. Please visit **NC-Sara Complaint process** for more information.

MHEC • NEBHE • SREB • WICHE
NC-SARA
PARTICIPATING INSTITUTION

CERTIFICATES OF COMPLETION

Students will receive a Certificate of Completion after the successful completion of the Clock Hour Programs. These certificates are specifically from DSDT and not affiliated with any vendor, provider, or licensing body.

ASSOCIATE DEGREE

Students will receive an associate degree after the successful completion of all semester credit hours, including general education courses and technical courses within the program.

ADMISSION REQUIREMENTS

- Meet with Admissions
- Representative Orientation
- High School Diploma or Equivalent
- License or Picture ID
- Enrollment Agreement
- Applicants must attend an on-campus or online orientation

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS

Military Veterans will receive earliest priority date based on their official course registration date and class availability. All class times and enrollment dates vary. Upon open enrollment, all Military Veterans will have first priorty and must attend orientation and register on that day. Program offerings will take place on campus and class times, schedule and location may vary per student demand.

Active military service members, veterans, and family members of military service members or veterans may be eligible to submit a complaint for review to the Department of Defense (DoD).

TEACHING AND LEARNING METHODS

DSDT's learning and teaching methods are provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career- oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

PLACEMENT ASSISTANCE

DSDT maintains an active placement assistance service for our graduates. Prior to graduation or at any time thereafter, graduates may avail themselves of the school's placement assistance services in addition to arranging interviews with potential employers. The Career Services team guides students in the completion of employment applications, resume writing, preparing for interviews, professional attire, workplace communication, and behavior. DSDT also assists students interested in finding non-program related job leads while enrolled in school. Graduate's names and phone numbers are kept on file for future references upon completion of the course. Although every effort is made to help graduates find employment, DSDT cannot guarantee its graduates employment.

LEGAL DISCLAIMER

The State of Michigan will not provide a certificate of completion or award a diploma to any student that has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or a crime; committed any act that, if committed by a graduate of the business or profession in question. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT does not use the Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to noncitizens. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship. DSDT does not admit students to English-as-a-second language courses.

NON- 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.

STUDENTS RECORDS/FERPA

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing and dating our specific inhouse release form. State law requires the school to maintain these records for not less than five years. Students may request a review of their records by writing either print or digital to the School Director.

AMERICANS WITH DISABILITY ACT

DSDT with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.

EDUCATION GOALS

DSDT strives to provide a quality educational system that prepares students to successfully complete their program within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within their industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully complete their program
- To train and graduate students while empowering them to become confident and excited to enter a successful career within their program of study.

CORE VALUES AND BELIEFS

MISSION STATEMENT
We are dedicated to providing our students with an innovative curriculum that prepares graduates for gainful employment. We strive to inspire individuals and help them to implement their learned education into becoming an industry professional within their scope of study.

VISION STATEMENT
To be recognized as a leading school and job placement provider. It's simple: We Train, Employ, and Empower individuals for gainful employment.

CORE VALUES
Purpose & Growth: Our foundation is built on an innovative curriculum, which provides a place for our students to thrive and our team's passion to implement a model with proven success.

ENVIRONMENT
We have created a fun, hard-working environment with a revolving door for development.

STUDENT FOCUS
The only way we are successful as an organization is to have a razor-sharp model of education and clear student focus.

INTEGRITY
We as an organization pride ourselves on being honest, having respect for all individuals.

LEADERSHIP
We strive to create an environment where all students become skilled and job-ready for individual entrepreneurship or employment opportunities.

PROFESSIONALISM AND EXCELLENCE
Our students will learn our professionalism in our actions, behaviors, and affiliate partners. We continually build lasting relationships with excellence and maintain our professionalism, on all levels of performance.

INSTITUTIONAL
ADVISORY COMMITTEE MEMBERS



Marlene Brooks

Marlene Brooks is an unlimited license instructor and licensed cosmetologist with over 20 years of experience in the beauty industry working in the areas of styling, training, and management. Marlene Brooks started apprenticeship programs governed by the State of Michigan from 2013-2019 in the field of cosmetology. She currently owns and operates Dymond Designs Beauty Studio, Dymond Designs Beauty School, and Dymond Designs Extensions which is a 100% human hair line, all located in the downtown Detroit riverfront area. Marlene is the driving force to Chase Bank Marketing for the Women of Color Fund.



Tamiko Ogburn

A native Detroiter who graduated from Detroit Public Schools Magna Cum Laude with an overall GPA of 3.5. She graduated in the top 3% of Detroit Public Schools. Tamiko went on to earn her undergraduate degree in Management and Organizational Development from Spring Arbor University as well as a master's degree in Human Resources Management. Tamiko's love for education led her to become a substitute teacher in the K12 environment as well as an education administrator in the post-secondary environment. Tamiko has worked in the field of education in some capacity for the last 22 years. Tamiko has managed schools with multiple locations, designed new curriculum and career programs, opened several new campuses including a branch and satellite campus. Tamiko is also a human resource professional with a focus on training and instructional design. Tamiko is a published author with several titles including Campus Operations Workbook, Medical Assisting Basics, A Guide to Federal Funding, Mom's Hands and many more.



Shereese Thomas

Shereese is an experienced IT professional currently in the role of IT Audit Manager leading initiatives to develop, implement, and evaluate technology within a higher education internal audit environment. She oversees and conducts IT and IT-related audits aligned with industry standards and frameworks. With a strong focus on IT General Controls, risk assessment, and system-driven process evaluation, she helps drive audit efficiency and data-informed insights. She contributes thought leadership through internal presentations, cross-functional collaboration, and professional writing. Aspiring to lead audit teams in the evaluation of emerging technologies, her next focus is expanding into cybersecurity and AI control testing to strengthen organizational resilience and assurance capabilities.

TECHNOLOGY PROFESSIONAL 6
OCCUPATIONAL COMMITTEE MEMBERS



Wendye Mingo

Wendye's position as the Managing Director of IT for the Kresge Foundation aligns with her core value of giving back to the community. She helps staff leverage technology to support the foundation's mission to promote human progress. Wendye has over 25 years of coding in several programming languages, database management and design, infrastructure management and IT project management. She has led several large infrastructure projects that involved converting operating systems from Unix to Linux, migrating servers between data centers, moving systems to the cloud, converting phone systems from PBX to VOIP, and replacing and upgrading network systems, database platforms and middleware platforms. Her greatest accomplishment at the foundation has been transforming the organization to a secure, cloud-based, near paperless environment giving staff the ability to work anywhere. Her current interests are in cybersecurity, AI and IoT. In her spare time, she enjoys teaching girls to code, providing IT support for the other non-profits and teaching herself new technologies.



Skip Sorrels

Skip Sorrels, a distinguished cybersecurity professional, is widely acclaimed for his leadership in crafting robust cybersecurity programs. Armed with a Master of Science in Cybersecurity and Information Assurance, he boasts a unique amalgamation of technical expertise and a solid foundation in healthcare cybersecurity. Skip's career trajectory came full circle, commencing in the nursing profession in Texas, where he navigated intensive care, trauma units, and transplant teams. His fascination with computers and technology eventually led him to Dell, where he significantly contributed to the architecture and solutioning for Department of Defense contracts and military branches. Currently serving as a Director of Cybersecurity at Ascension Healthcare, one of the nation's largest non-profit healthcare providers, Skip leverages his dual experience as a former nursing practitioner and a security executive to enhance healthcare cybersecurity.



Rachel Pizzimenti

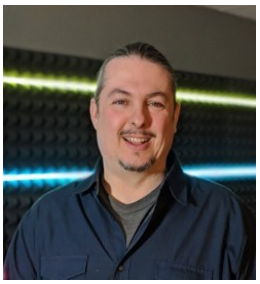
Rachel is a hardworking business woman who wears many hats both professionally and in her personal life. She helps run Partner Personnel, a local staffing agency that supplies jobs within the Metro Detroit area. She graduated from Northern Michigan University with Bachelors in Business Management and is currently using her degree in numerous ways within the Staffing and IT realm. Within the staffing side of the business, Rachel runs a recruiting team that helps candidates find employment within their career fields, and also handles the HR / Accounting end of the business. While on the sister side of the company, Rachel works with Data Partner, selling IT solutions, working within the Marketing and Sales division. Between all of her roles, her main goals come from the strive of the feeling of helping others. She has a heart of going above and beyond to help others reach their goals and giving back to the community.



LaQuita Alford

LaQuita Alford was born and raised in Detroit, Michigan and is currently a Cybersecurity Analyst at StockX. She's an HBCU graduate from South Carolina State University with a political science degree. Over the course of her 10-year career, She has decided to do a career change and explore her technical abilities. In 2017 she enrolled in DSDT and received her CompTia A+ certification in 2019. She continued to expand her technical skills and enrolled in Grand Circus to learn Front-End Development and graduated in July of 2020. She was involved with Sister's Code to teach basic Front-End Coding skills to women of all backgrounds. During this journey, she has developed a skill set directly relevant to Information Security. Her favorite hobby is playing her bassoon during her leisure. Her favorite quotes to live by is "Stay afraid, but do it anyway. What's important is the action. You don't have to wait to be confident." - Carrie Fis

TECHNOLOGY PROFESSIONAL 2
OCCUPATIONAL COMMITTEE MEMBERS



Tom Lawrence

After a healthy stint in corporate America Tom Lawrence launched Lawrence Technology Services. His passion for technology is prevalent in virtually everything he does. Since 2008, he has been invited to share his expertise on open-source software, social media marketing, SEM,Google, PFSense, and Linux Operation Systems. Tom has sat on panels, delivered keynote speeches, and led small group discussions at the Walsh College Open-Source Group, Grow Your Business Workshops, a number of regional chambers, local Rotaries, universities, and private groups. The podcast he co- host, Sunday Morning Linux Review, has over 5,000 downloads a month and the Lawrence Systems YouTube channel subscriber count can be seen on the sidebar to the right (below on mobile). Tom is a graduate of Goldman Sachs' 10,000 Small Businesses program and won several awards recently including the Southern Wayne County Chamber of Commerce Small Business of the Year. I've successfully bought and sold companies, worked on two pending patents, National Science Foundation projects and a few solar energy projects. While he takes pride in his accomplishments, Tom feels that his biggest achievement lies in the quality service Lawrence Systems provides to their customers which is reflected in the company's high retention rates.



Shawn Rule

Shawn Rule is a Corporate Talent Advisor and an Expert in talent acquisition strategy and talent management. He is well versed in the Michigan Automotive industry, process development and planning in Lean Six Sigma Principles. Mr. Rules specialties are in IT talent acquisition, talent development and Implementation, process Improvement, Project Management, Lean Start Ups, branding and Identity, personal branding, coaching and Mentoring. His latest efforts have been geared toward changing the culture of hiring in the City of Detroit and employing more students from IT vocational and trade schools. Coined "Hire IT Detroit" Mr. Rules campaign within major companies encourages looking elsewhere then typical University grads for new hires into Blue Cross Blue Shield of Michigan. Mr. Rule was chosen for the board because he shares the same passion for talent development at DSDT and aims to partner DSDT with major companies in Detroit.



Abdalla Soliman

Mr. Soliman is a master's degree graduate from OCC, offering a wealth of talent in the development and implementation of educational technology tools and applications in the classroom. He possesses an in-depth knowledge of Computer Science, Information Technology, Cybersecurity, and Digital Forensics. Abdalla is adept in creative teaching strategies that fully engage students in the learning process. Mr. Soliman is deeply invested in achieving tenure through administrative service, committee contributions, and an accomplishment-oriented approach to teaching

AI PROMPT SPECIALIST
OCCUPATIONAL COMMITTEE MEMBERS



Wajieh Salman

Wajieh Salman is an Artificial Intelligence and Machine Learning Product Manager at Ford Motor Company. Wajieh has an extensive background in various machine learning software and innovative data science analytic techniques. Waijeh possesses a bachelor's degree in electrical and robotics engineering from University of Michigan Dearborn and a master's degree in data science and business analytics from Wayne State University. His passion is driven by developing smart innovative techniques for all businesses to analyze data and process information more efficiently and effectively.



Scott Stuart

Scott Stuart is a result driven program & portfolio manager with exemplary mastery to employ advanced technological solutions and maximize return on investment. Scott has extensive global deployment experience leveraging minimal viable product and lean methodologies techniques to maximize value proposition at every pay point. He has a proven track record of promoting collaborative work environment of subordinates to drive every changing requirement into results that go above and beyond customer expectations. Scott has been working at General Motors for over 17 years. During his time at GM, Scott has worked on various Artificial Intelligence and Machine learning projects for OnStar Insurance, GM's E-bikes, Future Roads, etc. Scott holds a Bachelor's Degree in Computer Science and a Masters Degree in Strategic Management. Scott passion in the AI and machine learning industry continues by leading multiple high visibility GM ventures programs thru innovation.



Pravin Chopade

Pravin Chopade is an accomplished AI and ML Engineer, Scientist, and esteemed member of the AI community. With a PhD in Computational Science and Engineering from North Carolina A&T State University, USA, he has excelled in the field. Holding a Master's degree in Electrical Engineering from Government College of Engineering, Pune, India, and a Bachelor's degree from Government College of Engineering, Amravati, India, he possesses a strong educational foundation. Dr. Chopade is a Software Feature Architect AI at Stellantis, SWX Software Engineering Division, Auburn Hills, MI, USA, where he develops AI-based intelligent and adaptive automobile software systems solutions for real-world applications. Dr. Chopade's research experience includes roles at Educational Testing Service (ETS), ACTNext, and North Carolina A&T State University, where he made significant contributions to AI. He has secured funding and research awards from esteemed institutions like the US Department of Defense and the National Science Foundation. With over 70 publications and two filed patents, he demonstrates expertise and innovation. His research focuses on multimodal analytics, intelligent learning systems, personalization, and collaborative problem-solving. Dr. Chopade actively contributes to the scientific community as a reviewer for leading journals and as a former IEEE leader. As an Advisory Board Member for the AI Prompt Specialist Committee at DSDT, his vast knowledge and dedication to advancing AI will greatly benefit the committee's mission of shaping AI for societal progress.



Yogeesh Kunigal Gangaiah

Yogeesh has seventeen years of experience in IT, which includes 9+ years of managerial experience in both domestic and global companies ranging from hi-tech, retail, automotive, insurance, transportation and telecom industries. Yogeesh currently serves as the Associate Director of IT at Applexus Technologies, working to create solutions for high profile companies on agile program management, automation and artificial intelligence/machine learning. Yogeesh has a passion for mentoring individuals and is an excellent industry leader for the people he manages and the clients he serves.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY OCCUPATIONAL COMMITTEE MEMBERS



Julie Russell

Julie Russell is a leading software architect and the founder of Diamond Edge IT. With a strong background in integration, Julie has worked with a broad set of companies spanning over multiple industries. Based on her observations while consulting, Julie invented a new way of automating the generation of code, leading to the launch of Nine Gold, a no-code platform. Diamond Edge IT dedicates research and development into their open best practices, allowing them to drive code quality and consistency into the code, making it a strong focus of their platform. In addition to her work, Julie is an influential speaker and thought leader in the industry. She has presented at conferences such a MuleSoft Connect 2018, sharing her insights on topics like adopting microservices. Julie's contributions and expertise have been recognized by publications like CIO Review and Beyond Exclamation Magazine.



Melinda Ann O'Neill

Melinda Ann O'Neill is an Advanced Technology Specialist with CDW. CDW is a leading multi-brand technology solutions provider to business, government, education, and healthcare customers in the United States, Canada, the United Kingdom, and other international locations. CDW is a Fortune 500 company, ranking 189 in 2019 and has Annual Net Sales of more than $16.2 Billion to date. Melinda Ann is a leader in her role and hosts a wide network of IT influencers and decision-makers which has allowed her to flourish in the industry. Her key areas of responsibility include assessment, planning, design, configuration, installation, product lifecycle [support] and managed and hosted services. She has specialties in security, unified communications, networking, virtualization and optimization, managed services, and system lifecycle management. Melinda Ann is an active member of many organization including the Michigan Council of Women in Technology, Detroit Sports Media, Gift of Life Michigan, and Vista Maria. Her long-time dedication to volunteerism includes mentoring at Vista Maria in the DREAM Program in which she was the 2016 Outstanding Mentor Award recipient. She also serves on Vista Maria's Celebrating Women's Committee which holds events to highlight the contributions of women in society and to reinforce the importance of nurturing young females through services and individuals devoted to healing; and teaching necessary coping and life skills. Melinda Ann is a living kidney donor and has worked as a Transplant Services Consultant for Hero Network. Through the Gift of Life Michigan, she has logged many hours of volunteer time communicating the importance of organ donation. Melinda Ann was the featured donor on the cover of The United Network for Organ Sharing [UNOS] 2010 Annual Report as well as the featured donor representing the State of Michigan on the UNOS state map. She takes great pride in her ability to volunteer her time to organizations that have a positive impact on the lives of others.



Dr. Hany Othman

Dr. Hany Othman is a technology professional with over 15 years of experience with small to enterprise-level organizations in various Information Technology, Information Security, Networking, and Project Management. He has over 15 years of experience in higher education; teaching, administration, online education, and educational technologies. Dr. Othman has developed undergraduate, Master's, and Doctorate courses in Computer Information Systems, Computer Science, Management Information systems, and Cybersecurity programs. His research is focused on Cyber-Security, Artificial Intelligence, and IoT.

Dr. Othman holds a Bachelor of Science degree in Business/E-Business, a master's degree of science in "Information Resource Management," and a Doctorate in Computer Science- Digital System Security (Dissertation Topic- "Performance and acceptance of biometrics as an anti-cheating tool in an online test setting"), Microsoft Certified Professional, and Microsoft Certified System Engineer.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY OCCUPATIONAL COMMITTEE MEMBERS



Eduardo D. Campuzano
Eduardo D. Campuzano, BS, RT(R,CT,MR), ARMRIT, MRSO, is an experienced MRI professional and clinical applications leader with more than two decades in medical imaging. He currently serves as MRI Team Lead Applications at Siemens Healthineers, where he supports advanced MRI technology implementation and clinical optimization across healthcare systems. Throughout his career, he has held leadership, clinical, and academic roles, including positions at University of Miami Miller School of Medicine and Miami Dade College. Eduardo is also an educator and speaker who has contributed to MRI training and professional development for imaging professionals nationwide.



Amy Morandi

Amy Morandi is an experienced MRI Technologist with more than a decade of clinical imaging experience. She currently serves as an MRI Technologist at University of Michigan within Michigan Medicine's pediatric imaging services, where she specializes in high quality diagnostic MRI care. Amy has also held imaging roles with Alliance HNI, LLC and Concentra, building a strong background in both MRI and radiography. She is committed to delivering safe, patient centered imaging services and supporting excellence in diagnostic healthcare.

Administration & Faculty

Executive Leadership

Jamie Harris ..... CEO, School President
Karlos Harris ..... COO

Administration

Mackenzie Fulton ..... Chief Academic Officer
Kathryn Kothe ..... Director of Financial Aid, Director of Administration
Racquel Williams ..... Chief Financial Officer
Hunter Gadwell ..... Director of Student Services
Taurean Thomas ..... Clinical Placement & Employer Partnership Coordinator

Full-Time Faculty

Chris Ladouceur Digital Marketing Professional Program Director, AI Prompt Specialist Program Instructor
..... HS Diploma and certifications
John Hanson ..... Digital Marketing Professional Instructor
..... HS Diploma from Central High School in Traverse City
..... and College Credits at Northwestern Michigan College of Liberal Arts
Joe King..... IT Program Director, IT Instructor, Infrastructure Manager
..... CompTIA Certifications
Steven Andrews..... Information Technology Instructor
..... Bachelor of Arts in History from Wayne State University, CompTIA Certifications
Christopher Turnbull ..... Machine Learning Specialist Instructor
..... Master's in Computer Science from University of Michigan
Daniel Michalak ..... Full Stack Development Instructor
..... Bachelor of Science in Cognitive Science, Complex Systems Minor from University of Michigan
Laura Del Ray Vasquez ..... MRI Program Director
..... Ph.D., Health Sciences. Rush University, Chicago, IL
Krista Harriger..... Associate MRI Program Director
..... Bachelor of Science in Radiologic Sciences from Clarion University of Pennsylvania
Todd Williams ..... MRI Clinical Placement Director & Business Development
..... Bachelor of Arts from Spring Arbor College

Part-Time Faculty

Joe King..... Adjunct Faculty
..... CompTIA Certifications
Daniel Michalak ..... Adjunct Faculty
..... Bachelor of Science in Cognitive Science, Complex Systems Minor from University of Michigan
Eric Weiss..... Adjunct Faculty
..... Bachelor of Computer Arts from School of Visual Arts
Abdulla Khan ..... Adjunct Faculty
..... Bachelor of Science in Information Technology from Ajman University of Science and Technology
David Patwin ..... Adjunct Faculty
..... Bachelor of Arts in Mathematics
Dale Rogalski ..... Adjunct Faculty
..... Master of Arts in Clinical Psychology from Michigan School of Professional Psychology
Cynthia McCreary ..... Adjunct Faculty
..... Bachelor of Science in MRI from Saint Louis University
Eleasa Norris ..... Adjunct Faculty
..... Doctorate in Healthcare Administration from Capella University

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. 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 and/or the student is a branch location 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.

2. **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.

Program Capacity and Waitlist Policy
Enrollment in each program or cohort may be limited based on available instructional resources, faculty availability, clinical placement capacity, and other program requirements. Meeting the admission requirements does not guarantee placement in a particular cohort.

When the number of qualified applicants exceeds the available spaces, DSDT College may close enrollment for that cohort. The College may establish a waitlist for qualified applicants when appropriate; however, maintaining a waitlist is not guaranteed. If a waitlist is not available, applicants may be advised to apply for a future cohort.

Placement on a waitlist does not guarantee admission or enrollment. If a seat becomes available, the College will contact eligible applicants as appropriate. Applicants who are not offered a seat may need to reapply or request consideration for a future cohort.

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, Indigenous Peoples' Day, Memorial Day, Juneteenth, Independence Day, Labor 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.

RETURN OF TITLE IV FEDERAL STUDENT AID

This refund policy is in addition to the Institutional Refund Policy
Federal Financial Aid Refunds - Return of Title IV Calculation

A student recipient of Federal Title IV funds who withdraws from DSDT may be subject to a Return of Title IV Calculation to determine the percentage of funds required to be returned to the federal government. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans and Direct Plus Loans.

The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period of enrollment, you earn all the assistance that you were scheduled to receive for that period. You will not be subject to returns of your *Title IV* aid if you meet one of the following exemptions:

- You complete all of the requirements for graduation;
- You successfully complete a class or multiple classes that comprise at least 49 percent of the days in the term (in a program offered in modules); or
- You successfully complete a class or multiple classes that comprise at least half-time enrollment (in a program offered in modules).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. For the determination of and calculation of aid earned, and unearned, only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from their clock hour program. The scheduled clock hours used for a student are those established by the school prior to the student's beginning class date for the payment period or period of enrollment. The hours are established in accordance with any requirements of the state or the institution's accrediting agency. These hours are consistent with the published materials describing the institution's programs. If you received (or your school received on your behalf) less assistance than the amount that you earned, you may be eligible to receive those additional funds in the form of a post-withdraw disbursement. If you receive more assistance than you earned, the excess funds must be returned by the school and/or you.

The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

A statement of intent to resume attendance later can be submitted by the student in the same payment period or period of enrollment (written confirmation) close to the date that the student ceases attendance at any point prior to completing the payment period or period of enrollment and before the school is required to return *Title IV* funds, offer any post-withdrawal disbursement of loan funds, or take any other action under the R2T4 requirements
Date student will resume attendance is **no later than 60 calendar days after the student ceased attendance**

The amount to be returned to the federal government will be written in a notification to a borrower when a school pays a refund or return of Direct Loan funds to the Department on behalf of the student at the time the Direct loan funds are returned or refunded to the Department and will be calculated based on if you officially withdraw or unofficially withdraw as follows:

Official Withdrawal

Occurs when a student contacts Student Services and/or respective School Director the student begins the school's withdrawal process, or the student otherwise provides official notification to the school of intent to withdraw. The withdrawal date is the date the student begins the school's withdrawal process, or the date that the student otherwise provides notification (If both circumstances occur, use the **earlier** withdrawal date). The date of determination is the student's withdrawal date or the date of notification, whichever is **later.** Student Services and/or respective School

Director must then begin the withdrawal process.

Unofficial Withdrawal

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 or if it is a non- attendance taking thee date that the school determines is related to the circumstance beyond the student's control, or the midpoint of the payment period or period of enrollment, as applicable. Their date of determination is 14 days after they cease attendance or the date that the school becomes aware that the student has ceased attendance. Aid received prior to the determination date is aid that could have been disbursed. **Determining withdrawal date** for student who withdraws without providing notification is 30 days after the end of the earlier of the:

- Payment or enrollment period
- Academic year in which student withdrew
- Educational program from which student withdrew

Leave of Absence Related Withdrawal

If student does not return from an approved leave of absence, or the student takes an unapproved leave of absence, the date that the student began the leave of absence or their last date of attendance for attendance taking programs, is the student withdrawal date. The date of determination is earlier of the dates of the end of the leave of absence or the date the student notifies the school they will not be returning to that school (In the case of an unapproved absence, the date that the student began the leave of absence).

Withdrawal After Rescission of Official Notification

Occurs when the student withdraws after rescinding a previous official notification of withdrawal. The student's withdrawal date is the student's original withdrawal date from the previous official notification. The date of determination is the date the school becomes aware that the student did not, or will not, complete the payment period or period of enrollment or last date of attendance for attendance taking programs.

Earned Title IV Funds

Earned Title IV funds are funds used to cover educational costs according to the scheduled clock hours and instructional weeks the student was at before withdrawing. The amount of funds earned is directly proportional to the number of clock hours scheduled to have been completed during the payment period as of the student's withdrawal date. DSDT is a clock-hour program, and the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete by the number of hours in the payment period.
*If the resulting percentage is greater than 60% a student is considered to have earned all aid. *

Unearned Title IV Funds

Unearned Title IV funds are the amount of grant and loan assistance awarded under Title IV that have not been earned by the student and must be returned to their respective programs. The percentage used to determine the return of federal student aid funds is equal to the number of scheduled hours at the date DSDT determines the withdraw divided by the number of scheduled hours in the payment period. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your student account at DSDT and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you can keep. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not yet completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. The return of unearned Title IV funds must be as soon as possible but no later than 45 days after date school determined student withdrew.

Post-Withdrawal Disbursement

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. DSDT will automatically use all or a portion of your post-withdraw disbursement of grant funds for tuition and fees. However,

DSDT will ask for permission to use your post-withdraw disbursement of grant funds for all other institutional charges. If the post-withdrawal disbursement includes any federal loan funds, DSDT must get the student's permission before it can disburse the loan. Students may choose to decline some or all the loan funds so that she/he does not incur additional debt. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds

A notice will be sent out to the student and the student must submit a response instructing school to make post-withdrawal disbursement. The signed original document must be returned to DSDT within 14 days.

For any amount of a post-withdrawal grant disbursement not credited to the student's account to cover allowable charges, the school must make the disbursement as soon as possible from the date school determined student withdrew (1) loans as soon as possible but no later than 180 days (2) grants as soon as possible but no later than 45 days (no confirmation from the student is required for grants).

Notifications to student or parent of outcome of late request for a post-withdrawal disbursement to student (request received by school after the specified period and school chooses not to make disbursement)- as soon as possible

If you, your parent, or DSDT receives on your behalf excess Title IV program funds that must be returned, DSDT must return a portion of the excess funds equal to the lesser of: Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. DSDT must return this amount of your Title IV program funds. If DSDT is not required to return all of the excess funds, you may be required to return the remaining amount. Funds that are returned to the federal government are used to reduce your outstanding balances of your Title IV program funds.

Financial aid returned by you, your parent, or DSDT must be allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan (PLUS)
- Federal PELL Grant

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you may be required to return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

*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 to student's account for: Outstanding current (allowable) charges (tuition and fees, contracted food and housing, etc.) Other allowable charges with student authorization (e.g. library fines, books, supplies, etc.) is required to be returned as soon as possible but no later than 180 days after the date school determined student withdrew, in accordance with requirements for disbursing Title IV funds, 34 CFR 668.164.

Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds (Direct Loan, or Direct PLUS Loan) to the student's account is required to be within 30 days of the school's determination that the student withdrew.

Written notification of student's eligibility for a direct post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges is required to be within 30 days of the school's determination that the student withdrew.

Overpayment

Any amount of unearned grant funds that you must return is called an overpayment. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists within 14 days from the date the R2T4 is performed. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must pay the overpayment in full or make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy DSDT has. Therefore, you may still owe funds to the school to cover unpaid institutional charges. DSDT may also charge you for any Title IV program funds that the school was required to return. A notification to the student of grant overpayment must be sent within 30 days of the date the school determined the student withdrew.

DSDT must refer to the Department/Default Resolution Group a student who:

- does not satisfy the requirements of a agreement with the school;
- fails to contact the school during the 45-day period;
- fails, during the 45-day period, to pay their overpayment in full or enter into a repayment arrangement; or
- fails to complete repayment in the two years allowed.

DSDT is never required to enter into a repayment agreement with a student; rather, DSDT will refer an overpayment to the Department at any time after the student has had the opportunity to pay off the overpayment in full to the school or indicate their intent to negotiate repayment arrangements with the Department's Default Resolution Group. However, if DSDT reports a student overpayment (for which a student has not negotiated repayment arrangements) to NSLDS before the 45- day period has elapsed, the student will appear to be ineligible for Title IV aid. Since students retain their eligibility for 45 days, DSDT will provide students with every opportunity to repay their debt or negotiate repayment arrangements before reporting it to NSLDS and referring it to the Default Resolution Group. A student can contact the Default Resolution Group by calling 1-800-621-3115, sending an email through Send Email | Debt Resolution (ed.gov), or by writing to the Default Resolution Group at the following address:

Default Resolution Group
U.S. Department of Education
Default Resolution Group
P.O. Box 5609
Greenville, Texas 75403

INSTITUTIONAL REFUND POLICY AND SIGNATURE FROM

Refund And Cancellation Policies

DSDT adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the institution when a student withdraws or is terminated from the institution prior to the completion of the program. All refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. DSDT's policies comply with refund and cancellation policy requirements of applicable state, federal, and accrediting agencies.

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 dispute.

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. If tuition and fees are collected in advance of the start date of a program and DSDT cancels the program, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made within forty-five (45) days of the planned start date.

This policy does not apply to students re-entering to complete the same program version, at the original campus of enrollment, within 180 days of their original last date of attendance. In the aforementioned scenario, the institutional refund policy would be applicable.

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 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

Refund Policy – Notice of Cancellation

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 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 at the last date of attendance.
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, their 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.

Students Enrolled in Credit Hour Programs Greater Than Twelve (12) Months In Length

Students enrolled in a credit hour program longer than twelve (12) months who withdraw during the first twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. Students who withdraw during any subsequent period following the first twelve (12) months will have their tuition refund calculated by applying the same credit hour chart shown below.

Students Enrolled in Credit Hour Program

Students enrolled in a credit hour program less than twelve (12) months who withdraw prior to the end of their program are not obligated to pay tuition for future terms or payment periods beyond the term or payment period that they withdrew in. Students who withdraw or are terminated after the first day of class and who are enrolled in a credit hour program will have their tuition refund calculated as follows:

Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student
Week 1 – 2	90% of Tuition	10% of Tuition
Week 3	50% of Tuition	50% of Tuition
Week 4 – 6	25% of Tuition	75% of Tuition
Week 7 – 12	No refund	100% of Tuition

* The first week of the period of obligation is defined as seven consecutive calendar days starting on the date the term of instruction begins; all subsequent weeks follow thereafter.

Students Enrolled in Clock Hour Programs

Students who withdraw or are terminated after the first day of class and who are enrolled in a clock hour program twelve (12) months or less in length will have their tuition refund calculated as follows:

% of Scheduled Hours in Period of Obligation Prior To Last Date of Attendance	% of Tuition for Payment Period Retained By School
.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%

Tuition charges owed by the student will be calculated on a pro rata basis, based on the percentage of program hours scheduled up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned. For example, if a student was scheduled for 30% of the hours in the period of obligation prior to the last date of attendance, the school will retain 70% of the tuition charged for that period. Students scheduled for 50% or more hours in the period of obligation will be charged the full tuition for that period.

VETERANS' BENEFITS

Veterans' Benefits are available to eligible students upon acceptance to DSDT. Prospective students should follow the following steps to apply or view their eligibility for their VA education benefits:

- Apply online.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

DSDT is approved to train eligible veterans and their dependents under Chapters 33, 31, 30, 1606, VETTEC, VR&E and other types of veterans' benefits.
The chapter of benefits for which the student qualifies determines the payment method.
The student is responsible for any balances owed to DSDT from such payments.
Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to fafsa.ed.gov.
Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.)
Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation.

The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes and DSDT is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at DSDT.

Starting August 1st, 2019, Students enrolling under GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend training until VA provides payment to the institution. The Institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http:// www.benefits.va.gov/gibill.

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.

A college official transcript documenting a minimum of 60 earned credit hours may be accepted as proof of high school graduation. If the individual does not have an official college transcript reflecting at least 60 earned credit hours, a high school diploma or equivalent credential must be provided as proof of graduation.

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.

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

Satisfactory Academic Progress (SAP) 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 respective 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 respective 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 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%

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%
64-76	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 Time 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 the 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 the 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 respective 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
DSDT does not offer degree programs at this time
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 clock hour programs do 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

. 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.

Program Calendar Dates 2026-2028

Technology Professional 2 - 2026 – 2028 Calendar

2026/27 Start and End Dates	2027/28 Start and End Dates
Jan 5- Jan 30 2026	Jan 4- Jan 29 2027
Feb 2- Feb 27 2026	Feb 1- Feb 26 2027
Mar 2- Mar 27 2026	Mar 1- Mar 26 2027
Mar 30- Apr 24 2026	Mar 29- Apr 23 2027
Apr 27- May 22 2026	Apr 26- May 21 2027
May 26- Jun 18 2026	May 24- Jun 18 2027
Jun 22- Jul 17 2026	Jun 21- Jul 16 2027
July 20- Aug 14 2026	July 19- Aug 13 2027
Aug 17- Sep 11 2026	Aug 16- Sep 10 2027
Sep 14- Oct 9 2026	Sep 13- Oct 8 2027
Oct 13- Nov 6 2026	Oct 11- Nov 5 2027
Nov 9- Dec 4 2026	Nov 8- Dec 3 2027
Dec 7- Dec 31 2026	Dec 6- Dec 31 2027

AI Prompt Specialist - 2026 – 2028 Calendar

2026/27 Start and End Dates	2027/28 Start and End Dates
Jan 5- Jan 30 2026	Jan 4- Jan 29 2027
Feb 2- Feb 27 2026	Feb 1- Feb 26 2027
Mar 2- Mar 27 2026	Mar 1- Mar 26 2027
Mar 30- Apr 24 2026	Mar 29- Apr 23 2027
Apr 27- May 22 2026	Apr 26- May 21 2027
May 26- Jun 18 2026	May 24- Jun 18 2027
Jun 22- Jul 17 2026	Jun 21- Jul 16 2027
July 20- Aug 14 2026	July 19- Aug 13 2027
Aug 17- Sep 11 2026	Aug 16- Sep 10 2027
Sep 14- Oct 9 2026	Sep 13- Oct 8 2027
Oct 13- Nov 6 2026	Oct 11- Nov 5 2027
Nov 9- Dec 4 2026	Nov 8- Dec 3 2027
Dec 7- Dec 31 2026	Dec 6- Dec 31 2027

Technology Professional 6 – 2026 - 2028 Calendar

2026/27 Start and End Dates	2027/28 Start and End Dates
Jan 5- Mar 27 2026	Jan 4- Mar 26 2027
Feb 2- Apr 24 2026	Feb 1- Apr 23 2027
Mar 2- May 22 2026	Mar 1- May 21 2027
Mar 30- Jun 18 2026	Mar 29- Jun 18 2027
Apr 27- Jul 17 2026	Apr 26- Jul 16 2027
May 26- Aug 14 2026	May 24- Aug 13 2027
Jun 22- Sep 11 2026	Jun 21- Sep 10 2027
July 20- Oct 9 2026	July 19- Oct 8 2027
Aug 17- Nov 6 2026	Aug 16- Nov 5 2027
Sep 14- Dec 4 2026	Sep 13- Dec 3 2027
Oct 13- Dec 31 2026	Oct 11- Dec 31 2027
Nov 9- Jan 29 2027	Nov 8- Jan 28 2028
Dec 7- Feb 26 2027	Dec 6- Feb 25 2028

Associate of Applied Science in Information Technology
Degree Program Schedule

Winter 2025

January 6th, 2025	Semester Courses Begin
January 20th, 2025	Martin Luther King Jr. Day | College Closed
March 1st - March 9th, 2025	Spring Break | College Closed
May 2nd, 2025	Last day of Winter Semester

Summer 2025

May 12th, 2025	Semester Courses Begin
May 26th, 2025	Memorial Day | College Closed
July 4th, 2025	Independence Day | College Closed
July 18th, 2025	Last Day of Summer Semester 2025 (10 Weeks)
July 19th -August 17th, 2025	Semester Break

Fall 2025

August 18th, 2025	Semester Courses Begin
September 1st, 2025	Labor Day | College Closed
November 11th, 2025	Veterans Day | College Closed
November 22nd – November 30th, 2025	Thanksgiving Break | College Closed
December 12th, 2025	Last day of Fall Semester (16 Weeks)
December 13th, 2025 – January 4th 2026	Winter Break

Winter 2026

January 5th 2026	Winter Semester begins
January 19th 2026	Martin Luther King Day – School Closed
February 28th – March 8th 2026	Spring Break
May 1st 2026	Last day of Winter Semester 2026 (16 Weeks)
May 2nd 2026- May 17th, 2026	Semester Break

Summer 2026

May 18th, 2026	Summer Semester begins
July 4th, 2026	Independence Day | College Closed
July 24th, 2026	Last day of Summer Semester 2026
July 25th, 2026- August 16th, 2026	Semester Break

Fall 2026

August 17th, 2026	Fall Semester begins
November 21st, - November 29th, 2026	Thanksgiving Break
December 11th, 2026	Last day of Fall Semester 2026
December 12th 2026 -January 3rd, 2027	Winter Break

Winter 2027

November 4th, 2026	Applications Open
December 4th, 2026	Applications Closed
December 21st, 2026	Credits Assessed & Registration Opens
January 4th, 2027	Winter Semester begins
January 10th, 2027	Registration Closes/ Add-Drop Period Ends
January 18th, 2027	Martin Luther King Jr. Day/ College Closed
February 27th, 2027 – March 7th, 2027	Spring Break
April 30th, 2027	Last day of Winter Semester 2027

Summer 2027

March 24th, 2027	Applications Open
April 24th, 2027	Applications Closed
May 10th, 2027	Credits Assessed & Registration Opens
May 24th 2027	Summer Semester begins
May 30th, 2027	Registration Closes/ Add-Drop Period Ends
May 31st 2027	Memorial Day
July 4th, 2027	Independence Day
July 29th 2027	Last day of Summer Semester 2027

Fall 2027

June 16th, 2027	Applications Open
July 16th, 2027	Applications Closed
August 2nd, 2027	Credits Assessed & Registration Opens
August 16th 2027	Fall Semester begins
August 22nd, 2027	Registration Closes/ Add-Drop Period Ends
September 6th 2027	Labor Day
November 11th 2027	Veterans Day
November 21st – 27th	Thanksgiving Break

Winter 2028

November 3rd, 2027	Applications Open
December 3rd, 2027	Applications Closed
December 20th, 2027	Credits Assessed & Registration Opens
January 3rd 2028	Winter Semester begins
January 9th, 2028	Registration Closes/ Add-Drop Period Ends
January 17th 2028	Martin Luther King Day – School Closed
March 6th – 10th 2028	Spring Break
April 28th 2028	Last day of Winter Semester 2028

Summer 2028

March 22nd, 2028	Applications Open
April 22nd, 2028	Applications Closed
May 8th, 2028	Credits Assessed & Registration Opens
May 22nd 2028	Winter Semester begins
May 28th, 0228	Registration Closes/ Add-Drop Period Ends
May 28th 2028	Memorial Day – School Closed
July 4th 2028	Independence Day – School Closed
July 28th 2028	Last day of Summer Semester 2028

Fall 2028

June 21st, 2028	Applications Open
July 21st, 2028	Applications Closed
August 7th, 2028	Credits Assessed & Registration Opens
August 21st 2028	Fall Semester Begins
August 27th, 2028	Registration Closes/ Add-Drop Period Ends
September 4th 2028	Labor Day – School Closed
November 11th 2028	Veterans Day
November 20th – 24th 2028	Thanksgiving Break
December 15th 2028	Last Day of Fall Semester

Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology Degree Program Schedule

Winter 2026

January 5th 2026	Winter Semester begins
January 19th 2026	Martin Luther King Day
February 16th, 2026	Washington's Birthday
April 19th 2026	Last day of Winter Semester 2026
April 20th 2026- May 3rd 2026	Semester Break

Summer 2026

May 4th, 2026	Summer Semester begins
May 25th, 2026	Memorial Day
June 19th, 2026	Juneteenth
July 4th, 2026	Independence Day
August 16th, 2026	Last day of Summer Semester 2026
August 17th, 2026- August 30th, 2026	Semester Break

Fall 2026

August 31st, 2026	Fall Semester begins
September 7th, 2026	Labor Day
October 12th, 2026	Columbus Day
November 11th, 2026	Veterans Day
November 26th, 2026	Thanksgiving Day
December 13th, 2026	Last day of Fall Semester 2026
December 14th 2026 -January 3rd, 2027	Winter Break

Winter 2027

November 4th, 2026	Applications Open
December 4th, 2026	Applications Closed
December 21st, 2026	Credits Assessed & Registration Opens
January 4th 2027	Winter Semester begins
January 10th, 2027	Registration Closes/ Add-Drop Period Ends
January 18th 2027	Martin Luther King Day
February 15th, 2027	Washington's Birthday
April 18th 2027	Last day of Winter Semester 2026
April 19th 2027- May 2nd 2027	Semester Break

Summer 2027

March 3rd, 2027	Applications Open
April 3rd, 2027	Applications Closed
April 19th, 2027	Credits Assessed & Registration Opens
May 3rd, 2027	Summer Semester begins
May 9th, 2027	Registration Closes/ Add-Drop Period Ends
May 31st, 2027	Memorial Day
June 19th, 2027	Juneteenth
July 4th, 2027	Independence Day
August 15th, 2027	Last day of Summer Semester 2026
August 16th, 2027- August 29th, 2027	Semester Break

Fall 2027

June 30th, 2027	Applications Open
July 30th, 2027	Applications Closed
August 16th, 2027	Credits Assessed & Registration Opens
August 30th, 2027	Fall Semester begins
September 5th, 2027	Registration Closes/ Add-Drop Period Ends
September 6th, 2027	Labor Day
October 11th, 2027	Columbus Day
November 11th, 2027	Veterans Day
November 25th, 2027	Thanksgiving Day
December 12th, 2027	Last day of Fall Semester 2027
December 13th 2027 -January 2nd, 2028	Winter Break

Winter 2028

November 3rd, 2027	Applications Open
December 3rd, 2027	Applications Closed
December 20th, 2027	Credits Assessed & Registration Opens
January 3rd, 2028	Winter Semester begins
January 9th, 2028	Registration Closes/ Add-Drop Period Ends
January 17th 2028	Martin Luther King Day – School Closed
April 14th 2028	Last day of Winter Semester 2028

Summer 2028

March 22nd, 2028	Applications Open
April 22nd, 2028	Applications Closed
May 8th, 2028	Credits Assessed & Registration Opens
May 22nd 2028	Winter Semester begins
May 28th, 2028	Registration Closes/ Add-Drop Period Ends
May 29th 2028	Memorial Day – School Closed
July 4th 2028	Independence Day – School Closed
September 1st 2028	Last day of Summer Semester 2028

Fall 2028

July 5th, 2028	Applications Open
August 5th, 2028	Applications Closed
August 22nd, 2028	Credits Assessed & Registration Opens
September 5th 2028	Fall Semester Begins
September11th, 2028	Registration Closes/ Add-Drop Period Ends
September 4th 2028	Labor Day – School Closed
November 10th 2028	Veterans Day – School Closed
December 15th 2028	Last Day of Fall Semester 2028

CAMPUS PROGRAM OFFERINGS

Technology Professional 6 Certificate Program
240 Clock Hours
3 Total Courses

Program Description:
This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

Job Titles:
Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer, Web Developer, Certified Ethical Hacker, and more.

Technology Professional 2 Certificate Program
80 Clock Hours
1 Total Course

Program Description:
This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

Job Titles:
Network Administrator, Systems Administrator, Help Desk Administrator, Information Technology Manager, PC Technician, Cisco Network Administrator, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker and more.

AI Prompt Specialist Certificate Program
80 Clock Hours
1 Total Course

Program Description:
The AI Prompt Specialist Program is delivered over four weeks through instructor-led sessions combining hands-on instruction, guided lectures, live demonstrations, interactive discussions, and applied lab activities. Students participate in practical exercises, prompt development workshops, and real-world simulations using generative AI tools. Sessions emphasize active participation, experimentation, peer feedback, and structured documentation of workflows to ensure mastery of AI prompt design and real-world application.

Job Titles:
AI Prompt Specialist, Prompt Engineer (Entry-Level), AI Content Strategist, Generative AI Specialist, AI Workflow Specialist, AI Automation Assistant, AI Productivity Consultant, AI Research Assistant, AI Content Developer, AI Implementation Specialist, AI Solutions Coordinator, AI Systems Support Specialist, Conversational AI Designer, AI Integration Specialist, Digital Innovation Specialist

Associate of Applied Science in Information Technology Degree Program
64 Semester Credit Hours

Program Description:
The Associate of Applied Science in Information Technology program at DSDT is designed to equip students with the foundational skills and knowledge required for successful careers in the ever-evolving field of information technology. This comprehensive program blends theoretical learning with practical application, ensuring that graduates are well-prepared to tackle the challenges and opportunities presented by modern technology landscapes.

Job Titles:
IT Support, IT Help Desk, IT Analyst, Technical Support Specialist, Network Administrator, Network Engineer, Field Technician, Security Operations Center Analyst, Cybersecurity Compliance Officer, Cloud Engineer, Cloud Analyst, Project Manager Cloud, Data Center Management, Cloud Specialist, Web Administrator, Server Support Technician, Storage Administrator, Server Administrator, Threat Intelligence Analyst, Application Security Analyst, Threat Monitor, Security Engineer, Network Technician,

Computer Programmer, Entry Level Programmer, Infrastructure Engineer, IT Infrastructure Technician, Tier 3 Support Specialist, and more.

Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology Degree Program
76 Semester Credit Hours

Program Description:
The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program prepares students for entry-level careers in diagnostic imaging through a combination of classroom instruction, laboratory practice, and supervised clinical experience. Students gain knowledge in anatomy, physiology, patient care, MRI physics, and imaging procedures while developing the technical and professional skills necessary to operate MRI equipment, ensure patient safety, and produce high-quality diagnostic images.

Job Titles:
MRI Technologist, MRI Technician, MRI Specialist, Diagnostic Imaging Technologist – MRI, Radiologic Technologist (MRI emphasis), Medical Imaging Specialist, and more.

TUITION AND FEES

Technology Professional 2
Total Program Cost: $5,000.00

1. Tuition: $4,148.03
2. Mandatory Fees: $851.97
    - Instructional Platforms: $851.97
        - Populi School Information System: Manages student records, enrollment, class schedules, billing, and communication.
        - Microsoft Suite: Collection of productivity tools provided to students, including applications such as Word, Excel, PowerPoint, and Outlook, used for completing coursework, communication, collaboration, and academic assignments.
        - Hack The Box: Provides hands-on labs and real-world simulations to help students develop practical IT, cybersecurity, and problem-solving skills.

Payment Information
Students are required to pay the full program cost of $5,000.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Technology Professional 6
Total Program Cost: $15,000.00
1. Tuition: $14,065.83
2. Mandatory Fees: $934.17
    - Instructional Platforms: $120.17
        - o Populi School Information System: Manages student records, enrollment, class schedules, billing, and communication.
        - o Microsoft Suite: Collection of productivity tools provided to students, including applications such as Word, Excel, PowerPoint, and Outlook, used for completing coursework, communication, collaboration, and academic assignments.
    - Administrative Fees: $814.00
        - o Student Services Fee: $146.00 Covers administrative services and student support resources, including academic advising, student records management, and enrollment assistance.
        - o Registration Fee: $275.00 Covers administrative costs associated with processing student registration, course enrollment, and maintaining academic records.
        - o Technology Fee: $393.00 Supports access to the college's online learning platforms, digital educational resources, and technology infrastructure necessary for instruction.
    - Required Software and Materials: Required software and instructional materials are separate expenses and are not included in the cost of tuition and institutional fees. Students are responsible for obtaining all required software, textbooks, study guides, and other instructional materials necessary for successful participation in their program. Students may purchase these materials directly through DSDT College or from external vendors of their choice, provided the materials meet the program's specified requirements. Prices may vary depending on the vendor, and students are encouraged to obtain all required materials prior to the start of their courses.
        - o Hack The Box -$750.00: Provides access to interactive cybersecurity training labs, simulated environments, and hands-on exercises designed to develop practical skills in network security, vulnerability assessment, penetration testing, and threat detection.
        - o CompTIA CySA+ Study Guide: Exam CS0-004 (Sybex Study Guide) – $48.15: Provides comprehensive study materials covering cybersecurity analysis, threat detection, vulnerability management, incident response, and security operations to prepare students for the CompTIA CySA+ certification examination.
        - o CompTIA Security+ Certification Kit: Exam SY0-701 (Sybex Study Guide) – $55.99: Provides essential study materials, practice questions, and exam preparation resources covering cybersecurity

fundamentals, network security, risk management, and security operations to prepare students for the CompTIA Security+ certification examination.
o CompTIA Network+ Study Guide: Exam N10-009 (Sybex Study Guide) – $35.00: Provides instructional materials and exam preparation resources covering networking concepts, infrastructure, network troubleshooting, security, and operations to prepare students for the CompTIA Network+ certification examination.

Payment Information
Students are required to pay the full program cost of $15,000.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

AI Prompt Specialist
Total Program Cost: $5,000.00

1. Tuition: $4,848.03
2. Mandatory Fees: $151.97
    - Instructional Platforms: $151.97
        - Populi School Information System: Manages student records, enrollment, class schedules, billing, and communication.
        - Microsoft Suite: Collection of productivity tools provided to students, including applications such as Word, Excel, PowerPoint, and Outlook, used for completing coursework, communication, collaboration, and academic assignments.

Payment Information
Students are required to pay the full program cost of $5,000.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.
Associate Degree of Applied Science in Information Technology
Total Program Cost: $24,169.00

1. Tuition: $20,640
2. Mandatory Fees:

1st Semester
- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00
- Lab Fee: $750.00

2nd Semester
- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00

3rd Semester
- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00

4th Semester
- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00

5th Semester
- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00

6th Semester

- Student Services Fee: $146.00
- Registration Fee: $275.00
- Technology Fee: $393.00
- Matriculation Fee: $125.00 (covers the administrative cost of degree audit & verification, graduation processing, and diploma & diploma cover, shipping)

Payment Information
Students are required to pay the full program cost of $20,640.00 and mandatory fees per semester. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
Total Program Cost: $30,290.00

1. Tuition: $24,510.00
2. Mandatory Fees:

1st Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

2nd Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00
- Lab Fees: $1,585.00

3rd Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

4th Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

5th Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00
- Matriculation Fee: $125.00 (covers the administrative cost of degree audit & verification, graduation processing, and diploma & diploma cover, shipping)

Payment Information
Students are required to pay the full program cost of $24,510.00 and mandatory fees per semester. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Cost of Attendance

2025-2026 Cost of Attendance Credit Hour Program	Associate of Applied Science in Magnetic Resonance Imaging (MRI)	
	w/parent	not w/parent
tuition	8385	8385
and fees- books, course materials, supplies, and equipment		
(2)Lab Fees	1585	1585
food and housing (3)	1171.00	1545.04
Transportation (5)	985.00	1187.65
Personal/ Misc (4)	391.58	13219.00
Registration Fee	550	550
Application Fee	25	25
Technology Fees	786	786
Student Services Fees	292	292
Total Fall/ Winter/Summer (year 1) Cost of Attendance (5)	**14170.583**	**27574.6875**

1 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
2 Living expenses includes both an amount for housing and food, calculated at three meals per day.
3 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications
4 Transportation reflects travel to and from school, home and/or work.
5 47 weeks per acedemic year (2 semesters) 90 weeks in total (5 total semesters)

2025-2026 Cost of Attendance Credit Hour Program	Associate of Applied Science in Magnetic Resonance Imaging (MRI)	
	w/parent	not w/parent
Tuition	16125	16125
and fees- books, course materials, supplies, and equipment		
(2)Lab Fees	0	0
Food and housing (3)	14100	18588.5
Transportation (5)	11868	14299.75
Personal/ Misc (4)	4747	13219
Registration Fee	825	825
Application Fee	0	0
Technology Fees	1179	1179
Student Services Fees	438	438
Matriculation Fee	125	125
Total Fall/ Winter/Summer (year 2) Cost of Attendance (5)	**49407**	**64799.25**

1 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
2 Living expenses includes both an amount for housing and food, calculated at three meals per day.
3 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications
4 Transportation reflects travel to and from school, home and/or work.
5 47 weeks per acedemic year (3 semesters) 90 weeks in total (5 total semesters)

2025-2026 Cost of Attendance

Clock Hour Programs	Digital Marketing- Detroit, MIchigan		Machine Learning Specialist- Detroit, MIchigan		Business Information Technology Specialist- Detroit, Michigan	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
tuition and fees	17995	17995	17995	17995	17995	17995
books, course materials, supplies, and equipment	0	0	0	0	266.59	266.59
food and housing	9000	12810	9000	12810	9000	12810
Transportation	6832.5	8955	6832.5	8955	6832.5	8955
Personal/ Misc	3030	10267	3030	10267	3030	10267
Total Cost of Attendance	**36857.5**	**50027**	**36857.5**	**50027**	**37124.09**	**50293.59**

2025-2026 Cost of Attendance

Credit Hour Program	Associate of Applied Science in Information Technology (1)	
	w/parent	not w/parent
tuition	10320	10320
and fees- books, course materials, supplies, and equipment		
(2) Lab Fees	1016.59	1016.59
food and housing (3)	14100	18588.5
Transportation (5)	11868	14299.75
Personal/ Misc (4)	4747	13219
Registration Fee	825	825
Application Fee	25	25
Technology Fees	1179	1179
Student Services Fees	438	438
Matriculation Fee	125	125
Total Fall/ Winter/Summer (1 year) Cost of Attendance (5)	**44643.59**	**60035.84**

1 Associate of Applied Science in Information Technology is 100% online
2 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.50/ credit hour
3 Living expenses includes both an amount for housing and food, calculated at three meals per day.
4 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications.
5 Transportation reflects travel to and from school, home and/or work.
6 47 weeks per acedemic year (3 semesters) 94 weeks in total (6 total semesters)
7 Adjusted based on SSA published 2026 COLA of 2.8% https://www.ssa.gov/cola/

PROGRAMS

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION:
The Associate of Applied Science in Information Technology program at DSDT is designed to equip students with the foundational skills and knowledge required for successful careers in the ever-evolving field of information technology. This comprehensive program blends theoretical learning with practical application, ensuring that graduates are well-prepared to tackle the challenges and opportunities presented by modern technology landscapes.

JOB TITLES:
IT Support, IT Help Desk, IT Analyst, Technical Support Specialist, Network Administrator, Network Engineer, Field Technician, Security Operations Center Analyst, Cybersecurity Compliance Officer, Cloud Engineer, Cloud Analyst, Project Manager Cloud, Data Center Management, Cloud Specialist, Web Administrator, Server Support Technician, Storage Administrator, Server Administrator, Threat Intelligence Analyst, Application Security Analyst, Threat Monitor, Security Engineer, Network Technician, Computer Programmer, Entry Level Programmer, Infrastructure Engineer, IT Infrastructure Technician, Tier 3 Support Specialist, and more.

SUMMARY
The Associate of Applied Science in Information Technology introduces students to information technology concepts and principles in programming, data analytics, cybersecurity, and networking. Students learn the essential foundation of technical skills and modern languages necessary for additional skill building as they enter the IT field.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile degree program based on current industry/academic expectations. The Associate of Applied Science in Information Technology Degree Program will provide students with a roadmap to gainful employment upon successful completion of 64 semester credit hours.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time session

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Python, TensorFlow, Flask, Google Colab, Databricks, Jupyter Notebooks, Visual Studio Code, Github, Scikit-Learn, Matplotlib, Seaborn, Optuna, Pandas, Keras, Numpy, SQL, Kaggle, Google Sheets, CompTIA, Microsoft Office 365, Populi, Hack the Box Labs

ATTENDANCE

Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL	DL	SPC-131	Digital Literacy and Society	None	60 / 0 / 0	4.0 Credits
DL	DL	PSY-131	Intro to Psychology	None	60 / 0 / 0	4.0 Credits
DL	DL	MATH-100	College Mathematics	None	60 / 0 / 0	4.0 Credits
DL	DL	ENG-131	Introduction to College Writing	None	60 / 0 / 0	4.0 Credits
DL	DL	CIS-130	Project Management in Information Technology	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-100	Principles of Information Systems	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-101	Networking Infrastructure	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-121	Python I	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-125	Python II	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-102	Information Security	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-103	Cybersecurity	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-106	Ethical Hacking	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-104	Linux Operating System Principles	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-105	Cloud System Infrastructure	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-107	Comprehensive Web Development	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-140	AI Fundamentals	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-141	Introduction to Data Science and AI	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-142	Machine Learning and AI Essentials	None	45 / 30 / 0	4.0 Credits
				Totals	780 / 360 / 0	64.0 Credits

Total Credit Hours: 64
Estimated Completion Time: 2 years or 6 semesters
DL = Distance Learning; TL = Traditional Learning

COURSE DESCRIPTIONS

SPC-131 Digital Literacy and Society
4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0
Prerequisite: None
The "Digital Literacy and Society" course is structured to provide students with a comprehensive understanding of the pervasive impact of digital technology on modern society. Beginning with an introduction to computer concepts, the course journeys through the multifaceted roles technology plays in our daily lives, emphasizing its significance in personal, professional, and civic domains. Students will explore the web's integral role, including e-commerce and online research, gain familiarity with computer hardware, operating systems, and file management to enhance productivity. The curriculum delves into the application and development of software and apps, underscoring the critical importance of security and safety in digital spaces. Modules on digital media, web development, and networking offer hands-on experiences in creating, managing, and connecting in the digital realm. The course also addresses contemporary topics such as cloud computing, e-commerce, artificial intelligence, and the vital role of databases in informed decision-making. Finally, students will engage with digital ethics, learning to navigate the digital world responsibly. Through lectures, interactive workshops, online research, and practical applications, students will develop a robust digital literacy foundation, preparing them for responsible participation and innovation in a technology-driven world.

PSY-131Intro to Psychology
4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0
Prerequisite: None
This introductory psychology course explores the fascinating journey into the human mind, its functions, and its profound impact on behavior. Through a comprehensive curriculum that spans fourteen chapters, students will delve into the scientific study of psychology, examining both foundational concepts and applied aspects of the field. Starting with an exploration of psychology as a science, the course provides a solid foundation for understanding the methods and principles underlying psychological research.

MATH-100 College Mathematics
4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0
Prerequisite: None
This dynamic "College Mathematics: Algebra and Beyond" course is expertly crafted to guide post-secondary students through an exploration of algebraic concepts and their applications. Throughout the semester, learners will delve into the intricacies of real numbers, exponents, equations, and inequalities, culminating in an examination of sequences, series, and probability. This course emphasizes the development of analytical skills, critical thinking, and problem-solving abilities that are essential for academic and professional success in various fields.

ENG-131 Introduction to College Writing
4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0
Prerequisite: None
The College Writing course is structured around The Essentials of Writing: Ten Core Concepts, designed to develop students' writing skills for academic, workplace, and personal contexts. This course emphasizes writing as a process of discovery, learning, and engagement with the world. Through exploring the ten core concepts for effective writing, students will enhance their ability to craft compelling, coherent, and contextually appropriate texts. The course includes practical applications of these concepts in various writing situations, from analytical writing to argument construction, and culminates in mastering research and citation practices, particularly MLA style.

CIS-130 Project Management in Information Technology
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
This course is designed to equip students with the knowledge and skills necessary to manage information technology projects effectively. Covering foundational concepts to advanced practices, the curriculum integrates principles from the Project Management Institute (PMI) with specific challenges and opportunities found in IT project management. Through lectures, case studies, discussions, and hands-on activities, students will learn to navigate the complexities of managing IT projects, from inception through completion.

CIS-100 Principles of Information Systems
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
This Principles of Information Systems course is meticulously designed to equip learners with the fundamental skills and knowledge required for a successful career in IT support and operations. Over four weeks, students will engage in an intensive exploration of computer hardware, operating systems, networking, mobile devices, security, and troubleshooting techniques. The curriculum is divided into 21 modules, each focusing on critical aspects of IT support, from assembling and disassembling computers to securing and troubleshooting networks and devices.

CIS-101 Networking Infrastructure
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Networking Infrastructure course is designed to provide students with a thorough understanding of networking concepts and practices. Over the course of four weeks, participants will learn the fundamentals of network design, implementation, management, and security. The curriculum is structured to address the skills necessary for a networking professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises. The program concludes with a final exam to equip students for the official CompTIA Network+ certification exam.

CIS-121 Python I
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Python Programming 1 Course at DSDT is designed for individuals interested in starting their journey in software development. This course offers a deep dive into Python programming fundamentals, covering topics from basic syntax and data structures to more complex concepts such as functions, modules, and file operations. Through a blend of lectures, simulation labs, and real-world scenarios, students will develop proficiency in writing Python code for various applications.

CIS-125 Python II
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
Python Programming II at DSDT advances the skills acquired in Python 1, focusing on intermediate to advanced programming techniques. Students will explore object-oriented programming, web development with Python frameworks, and an introduction to data manipulation and analysis. The course combines theoretical knowledge with practical application, preparing students for professional programming tasks and projects.

CIS-102 Information Security
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Information Security course is an expertly structured program aimed at equipping students with a thorough understanding of organizational security. Covering fundamental concepts through advanced security protocols, the curriculum is segmented into five pivotal parts, encompassing the essentials of security fundamentals, endpoint security, cryptography, network security, and enterprise security.

CIS-103 Cybersecurity
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
This Cyber Security course prepares students to become proficient cybersecurity analysts, focusing on applying behavioral analytics to networks and devices to prevent, detect, and combat cybersecurity threats through continuous security monitoring. The course is divided into five comprehensive parts covering a broad spectrum of cybersecurity concepts from identifying vulnerabilities to incident response and compliance.

CIS-106 Ethical Hacking
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Ethical Hacking Course at DSDT is tailored for IT professionals seeking to become proficient in penetration testing and vulnerability assessment. This course is ideal for those with some background in cybersecurity who aim to specialize in ethical hacking.

CIS-104 Linux Operating System Principles
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Linux Operating System Principles course offers a comprehensive dive into the world of Linux, a powerful open-source operating system that powers a significant portion of the internet, corporate servers, and personal devices alike. Designed for both beginners and those with prior Linux experience, this course takes students on a journey through Linux's architecture, system operations, and management tasks.

CIS-105 Cloud System Infrastructure
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
The Cloud System Infrastructure Course at DSDT is designed to provide students with the essential knowledge and skills required to excel in cloud computing environments. This course is suitable for IT professionals who are looking to specialize in cloud technologies and services.

CIS-107 Comprehensive Web Development
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
This comprehensive course is designed to provide students with the knowledge and skills required to become proficient web developers. Throughout the 17-week course, students will learn how to design, develop, and deploy dynamic and responsive web applications using a variety of modern web technologies and frameworks.

CIS-140 AI Fundamentals
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
Elective
Embark on the first step of a transformative journey into the realm of artificial intelligence with "AI Fundamentals," a course meticulously crafted for post-secondary students at the dawn of their AI exploration. Over the span of four weeks, students will immerse themselves in the multifaceted world of AI, starting from the ground up by understanding what AI is, its myriad applications, and the types of problems it can solve. This course serves as the cornerstone of a larger AI Certification Program, setting the stage for a deep and comprehensive understanding of the field. Students will learn to identify viable AI projects, articulate clear goals, and establish success metrics, ensuring a solid foundation for any AI endeavor they undertake.

CIS-141 Introduction to Data Science and AI
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
Elective
Dive into the foundational elements of AI with "Introduction to Data Science and AI" a comprehensive course tailored for post-secondary students at the outset of their tech careers. Over a focused four-week period, students will embark on a journey through the essential processes that form the backbone of artificial intelligence. The course kicks off with an exploration of data collection methods, equipping students with the knowledge to discern when to harness existing datasets and when to pioneer new ones. As the course progresses, learners will delve into the meticulous assessment of data quality, grappling with real-world challenges such as missing information and corrupt data. With hands-on activities and interactive workshops, students will not only learn the theory but also apply it, developing the critical skills necessary to ensure data integrity and reliability.

CIS-142 Machine Learning and AI Essentials
4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0
Prerequisite: None
Elective
The "Machine Learning & AI Essentials" course is designed to introduce post-secondary students to the foundational concepts, algorithms, and tools used in machine learning (ML) and artificial intelligence (AI). This course covers the spectrum from understanding data and its importance in AI, through various machine learning models, to deploying AI solutions in real-world applications. Through a blend of theoretical knowledge and hands-on practice, students will learn to design, implement, and assess ML models to solve diverse problems.

ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY

PROGRAM DESCRIPTION:
The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program prepares students for entry-level careers in diagnostic imaging through a combination of classroom instruction, laboratory practice, and supervised clinical experience. Students gain knowledge in anatomy, physiology, patient care, MRI physics, and imaging procedures while developing the technical and professional skills necessary to operate MRI equipment, ensure patient safety, and produce high-quality diagnostic images.

JOB TITLES:
MRI Technologist, MRI Technician, MRI Specialist, Diagnostic Imaging Technologist – MRI, Radiologic Technologist (MRI emphasis), Medical Imaging Specialist, and more.

SUMMARY
The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program provides students with the knowledge and hands-on training needed to perform MRI procedures in clinical settings. The curriculum emphasizes patient care, anatomy, MRI physics, safety practices, and imaging techniques, preparing graduates to produce high-quality diagnostic images and contribute effectively as healthcare professionals.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile degree program based on current industry/academic expectations. The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program will provide students with a roadmap to gainful employment upon successful completion of 76 semester credit hours.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time session

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Populi, ScanLab, Microsoft Office 365

ATTENDANCE
Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

CLINICAL SITE CODE OF CONDUCT

Students participating in clinical education are representatives of DSDT College and are expected to maintain professional, ethical, and respectful conduct at all times while participating at an assigned clinical site. DSDT College will assist students with securing their initial clinical placement; however, clinical placement is contingent upon the student meeting the requirements and expectations of the clinical partner. If a clinical partner terminates, removes, or otherwise discontinues a student's clinical placement due to conduct, professionalism, policy violations, attendance, or other concerns related to the student's participation, the student will be automatically withdrawn or terminated from the program and will not be eligible to continue enrollment based on the loss of that clinical placement. DSDT College is not required to secure an alternative clinical placement for a student whose placement has been discontinued by a clinical partner for conduct-related reasons. Students are responsible for reviewing and complying with the more detailed clinical conduct, professionalism, and disciplinary requirements outlined in the applicable MRI Student Handbook.

MODALITIES		Course Number	Course Title	Pre-Reqs	Sem Cr Hours
Day	Night				
DL	DL	COM-1150	Interpersonal & Professional Communication	None	4.0 Credits
DL	DL	PSY-1010	General Psychology	None	4.0 Credits
DL	DL	MAT-1200	College Algebra	None	4.0 Credits
DL	DL	ENC-1010	English Composition	None	4.0 Credits
DL	DL	ENV-1010	Environmental Science	None	4.0 Credits
DL	DL	MRI-1010	Patient Interaction, Care & MR Safety	None	3.0 Credits
DL	DL	MRI-1100	Clinical Language for Medical Imaging	None	3.0 Credits
DL	DL	BIO- 1410	Human Structure & Function for MRI	None	3.0 Credits
DL	DL	MRI-1400	Principles of MR Physics & the MR System	None	3.0 Credits
DL	DL	MRI-1410	Sequence Design & Scan Parameters	None	3.0 Credits
DL	DL	MRI-2100	Neurological & Spine MR Procedures	None	3.0 Credits
DL	DL	MRI-1150	MR Imaging Skills Laboratory	None	3.0 Credits
DL	DL	MRI-1500	MR Image Formation, Data & Informatics	None	3.0 Credits
DL	DL	MRI-1300	Cross-Sectional Imaging Anatomy	None	3.0 Credits
DL	DL	MRI-2400	Image Quality, Artifacts & Quality Control	None	3.0 Credits
DL	DL	MRI-2200	Professional Practice, Ethics & Law in Imaging	None	3.0 Credits
DL	DL	MRI-2110	Body, MSK & Vascular MR Procedures	None	3.0 Credits
DL	DL	MRI-1600	MR Clinical Practicum I	None	6.0 Credits
DL	DL	MRI-2600	MR Clinical Practicum II	None	6.0 Credits
DL	DL	MRI-2700	MR Clinical Practicum III	None	8.0 Credits
				Totals	76.0 Credits

Total Credit Hours: 76
Estimated Completion Time: 2 years or 6 semesters
DL = Distance Learning; TL = Traditional Learning

COURSE DESCRIPTIONS

COM-1150 Interpersonal & Professional Communication
4 Credit Hours
Prerequisite: None
This course is an introduction to the field of communication with emphasis on the history of communication study, concepts important to all areas of communication, the contexts in which communication occurs, and the issues that must be faced by students of communication. The course serves as an introduction to the strands of communication: interpersonal, small groups and teams, mass communication, organizational, intercultural, and rhetoric.

PSY-1010 General Psychology
4 Credit Hours
Prerequisite: None
This course introduces the study of behavior and mental processes. Topics include brain and neuroscience, behavioral genetics, cognition, social and emotional development, perception, learning, memory, decision-making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions, and cultural processes.

MAT-1200 College Algebra
4 Credit Hours
Prerequisite: None
This course bridges the gap between high school mathematics and college-level mathematics and science courses. Topics include equations (linear, quadratic, conic, polynomial, exponential, logarithmic, and rational); graphing (inequalities, equations, functions, and relations); calculator use (scientific and graphing); and trigonometric functions and their applications.

ENC-1010 English Composition
4 Credit Hours
Prerequisite: None
This course introduces students to professional writing, English diction, sentence structure, and rhetoric with emphasis on thesis or claim development. Students will study writing skills and methods used in professional environments such as healthcare, focusing on academic texts, appropriate research, and documentation. The course prepares students to develop ideas through invention and express them clearly, creatively, and persuasively. It emphasizes the relationship between reading and writing in academic contexts, the application of Standard American English rules, and the ability to work cooperatively in academic and healthcare-related writing tasks.

ENV-1010 Environmental Science
4 Credit Hours
Prerequisite: None
This course is an interdisciplinary study of how humans interact with the environment. Topics include ecosystems, biodiversity, energy use, environmental policies, and sustainable practices. Students will examine environmental issues from scientific, social, and economic perspectives, with an emphasis on problem-solving and critical thinking.

MRI-1010 Patient Interaction, Care & MR Safety
3 Credit Hours
Prerequisite: None
This course introduces students to the principles of patient care, communication, and safety in the magnetic resonance imaging (MRI) environment. Topics include therapeutic communication, patient assessment, vital signs, infection control, patient transfer techniques, emergency response, MRI safety zones, screening procedures, implant safety, radiofrequency and gradient field hazards, cryogen safety, contrast safety awareness, and professional ethics. Emphasis is placed on creating a safe and compassionate patient experience while adhering to current MRI safety standards.

MRI-1100 Clinical Language for Medical Imaging
3 Credit Hours
Prerequisite: None
This course develops the medical terminology skills necessary for success in diagnostic imaging. Students learn medical word structure, anatomy terminology, body systems, pathology, diagnostic procedures, abbreviations, and imaging-specific terminology used in patient records, physician orders, and radiology reports. Emphasis is placed on applying medical terminology within the MRI clinical environment and healthcare communication.

BIO-1410 Human Structure & Function for MRI
3 Credit Hours
Prerequisite: None
This course examines the structure and function of the human body with an emphasis on organ systems relevant to magnetic resonance imaging. Students study normal anatomy, physiology, and anatomical relationships to develop the foundational knowledge necessary for image acquisition, patient positioning, and interpretation of cross-sectional anatomy.

MRI 1300 Cross-Sectional Imaging Anatomy
3 Credit Hours
Prerequisite: None
This course focuses on cross-sectional anatomy as visualized through magnetic resonance imaging. Students identify normal anatomical structures of the brain, spine, head and neck, thorax, abdomen, pelvis, and musculoskeletal system using axial, sagittal, coronal, and oblique imaging planes. Emphasis is placed on anatomical relationships, sectional orientation, and recognition of structures commonly encountered during MRI examinations.

MRI-1400 Principles of MR Physics & the MR System
3 Credit Hours
Prerequisite: None
This course introduces the physical principles underlying magnetic resonance imaging. Topics include magnetism, nuclear magnetic resonance, spin behavior, pulse sequences, gradients, radiofrequency systems, signal production, image contrast, instrumentation, and MRI system components. Students develop an understanding of how MRI images are created and optimized.

MRI-1410 Sequence Design & Scan Parameters
3 Credit Hours
Prerequisite: None
This course focuses on MRI pulse sequences and imaging parameters used to optimize image quality. Topics include T1-, T2-, proton density-, diffusion-, gradient echo-, inversion recovery-, and advanced pulse sequences. Students learn how TR, TE, flip angle, bandwidth, matrix, slice thickness, field of view, and other parameters affect image contrast and acquisition time.

MRI-2100 Neurological & Spine MR Procedures
3 Credit Hours
Prerequisite: None
This course examines MRI procedures of the brain, cranial nerves, spine, and spinal cord. Students study patient positioning, protocol selection, anatomy, pathology, contrast considerations, image evaluation, and advanced neuroimaging techniques used in neurological MRI examinations.

MRI-1150 MR Imaging Skills Laboratory
3 Credit Hours
Prerequisite: None
This laboratory course provides hands-on experience with MRI equipment, patient positioning, imaging accessories, safety procedures, and scan preparation. Students practice positioning techniques, coil selection, protocol setup, patient communication, and image acquisition in a controlled laboratory environment while reinforcing classroom concepts.

MRI-2200 Professional Practice, Ethics & Law in Imaging
3 Credit Hours
Prerequisite: None
This course examines professional standards, legal responsibilities, ethical decision-making, healthcare regulations, patient confidentiality, informed consent, cultural competence, quality improvement, and professional development within diagnostic imaging. Students explore current issues affecting MRI practice and healthcare delivery.

MRI-1500 MR Image Formation, Data & Informatics
3 Credit Hours
Prerequisite: None
This course explores MRI image formation, k-space, data acquisition, image reconstruction, digital imaging, PACS, DICOM standards, image storage, quality assurance, and healthcare informatics. Students learn how acquisition parameters influence image quality and workflow throughout the imaging process.

MRI-2400 Image Quality, Artifacts & Quality Control
3 Credit Hours
Prerequisite: None
This course examines factors affecting MRI image quality and methods used to identify and reduce imaging artifacts. Topics include motion artifacts, susceptibility, chemical shift, aliasing, RF interference, equipment performance testing, quality assurance, quality control procedures, and troubleshooting techniques.

MRI-2110 Body, MSK & Vascular MR Procedures
6 Credit Hours
Prerequisite: None
This course covers MRI procedures of the abdomen, pelvis, musculoskeletal system, breast, and vascular anatomy. Students learn examination protocols, patient positioning, anatomy, pathology, contrast administration concepts, image evaluation, and specialized MRI applications for body imaging.

MRI-1600 MR Clinical Practicum I
6 Credit Hours
Prerequisite: None
This course requires in-person attendance at clinical sites partnered with DSDT College. Students will work directly with patients under the supervision of licensed and registered MRI technologists. The course includes a minimum of 200 in-person clinical hours and 70 simulation hours delivered asynchronously, for a total of 270 clinical hours. Students must follow all clinical site policies and procedures, which may include site orientation and proof of COVID-19 vaccination.

MRI-2600 MR Clinical Practicum II
6 Credit Hours
Prerequisite: None
This clinical externship requires onsite attendance at affiliate imaging centers and hospitals. Students will participate in hands-on MRI training under the supervision of licensed MRI technologists. A minimum of 200 in-person hours and 70 simulation hours (totaling 270 clinical hours) is required, including at least 16 hours per week onsite. Students must follow all clinical site policies, which may include site orientation and COVID-19 vaccination requirements.

MRI-2700 MR Clinical Practicum III
8 Credit Hours
Prerequisite: None
This clinical externship requires onsite attendance at affiliate imaging centers and hospitals. Students will participate in hands-on MRI training under the supervision of licensed MRI technologists. A minimum of 260 in-person hours and 100 simulation hours (totaling 360 clinical hours) is required, including at least 16 hours per week onsite. Students must follow all clinical site policies, which may include site orientation and COVID-19 vaccination requirements.

CERTIFICATE OF COMPLETION PROGRAMS

AI PROMPT SPECIALIST

PROGRAM DESCRIPTION

The AI Prompt Specialist Program is a four-week, hands-on training designed to prepare students to effectively design, refine, and optimize prompts for generative artificial intelligence platforms such as ChatGPT, Claude, Gemini, and other multimodal AI tools.

JOB TITLES

AI Prompt Specialist, Prompt Engineer (Entry-Level), AI Content Strategist, Generative AI Specialist, AI Workflow Specialist, AI Automation Assistant, AI Productivity Consultant, AI Research Assistant, AI Content Developer, AI Implementation Specialist, AI Solutions Coordinator, AI Systems Support Specialist, Conversational AI Designer, AI Integration Specialist, Digital Innovation Specialist

SUMMARY

This program prepares students to effectively use AI for productivity, research, creative work, and workplace problem-solving. Through practical exercises and a capstone project, students develop skills in prompt development, output evaluation, bias detection, and responsible AI implementation across industries.

OBJECTIVES

To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The AI Prompt Specialist Program will provide students with a roadmap to gainful employment by instruction in 1 course.

REQUIRED MATERIAL

- Personal Computer with stable access to internet (highly recommended)
- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (Highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

The AI Prompt Specialist Program is delivered over four weeks through instructor-led sessions combining hands-on instruction, guided lectures, live demonstrations, interactive discussions, and applied lab activities. Students participate in practical exercises, prompt development workshops, and real-world simulations using generative AI tools. Sessions emphasize active participation, experimentation, peer feedback, and structured documentation of workflows to ensure mastery of AI prompt design and real-world application. Instruction is primarily in-person, with virtual check-ins provided when necessary.

ASSIGNMENTS

Students complete weekly exercises designed to build foundational through advanced skills in AI prompting, including problem definition, multimodal prompt creation, prompt iteration, and ethical evaluation of AI outputs. Assignments include text, image, audio, and workflow-based tasks, with reflection and evaluation components. The program culminates in a capstone project, where students identify a real-world problem, select AI tools, refine prompts through multiple iterations, evaluate outputs, and document their process and insights.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
ChatGPT, Claude, Gemini, AI text generators, AI image generators, AI audio tools, AI workflow automation tools, prompt templates, iteration frameworks, reflection worksheets, Microsoft Teams, Populi

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his/her own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours
Day	Night				
DL/TL	DL/TL	APS-100	Advanced Techniques in AI Prompt Design	None	50/30/0
				Totals	50/30/0
Total Clock Hours: 80 Estimated Completion Time: 4 weeks or 1 month DL = Distance Learning; TL = Traditional Learning					

COURSE DESCRIPTIONS
APS-100 Advanced Techniques in AI Prompt Design
80 Total Hours: Theory 50 / Laboratory 30/ Externship 0
Prerequisite: None
This course is a four-week, instructor-led course within the AI Prompt Specialist program. Students learn to design, refine, and optimize prompts for generative AI tools such as ChatGPT, Claude, and Gemini. The course emphasizes hands-on practice, structured problem-solving, multimodal prompt creation, ethical AI use, and iterative evaluation of AI outputs. Through practical exercises and a capstone project, students develop the skills needed to effectively apply AI tools for creative, professional, and productivity-focused solutions across industries.

TECHNOLOGY PROFESIONAL 2

PROGRAM DESCRIPTION

The Technology Professional 2 program is offered via traditional delivery only. This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

JOB TITLES

Network Administrator, Systems Administrator, Help Desk Administrator, Information Technology Manager, PC Technician, Cisco Network Administrator, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker and more.

SUMMARY

This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

OBJECTIVE

To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Technology Professional 2 Program will provide students with a roadmap to gainful employment by instruction in 1 course.

REQUIRED MATERIAL

- Personal Computer with stable access to internet (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Instructor-Led Lecture
- Discussion/critique
- Interactive applications
- Virtual Lab time sessions

ASSIGNMENTS

Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE

CompTIA, Microsoft Office 365, Populi, Hack the Box Labs

ATTENDANCE

Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours
Day	Night				
TL	TL	CTA-101	CompTIA A+	None	50 / 30 / 0
				Totals	50 / 30 / 0
Total Clock Hours: 80 Estimated Completion Time: 4 weeks or 1 month TL = Traditional Learning					

COURSE DESCRIPTIONS
CTA-101 CompTIA A+
80 Total Hours: Theory 50 / Laboratory 30/ Externship 0
Prerequisite: None
This course equips students for the CompTIA A+ certification, delving into key areas such as computer hardware, operating systems, network principles, and problem-solving strategies. The program incorporates daily tasks, immersive virtual labs, and culminates with a final exam, all designed to thoroughly prepare students for the certification test.

TECHNOLOGY PROFESIONAL 6

PROGRAM DESCRIPTION
The Technology Professional 6 program is offered via traditional delivery and distance education delivery. This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

JOB TITLES
Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer, Web Developer, Certified Ethical Hacker, and more.

SUMMARY
This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Technology Professional 6 Program will provide students with a roadmap to gainful employment by instruction in 3 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
CompTIA, Microsoft Office 365, Populi, Hack the Box Labs

ATTENDANCE
Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours
Day	Night				
DL/TL	DL/TL	CTN-102	CompTIA Net+	None	50 / 30 / 0
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101 or CTN-102	50 / 30 / 0
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101 or CTN-102, SY0-601	50 / 30 / 0
				Totals	150 / 90 / 0
Total Clock Hours: 240 Estimated Completion Time: 12 weeks or 3 months DL = Distance Learning; TL = Traditional Learning					

COURSE DESCRIPTIONS

CTN-102 CompTIA Network+

80 Total Hours: Theory 50 / Laboratory 30/ Externship 0

Prerequisite: None

This course is aimed at equipping students with essential networking skills. Beginning with an exploration of fundamental networking concepts, the curriculum delves into intricate areas such as network infrastructure, network security, and network troubleshooting. Learners are exposed to a variety of real-world scenarios through virtual labs and practical assignments, enhancing their hands-on experience with network management tools and protocols. The course culminates in a comprehensive final exam, designed to prepare students for the official CompTIA Network+ certification exam. This program is a valuable steppingstone for anyone aspiring to advance in IT networking roles.

SYO-701 CompTIA Security+

80 Total Hours: Theory 50 / Laboratory 30/ Externship 0

Prerequisite: CTA-101 or CTN-102

This course prepares students for the CompTIA Security+ certification, a globally recognized credential in the field of IT security. The curriculum delves into critical areas including network security, compliance and operational security, threats and vulnerabilities, application, data, and host security, access control and identity management, and cryptography. Incorporating a mix of theoretical instruction, practical exercises, and simulation labs, the course culminates with a final exam, designed to fully prepare students for the Security+ certification test.

CS0-002 CompTIA CySA+

80 Total Hours: Theory 50 / Laboratory 30/ Externship 0

Prerequisite: CTA-101 or CTN-102, SY0-601

This course is aimed at equipping students with the critical knowledge and skills required to apply behavior analytics to networks and devices, effectively thwarting cybersecurity threats. The course dives into essential areas such as threat management, vulnerability management, cyber-incident response, and security architecture. With a balanced blend of theoretical concepts and hands-on practical exercises, the curriculum prepares students for the real-world challenges of cybersecurity. Each week is focused on distinct topics, culminating in a comprehensive final exam designed to ensure readiness for the official CompTIA CySA+ certification exam.

CAREER OPPORTUNITIES
AND
HEALTH AND SAFETY INFORMATION

DSDT College prepares students for a variety of career paths across multiple industries. Graduates may find opportunities in fields such as healthcare, technology, digital marketing, and imaging, among others. Entry-level positions, salary ranges, and advancement opportunities vary depending on the program of study, geographic location, employer policies, and individual effort and performance. Career growth is influenced by your commitment to developing skills, pursuing continuing education, and gaining professional experience.

Before entering any new career, students should be aware of potential physical and mental demands related to their chosen field. Certain programs may require extended periods of standing or sitting, repetitive motion, or use of specialized equipment. Proper ergonomics, footwear, and posture are important to maintain long-term health. Students with existing physical conditions, such as back problems or repetitive strain injuries, should consider the demands of their chosen program. Similarly, students with learning differences may experience additional challenges and are encouraged to seek guidance or observe program requirements in advance.

During your time at DSDT College, you will interact with people from diverse backgrounds and life experiences. Respect, professionalism, and fair treatment are expected at all times. Students may encounter individuals with varying health conditions or illnesses. Programs include training on health and safety protocols, including recognizing and responding to potential health risks, both on campus and in workplace settings. Familiarity with these procedures helps ensure your safety and the safety of others.
DSDT College maintains a job board with postings and career resources for students. Students are encouraged to explore opportunities and engage with potential employers to support career development.

Any questions not addressed in this catalog may be directed to the School Director at 888-688-4234 or on campus. Students and members of the public may file complaints with the Michigan Department of Education (LARA) Division. DSDT College is not currently in bankruptcy, has not filed for bankruptcy within the preceding five years, and has not been subject to bankruptcy reorganization under Chapter 11 of the United States Bankruptcy Code within the past five years.

RECRUITING ACTIVITIES

All employees at DSDT College are committed to ethical recruiting practices and have been trained by the Director of Administration and Admissions to ensure compliance across all programs offered. Admissions Representatives are fully informed about the academic programs and support services available to effectively serve students and meet their needs. Students are provided with advisement materials and have the opportunity to meet with Student Services for any advisory needs to support their success in their chosen programs. All recruiting activities and materials clearly convey DSDT College's mission, the occupational programs offered, student performance reports, completion requirements, tuition, and instructional outcomes.

STUDENT GRIEVANCE POLICY AND PROCEDURES

Purpose of the procedure/introduction
DSDTs 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 seekconsideration 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 discussionswith 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 Licensing and Regulatory Affairs (LARA)

P.O. Box 30018
Lansing, MI 48909
Phone Main Line: 517-
241-7000
Fax: 517-373-2162
Email: CSCL-Complaints@michigan.gov
Website: http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf

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.

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by DSDT may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding an SAP must be made within 15 days of the negative determination.

_____SAP Determination_____Other:

_____

Attention School Director:
I wish to appeal the decision and/or policy of the school regarding the above-indicated manner. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

_____

_____

_____

Supporting Documentation Attached:_____YES_____NO

_____ _____

Student Signature Parent or Guardian (If applicable) **Date**

OFFICE USE ONLY_____APPEAL_____APPEAL DENIED
EXPLANATION OF DECISION: REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD

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.

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 givento a school director/ instructor for further action.

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

Your Name:

Instructor/Supervisor:

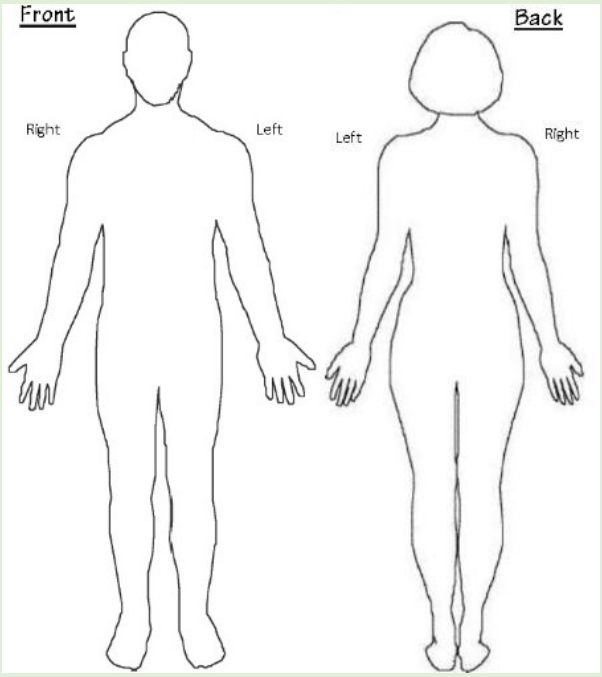
Have you told your instructor/supervisor about this injury? □ **Yes** □ **No**

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?

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 thisinjury/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 work environment.

- Please review every room at facility for the immediate evacuation route in event of an emergency or fire.
- Please report all investigations or incidents to the fire department by calling 911 and give the name of the DSDT location: Main Campus: 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 refer to 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 open flames
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilated area 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 name and address of the DSDT location, 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 goes out

RECOMMENDED PROCEDURES

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

- Everyone is leaving the premises and the fire department has been called
- The fire is small and confined to the work area where 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 are fighting and is in good working order
- You know how to operate the extinguisher

VETERAN BENEFIT POLICY

DSDT permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.

2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. DSDT ensures our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

VETERAN STUDENT ADDENDUM

This catalog addendum applies to those students receiving U.S. Department of Veteran Affairs education (GI Bill®) benefits while attending DSDT. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules, and regulations of DSDT.

DSDT will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter U S Department of Veterans Affairs (VA) Post 9/11, G I Bill® (Ch 33) or Vocational Rehabilitation & Employment (Ch 31) benefits ending on the earlier of the following dates:

1. The date on which the Department of Veterans Affairs provides payment for such course of education to such institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Prior Credit Policy: Per, 38CFR 21.4253(d)(3), previous training and experience will be considered and granted if appropriate for veterans and eligible students. Veterans may submit a copy of their Joint Service Transcript (JST) and/or applicable documents to be considered eligible for prior credit.

Attendance Policy: In accordance with Title 38 US Code 3679 subsection (e) DSDT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or their institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs. VA students are expected to attend all classes as designated in the enrollment agreement If circumstances prevent attendance, prior notification is expected.

Attendance is charted daily and evaluated monthly Attendance must not fall below 67% of scheduled class/floor time. If at an evaluation point a student's attendance falls below 67%, the student will be placed on probation and be counseled based on our probation policy. If, at the end of the probationary period, satisfactory attendance has not been regained, veteran education benefits will be terminated and face possible dismissal from the school. Students whose absences are excused (family emergency, medical, etc), or result from authorized mitigating circumstances, as determined by the school administration, will continue to be certified for veteran education benefits.

Students whose veteran education benefits have been stopped for unsatisfactory attendance may be recertified only after regaining satisfactory attendance. Additionally, for VA students, any absence greater than 14 consecutive class days for any reason (illness, military orders, leave of absence, etc) requires termination of veteran education benefits. Benefits will be restarted on re- enrollment. Re-admittance after termination for unsatisfactory attendance, requires reapplication for admission and scheduling an interview with the school administration.

Academic Progress Policy: Students receiving VA education benefits must maintain a 70% or a 2.0 grade point average on tests and in written practical exams, satisfactory and timely completion of all assignments, reports, projects etc. Failure to meet these criteria will result in being on an academic warning. If the criterions are not met by the end of the probationary period, VA educational benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Financial Responsibility: If you are not 100% eligible for Veteran benefits, you will be required to pay the remaining balance. If you decline Title IV funds, you will need to provide a signed statement that you will not be using them to cover the balance.

Pro-Rated Refund Policy for Veterans and other Eligible Students: Per CFR21.4255, DSDT has a pro-rata refund policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Retention of Records: DSDT will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

GI Bill® is a registered trademark of the U S Department of Veterans Affairs (VA) More information about education benefits offered by VA is available at the official U S government Web site at https://www.benefits.va.gov/gibill

I hereby certify that the contents found herein are true and correct in content and policy.

Authorized Official

Title of Official Date

Student Name (Printed)

Student Signature Date

STUDENT RULES AND CODE OF CONDUCT

ATTENDANCE POLICY

Until the next scheduled evaluation: For a student to be making satisfactory academic progress as of the course midpoint, the student must meet 67% in attendance and 70% academic requirements on at least one evaluation by midpoint in the course. Regardless of the average level of attendance, students who have more than 10 school days (14 calendar days) of consecutive absences without communication to the School Director/Designee will be dismissed on the 11th consecutive school day as an unofficial withdraw.

CONDUCT

At DSDT, we strive to create an atmosphere conducive to learning and professionalism. To achieve our goal for the benefit of all our students, it's essential that you arrive promptly to each class and are prepared. Our instructors must have your complete attention to be able to communicate in an environment that will assist the student in learning. DSDT will not tolerate any classroom distractions or interruptions. If a student shows a poor or disruptive attitude it will be at the instructor's discretion to decide if the student will be allowed to continue in the program. If the inappropriate behavior continues, the student will have to meet with the department head of DSDT. If the student is dismissed from the course, it will be without refund.

COURSE SCHEDULES

DSDT offers Classes in the Morning, Afternoon, and Evening. Dates vary per course availability. Check with an admissions representative for listings.

COURSE MATERIAL

The student is advised to a bring pen/pencil and a notepad to each class meeting.

STUDENT AGREES TO:

- Receive the required number of clock hours of training
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- Satisfactorily pass final written and practical exams
- Complete the required theory hours
- Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school

Once the student has met all these requirements, he/she will obtain a diploma or certificate of completion.

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS OF AGREEMENT:

- DSDT shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.

- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.

- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program successfully and according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to DSDT.

- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed to DSDT as approved by DSDT. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

STUDENT:

- Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including Practical assignment
- Agrees not to refuse to perform practical hours or other program requirements
- Agrees to comply with the school's dress code at all times and project a professional image representative of the related industry DSDT serves
- Agrees to comply with the assigned schedule for the applicable program, which may change from time to time at the discretion of the school
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed

This page Agreement constitutes a binding contract between the student and DSDT when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT

My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

DISCLAIMER

The school does not discriminate in its employment, admission, and instruction or graduation policies on the basis of sex, age, religion, or ethnic origin nor does it recruit students already attending or admitted to another school already offering similar programs of study.

DSDT requires that each student enrolling in the DSDT curriculum provided program must:

- **Complete This Application Prior To Enrollment**
- **Provide Proof of Secondary Education Such as A High School Diploma And Or Ged**
- **Provide Proof of a License Or State Id With Picture**

STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

School Name:

Address:

City: State: Zip:

Telephone: E-mail Address:

STUDENT INFORMATION

First Name: Middle Initial: Last Name:

Address:

City/State/Zip:

Telephone: DOB:

Social Security Number: E-mail Address:

Education Level: HS Grad year:

(GED, HS Diploma, Some College,

Associates, Bachelors, Masters)

United States Veteran or Military Service Member: ☐Yes ☐No

COURSE AND COURSE COST

Course Name: Course Schedule:

Course Length: Tuition: $

Contact Hours: Other Expenses (list separately): $

Course Modality: Books*[IF APPLICABLE]: $

Date the training is to begin: Supplies*: $

Expected date of completion: TOTAL COST:

*Fee is estimated and based on current cost and subject to change.

METHOD OF PAYMENT (CHECK ONE)

Financial Aid ( ) Veteran Affairs ( ) Cash ( ) Money Order ( ) Other ( )

No interest is charged.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant here to or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor here under.

EMERGENCY CONTACT FORM

In case of emergency, please notify:

Contact #1

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Contact #2

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

CONTRACT COST PAYMENT TERMS

Student and sponsor (if applicable) agree to pay DSDT the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balances are satisfied. Methods of payment include full payment at time of signing the Enrollment Agreement, and or remaining balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and/or credit card. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration Fee:

$ _____

Books/Equipment:

$ _____

Financial Aid Payment:

$ _____

MI Works Payment:

$ _____

Veteran Affairs Payment:

$ _____

Monthly Payment:

$ _____

Less Deposit:

$ _____

Balance Due:

$ _____

Total Tuition &Fees:

NEW STUDENT ORIENTATION CHECKLIST

I have received information concerning the following topics during my orientation:

_____ Program Objectives
_____ Desired Student Characteristics
_____ Job Opportunities in the Chosen Field
_____ Program and/or Course Outlines
_____ Course Lengths and Schedules
_____ Diploma and or Certificate Requirements
_____ General School Policies
_____ Clocking Procedures
_____ Equipment Policy
_____ Dress Code
_____ Standards of Conduct/Rules
_____ Security and Safety Awareness Policies
_____ Drug-Free Workplace Policy
_____ Student Grievance Policy and Procedure
_____ Leave of Absence
_____ Disciplinary Policy
_____ Counseling Resources and Procedures
_____ Reference Materials/Media Center
_____ Tuition payment overview/ Third party lender info
_____ Consumer Information
_____ Satisfactory Academic Progress
_____ Safety, First Aid
_____ Evacuation Procedures
_____ Location and Use of Fire Extinguishers
_____ Other Policies as applicable to the school

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name:_____

Program Start Date:_____

I have received written information concerning the following topics prior to signing my enrollment agreement:

Please check the following boxes:

- ☐ School Catalog
- ☐ School's Graduation Rate
- ☐ School's Job Placement Rate
- ☐ Certification, Degree or Diploma Requirements
- ☐ Prerequisites for Employment
- ☐ Satisfactory Academic Progress Policy

ENROLLMENT AGREEMENT CHECKLIST

_____ 1. Title: Identified as a contract or enrollment agreement

_____ 2. Name and address of the institution

_____ 3. List the name of the student enrollee

_____ 4. Course/Program Title(s) as identified in catalog

_____ 5. Length of Courses/Programs with a total number of clock hour competencies and approximate number of weeks or months required

_____ 6. Costs

- _____ a. Total tuition for the course
- _____ b. Books and supplies cost
- _____ c. Payment terms and methods must be identified

_____ 7. Scheduled class starting date

_____ 8. Calculated completion date

_____ 9. Class Schedule – Actual hours per week

_____ 11. Institutional Refund Policy

_____ 12. Graduation requirements

_____ 13. Employment assistance description/ employment not guaranteed

_____ 14. Acknowledgment that signers have read and received a copy of contract

_____ 15. Date and signature of the applicant and parent/sponsor, if applicable

_____ 16. Acceptance date and signature of institution official

_____ 17. Governmental body requirements (license, state ID, GED, Diploma)

_____ 18. Any other conditions, circumstances or qualifications imposed by school

_____ 19. The contract is in language course/program will be taught

RELEASE OF STUDENT INFORMATION AUTHORIZATION FORM

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file.

I hereby authorize DSDT, individuals of organizations or third-party employers to have access to the following information:

All Student file forms and contracts signed and dated by me in the event my information must be shared in the above aforementioned circumstances.

NOTE: This form is to be used each time the school wants or has a need to release information from the student file to a third party. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.

MEDIA RELEASE FORM

I hereby authorize DSDT to use and/or reproduce photos and /or videos without compensation. I understand that this material may be used in various publications, public affair releases, recruitment materials, broadcast public service advertising (PSA's) or for other related endeavors. This material may also appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish materials, use my name, photographs, and/or refer to me in any manner that the company or project sponsor deems appropriate in order to promote/publicize service opportunities.

Description of Material Covered (Photo/Audio/Visual):

Any photo, audio or video material taken/recorded while on school property, during school events or while off-campus for school practical teaching.