



Student Handbook

2022

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Emergency Action Plan

Emergency Personnel names and Contact Information

CDA Administration Normal Hours	904-766-7736
After-Hours Patrol	904-323-9110
Emily Black-Whiddon	eblack-whiddon@cda.edu
Linda Scott	lscott@cda.edu
Vinko Koteski	vkoteski@cda.edu

Evacuation Routes

- Evacuation route maps have been posted in each building. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 5. Assembly points

Medical Emergencies

- Call 911 Immediately
- Provide the following information:
 - a. Nature of medical emergency
 - b. Location of the emergency (address, building, room number)
 - c. Your name and phone number from which you are calling
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Shawn Parker Phone: 706-340-5665

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

Clear the air passages using the Abdominal Thrust in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Fire Emergencies

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by using voice and telephone

Fight the fire ONLY if:

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

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures
- Ensure that all employees have evacuated the area/floor.
- Report any problems to Administration at the assembly area.
- Assist all physically challenged employees in emergency evacuation.

Severe Weather and Natural Disasters

Hurricane and Tropical Storm Preparedness

CDA Technical Institutes' Management Team works closely with the National Weather Service and city of Jacksonville to monitor and react appropriately in the event a tropical system approaches our area.

Communications

In the event of a hurricane or tropical storm approaching the First Coast, CDA officials will communicate with students, Instructors and staff through multiple outlets, including email, voice messages, text, and social media. The primary means is social media sites.

Hurricane and Tropical Storm Terms

- Hurricane Season: June 1st – November 30th
- Tropical Storm: An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39-73 mph
- Tropical Storm Watch: Tropical force winds and heavy rain forecasted within the next 48 hours by the National Hurricane Center
- Tropical Storm Warning: Tropical force winds and heavy rain forecasted within the next 24 hours by the National Hurricane Center
- Hurricane: An intense tropical weather system with a well-defined circulation and maximum sustained winds of 74 mph or higher
- Hurricane Watch: A hurricane has been reported or is forecasted to form and is considered a possible danger to the area within 36 hours.
- Hurricane Warning: When there is an increased possibility of the hurricane making landfall within 24 hours
- Category 1: 74-95 mph winds
- Category 2: 96-110 mph winds
- Category 3: 111-130 mph winds
- Category 4: 131-155 mph winds
- Category 5: greater than 156 mph winds

Shelters

When hurricane conditions are expected in the Jacksonville area, the decision may be made to evacuate CDA residential students to public shelters. A decision regarding student evacuation to the shelters will be made as the storm progresses and communicated in a timely manner to residential students.

In some circumstances, it may be appropriate to shelter in place (e.g., instructing residents to remain in their buildings during a weather situation that does not pose a particular structural

threat). If the Hurricane increases in strength beyond a Category 2, a decision may be made to evacuate all students and personnel from campus.

We recommend that all non-residential students seeking shelter in the city of Jacksonville follow the COJ website (<https://www.coj.net>) and **download the JaxReady App for updated shelter locations.**

Additional Resources

- American Red Cross – North Florida Region
<https://www.redcross.org/local/florida/north-florida.html>
- City of Jacksonville Emergency Preparedness Guide
<https://www.coj.net/departments/fire-and-rescue/docs/emergency-preparedness/preparedness/city-of-jacksonville-preparedness-and-response-gui.aspx>
- Florida Department of Health <http://www.floridahealth.gov/>
- Florida Department of Law Enforcement <http://https://www.fdle.state.fl.us/>
- Florida Division of Emergency Management <http://https://www.floridadisaster.org/>
- Florida Fire Weather Information <https://www.fdacs.gov/Divisions-Offices/Florida-Forest-Service/Wildland-Fire/Fire-Weather/Forecasts>
- Florida Highway Patrol https://www.flhsmv.gov/fhp/traffic/live_traffic_feed.html
- Jacksonville Emergency Preparedness <http://https://www.coj.net/departments/fire-and-rescue/emergency-preparedness.aspx>
- National Weather Service <http://https://www.weather.gov/jax/>
- NOAA – National Oceanic and Atmospheric Administration
<https://www.nhc.noaa.gov/>
- Ready.gov Hurricane Information and Resources <https://www.ready.gov/hurricanes>

Preparedness instructions for students

- Notify your family where you will be for the duration of the storm. Remind them there is a possibility we could lose electricity, cell phone service, and local phones in the area. Let them know about website updates at www.cda.edu; and social media sites such as Facebook and Instagram.
- Take measures to protect personal possessions that are left behind in rooms during a storm. Personal items should be moved off the floor. Electronic equipment and important books and papers should be placed in plastic bags to prevent water damage. CDA is never responsible for personal property or equipment.
- Each student should provide his/her own flashlight in case of power failure. **DO NOT USE CANDLES OR OTHER FLAME-TYPE LIGHTING UNDER ANY CIRCUMSTANCES; FIRE IS UNCONTROLLABLE DURING A HURRICANE.** Use battery powered lighting only!
- Make sure you have enough cash to last you a few days. ATMs may be unavailable. If you do withdraw cash, take the necessary precautions to keep it safe.
- Make sure you have an adequate supply of any prescription medications.
- Fully charge cell phones, portable chargers, laptops, and any other battery powered

items.

- Report all accidents, injuries, or excessive water to CDA Management.
 - After Hours – Patrol 904-323-9110
 - During Hours – 904-766-7736
 - Emily Black Whiddon – ebblack-whiddon@cda.edu
 - Linda Scott – lscott@cda.edu

- If you go to a shelter, we recommend you bring the following personal items:
 - Bedding (pillow/blankets)
 - Several changes of clothing
 - Medication that may be needed during your stay
 - Personal hygiene items
 - Books/Cards/Games
 - Flashlights/Batteries
 - Snacks (Food options may be limited)

- **All bridges in Jacksonville close when the sustained winds reach 40 MPH. Make sure to get where you are going before the bridges close.**

Missing Persons

If any member of the CDA community has reason to believe a student residing in on-campus or affiliated housing has been missing, he or she should contact CDA Administration within 24 hours. The Jacksonville Sheriff's Office will generate a missing person report and initiate an investigation.

Students residing in on-campus or affiliated housing will be informed on how to register their contact person(s) by the CDA Administration. The student's emergency contact person can be updated at any time.

Students will have their contact information registered confidentially. This information will be accessible only to authorized campus officials. It will not be disclosed to anyone, except to law enforcement personnel in order to further a missing person investigation.

For persons under 18 years of age and who are not emancipated, CDA will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.

CDA Administration will notify JSO within 24 hours of the determination that a student is missing.

If a student has designated a contact person, CDA will notify that contact person within 24 hours after it has been determined the student is missing.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, CDA will inform JSO within 24 hours, to notify them of a missing student.

Students have the opportunity to submit revised emergency contact information at any time. It is the policy of CDA to comply with the requirements of the Clery Act(pg 58) in regards to providing notice to an emergency contact or a parent or guardian when a student living in on-campus or affiliated housing is missing.

Non-Discrimination, Equal Opportunity, & Title IX Statement

CDA Technical Institute is committed to providing an inclusive and welcoming environment for all who interact with our institution. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. While embracing these concepts, including our obligations under federal, state and local law, CDA is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills, and abilities of those desiring to work, study, and participate in our community.

To accomplish this intent, CDA shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity/expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers. Similarly, CDA will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of CDA regulation. In exercising these standards, the Institution will not abridge either free speech or academic freedom based on its context.

The CEO has delegated to the Director of Compliance the authority and responsibility to receive and investigate situations or conduct alleged to be in violation of the Institutions Non-Discrimination, Equal Opportunity and Sexual Misconduct regulation. Accordingly, any member of the CDA community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation, or sexual misconduct may seek guidance and/or file a complaint by contacting:

Linda Scott
Director of Compliance and Title IX Coordinator
91 Trout River Drive
Jacksonville, FL 32208
lscott@cda.edu
904-766-7764 or 1-888-974-2232

Title IX

CDA Technical Institute complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. CDA receives such assistance and complies with this laws and its implementation of regulation at 34 D.F.R. Part 106 (<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

To ensure compliance with Title IX, the CEO of the institution has designated the Title IX Coordinator as the primary contact responsible for developing, adopting and/or assuring the dissemination of the Institutions nondiscrimination policy and for making the policy available to students, employees, applicants, parents and guardians, and the public.

Associated CDA Policies and procedures may be found at www.cda.edu

- Sexual Misconduct Regulation
- Non-Discrimination and Equal Opportunity and Inclusion Regulation
- Amorous Relationship Policy

- Student Code of Conduct

Other Title IX resources:

- CDA Clery Report
- National Center for Education Statistics (IPEDS)
- KNOW YOUR IX - <https://www.knowyourix.org/>

Sexual Misconduct and Title IX Sexual Harassment

Objective: CDA Technical Institute is committed to providing all students, faculty, staff, applicants for admission and employment, visitors and others an environment where they can work, study and interact with each other in a safe and dignified learning environment free from any form of sexual misconduct. This policy provides guidance regarding behavior that constitutes sexual misconduct, reporting responsibilities regarding such conduct, victim's rights and services, and information regarding complaint procedures to address alleged violations of this policy.

Statement of regulation and affirmation: For purposes of this policy, "Sexual misconduct" means any sexual contact toward another without the person's consent as more fully defined below. Sexual misconduct violates CDA's policy, Title IX, federal civil rights and other laws and may subject offenders to criminal prosecution and disciplinary action. All students, faculty, staff, applicants for admission and employment, visitors, and others who interact within our campus must comply with this policy.

CDA strives to provide information to all who interact within our campus regarding sexual misconduct, reporting sexual misconduct and the services available in the community to assist individuals who are subjected to sexual misconduct. CDA is also committed to promptly addressing allegations of sexual misconduct through the procedures discussed in this policy.

The Director of Compliance has been designated by CDA Technical Institute as its Title IX Coordinator and is charged with working with victims, campus entities and others to ensure compliance with this policy.

Questions regarding Title IX may be referred to the Title IX Coordinator (see below for contact information) or to the Assistant Secretary for Civil Rights of the U.S. Department of Education's Office for Civil Rights.

Title IX Coordinator

Linda Scott

Director of Compliance

91 Trout River Drive

Jacksonville, FL 32208

lscott@cda.edu

904-766-7736

A. Definitions

1. "Sexual misconduct" is a broad term encompassing "sexual exploitation," "non-consensual sexual contact", "non-consensual sexual intercourse", "dating violence", "domestic violence", "stalking" and "sexual harassment" as defined in this policy. Sexual Misconduct may constitute crimes (i.e. – sexual battery, rape and related sex crimes) and/or civil complaints (i.e. – sexual harassment) and can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
2. "Consent" means knowing, voluntary informed affirmative act or statement by each person involved to engage in sexual activity. The following apply to this definition:
 - It is the responsibility of each person involved in any sexual activity to ensure that they have the consent of the other or others to engage in sexual activity. Lack of protest, lack of resistance or silence does not mean consent.
 - Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through one's mental or physical helplessness or incapacity.
 - Consent must be ongoing throughout a sexual activity and can be revoked at any time as long as the withdrawal is effectively communicated by the person withdrawing consent through words or actions.
 - If a party to sexual activity falls asleep during the sexual activity they lack the capacity to provide consent to further sexual activity.
 - Consent to one act by itself does not constitute consent to another act.
 - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
3. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
4. "Domestic Violence" means violence committed by the victim's current or former spouse, by a person who is or was a cohabitant with the victim as a spouse or intimate partner, by a person with whom the victim shares a child in common, by a family member, or by any other similarly situated person under domestic or family violence law.
5. "Incapacity" means the physical and/or mental inability to make an informed or rational judgment. States of incapacity include, without limitation, disability, age, sleep, blackouts, and flashbacks. Where alcohol (or other drugs) have been consumed, one does not have to be intoxicated to lack the capacity to provide consent to engage in sexual activity. Rather, incapacity is determined by how the alcohol or drug consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Because incapacity may be difficult to discern, individuals are strongly encouraged to err on the side of caution and should ensure the other person or persons provide consent before

proceeding with sexual activity. Being intoxicated or under the influence of alcohol or drugs is not a defense to a complaint of sexual misconduct under this policy as all parties involved in a sexual act must provide ongoing consent to engage in sexual activity.

6. "Non-consensual sexual contact" means sexual contact that occurs without consent.
7. "Non-consensual sexual intercourse" means vaginal, anal or oral sexual intercourse that occurs without consent.
8. "Responsible Employee" means an individual who is required as part of their job duties to promptly report allegations of sexual misconduct as defined in this policy by or against any student, faculty, staff, applicants for admission and employment, visitors, and others to the Title IX Coordinator. If an individual alleges they have been subjected to sexual misconduct of a criminal nature, if the individual consents, a Responsible Employee should also contact local law enforcement. The term Responsible Employee for purposes of this policy includes all CDA faculty and staff, both full and part time.
9. "Sexual contact" means the deliberate intentional touching, either directly or through the clothing, of a person's intimate parts including their genitalia, anus, groin, breast, inner thigh or buttocks, using force or to cause a person to touch their own intimate parts or the intimate parts of others with an intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person.
10. "Sexual exploitation" means taking sexual advantage of another person without their consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting, identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.
11. "Sexual Intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or by any other object.
12. "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications when such communications are not protected as freedom of speech) or physical conduct of a sexual nature from any person when:
 - Submission to such conduct or request is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity; or of academic achievement; or
 - Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment related benefits; or

- Submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals; or
 - Such conduct is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the school's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose and effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment.
13. "Stalking" means a person who engages in a course of conduct where they willfully, maliciously, and repeatedly follow, harass, or cyberstalk another person. A "course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose; "harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose. Similarly, "cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
 14. "Unwelcome Conduct" means behavior of sexual nature that a person does not ask for and considers undesirable or offensive.
 15. "Complainant" means an individual(s) who is alleged to be the victim of conduct that could constitute sexual harassment or sex discrimination.
 16. "Respondent" means any individual(s) who have been reported to be the perpetrator of conduct that could constitute sexual harassment.

B. Additional examples of Criminal Acts, when based on sex, which may constitute sexual misconduct:

1. "Hazing" means acts likely to cause physical or psychological harm or social ostracism when related to the admission, initiation, pledging and/or joining of a school's group, club or organization when such behaviors are not protected as freedom of speech.
2. "Bullying/Cyberbullying" means repeated and/or severe aggressive behaviors with the intent to intimidate or harm another person, physically or emotionally, when such behaviors are not protected as freedom of speech. Examples of such conduct include stalking, harassment, and invasion of privacy.

C. Examples of Sexual Harassment

The following are common examples of unwelcome conduct that, when sex-based, may rise to the level of sexual harassment as defined in this policy. Actions that are sufficiently serious, severe, persistent, or pervasive may be found to constitute Sexual Harassment.

- Inappropriate touching or brushing against the body of another including but not limited to patting, fondling, massaging, caressing, pinching, attempted or actual kissing.

- Requested sex or sexual acts in exchange for an occupational or educational benefit.
- Repetitive propositions, invitations or pressure for sexual activity by a party when the other party finds the propositions and invitations to be unwelcome.
- Suggestive or inappropriate sexual based communications, notes, letters, email, text messages, contact through social media (i.e. facebook, Instagram, twitter, etc.) or other written materials.
- Displaying, transmitting, or sending sexually based suggestive or inappropriate photographs, videos, computer images, slides, calendars, cartoons or drawings through any medium.
- Sexual innuendo, comments, or remarks about a person's clothing, body, or activities which places an individual in fear of imminent physical or psychological harm or injury.
- Actual or implied sexual threats or intimidation which places an individual in fear of imminent physical or psychological harm or injury.

Addressing Sexual Misconduct, Reporting Sexual Misconduct, Grievance Process, and Investigative Procedures

A. Addressing Actions of Sexual Misconduct

If an individual experiences acts that constitute sexual misconduct, there are steps that can be taken to address their concerns or experiences. For example, an individual who deems another's actions as sexual misconduct is encouraged to advise the offending party that the conduct is unwelcome and to inform the offender(s) to cease the unwelcome behavior. An individual who feels uncomfortable and is fearful they may be subjected to sexual misconduct should also try to remove themselves from the offending situation and if necessary seek help from friends, colleagues or others, including those designated as responsible employees, as quickly as possible to assist them in addressing their concerns. However, individuals who wish to report sexual misconduct should never hesitate to do so.

Not taking affirmative steps to stop sexual misconduct does not prevent the individual from seeking relief through filing a claim under this policy. While CDA encourages prompt reporting by an individual who feels that they have been a victim of sexual misconduct, it is the victims' option to, or not to, report and seek assistance from law enforcement and individuals designated in this policy.

B. Reporting Sexual Misconduct

Any individual covered by this policy who is subjected to sexual misconduct or what they believe to be sexual misconduct should get to a safe place and report the offending conduct to a Responsible Employee, or the Title IX Coordinator as designated in this policy. All complaints will ultimately be reviewed by the Title IX Coordinator to

ensure compliance with the schools requirement to take prompt remedial action to address the allegations of sexual misconduct.

C. Initial Contact with Complainant

Upon receiving a report of sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (see below), consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, explain the process for filing a formal complaint of sexual misconduct, and describe the grievance process for sexual misconduct (as appropriate). The complainant will be provided with a copy of the Title IX policy.

If the complainant (student or employee) is reporting a sex offense, the Title IX Coordinator will also provide a written notification of the available supportive measures, a written notification of existing resources for victims at the institution and in the community (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims), a list of rights and options for victims of sexual misconduct, information about options for involving local law enforcement, and options for obtaining a protective order (if relevant). The Title IX Coordinator will offer assistance contacting law enforcement if the complainant desires but will also explain that contacting law enforcement is not required.

D. Supportive Measures

Upon receipt of a report of alleged sexual misconduct, the Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures with the appropriate department(s) at the institution. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the institution's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the institution's educational environment, or deter sexual misconduct.

Supportive measures are determined on a case-by-case basis and may include schedule accommodations, academic accommodations, mutual restrictions on contact between the parties, escorts, increased security and monitoring of certain areas of the campus, and other similar measures. When implementing supportive measures, the institution will make every effort to avoid depriving any student of his or her education.

The institution will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures. If a complainant reporting a

sex offense requests a supportive measure and it is reasonably available, the institution will provide such measure, regardless of whether the complainant chooses to report the incident to local law enforcement.

E. Emergency Removal

In some circumstances, the institution may suspend a student-respondent from its education programs or activities on an emergency basis based on a report of sexual misconduct. Before suspending the respondent, the institution will conduct an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual misconduct which justifies the removal of the respondent. If the institution makes the decision to temporarily remove the respondent, the Title IX Coordinator will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The CEO and Vice President will make all decisions regarding emergency removal of students. The institution has the discretion to place employee-respondents on an administrative leave of absence during the pendency of the grievance procedure.

F. Grievance Process for Reports of Sexual Discrimination

When the Title IX Coordinator receives a complaint alleging that the institution or its employees have discriminated on the basis of sex in its education programs and activities, including admissions, and employment, the Title IX Coordinator will contact the complainant and investigate the complaint and report the findings of the investigation to the CEO and Vice President for action. The complainant will be notified of the outcome of the complaint and any remedies provided by the institution to resolve any incidents of sex discrimination.

G. Grievance Process for Formal Complaints of Sexual Misconduct

CDA Technical Institute is committed to providing a prompt, fair, and impartial grievance process to facilitate a prompt and equitable resolution for formal complaints of sexual misconduct. The grievance process includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process and the institution will not impose any disciplinary sanctions against a respondent until a determination of responsibility is made. All decision-makers involved in the grievance process are required to make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person’s status as a complainant, respondent, or witness. Formal complaints of sexual misconduct will be resolved through either the informal or formal resolution processes described below.

The Title IX Coordinator, Investigator, and any decision-makers will receive required training on this process and handling allegations of sexual misconduct. In addition, all officials involved in the process receive, at a minimum, annual training on the issues

related to dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and formal or informal meetings that protects the safety of victims and promotes accountability.

The institution will respond promptly in a manner that is not deliberately indifferent (i.e., clearly unreasonable in light of the known circumstances) to all formal complaints of sexual misconduct. Any time frames listed below are subject to change for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Written notice of any delay or extension and the corresponding reasons will be provided simultaneously to the complainant and the respondent.

H. Formal Complaints of Sexual Harassment

A formal complaint of sexual misconduct must be filed by either the complainant or the Title IX Coordinator before the institution will initiate its grievance process for sexual misconduct. If after meeting with the Title IX Coordinator, the complainant decides to proceed with a formal complaint of sexual harassment, the complainant should submit a written statement to the Title IX Coordinators in person, by mail, or by electronic mail. The formal complaint must include the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the institution's education program or activity.

In cases where the complainant does not choose to file a formal complaint but where the Title IX Coordinator after considering all of the circumstances determines that the institution must initiate the grievance process to avoid being deliberately indifferent (such as when an individual or other members of the community may be at risk), the Title IX Coordinator may sign the formal complaint. CDA Technical Institute will not act with deliberate indifference in response to any formal complaint.

The institution may consolidate formal complaints as to allegations of sexual misconduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

I. Dismissal of a Formal Complaint

The institution must dismiss a formal complaint, if at any time during the investigation or hearing, the institution determines that:

- The alleged misconduct does not meet the definition of sexual misconduct (defined above)
- The alleged misconduct did not occur within the institution's "educational program or activity" (defined below); or

- The alleged misconduct occurred against a complainant located outside of the United States.

An "education program or activity" for purposes of a formal complaint of sexual misconduct includes locations, events, or circumstances over which the institution exercised substantial control over both the respondent and the context in which the sexual misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the institution.

The institution may also dismiss a formal complaint, if at any time during the investigation or hearing:

1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled at or employed by the institution; or
3. Specific circumstances prevent the institution from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties (complainant and respondent) and will also notify the complainant of the right to appeal a dismissal. See below for more information on appeals. If a formal complaint is dismissed under the Title IX policy, the complainant may still be able to file a complaint under the Student Code of Conduct and Student Grievance Procedure.

J. Notice of Allegations

After receiving a formal complaint of sexual misconduct, the Title IX Coordinator will provide a written notice of allegations to the complainant and respondent in advance of an initial interview with the Investigator to give the parties sufficient time to prepare.

The notice of allegations will include:

- Notification of grievance process as well as the availability of an informal resolution;
- A list of the allegations of misconduct, including sufficient details known at the time such as the identities of the parties involved in the incident, the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notification that the parties may have an advisor of their choice, who may be, but is not required to be an attorney;
- Notification that the parties may inspect and review evidence; and

- The provision in the institution's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the original notice of allegations, the Title IX Coordinator must provide notice of the additional allegations to the parties.

K. Informal Resolution Process

An informal resolution process may be applied to resolve a formal complaint, except when the complainant is a student and the alleged respondent is an employee. To initiate the informal resolution process, the Title IX Coordinator will review the process with the complainant and the respondent in a timely manner and elicit their interest in engaging this process. Each party must receive written notice disclosing:

- The allegations;
 - The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Both parties must give voluntary, informed written consent to participate in the informal resolution process.

To reach an informal resolution, the Title IX Coordinator will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.

If a satisfactory resolution is reached through this informal process, the resolution will be documented and signed by both parties. If both parties sign the resolution, they may not then pursue the formal resolution process (i.e., the investigation, hearing, and appeal processes described below). If these efforts are unsuccessful or if the complainant or respondent do not accept the informal resolution, the formal resolution process may commence. The complainant or respondent may request to end the informal process at any time to begin the formal resolution process. The complainant may request to end the informal or formal process at any time prior to a determination. The institution seeks to conclude the informal resolution process within 30 days of the parties deciding to utilize this process, however, the process may be extended for good cause.

L. Formal Resolution Process

The formal resolution process is used to resolve formal complaints of sexual misconduct made by students or employees and includes an investigation, live hearing, determination of responsibility, and appeal.

At all times during the formal resolution process, the complainant and respondent will be provided the same opportunities to have advisors present during the investigation, including the opportunity to be accompanied to any related meeting or hearing by the advisor of their choice. The advisor can be, but is not required to be, an attorney. If a party does not have an advisor for the live hearing, the institution will appoint an advisor of its choice without fee or charge to represent the party during the hearing and this advisor may be, but is not required to be, an attorney. However, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

In all cases, the Title IX Coordinator and Investigator will maintain regular, simultaneous communications in writing with both the complainant and respondent and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Investigator to fully investigate the alleged offense.

M. Investigation

The Title IX Coordinator will contract with an outside investigator who will investigate all formal complaints of sexual misconduct in a thorough, impartial, and prompt fashion. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the institution and not on the parties.

The Investigator will oversee the collecting of facts related to any reported sexual harassment and will notify and interview complainants, respondents, and witnesses. Both parties will have the opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence to the Investigator. During the investigation, the complainant and respondent will be provided with copies of or allowed to inspect all evidence collected. Either party may submit responses to the evidence to the Investigator or may submit any additional evidence contradicting or corroborating the evidence collected by the Investigator. However, the Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional which are made and maintained in connection with the provision of treatment to the party, unless the Investigator obtains that party's voluntary, written consent to do so for the grievance process.

At the conclusion of the investigation, the Investigator will prepare a written Preliminary Investigative Report fairly summarizing the relevant exculpatory and inculpatory evidence. The Investigator will provide the complainant and respondent

and their advisors with a copy of the preliminary investigative report allowing a 10-day response period for both parties to review and respond to the report.

Once this 10-day response period is concluded, the Investigator will review any responses received and finalize the report. The complainant, the respondent and their advisors will simultaneously receive a copy of the Final Investigative Report at least 10 days in advance of the scheduled hearing.

The Investigator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation but will resume the investigation as quickly as possible.

N. Hearing

A hearing will be held for each formal complaint resolved through the formal process. The Title IX Coordinator will provide written notification of the date, time, location, participants, allegations, and purpose of the hearing, to all parties and witnesses whose participation is invited or expected within 10 days of the hearing to provide sufficient time to prepare to participate.

After the investigation is concluded, the formal complaint and Final Investigative Report will be forwarded to the Hearing Official. The institution reserves the right to appoint a decision-maker or hire an outside decision-maker to serve as the Hearing Official. The role of the Hearing Official will be to oversee the resolution of the complaint by interviewing all appropriate parties, including witnesses, determining the relevance of all questions posed under cross-examination, evaluating the relevance of all evidence submitted and rendering a decision of responsibility.

The live hearing will be conducted in a manner so that all parties can see and hear testimony at all times. During the hearing, the parties may be in the same room or in separate rooms (at the request of either party), or the hearing may be conducted virtually (in-part or in-whole) as long as there is appropriate technology to allow for the parties, their advisors, and the Hearing Official to see and hear each other at all times. The hearing will be recorded or transcribed, and a copy of the recording/transcription will be provided to both the complainant and respondent for review.

The parties to the formal complaint will be invited to appear before the Hearing Official, present any witnesses and evidence, and confront any adverse witnesses. The Hearing Official may conduct its own inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination of responsibility. The Hearing Official will enforce the following rules for questioning parties and witnesses:

- Only the advisors for the parties or the Hearing Official may question a testifying witness (including a party), but the advisors must be allowed to

question each testifying witness (including a party) directly, orally, and in real time. A party may not question the other party or the witnesses.

- All questioning must be conducted in a professional and polite manner.
- Questioners may only ask relevant questions. Before the party or witness answers a question, the Hearing Official must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove
 - That someone other than the respondent committed the conduct alleged by the complainant, or
 - If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 - The Hearing Official may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Official must not rely on any statement of that party or witness in reaching a determination regarding responsibility (including a statement made to the investigator during the investigation). The Hearing Official cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

O. Determination of Responsibility

The Hearing Official will make findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of the institution's policies using the preponderance of evidence standard. Thus, the panel must determine whether it is "more likely than not" or more than 50% likely that the conduct occurred.

After the hearing, the Hearing Official will issue a written determination regarding responsibility applying the preponderance of evidence standard, which will be provided simultaneously to the complainant and respondent. The written determination will include:

- A list of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;

- Conclusions regarding the application of the institution’s policies or code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- Any disciplinary sanctions imposed on the respondent;
- Any remedies designed to restore or preserve equal access to the institution’s education program or activity that will be provided to the complainant; and
- The procedures and permissible bases for the complainant and respondent to appeal.

If the Hearing Official determines that it is more likely than not that the respondent is responsible for the alleged sexual harassment, he/she should impose sanctions against the respondent and any additional remedies for the complainant. The Title IX Coordinator should forward the determination immediately to the appropriate administrators to implement the remedies and sanctions.

The Hearing Official can recommend the following sanctions if he/she finds that a student has violated this policy: Probation, Required Compliance, Restitution, Restriction of Privileges, Suspension, Expulsion, and Withholding of Diploma or Degree. The Hearing Official can recommend the following sanctions if it finds that an employee has violated this policy: Suspension, Leave of Absence, Dismissal.

The Hearing Official can recommend the following remedies for the complainant: classroom adjustments or changes, academic support (tutoring, mentoring, flexible assignment due dates, allowing the student to make up coursework), allowing the student to retake a course and/or withdraw without penalty, counseling services, protective/no contact orders, or other remedies that may be appropriate given the circumstances. The purpose of remedies is to restore or preserve equal access to the institution’s education programs or activities and remedies, unlike supportive measures; they need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX Coordinator will be responsible for overseeing the implementation of any remedies in conjunction with the appropriate administrator.

The determination regarding responsibility becomes final either on the date that the parties receive the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

P. Appeals

Both parties involved have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint to the Appeals Officer. Notice of intent to appeal must be submitted within 15 days of the written notification of the determination or dismissal, and will be based on one or more of the following grounds:

- Procedural irregularity that affected the outcome of the matter.

- New evidence, which was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator(s), Investigator(s), or Hearing Official(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The written notice of the intent to appeal must provide a written statement challenging the outcome. Both parties will be provided with a copy of the notice of intent to file an appeal and the appeal procedures by the Title IX Coordinator. The non-appealing party may submit a written statement supporting the outcome and/or objecting to the grounds on which the appeal was filed within 15 days of receipt of the notice of appeal. The Appeals Officer will consider the related documents (such as the investigative report, hearing transcript, determination of responsibility, and prior disciplinary records) but will not consider information that is not relevant, including information about the prior sexual history of the complainant. The Appeals Officer will issue a written decision describing the result of the appeal, the rationale for the result and the grounds on which the appeal was granted or denied. The decision of the Appeals Officer is final and will be issued simultaneously to both the complainant and the respondent, typically within 15 days of the deadline by which the parties must submit their written statements, absent extenuating circumstances.

Q. Confidentiality

Except as necessary to investigate and resolve complaints of sexual misconduct, CDA Technical Institute will keep confidential the identity of any person who has made a report or complaint of sex misconduct, or filed a formal complaint of sexual misconduct, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

For a report of sexual misconduct where the complainant wishes to be anonymous and does not intend to file a formal complaint, the Title IX Coordinator will work with the complainant to provide supportive measures and will keep such supportive measures confidential to the extent possible (as described above in the section titled "Supportive Measures"). As discussed above in the section titled "Formal Complaints of Sexual Misconduct", there may be some circumstances where the Title IX Coordinator receives a report of sexual misconduct and determines that he/she must sign a formal complaint to avoid being deliberately indifferent, even if the complainant does not wish to pursue a formal complaint. This may occur where there have been other similar accusations against the same respondent such that the institution is concerned about the safety of its students.

Any reports of sexual misconduct must be included in the institution's crime log and the Annual Security Report. Sexual offenses can be reported without disclosing either party's name or any other information that would identify the parties.

To disclose the information outside of the institution, any affected students would have to give explicit permission for the information to be shared, except as described below.

Under FERPA the institution does not need student consent to:

- Disclose to the complainant information about the sanction imposed upon a student respondent who was found to have engaged in sexual harassment when the sanction directly relates to the complainant;
- Disclose to the complainant the final results of a disciplinary proceeding against the student respondent, regardless of whether the institution concluded that a violation was committed, when the conduct involves a sex offense or a crime of violence including arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property and kidnapping/abduction; and
- Disclose to anyone—not just the complainant—the final results of a disciplinary proceeding (including the name of the student respondent, the violation, and the sanction) if it determines that the student respondent is an alleged perpetrator of sexual assault or a crime of violence (see bullet above for examples), and, with respect to the allegation made, the student has committed a violation of the institution’s rules or policies.

Retaliation

CDA Technical Institute, the respondent, and other individuals may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or the implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sexual misconduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured Title IX, constitutes retaliation.

CDA Technical Institute prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Clery Act, or this policy.

Any instances of retaliation should be reported to the Title IX Coordinator immediately and may result in disciplinary sanctions independent of other sanctions already implemented under this policy. Reports of retaliation by the institution will be investigated by the Title IX Coordinator (or an outside investigator if the report involves the Title IX Coordinator) through the grievance process for sexual misconduct.

False Reports

CDA Technical Institute will not tolerate intentional false reporting of incidents. It is a violation of the institution's Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Off Campus Contacts to Get Help

Any of the following off campus/community resources may be contacted for information or assistance regarding sexual misconduct:

Hubbard House

(904) 354-3114

Provides 24-hour services to domestic and dating violence victims and survivors. Services include emergency shelter, counseling, support groups, court advocacy, and information and referral. All services are free and confidential.

<https://www.hubbardhouse.org/>

Sexual Assault Forensic Exam (SAFE) Program

The Women's Center of Jacksonville's Rape Recovery Team

(904) 721-7273

Provides crisis counseling for both the rape victim and victim's family. Forensic medical examinations are available to victims within 120 hours (5 days) of the assault regardless of whether the assault was reported to law enforcement. All services are free and confidential.

<https://womenscenterofjax.org/rape-recovery-and-prevention/>

Victim Services Center – City of Jacksonville

(904) 255-3388

Provides comprehensive services to victims of crimes and their families. Services are designed to reduce trauma and facilitate recovery. Services include emergency funds, community education, crisis response, information and referral, support through the criminal justice system, support groups and counseling.

<https://www.coj.net/departments/parks-and-recreation/social-services/victim-services>

Non-Discrimination and Equal Opportunity

Objective: The purpose of this policy is to set forth CDA Technical Institutes expectations for fostering and maintaining an environment of inclusiveness and equity for all who interact with our institution; and to reinforce CDA's commitment to diversity in the recruitment, selection and retention of students, faculty and staff; and to provide procedures to file a complaint alleging discrimination, retaliation, discriminatory harassment, Sexual misconduct/harassment is covered by a separate policy (See Sexual Misconduct policy).

Statement of Policy

CDA Technical Institute ("CDA") is committed to providing an inclusive and welcoming environment for all who interact with/within our institution. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, abilities, backgrounds and life experiences to achieve a diverse community. In furtherance of the Institutes diversity initiatives and focus toward inclusiveness, it is expected that all who interact with the Institute will appreciate and respect the dignity, individuality and the uniqueness of our members. It is also expected that we will maintain an environment conducive to the pursuit of educational, scholarly, and career interests, where both the distinctiveness of each person's experience and the common humanity that unites us all will be recognized. This will allow us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who study and work at the Institute.

CDA is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills and abilities of those desiring to work, study or interact with our institution.

To accomplish the intent of this policy, CDA shall not commit or permit discrimination or discriminatory harassment on the basis of race, color, religion, age, sex (inclusive of Title IX), gender identity/expression, sexual orientation, disability, marital status, national origin or veteran status, or any other characteristic protected under applicable federal or state law, in any educational, employment, social or recreational program or activity offered by CDA. Similarly, CDA will not commit or permit retaliation against any individual who complains or reports discrimination or harassment or any individual who cooperates in an investigation of an alleged violation of this policy.

CDA understands that only by eliminating discrimination, discriminatory harassment and retaliation can we ensure that all members, especially our students, have the opportunity to work and achieve excellence. Accordingly, CDA expects that all individuals including students, faculty, staff, vendors, contractors, visitors or others who interact with the Institute will observe and comply with these equal opportunity and diversity principles.

As a recipient of federal funds, CDA is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX") [1] which prohibits discrimination on the basis of sex in education programs or activities. The responsibility for communicating, interpreting and monitoring this Equal Opportunity and Inclusion Policy and the Institutes Affirmative Action compliance obligations rests with the Director of Compliance and Title IX Coordinator, CDA Technical Institute, 91 Trout River Drive, Jacksonville, FL 32208, 904-766-7736.

It must also be understood that some acts of discrimination and/or harassment constitute criminal conduct. Faculty, administrators, managers and supervisors are required to report criminal activity on CDA property to law enforcement (see contact information below). Other campus members who witness discrimination and/or harassment that places individuals or groups in fear for their health or safety are strongly encouraged to contact law enforcement. The health, safety and welfare of all members of CDA should be a shared concern of all who interact in our learning community.

A. DEFINITIONS

For purposes of this policy, the following definitions are controlling:

1. "Discrimination" means treating another individual unfavorably compared to other similarly situated individuals, whether intentional or unintentional, based solely upon their membership in a protected class as defined by this policy. To be actionable, the discriminatory treatment must be severe, persistent or pervasive so that it limits or denies the individual's ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.
2. "Harassment" means unwelcome conduct about an individual or protected class covered by this policy that is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the Institute's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose and effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment. Harassment can include such acts as making slurs, physical assaults or threats, and intimidation, when such conduct rises to the level of definition provided above.
3. "Retaliation" means when an officer, agent, contractor or employee takes an adverse action against any individual for their participation in protected activity under this policy.
4. "Protected activity" means actions that include, but are not limited to, filing a discrimination charge, testifying or participating in any way in an investigation, proceeding, or lawsuit, and opposing employment practices that one reasonably

believes discriminates against individuals or encourages someone to exercise their rights.

5. "Protected classes" means individuals who are provided protection against discrimination or harassment under this policy because of race, color, religion, age, sex (inclusive of Title IX), gender identity/expression, sexual orientation, disability, marital status, national origin or veteran status or any other characteristic protected under applicable federal or state law.

B. Preventing Discrimination and/or Harassment – Bystander Intervention

Achieving CDA's commitment to providing an inclusive and welcoming environment for all who interact with our Institution is a shared responsibility that requires all members to act when they observe discriminatory or harassing behavior. This means not only reporting behavior in violation of this policy but if a member can safely intervene to encourage others engaging in actions in violation of this policy to cease their inappropriate conduct. Examples of how to safely intervene, include, but are not limited to the following:

- Educate yourself and others by reading and understanding this policy.
- Make sure you know to whom and where to report incidents, the services available to victims/survivors as detailed in the policy and discussing these issues with others to raise awareness on the campus.
- Gain awareness of the challenges and experiences of others different than you by interacting and communicating with them and/or reading articles and books regarding cultural and other diversity initiatives.
- When you hear friends or acquaintances making discriminatory or harassing remarks, encourage them to refrain from such behaviors and explain to them why their actions may be harmful to others.
- Don't assume others will take action when you observe discriminatory or harassing behavior.
- When you see something that is wrong, don't be afraid to speak up.

It cannot be emphasized enough that campus members should only personally intervene when they feel it is safe to do so; therefore, if a campus member has concerns about safely intervening, do not condone objectionable actions but instead intervene by reporting the inappropriate behavior to an administrator or other campus official.

STATEMENT OF REQUIREMENTS

A. Responsibility to comply with this policy.

All members of the Institute are required to comply with and are responsible for ensuring that their conduct does not violate this policy. This same responsibility for extends to, vendors, contractors (including the employees of third parties), visitors or others on the campus and at any sponsored or related function or activity.

B. Required Responsibility to Report.

All supervisors and managers (defined for purposes of this policy as supervising 1 or more employees) are required to promptly report to the Director of Compliance (either verbally or through written communications) allegations, reports or instances of alleged discrimination and harassment by or against any person covered by this policy.

1. Responsibility of Faculty – All faculty are required to promptly report to the DOC or their lead instructor, dean or applicable administrator any allegations, reports or instances of alleged discrimination, retaliation and/or harassment by or against a student in violation of this policy.

Persons to whom alleged acts of discrimination, retaliation and harassment are reported must then promptly report the matter to the DOC (either verbally or through written communications).

2. Responsibility of Campus Members – To maintain an environment free from discrimination, retaliation and harassment, the responsibility for reporting incidents rests with all members of the Campus community. Thus, any employee, staff or faculty member, student, applicant or other individual who believes an individual is being treated in a manner that is in violation of this policy is strongly encouraged to report the alleged violations to their supervisor manager, or directly to the DOC. As discussed above, all alleged incidents of conduct in violation of the Campuses Equal Opportunity and Inclusion Policy must be reported to the DOC.
3. Responsibility of the Victim – The alleged victim is not required to inform an alleged offender of the offensiveness of their behavior in order to make a claim under this policy. However, any person who deems any action or conduct as unwelcome is encouraged to advise the offending party that their conduct is unwelcome and seek help.

CONFIDENTIALITY

CDA recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the need to investigate and take appropriate action. CDA will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please contact the DOC.

RETALIATION

Retaliation, or otherwise taking adverse employment or educational action against a member of the community because they in good faith reported discrimination or harassment, or participated in an investigation or review regarding a complaint, is strictly prohibited. Those found to have violated this prohibition against retaliation will be subject to disciplinary action up to and including termination.

VIOLATION

Taking all the above into consideration, it shall be a violation of this policy for any officer, campus employee, student, visitor, agent, vendor or contractor to discriminate against, harass, or retaliate against any person covered by this policy. Prohibited behavior constitutes conduct that limits or denies one's ability to participate in, interact with, or benefit from an academic program, event or activity or to otherwise participate in campus life. Potential violations of this policy will be evaluated from the perspective of a reasonable person in the alleged victim's position, considering the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

ENFORCEMENT

As mentioned above, in some situations harassing behavior may lead to criminal prosecution. Any individual, student, faculty or staff, found to have violated this policy will also be subject to discipline through the appropriate procedures. For example, students will be referred to Student Conduct. Faculty and staff will be subject to disciplinary action in accordance with CDA's personnel policies. CDA has an obligation to promptly respond to allegations of sexual misconduct and will proceed, unless exceptional circumstances dictate otherwise, with its own investigative and disciplinary procedures while criminal charges are pending.

STATEMENT OF PROCEDURES

A. Seeking guidance regarding this policy.

Any member of the Campus community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation and/or sexual misconduct, or observed or witnessed any member of the campus community being subjected to the same, may seek guidance, or file a complaint in accordance with this regulation by contacting the DOC.

B. Complaint Procedure

Allegations of violation of this policy including the actual filing of a complaint of discrimination, harassment or retaliation will be addressed by the DOC in accordance with the non-discrimination complaint and investigation procedures.

Drug and Alcohol Abuse Prevention Program

CDA Technical Institute seeks to maintain a safe and healthy environment for all persons. The following Drug and Alcohol Abuse Prevention Program (DAAPP) will assist in CDA's commitment to maintaining an alcohol and drug free campus. All institutions of higher education are required to create a drug and alcohol abuse prevention program that will:

- Annually notify each employee and student of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risk associated with alcohol and other drug use; and a list of available treatment program.
- Develop a sound method of distributing annual notification information to every student and staff member each year.
- Prepare a biennial report on the effectiveness of its DAAPP and the consistency of sanction enforcement.

The following DAAPP is intended not only to meet this federal requirement but also make all students, faculty, and staff aware of CDA's expectations in regard to alcohol and drugs, encourage abstinence, and assist anyone struggling with these harmful substances.

Annual Notification

CDA will notify all students, staff, and faculty through their email accounts of this DAAPP no later than October 1st of each year. In addition, new employees and entering students will be provided a copy of the program during or following their new employee or student orientation.

Standards of Conduct

The Drug-Free Schools and Communities Act Amendment of 1989 is a federal law, which requires all educational institutions to have and make available a clear policy regarding illegal drugs.

The well-being of its students and employees and creation of an optimal learning environment are fundamental priorities for CDA Technical Institute

CDA's commitment to this standard is firm and it will take actions to maintain a safe and healthy educational environment, therefore CDA prohibits the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on campus property, as a part of campus activities, or in any way related to campus employment or programs.

Sanctions

Any student or employee who violates the position of CDA in regard to the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol is subject to disciplinary action as detailed within this document and the following Drug and Alcohol Testing Procedures

Drug and Alcohol Testing

CDA has put in place the following **mandatory** drug and alcohol testing.

Mandatory Monthly Drug Screenings

- For students on day 1 and mandatory monthly during each of the next 4 modules.
- If the employee or student exhibits conduct that would cause a reasonable person to believe that the employee or student is under the influence of drugs;
- If the employee demonstrates a level of job performance which suggests a drug problem

Mandatory Daily Alcohol Testing

- Student Breathalyzer testing will be conducted every morning at 8:00 am, prior to participating in the morning mandatory buoyancy control swim.
- Anytime the student exhibits conduct that would cause a reasonable person to believe that the employee or student is under the influence of alcohol.

Testing will be conducted at the campus and in addition, an independent professional laboratory can also be used if deemed necessary. Termination of enrollment or employment may occur as a result of a violation of any provision of this policy.

Notice of Potential Student Sanctions

Any student who violates the provisions of this program is subject to disciplinary action, which may include termination of enrollment. The policies and procedures by which disciplinary action will be carried out are detailed under the Policy on Student Conduct in the current campus catalog. Students receiving sanctions requiring treatment may use any certified program. In any case, a student must provide proof of treatment before consideration is given to his or her reinstatement.

Notice of Potential Employee Sanctions

Any employee who violates the provisions of this program is subject to disciplinary action, which may include termination of employment.

Each employee of CDA, as a condition of employment, will agree to abide by the provisions of this regulation and all applicable conditions of the Drug-Free Schools and Communities Act Amendments of 1989, and will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after such conviction.

Notice of Potential Legal Consequences

Apart and distinct from CDA policies, employees and students who engage in the unlawful use, possession, or distribution of controlled substances, illicit or illegal drugs, or alcohol are subject to sanctions under local and municipal ordinances, Florida statutes, and the United States code, or other applicable local, state, and federal laws. Such sanctions could include, without limitation, fines and imprisonment.

Federal law prohibits possession, use, distribution, manufacture, or dispensing of controlled substances. The ultimate punishment for drug crimes generally depends on the quantity, classification, and purpose of possession of the drug. The most serious drug crimes are producing, manufacturing, or selling illegal drugs.

Federal Drug Possession Penalties

Note: Federal charges are not applicable unless multi-state trafficking is involved.

- First violation: a minimum fine of \$1,000 but no more than \$100,000, and a maximum jail term of one year.
- Second violation: a minimum fine of \$2,500 but not more than \$250,000, and/or minimum jail term of 15 days but not more than two years.
- Third or subsequent violation: a minimum fine of \$5,000 but not more than \$250,000 and/or a minimum jail term of 90 days but not more than three years.
- Federal penalties have special sentencing provisions for the possession of crack cocaine: a maximum fine of \$250,000 and/or a minimum jail term of five years but not more than 20 years, if it is a first conviction and the amount of crack cocaine possessed exceeds 5 grams; second crack cocaine conviction, and the amount possessed exceeds 3 gram; third conviction and the amount possessed exceeds 1 gram.

Notification to State and Federal Authorities

CDA may refer individuals, whether employees, students, or visitor to applicable local, state, or federal law enforcement authorities for prosecution. Any employee or student convicted under a criminal drug statute for a violation occurring on campus must notify the Director of Compliance (DOC) within five working days of the conviction. Within ten working days, CDA is required to notify the Department of Education of the disciplinary action. Within thirty days, CDA will take appropriate disciplinary action.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student is enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside, or removed from the student's record, or a determination arising from a juvenile court proceeding does not affect eligibility and do not need to be reported by the student.

Any employee convicted under a criminal drug statute for a violation occurring on campus must notify the DOC within five working days of the conviction. Within thirty days, CDA will take appropriate disciplinary action.

Health Risks Associated with the Use of Alcohol and Other Drugs

The use, misuse, and abuse of illicit or illegal drugs and alcohol can lead to or result in a variety of health risks. Whether the drug of choice is alcohol, marijuana, a prescription drug, or cocaine, the habit can lead to a change in work habits, too. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. And if drugs are mixed, the impact is even more detrimental. The following is a partial list of drugs and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included.

Effects of Alcohol Abuse

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the risk that the driver will be involved in an accident. Motor vehicle and other types of accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assault are almost always associated with alcohol use. Studies suggest that low

to moderate levels of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to problem solve, to process information and to remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system such as benzodiazepines, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated, long-term use of alcohol can lead to physical dependence. Sudden cessation of alcohol intake in chronic users is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and seizures. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have abnormalities such as deficits in impulse control, and impaired concentrating, affecting academic performance, and be at risk for irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Effects of Other Drugs

The National Institute on Drug Abuse website at <http://www.drugabuse.gov> features a page on the health effects of a number of drugs. To assist the public in keeping current on drug related issues, the NIDA website also features a page on emerging drugs.

Illegal (Non-Prescribed) Drugs

Marijuana: Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality, a "high." In higher doses, marijuana can increase anxiety due to interaction with brain receptors for cannabis. Marijuana is usually smoked, and like tobacco, it is very toxic to the lungs. There is evidence that early use of marijuana puts the user at increased risk for development of major psychiatric disorders that may include psychosis, altering the lives of individuals significantly. This is a risk that cannot be predicted in advance for individual brains. Chronic use may negatively affect motivation to learn, or to engage in usual activities. Disorders of memory (loss) and of mood often occur in chronic users.

Herbal Incense, Chaos, and Spice (Synthetic Cannabis/Marijuana-like): These products can be dangerous and produce a psychotic-like reaction with hallucinations.

Cocaine (stimulant): Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances. Cocaine use affects the dopamine system of the brain and can lead to severe mood dysregulation and at times psychotic level of thinking. This can result in dangerous behavior leading to safety risks for both the user and others in the environment. Chronic cocaine use negatively affects concentration and memory.

Amphetamines (stimulants): Amphetamines, and their new derivatives “crystal,” “ice,” and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

Ecstasy and “Molly” (possibly a purer form of ecstasy) or MDMA is a drug of the phenethylamine and amphetamine class. Both drugs are used to induce euphoria, diminish anxiety, and possibly increase a sense of intimacy. These drugs can cause fatal cardiac arrhythmias or lead to severe mood dysregulation and psychosis.

Bath salts (Purple Wave, Vanilla Sky, or Bliss): These synthetic powder products contain various amphetamine-like chemicals. Many side effects have been reported varying from agitation, high blood pressure, increased pulse, chest pain, to hallucinations, and suicide.

LSD and PCP (hallucinogens): These chemicals are used to produce “altered states” to escape reality. In changing perceptions, these drugs can result in very poor decision-making, which can lead to accident or death. They can cause psychosis in some individuals. PCP is notable for the effects on mood, potentially leading to severe agitation and aggression. Individuals with a PCP psychosis can be aggressive and full of rage, increasing risk of danger both to the individual and those in the environment. The negative effects of PCP may continue after the drug is out of the system.

Heroin (narcotics): These are among some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce seizures or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, the precursor of AIDS.

Prescription Drugs

Many medications and prescribed drugs have the potential for abuse. Those listed below are some of the most abused, addictive, and dangerous.

Adderall, Concerta, Ritalin, etc. are stimulants and controlled by the Drug Enforcement Agency (DEA). These drugs are often prescribed for students who have been diagnosed with Attention Deficit Disorder (ADD) or ADHD. They are, however, used by some individuals who do not have ADHD to increase alertness or recreationally for a “high.” Studies do not show improved academic performance when these stimulants are taken by students without ADHD. The risk from misuse of these drugs ranges from lack of sleep and weight loss to the more severe risk of psychosis with severely disorganized thinking. Individuals who develop psychosis have very poor insight and judgment and so continue to use the drugs in excess. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes including severe depression with a risk of self-harm.

Codeine, Hydrocodone (Lortab and Vicodin), and Oxycodone (Percocet and OxyContin) are medications that are prescribed for severe pain. All these drugs can be addictive and may be abused for feeling anxious, sedation, falling asleep, or to get a “buzz” or “high.” Addiction to pain medications is common and withdrawal can be very difficult to manage.

Xanax, Valium, and other benzodiazepine drugs are prescribed for acute anxiety and panic attacks. Use of all benzodiazepine compounds can lead to psychological and physiological dependence. Symptoms associated with withdrawal from these drugs can be severe and include seizures. Barbiturates are also

sedative medications that can be addictive. Barbiturates are no longer commonly prescribed but are potentially addictive. As with all sedatives, withdrawal symptoms can be dangerous and severe. Combination of these drugs with other central nervous system depressants can be dangerous.

How can you help prevent prescription drug abuse?

- Ask your doctor or pharmacist about your medication, especially if you are unsure about its effects.
- Keep your doctor informed about all medications you are taking, including over-the-counter medications.
- Read the information your pharmacist provides before starting to take medications.
- Take your medication(s) as prescribed.
- Keep all prescription medications secured at all times and properly dispose of any unused medications.
- Do not share your medications with others, or consume medications prescribed for others.

If you have concerns or questions regarding the use and/or abuse of these prescription medications or others, ask for professional advice.

Warning Signs of Possible Drug and Alcohol Abuse

- Withdrawal from social situations
- Increased boredom or drowsiness
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Violent behavior and vandalism
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Dropping grades or poor work
- Apathy or loss of interest
- Change in sleep pattern ranging from excessive sleep to inability to sleep
- Frequent excuses for absences from planned activities

When such signs appear in friends...

DO:

- Express your concern and caring
- Be ready to listen
- Communicate your desire to help
- Make concrete suggestions as to where the student can find help or how he or she might cope with a given problem
- Try to get the student to seek professional help
- Ask for assistance from campus resources
- Be persistent

- Understand the definition of friendship to include making difficult decisions that may anger your friends

DON'T:

- Take the situation lightly or as a joke
- Be offended if the student tries to "put you off"
- Take "I don't have a problem" as an answer
- Try to handle the student alone - ask for assistance
- Lecture about right and wrong
- Promote guilt feelings about grades or anything else
- Gossip: speak of it only to those who can help
- Excuse behavior because "everybody does it"

Available Drug and Alcohol Resources and Treatment

CDA does not provide drug and alcohol counseling or treatment. Students and employees with substance abuse problems are encouraged, and, in some cases, may be required to use the services of appropriate off-campus resources.

Note: This list does not represent an endorsement or recommendation of programs or organizations by CDA. Program or organization choice is solely the individual's responsibility.

Gateway Community Services: (904) 387-4661

Breakthrough Counseling and Recovery: (904) 419-6102

Greenfield Center: (904) 389-3784

Lake View Centers: (904) 727-6455

Biennial Review

CDA will conduct biennial reviews of this program to determine its effectiveness, to implement changes as needed, and to ensure that sanctions are consistently enforced.

Contact Information for Additional Questions

Students, employees, or any other interested party that would like additional information regarding CDA's efforts to maintain a drug and alcohol free campus should contact the Director of Compliance

Linda Scott

Director of Compliance and Title IX Coordinator

lscott@cda.edu

904-766-7736

Copyright Policy

The purpose of this policy is to establish CDA Technical Institutes policy and procedure regarding Copyright infringement.

Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of CDA Technical Institute that all rights, including intellectual property on the internet, in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in CDA under copyright law), is supported by a direct allocation of funds through CDA for the pursuit of a specific project, is commissioned by CDA, makes significant use of CDA resources or personnel, or is otherwise subject to contractual obligations.

Single Copies

1. One chapter from a book
2. One article from a journal issue or newspaper
3. Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
4. A short story, short essay, or short poem
5. A chart, diagram, drawing, graph, cartoon, or picture
6. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue

Cumulative Effect

The copying of the material is for only one course, with no more than one copy per student in the course.

Not more than one short article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during a term.

There shall not be more than nine instances of such multiple copying for one course during a term.

Infringement of copyright law or the copyright policy will result in criminal liability and /or prosecution.

Student Code of Conduct

The objective of this policy is to establish and define CDA Technical Institutes policy regarding student conduct that is contrary to the orderly operation of the school, or inhibits another student's right to training. This type of conduct extends to disruptive behavior of any sort, misdemeanors and/or felonies.

CDA specifically prohibits conduct that can disrupt or prevent successful continuation of training. This applies particularly to actions conducted on CDA property, and includes items both disruptive and/or illegal. Activities that are conducted off CDA property are prohibited if they pose an obvious risk of disruption/continuation of training.

Any student found to have committed or to have attempted to commit misconduct is subject to the appropriate disciplinary action under this policy.

Examples include but are not limited to the following:

- Weapons - Students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (excluding working dive/line workers tools of the trade) or weapons of any kind.
- Illegal or Unauthorized Possession or Use of Drugs, Controlled Substances, or Paraphernalia. – Students will not possess, consume, distribute, or be under the influence of illegal drugs while on school property or at any school sponsored event.
- Possession or consumption of alcohol – Students will not possess or consume alcohol while on campus (including dorms), or be under the influence of alcohol while attending classes.
- Theft, Property Damage, and Vandalism - Theft, possession of stolen property, unauthorized possession, wrongful sale/gift, or vandalism of property to include institution, housing, customer, staff or other students' property will not be tolerated.
- Threatening, Harassing, or Assaultive Conduct – Any unwelcome action whether physical, verbal, or nonverbal; that is intimidating, hostile or creates an offensive environment, the use of force or threat of force to engage a person in sexual activities without the person's willing consent, or involvement in hazing or threatening the physical safety and comfort of others or a display of violence that results in physical contact.
- Dishonesty – Any acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty, including cheating, plagiarism, fabrication and misrepresentation.
- Disorderly Conduct – Exhibiting disruptive behavior that impairs interferes with or obstructs the orderly conduct, processes and functions of the school.
- Unsafe Conduct – Students will observe all safety regulations, including the use of appropriate PPE equipment, and adhere to the proper use of tools, equipment, and motorized vehicles.
- Refusal to Comply – Failure to act on verbal instructions of instructors or staff, including all safety procedures.
- Unauthorized Entry – Students will not enter or attempt to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device. This includes using keys without authorization.
- Unauthorized Use of Institution Facilities and Services – Wrongfully using institution properties or facilities; misuse, alteration, or damage to fire-fighting equipment, safety devices or other emergency

equipment or interfering with the performance of those specifically charged to carry out emergency services.

- Tobacco Use – Violating non-smoking and tobacco usage rules.
- Discrimination – Students will not use any verbal or non-verbal discrimination towards any individual or group.
- Attempts to Injure or Fraud – Making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the institution when done with intent to injure, defraud, or misinform.
- Computer, Internet, and Network Use – Use of school computers, internet and networks in a manner that constitutes a violation of the institution code or local, state, and federal law, endangers system integrity, or accessing sites containing inappropriate content.
- Hazing – Any act taken on the institutions' property or in connection with any institution-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in admission to, affiliation with, or as a condition for continued membership in a group or organization.
- Violation of Institution Rules - Engaging in conduct that violates institution or departmental regulations that have been posted or publicized.
- Violation of Federal or State Laws – Engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson.

Violations of any student code of conduct may result in any of the following actions:

- Warning – An oral or written warning or reprimand.
- Probation – A condition imposed for a defined period of time and includes the probability of more severe disciplinary action if the student is found to violate any institutional regulation during the probationary period.
- Required Compliance – Satisfying institutional requirements.
- Confiscation – Confiscation of goods used or possessed in violation of institution regulations or confiscation of falsified identification or identification wrongly used.
- Restitution – Making compensation for loss, injury, or damage.
- Restriction of Privileges – The denial or restriction of specified privileges.
- Suspension – Separation of the student from the institution for a defined period of time, after which the student is eligible to return to the institution.
- Expulsion – The permanent separation of the student from the institution.
- Withholding of Diploma or Degree – The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned action.

Personal Protection Equipment

All staff and students are required to wear PPE while on campus during normal working hours.

Staff and students will wear the following:

1. Hard Hats
2. Safety glasses (clear or colored ANSI Z 87.1 standards)
3. Hard toed shoes
4. Flotation devices will be worn on all dive sites
5. Gloves will be worn when using tools, or doing hot work
6. Full body coverage when diving (coveralls or wetsuit)
7. Booties, hard toed dive boots or fins depending on the type of diving
8. Welding or grinding will require Full face shield plus welding hoods
9. Ear protection will be worn while grinders or operating compressors

Visitors and tours will be issued hard hats, hard toed shoes and safety glasses. No sandals or flip flops will be worn.

Violations of PPE will be addressed as an incident report.

Student Dorm Rules

Students living in the dorms are expected to follow the rules of the dorms at all times. Violations of the dorm rules can result in removal from the dorms and dependent on the violation suspension from the program of study.

All dorm rooms will be inspected daily following morning muster by instructors and class supervisors.

1. No Food or Drinks will be allowed in the dorms, except for water.
2. No Alcohol is allowed in the dorms or anywhere on campus.
3. No Smoking in the dorms, including electronic cigarettes.
4. No horseplay in the dorms.
5. No entering another individuals dorm room without permission
6. Monday thru Thursday earphones are required for all electronics including music and movies. Friday – Sunday music and movies must be at a respectable volume.
7. No pictures, posters, or shelves of any kind will be attached to dorm walls. No hooks in the walls for hanging clothing.
8. No heaters or A/C units will be allowed in dorm rooms.
9. Fan size will be limited to 12", all others will be removed.
10. All electronic devices will be shut down and stowed during training hours.
11. All bunks will be made daily prior to morning inspection.
12. All laundry is to be kept off the floor and dirty laundry must be stowed in laundry bag. Laundry is to be washed at a minimum of once a week.
13. Toiletries and wet towels are to be kept in lockers by the showers
14. No dive gear is permitted in dorms.
15. Good personal hygiene is mandatory
16. Floors will be free of obstacles and debris
17. Do not stow gear on empty bunks within dorm rooms.
18. Do not change rooms without approval from staff
19. Main lights out and quiet time will be observed from 10:00pm – 6:00am Sunday – Thursday and from 11:00pm – 8:00am Friday – Saturday.
20. No swimming in the 20ft towers and no swimming in the river without direct supervision of a CDA Instructor and no swimming in the river after dark.
21. ALL RULES ARE SUBJECT TO CHANGE

Upon receiving three (3) written violations you will lose the privilege of utilizing campus facilities. This is subject to change based on the discretion of the Director of Dive Training and Director of Compliance based on the offense.

Student Parking Rules

The purpose of this policy is to establish and define CDA Technical Institute's policy regarding student parking procedures.

Students who have paid all applicable fees and have received a CDA parking sticker can park in the areas designated by program/seniority and geographical campus locations.

Student parking is located at 5806 Main Street North, Jacksonville, FL 32208, approximately 1.2 miles from the main campus, behind Americans Donuts. Vans drop off and pick up from the parking lot in the morning from 6:45am – 7:30am and in the evening from 5:00pm – 5:30pm.

Students are not allowed to park under the bridge, in the city park circle, staff parking lot, in surrounding neighborhoods or any other reserved spots.

Campus Enforcement will issue citations daily for anyone parked in areas not designated as a CDA student parking area. Citations will result in a \$20 per day violation fee. Parking citations not paid prior to graduation will result in CDA holding all completion credentials until citations are paid in full. In addition, CDA reserves the right to tow any vehicle without warning if vehicle conflicts with the day to day operations. Vehicles that are removed as a result of this policy will be towed at the owner's expense.

If a vehicle is found in a CDA designated parking area without a CDA issued parking sticker, the vehicle will be towed immediately at the owner's expense.

If your vehicle has been towed please contact:

ASAP Towing
24 hour dispatch 904-771-0790
3801 Whitehall Street
Jacksonville, FL 32206

Basic Financial Aid Information

CDA Technical Institute recognizes that in many instances individuals and their families are not able to meet the entire cost of education. Our Financial Aid Office is available to assist students with developing a financial plan to pay for training. For those students needing financial assistance, federal student aid is financial help available to eligible students and assists with paying for educational expenses while attending school. There are many types of financial aid available for those qualifying applicants which include grants that don't have to be paid back, as well as low-interest, government-backed loans that must be repaid. Federal Student Aid eligibility is based on individual student information and all students may not be eligible for all types of aid that is available for application.

Eligibility Requirements

Basic eligibility requirements for federal student aid are that applicants must:

- Be U.S. citizen or eligible non-citizen;
- Demonstrate financial need for certain programs;
- Have a HS Diploma or GED;
- Not be in default on a federal student loan or owe a repayment on a federal grant;
- Maintain Satisfactory Academic Progress;
- Be registered with Selective Service, if required;
- Have a valid Social Security Number; and
- Be working towards a degree, diploma or certificate in an eligible program.

Rights and Responsibilities of Students Receiving Federal Student Aid

As a student, you have the right to know:

- The names and organizations which accredit and authorize the school to operate.
- About the programs, the faculty, and the physical facilities at the school.
- The cost of attending the school.
- The school's policy on refunds for students who drop prior to completion of a program.
- About the financial assistance available from federal, state, local, private, and institutional programs.
- The procedures and deadlines for submitting applications for each available financial aid program.
- The criteria used to select financial aid recipients.
- How financial need is determined.
- The amount of financial need that has been or will be met.
- The type and amount of assistance in your financial aid package.
- How and when the federal financial aid funds will be paid to your account.
- The school's Satisfactory Academic Progress policy and how it affects your eligibility for financial aid.
- The special facilities and services available to disabled students.
- The interest rate on any loans available through the school, the amount you must repay, the length of time you have to repay, when you must begin repayments, and any condition and deferment provisions that apply.

If you are applying for Federal Student Aid, as a student, it is your responsibility to:

- Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay, and in some cases prevent you from receiving aid.

- Provide all supporting documentation, corrections, and/or new information upon the request of the Financial Aid Office.
- Notify your school of any information that has changed since you applied.
- Accept/Decline subsequent disbursements of loan funds.
- Read and understand all forms you are asked to sign.

Types of Federal Student Aid Available for Application

Federal Pell Grant

The Federal Pell Grant is gift assistance that does not have to be repaid. Pell is awarded only to undergraduate students who have not earned a bachelor's or first professional degree and who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2020-2021 award year (July 1, 2020 to June 30, 2021), the maximum Federal Pell Grant award is \$6,345.

Subsidized Federal Direct Loan

The Subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. To qualify, students who have financial need as determined by the U.S. Department of Education. The maximum annual loan amount for a full academic year for first-year students is \$3,500, less origination and other fees (as applicable). Amounts may differ if your program of study is more or less than a full academic year. Please refer to your Loan Entrance Counseling package for information specific to you. The federal government pays the interest for you while you are in school and during any periods of deferment. Interest does not accrue until the student graduates or drops below a half-time enrollment status. The minimum repayment amount is \$50 per month; however, Subsidized Federal Direct Loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans with a first disbursement between 7/1/2020 and 6/30/2021, the interest rate is a fixed rate as low as 2.75%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Please refer to your Loan Entrance counseling package for additional information.

Unsubsidized Federal Direct Loan

If you do not qualify for a full or partial Subsidized Direct Loan based on your financial need, you may qualify for an Unsubsidized Direct Loan. The federal government does not pay the interest on Unsubsidized Direct Loans while you are in school or have loans in a deferred status. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you drop below a half-time enrollment status. Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. If your program of study is more or less than one academic year, these amounts will be different. For loans first disbursed between 7/1/2020 and 6/30/21, the interest rate is fixed at 2.75%. Please review your Loan Entrance Interview package for additional information regarding your loans.

Parent PLUS Federal Loan

The Federal PLUS Loan is available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS Loan cannot exceed the student's cost of attendance minus other student aid awarded. For loans first disbursed between 7/1/2020 and 6/30/2021, the interest rate is at 5.3%. The first payment on PLUS Loans will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

Applying for Federal Student Aid

Each student interested in receiving financial assistance must first complete and submit the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will utilize the results of the FAFSA, in addition to institutional and other applications to estimate and determine the student's financial aid eligibility.

A student may be selected to participate in a verification process of the information submitted on the FAFSA by the U.S. Department of Education. The U.S. Department of Education's Central Processor (CPS) following procedures established by federal regulation may select a student for verification. If, during the application process, the file is selected for verification, the student and their family must submit all documents required to validate the information listed on the FAFSA.

Students should refer to www.studentaid.ed.gov for more detailed information regarding federal student aid.

Disbursing Federal Student Aid

Federal student aid is awarded based on the student's program of study and academic year. The Federal Pell Grant, for those who qualify, is credited to the student's account twice during the academic year – the first disbursement occurs at the beginning and the second disbursement occurs at the mid-point of the academic year as measured in clock hours completed.

In order to receive federal loan disbursements the student (and parent in the case of PLUS loans) must complete and sign a valid master promissory note. Student loan borrowers must also complete a loan entrance interview as well. Federal loans are disbursed twice during the academic year – the first disbursement occurs at the beginning and the second disbursement occurs at the mid-point of the academic year as measured in clock hours completed. Once all tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account.

Returning Federal Student Aid

The Return of Federal Student Aid policy and the CDA Refund Policy consist of two different calculations. All students who receive federal student aid while attending CDA will have any unearned funds returned to the federal student aid programs should they withdraw prior to completing more than 60% of the payment period from which they withdrew and this is calculated based on the student's last date of attendance. A payment period is defined as ½ of the program. More information regarding the return of federal student aid and refund policies can be obtained from the Financial Aid Office.

Drug conviction Effects on Federal Student Aid Eligibility

Any student convicted in state or federal court of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions. The chart below illustrates the period of ineligibility for Federal Student Aid Funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

Federal Student Loan Management

Each first-time student loan borrower is required to attend/complete a loan Entrance Interview conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half time will be required to complete/attend the Exit Counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default.

Students who receive federal student loans sign a Master Promissory Agreement (MPN), which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The student loan program offers students may different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Financial Aid Office or loan servicer is available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or the servicer to determine what options are available to the student.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS Student Access provides a centralized, integrated view of Federal Student Aid Loans and Grants so

that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Student Loan Servicers, and Students. All users must sign-in and be an authorized user. Unauthorized use of this site is strictly prohibited. To access the NSLDS website, visit www.nsls.ed.gov.

Federal Student Aid Ombudsman Notification

Student should contact the Financial Aid Office who is always ready to assist with any questions or concerns regarding Federal Subsidized or Unsubsidized Loans. If a situation exists that the Financial Aid Office cannot resolve, students should follow the grievance procedures as outlined in both the school catalog and the student handbook. After all options are exhausted and the Federal Student Aid Loan issue cannot be resolved, the U.S. Department of Education's Office of the Ombudsman for student loan issues is available. The Ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research a borrower issues and suggest solutions to resolve. Student borrowers can contact the Office of the Ombudsman by:

Online Assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Toll-Free Telephone: 1.877.557.2575

Fax: 1.202.275.0549

Mail: U.S. Department of Education

FSA Ombudsman Group

830 First Street N.E.

Mail Stop 5144

Washington, D.C. 20202

Code of conduct for student loans

Our Campuses:

- May not solicit or accept a gift from a lending institution in exchange for any advantage or consideration related to student loans.
- May not engage in revenue-sharing arrangements with a lending institution.
- May not solicit, accept, or receive gifts from or on behalf of a lending institution, and such employees must report any instance of a lending institution attempting to give such a gift. However, food, refreshments, training or informational material furnished to an employee as part of training only are permitted.
- May not receive payment to serve on an advisory board of a lending institution, including being reimbursed for expenses.
- May not permit employees of a lending institution to staff its financial aid office or represent themselves as employees of the school.
- May accept promotional literature from a lending institution.
- Must inform borrowers of all options to borrow from the federal student loan programs, including explaining the terms and conditions that may be favorable, before it may provide that borrower a private loan.
- May not enter into an agreement or otherwise provide high-risk loans in exchange for concessions or promises to the lending institution that may prejudice other borrowers or create opportunity pools that balance that balance credit risk among students with different credit ratings.
- Must disclose the process and criteria by which it selected the lending institutions included on a Preferred Lender List (if applicable). Any decision to include a lending institution on the Preferred Lender List must be made based in the best interest of the borrowers, the list must be updated annually, and it must state that students may select any lender they choose and will not suffer any penalty for doing so.
- Must not accept opportunity loans or funds for private loans from lenders in exchange for benefits provided to the school or its borrowers in connection with a different type of loan.
- Must make reasonable inquiry to assure that the lender does not have an agreement to sell its loans to an unaffiliated lender unless that agreement is disclosed.
- May not direct borrowers to an electronic master promissory note or other loan agreement unless it allows the borrower to enter the lender code for any lender offering that type of loan.
- Does not assign for any first time borrower a loan to a particular lender, and does not refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender.

For questions regarding Financial Aid or this policy, contact the financial aid office at your school. If you have concerns about the policy, please follow the Student Complaint/Grievance Procedure listed in the catalog.

Prevention of Financial Aid/ Scholarship Fraud

Every year, millions of high school graduates and their families seek ways to finance the costs of a college education. In the process, they sometimes are either victimized by or unwittingly participate in federal student financial aid and scholarship scams and fraud. To help students and their families, Congress passed the College Scholarship Fraud Prevention Act of 2000, Pub. L. No. 106-420, 114 Stat. 1867, and it was signed into law on Nov. 1, 2000. This act established stricter sentencing guidelines for criminal financial aid fraud and charged the U.S. Department of Education, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a financial aid fraud awareness page on the Department of Education website.

The Department of Education and the FTC have continued their consumer education efforts. Using a variety of media, including websites, booklets, brochures, flyers, posters, and bookmarks, the Department of Education and the FTC are disseminating information to help consumers avoid financial aid scams. The Department of Education materials also provide information about the major federal student aid programs. They remind students that there is no fee to submit the *Free Application for Federal Student Aid* (FAFSA) and that free assistance is available from the Department of Education, high school counselors, and college financial aid administrators when applying for aid.

According to the FTC, perpetrators of financial aid or scholarship fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship.
- 'You're a finalist,' in a contest you never entered.
- We've helped over xx million find a student loan, let us help you!

To file a complaint, or for free information, students or parents should contact the FTC by calling 1.877.FTC.HELP (1.877.382.4357) or visit their website: www.ftc.gov/scholarshipscams.

Additional information can be obtained from the following websites:

- www.studentaid.ed.gov
- www.finaid.org/scholarships/fraudact.phtml
- www.finaid.org/scholarships/scams.phtml/

Voter Registration Information

Schools must make a good faith effort to distribute voter registration forms to their students. Students are sent an electronic copy of the Florida Voter Registration Form and are notified of where they may obtain copies of the form. Downloadable versions of this form are available on the Florida Division of Election's website at: <http://election.dos.state.fl.us/pdf/webappform.pdf>.

If you are not a resident of Florida, you can register to vote in your state by using the National Mail Voter Registration Form available on the U.S. Election Assistance Commission's website at: http://www.eac.gov/assets/1/Documents/Federal%20Voter%20Registration_1209_eng242012.pdf.

Constitution and Citizenship Day – September 17th

Institutions must comply with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

The National Archives has a Web site with a scan of the U.S. Constitution available online at: http://www.archives.gov/national_archives_experience/charters/constitution.html

Please refer to the Student Bulletin Board for information on Constitution Day activities on/around September 17th

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - a. The student or in the case of the student being a minor, the parent, should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
 - b. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - c. If the records are not maintained by the school official to whom the request was submitted, that the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment
 - c. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent of disclosure include the following:
 - a. The school discloses education records without the student or parent's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an accrediting agency, attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.
 - b. The school discloses personally identifiable information from the student's education records without the student or parent's prior written consent to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in

good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

- c. The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to comply with a lawfully issued subpoena or court order in the following three contexts:
 - i. Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence of context of the subpoena or the institution's response.
 - ii. Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.
 - d. The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
 - e. The school discloses information from a student's education records without the written consent of the student or parent "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents about directory information and allow eligible students and parents a reasonable amount of time to request that the school not disclose directory information about them. Schools may not, however include certain "directory" information, such as social security numbers, citizenship status, gender, ethnicity, religious preference, grades, GPA, and daily class schedule.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Grievance Procedures

Objective: The primary objective of this procedure is to ensure that students have the opportunity to present grievances to the Institution regarding a certain action or inaction by a member of the Institution and that the Institution has a consistent way of resolving those grievances in a fair and just manner.

A student may pursue a grievance if he or she believes that a member of the Institution has violated his or her rights. This Student Grievance Procedure applies to all formal grievances. The definition of a grievance is violation of written campus policies, procedures, arbitrary and capricious, or unequal application of written campus policy or procedures.

Informal Resolution

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

Initial Review

If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the director of the department where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the Director no later than 30 calendar days after the student first became aware of the fact that gave rise to the grievance. If the grievance is against the director of the department the student should address his or her grievance to the next level director, Chief Strategic Officer, or appropriate authority. The director should conduct an informal investigation as warranted to resolve any factual disputes. Based upon the results of the director's investigation, the director shall make a determination and submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten (10) calendar days of conclusion of their investigation. The written determination shall include the reasons for the decision, indicate the remedial action to be taken if any, and shall inform the student of the right to seek review by the Vice President or CEO.

Appeal Procedure

Within ten (10) calendar days of receipt of the director's decision, a student who is not satisfied with the response of the director after the initial review may seek further review by submitting the written grievance, together with the director's written decision, to the Chief Strategic Officer or designee. Within Fifteen (15) calendar days of receipt of the request for review, the Chief Strategic Officer shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision and shall direct a remedy for the aggrieved student if any.

Arbitration Agreement

Any dispute arising from my enrollment at CDA Technical Institute, Inc. ("CDA") no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, by a single arbitrator, conducted by the American Arbitration Association ("AAA") at Jacksonville, Florida, under its Commercial Rules. All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

I. Terms of Arbitration

1. Both Student and CDA irrevocably agree that any dispute between them shall be submitted to Arbitration.
2. Neither the Student nor CDA shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by CDA, to the extent these fees are greater than a Superior Court filing fee.
4. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
5. Any remedy available from a court under the law shall be available in the arbitration.

II. Procedure for filing Arbitration

1. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the Catalog, prior to filing arbitration.
2. A student desiring to file an arbitration should first contact the School Director, who will provide the student with a copy of the AAA Commercial Rules. A Student desiring to file an arbitration at Jacksonville, Florida, which will provide the appropriate forms and detailed instructions. The Student should bring this form to AAA.
3. A Student may, but need not, be represented by an attorney at Arbitration.

III. Acknowledgement of Waiver of Jury Trial and Availability of AAA Rules

By my signature below, I acknowledge that I understand that both the school and I are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory.

I also acknowledge that I may at any time, before or after my admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the School Director, or designee.

IV. No Application to Federal Direct Loans

Neither CDA nor anyone else who becomes a party to this arbitration provision will use it to stop the Student from bringing a lawsuit concerning CDA's acts or omissions regarding the making of a Federal Direct Loan or

the provision by CDA of educational services for which a Federal Direct Loan was obtained. Any Student may file a lawsuit for such a claim or any Student may be a member of a class action lawsuit for such a claim even if the Student does not file it. This provision does not apply to other claims. CDA agrees that only the court is to decide whether a claim asserted in a lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. Furthermore, CDA agrees that neither CDA nor anyone else who becomes a party to an arbitration agreement with CDA will use any arbitration agreement to stop any Student from being part of a class action lawsuit in court. Any individual may file a class action lawsuit in court or a Student may be a member of a class action lawsuit even if the Student does not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by CDA of educational services for which the Federal Direct Loan was obtained. CDA agrees that only the court is to decide whether a claim asserted in a lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.



Students Right to Know Disclosure

Placement Rates

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of student. This information was compiled via surveys of alumni and their employers using personal contact and verification services as part of the employment verification process required by our accrediting agency, Accrediting Counsel for Continuing Education and Training (ACCET). The information below was collected between 2017 and 2019.

Report Year	Program	Placement Rate
2021	Air/Mixed Gas Commercial Diver	76.82%
2021	Voltage Line Worker	65.91%
2020	Air/Mixed Gas Commercial Diver	95.63%
2020	Voltage Line Worker	58.33%
2019	Air/Mixed Gas Commercial Diver	95.70%
2019	Maritime Welding – 858 Clock Hours	100%
2019	Maritime Welding – 720 Clock Hours	66.67%
2018	Air/Mixed Gas Commercial Diver	94.07%
2018	Maritime Welding – 720 Clock Hours	76.92%
2017	Air/Mixed Gas commercial Diver	92.31%
2017	Maritime Welding – 720 Clock Hours	89.47%

Completion Rates

This section lists the percentages of graduating students in a given year who have completed their program within 150% of normal program length as indicated by the Institute. The following information is based on institutional data submitted annually to our accrediting agency, Accrediting Counsel for Continuing Education and Training (ACCET), which sets benchmarks for on-time graduation rates.

Report Year	Program	Completion Rate
2021	Air/Mixed Gas Commercial Diver	87.10%
2021	Voltage Line Worker	74.24%
2020	Air/Mixed Gas Commercial Diver	84.83%
2020	Voltage Line Worker	85.71%
2019	Air/Mixed Gas Commercial Diver	80.83%
2019	Maritime welding – 858 Clock Hours	88.89%
2019	Maritime Welding – 720 Clock Hours	75.00%
2018	Air/Mixed Gas Commercial Diver	73.64%
2018	Maritime Welding – 720 Clock Hours	75.00%
2017	Air/Mixed Gas Commercial Diver	77.07%
2017	Maritime Welding – 720 Clock Hours	91.67%

Financial Aid Information

CDA Technical Institutes Financial Aid office is available to assist students with developing a financial plan to pay for their program of study. For those students needing financial assistance, federal student aid is financial help available to eligible students and assists with paying for educational expenses while attending school. There are many types of financial aid available for those qualifying applicants which includes grants that don't have to be paid back, as well as low-interest, government – backed loans that must be repaid. Federal Student Aid eligibility is based on individual student information and all students may not be eligible.

Basic eligibility requirements are:

- Be a US citizen or eligible non-citizen,
- Demonstrate financial need for certain programs,
- Have a HS Diploma or GED,
- Not be in default on a federal student loan or owe a repayment on a grant,
- Maintain Satisfactory Academic Progress,
- Be registered with Selective Service if required,
- Have a valid Social Security Number, and
- Be working towards a degree or certificate in an eligible program.

Federal Student Aid Available for Application

Program	Aid Type	Annual Amount
Federal Pell Grant	Grant	0 - \$6345
Direct Subsidized Loan	Loan	0 - \$3500
Direct Unsubsidized Loan	Loan	0 - \$6000
PLUS Loan	Loan	0 – Up to the cost of education less other aid

To apply for federal student aid, students must first complete the Free Application for Federal Student Aid (FAFSA). This application can be completed online at: www.fafsa.ed.gov. The Student Aid Report generated after the FAFSA is completed, in addition to institutional and other applications, will be used to determine your eligibility for aid.

Return of Federal Student Aid

The Return of Federal Student Aid policy and the CDA Refund Policy consists of two different calculations. All students who receive federal student aid while attending CDA will have any unearned funds returned to the federal student aid programs should they withdraw prior to completing more than 60% of the payment period from which they withdrew and is calculated based on the student's last date of attendance. More information regarding the return of federal student aid and refund policies can be obtained from the Financial Aid Office.

Drug Conviction Affects on Federal Student Aid Eligibility

Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions.

Additional financial aid information can be obtained from the Financial Aid Office

The Financial Aid Office is available:

Monday – Friday
8:30 am – 5:30 pm

Voter Registration Information

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state. Downloadable versions of the Voter Registration Forms are available on the U.S. Election Assistance Commission's website at:

<http://election.dos.state.fl.us/pdf/webappfor.pdf>

Drug & Alcohol Abuse Prevention

CDA Technical Institute complies with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act of 1988, the Government-Wide Requirements for Drug-Free Workplace, and the Drug and Alcohol Abuse Prevention regulations. Current and prospective students are provided information on preventing drug and alcohol abuse, standards of conduct, and sanctions and penalties for possession, use or distribution of controlled substances.

Student Code of Conduct

While attending our institution, students are expected to display the highest degree of ethical and professional conduct at all times. The Student Code of Conduct is provided to all enrolled students that outlines the standards of expected conduct, as well as the sanctions and penalties for failing to adhere to its requirements.

Campus Security/Clery Act

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st of each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and affords students certain rights with respect to reviewing and/or requesting a change to their educational records.

These rights give students the right to:

- Review their educational records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Code of Conduct for Student Loans

CDA has established a Code of Conduct for student loans that limits or restricts certain activities between employees of the institution and student loan lending institutions. The Code of Conduct for Student Loans can be found on our website at: www.cda.edu

Students with Disabilities

CDA will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, examination schedule and/or delivery modifications.

The entire Students with Disabilities Policy, which includes how to request reasonable accommodations, can be obtained from our Registrar's office.

Copyright and peer-peer sharing Policy

In compliance with the Higher Education Opportunity Act, CDA has implemented policies to deter copyright violations and unauthorized Peer to Peer file sharing. This policy includes the sanctions and disciplinary actions for violation of federal copyright laws and P2P file sharing violations.

Policies

Policy Title: Admissions Process Policy

Objective: To establish and define CDA Technical Institutes policy regarding the admissions process, requirements, sequencing and responsibilities.

The Admissions Department will be the focal point for assuring that students comply with all admissions requirements and supply all necessary documentation.

Requirements for enrollment are:

1. Be at least 18 years of age (with parental consent 17), be a High School graduate or possess a GED or equivalent (proof required) and submit the following in order to be admitted to CDA Technical Institute:
 - a. Proof of date of birth (DL, State ID, or Birth Certificate)
 - b. Proof of education (HS Diploma, transcript, GED, or Equivalent)
 - c. Proof of Health insurance or signed waiver
2. For students receiving assistance from Department of Veteran Affairs, the following must be submitted in addition to the above items:
 - a. Official Joint Services Transcript
 - b. Official school transcripts for any other post-secondary schools attended
3. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.
4. Complete and sign an Enrollment Agreement
 - a. Submit a non-refundable application fee of \$100. (Military personal in good standing or with a Honorable discharge CDA will waive the application fee)
5. Complete the enrollment process for program of choice.

Program specific Requirements

1. Air/Mixed Gas Commercial Diver Program
 - a. Complete and sign Medical History Form
 - b. Pass a physical examination administered by a physician who is certified through the Undersea Hyperbaric & Medical Society (UHMS) and approved by the Diver Certification Board of Canada (DCBC.) The physical is available on the first day of school
 - c. Pass the U.S. Navy Standard Pressure Tolerance Test. This test is given during the first week of class
 - d. Ability to obtain a TWIC card
 - e. Must be able to swim
 - f. Mechanically inclined as determined by discussion with Admissions Advisor.
2. Voltage Line Worker Program
 - a. Pass a Department of Transportation (DOT) physical. Available on first day of school.
 - b. Mechanically inclined
3. Medical Programs
 - a. Pass a Tuberculosis Test and a physical, both available on the first day of class.
4. International applicants

- a. Provide a copy of a current passport
- b. Submit proof of funding to cover cost of program and living expenses while in the United States. (bank statement)
- c. Obtain a Student Visa
- d. Provide TOEFL score showing passing scores

Note:

1. All items, except as noted above, must be received by CDA before a prospect can be enrolled. And documents that are incomplete or illegible will be resubmitted by the prospect and received by CDA prior to enrollment.
2. Students whose primary language is other than English, and who are not US citizens, must take a test of English as a foreign language (TOEFL) and achieve a score in the intermediate range for reading and listening skills. Scores must be presented to CDA prior to acceptance/enrollment.

The following is the sequencing and areas of responsibilities for the admissions process:

1. A prospective student contacts the school or submits an electronic request for information and is referred to an Admissions Representative (AR). If the AR is not immediately available, whoever takes the initial call will get prospect's name and telephone number and forward this information to an AR. A prospect may also be transferred to an admission's representatives voice mail, but not in lieu of a name and number unless unavoidable.
2. The Admissions Representative will conduct an intake interview over the phone, or face to face according to CDA's standard practice. Additionally, the AR will inform the prospect of the requirements for enrollment and stress that CDA must have these documents prior to enrollment. Prospects will be directed to the web page to complete the enrollment process and upload all required documents.
3. Once the student has selected their start date and the Enrollment Agreement is completed, the Receptionist will be responsible for updating all information in the school's student information system (SIS), and notifying the Admissions Representative that the Enrollment Agreement has been completed. The accounting department is responsible for posting the receipt of the \$100 application fee.
4. The Admissions Representative will contact the prospective student and work with the prospect until the application fee and FAFSA is completed, at which time the prospect will be transferred to the Financial Aid Department.
5. The Financial Aid Representative (FAR) will coordinate with prospects to determine their need and/or method of payment. The FAR will assist the student through the financial aid process to ensure the cost of the program is fully covered. Once all funding has been confirmed and is in place, the FAR will send the prospect a "Student Welcome Package" that will include an acceptance letter/welcome letter, school catalog, and a What to bring letter.
6. The Admissions Representative and Enrollment Coordinator will stay in contact with the potential student until the start date, to keep the individual motivated and engaged in the process.
7. The Director of Financial Aid is responsible to ensure all required documents have been received and the potential student has covered the full cost of the program, prior to the acceptance package being submitted to the potential student.

NOTE: All staff and faculty are available during any part of the Admissions process to answer questions and/or concerns a prospect may have. A tour is optional to the admissions process that prospects may request. Tours are encouraged by CDA and given by qualified CDA employees.

Policy Title: Cancellation and Refund Policy

Objective: The purpose of this policy is to establish and define CDA Technical Institutes policy regarding cancellations and refunds and ensure compliance with federal and state laws and regulations and with accreditation policies.

CANCELLATION POLICY

Cancellations should be made in person, email, or certified mail. All money will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all money paid, except the application fee.

Cancellation due to rejection of the enrolled applicant by the institution: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid will be refunded to the applicant, except the application fee.

Cancellation due to program cancellation by the institution: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.

REFUND POLICY

Withdraws within the add/drop period (first five days of class) will result in 100% tuition refund. Room & board, meal plans, and parking will be charged on a pro-rata charge for one week. Non-refundable fees include the application fee, physical, and any books/equipment that cannot be resold as new.

Withdraws after the add/drop period but prior to completion of 50% of the program will result in a pro-rata tuition refund calculated by the number of clock hours completed to the total program hours. Withdraw after completion of 50% of the program will result in no tuition refund. Room and board or meal plans will be prorated by module and unused portion will be refunded. Non-refundable fees include the application fee, physical, parking and any books/equipment (up to 30 days from the date of purchase), that cannot be resold as new.

The date used for the refund calculation is the last date of attendance by the student. Refunds will be made within 45 days of the date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution administratively withdraws the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

REFUND POLICY FOR VETERANS EDUCATIONAL ASSISTANCE

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy with the exception of Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

Processing Procedures

CDA Technical Institute will process all cancellations, withdrawals and terminations timely and will complete calculations using the institutional, state, and accreditation policy and will follow the policy that is more beneficial towards the student.

For all applicant's that never attend class (no-shows or cancels) the institution will process the calculation and refunds within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution administratively withdraws the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

Policy Title: Return to Title IV

Objective: To define the treatment of Title IV funds if the student withdraws from the course of study.

This policy applies to Title IV recipients who withdraw (officially, unofficially) or are dismissed from enrollment at CDA Technical Institute. It is separate and distinct from CDAs' institutional refund policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV funds" that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulations.

The return of Title IV funds is administered by the Financial Aid Office of CDA Technical Institute. It is the Registrar, Financial Aid Director, or Campus Director that is designated to accept notification of official withdrawals.

The law specifies how the school must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that CDA participates in and are covered by this law are Federal Pell Grants, Direct Loans (subsidized and unsubsidized), and Direct PLUS Loans.

Though a student's aid is posted to their school account at the start of each period, students earn the funds as they complete the period. If a student withdraws during a payment period or period of enrollment (the school will define these for the student), the amount of Title IV program assistance that a student has earned up to that half point is determined by a specific formula. If a student received (or the school or parent received on a student's behalf) less assistance than the amount that was earned, the student may be able to

receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of a payment period or period of enrollment, 30% of the assistance originally scheduled to be received is earned. Once a student has completed more than 60% of the payment period or period of enrollment, all assistance that was scheduled to be received for that period is earned.

If the student did not receive all of the funds earned, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the school must obtain permission from the student/borrower before it can disburse the funds. A student may choose to decline some or all of the loan funds so that additional debt will not be incurred. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, room and board charges (as contracted by the school). The school needs permission to use the post-withdrawal grand disbursement for all other school charges. If the student does not give permission the student will be offered the funds. However, it may be in a student's best interest to allow the school to keep the funds to reduce the debt owed to the school.

There are some Title IV funds that were scheduled to be received that cannot be disbursed to a student once the student withdraws because of other eligibility requirements.

If the student (or the school or parent receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The institutional charges multiplied by the unearned percentage of student funds, or
- The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when the student withdraws are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know the school's institutional refund policy, the student should ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

When a student is considered to have withdrawn

A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

Student withdrawals before Title IV funds are disbursed

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining if Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

School Determined Date of Withdrawal

The school determined date of withdrawal is established by the type of withdrawal.

- ***Official Withdrawal – notification of withdrawal***
 - Date of the student's withdrawal notification to the school.
 - Date the student was dismissed from the school.
- ***Unofficial Withdrawal – no notification of withdrawal***
 - 3 calendar days after the student's last date of physical attendance
- ***Students on a Leave of Absence***
 - The earlier of the scheduled date of return from the leave of absence OR the date the student notifies the school that he/she will not be returning.
 - ***NOTE: When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.***

Withdrawal Date

Clock hour schools are required to take attendance. The withdrawal date is always the student's last day of physical attendance.

R2T4 Calculation

CDA Technical Institute is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Dept. of Ed.

Example:

If a student withdraws at 225 scheduled clock hours of a payment period that has 450 clock hours, the student has completed 50% of the period and therefore has earned 50% of the federal student aid that was disbursed or could have been disbursed. That means 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s).

The school's responsibility in regard to the return to Title IV funds are as follows:

- Provide students with the information contained in the R2T4 policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines and standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Department of Education requirements.
 - ASAP, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due the student.
 - Post-withdrawal disbursement to student's account for outstanding institutional charges:
 - ASAP, but no later than 180 days after the school determined date of withdrawal.
 - Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current institutional charges.
 - Loans – ASAP, but no later than 180 days from the school determined date of withdrawal
 - Grants – ASAP, but no later than 45 days from the school determined date of withdrawal.
- Provide notifications to students (parents).
 - Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV funds loans.
 - Within 30 days of the schools determined date of withdrawal
 - Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to a student; request received by school after the specified period and schools chooses not to make the disbursement.
 - ASAP.
 - Notification to student of grant overpayment
 - Within 30 days of school determined date of withdrawal.
- Provide notifications to the Dept. of Ed.
 - Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
 - ASAP
 - Referral of student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.

- No later than 45 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance.

The R2T4 does not dictate the school's institutional refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than three (3) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant

The calculation for the percent of completion of the payment period is as follows:

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.

If the school's Institutional refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of any transcripts.

The student's responsibilities in regard to the return to Title IV funds are as follows:

- When possible, the student should notify the school in writing of official withdrawal
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV funds that were disbursed to the student where the student was deemed ineligible, based on the R2T4 calculation
 - Loans – according to the terms of the loan
 - Grants – within 4 days of earlier of date school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines

the funds, the school will return any earned funds that the school is holding to the Title IV programs.

- Student borrowers of the Direct Loans are required to attend or complete online Exit counseling before leaving school.
- The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Policy Title: Satisfactory Academic Progress (SAP)

Objective: To establish and define CDA Technical Institutes' (CDA) satisfactory academic progress in all training programs delivered by CDA and to comply with all local, state, federal, and governing agencies with regard to SAP

In order for a student to graduate from his or her chosen course, they must maintain Satisfactory Academic Progress (SAP), which consists of both qualitative and quantitative elements.

Quantitative Element:

Students are required to maintain a minimum 85% attendance rate (no more than three absences) of the scheduled class hours on a cumulative basis during each evaluation period. An evaluation period is defined as 1 module (4 weeks). Additionally, a student must maintain a minimum 85% attendance rate (6 absences) cumulatively during his or her program or must be evaluated in a ratio of attempted to earned hours.

Qualitative Element:

Students are required to maintain a minimum of 75% academic average at the end of each evaluation period. The qualitative element of SAP will be evaluated at the mid-point and end of their program.

Conditions:

Quantitative: If a student fails to meet the quantitative (attendance) element, he or she will be placed on probation and required to repeat the module in which they exceeded the attendance requirements. Students on probation remain eligible for financial aid. Administrative withdrawal from the program will result if the student does not achieve SAP during the probationary period.

Qualitative: A variety of practical and written exams are administered during each module and incomplete or failing grades are not permitted. A student who achieves a score of less than 75% on a written exam or fails to demonstrate mastery of skills on a practical evaluation will be required to "retake" the examination/practical after 3 but within 5 working (school days) of the original date. Special school functions/training on Saturdays or Sundays do not count as part of the five day period. The retake date will be set by the Chief Strategic Officer or Instructor taking into account their schedule and time for a student to prepare. **Note: It does not serve and "Educational Best Practices" philosophy to require a student to retake an exam the very next day. A test failure necessarily presumes that a student needs time to prepare before a retake.**

A score of 75% will be given for a "retake" regardless of the actual score achieved on a written exam. Students failing the "retake examination" will be required to repeat the entire module. If, after repeating the module, the student still fails the exam, that student will be administratively dismissed from the program.

In addition to module exams, both a mid-point and final examination is administered, and these are subject to the same 75% pass rate as all other examinations. A student must achieve a passing score on all module exams before they will be allowed to take the mid-point or final exam. No failures are permitted for either mid-point or final examinations. The exception to this rule is that a student, at the sole discretion of the CEO, may be administered an oral examination in lieu of module tests, or mid-point and/or final exam. Oral exams are subject to the same rules as written exams. Additionally, oral exams will be administered by a minimum of three instructors, and a passing grade will be subject to majority agreement of the administering instructors.

SAP Evaluation Period(s):

SAP will be evaluated at the mid-point and conclusion of the program. Failure to maintain SAP at the mid-point evaluation period may result in either "probation" or administrative withdrawal, and failure to maintain SAP at the final evaluation point will result in administrative withdrawal.

Probation:

A student will be notified in writing when they are placed on probation, and required to meet attendance and/or grade average at the end of the probationary period. Notification of probation will include the steps necessary to be removed from probationary status. Students will remain eligible for financial aid during probationary periods.

Appeals Process:

A student may appeal any negative taken against them, but must do so in writing within 5 school days of commencement of the action. The appeal will be addressed to the CEO who will have sole discretion regarding the outcome of the appeal. The appeal should contain any mitigating circumstances impacting the negative action being taken. A student will be notified in writing within 5 school days of the decision rendered by the CEO.

Any student reinstated upon appeal is on a probationary status for the next evaluation period, and must meet all terms and conditions set out in the CEO's response letter. Failure to do so will result in immediate termination from the program. A student's financial aid eligibility will be reinstated if the student prevails upon appeal.

Transfer and Readmitted Students:

Quantitative and qualitative Evaluation for SAP purposes will only be done on work/attendance completed at CDA.

Maximum Time Frame:

All requirements for maintenance of SAO, whether for transfer, readmitted, or regular students, must be within the constraints of mandated "maximum time frame". Maximum time frame is defined as 1.5 times (measured in calendar time) the length of the program as stated in the catalog.

Policy Title: Drug and Alcohol Procedures and Sanctions

CDA prohibits the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on campus property, in the dorms, or as a part of campus activities, or in any way related to the campus employment or programs. These restrictions are designed to ensure the safety and well-being of all students and employees.

No student or employee is to report to class/work or to any CDA activity while under the influence of drugs or alcohol.

Mandatory Daily Alcohol Testing Procedure

- Breathalyzer tests will be performed on all students each morning. In addition, a random breathalyzer can be performed if an individual exhibits conduct that would cause a reasonable person to believe that the student is under the influence of alcohol.
 - Medical Liaison, EMT Program Director, Instructor, or designated official will perform a breathalyzer on each student.
 - Breathalyzer results will be listed on the morning roster and turned into the administrative office immediately.
 - Any student testing above .000 will be sent to the administrative office for counseling and will not be allowed to attend classes that day.
 - 1st violation – Student will be counseled and placed on probation, and not be allowed to attend class for the day.
 - 2nd violation – Student will be required to complete a 300-word essay on why alcohol and diving don't mix and the consequences of mixing the two, and will not be allowed to attend class for the day.
 - 3rd violation – Student will be rolled back and have to repeat the full module.
 - Administrative personnel will complete a student advising form (PPAD14.2) detailing the violation and reminding the student of the attendance policy and that violation of the attendance policy will result in the student being rolled back and having to repeat the module.
 - After the 2nd rollback, student will be dismissed from the program.

Mandatory Monthly Drug Screening Procedure

- Drug Screening will be performed on day 1 and during each of the following 4 modules. Screening will also be performed if an individual exhibit conduct that would cause a reasonable person to believe that the student is under the influence of drugs.
 - Medical Liaison, EMT Program Director, or designated official will perform a drug screen at the medical clinic.
 - Drug screening results will be listed on a class roster and turned into the administrative office immediately.
 - Any student testing positive on the day 1 drug screen will be send to the administrative office for counseling, and will be required to complete a drug awareness course and provide administration with a certificate of completion.

- Students who tested positive for narcotics on the initial drug screen, will not be allowed to dive until a 2nd drug screen is performed within the first week and shows negative for narcotics.
- Students testing positive on drug screening during module 2 – 5 or on a random drug screen will be suspended for 30 days and must complete a drug awareness course, and have a negative drug screen, prior to being allowed to return back to school to pick up where they left off in the program.
- Students who test positive for drugs after 1 suspension, will be dismissed from the program.

Dorm Privileges

Possession or consumption of Alcohol or drugs are prohibited in the dorms. When returning to campus after hours, any behavior deemed disruptive that interferes with the rights of students due to alcohol consumption will lead to disciplinary actions.

Policy Acknowledgements and Certification Statements

NAME _____

Social Security # _____

Receipt of Student Handbook

_____ I acknowledge receipt of the Student Handbook and will abide by all rules and procedures and understand failure to comply with such can result in disciplinary actions as noted in the handbook.

Student Code of Conduct

_____ I have read and received a copy of the institution's code of conduct. I understand that while attending the institution, I am expected to display the highest degree of ethical and professional conduct at all times. I also understand that all school employees are allowed to enforce the code of conduct. I agree to abide by its terms and understand that violations may result in penalties including disciplinary actions including suspension, and/or dismissal, depending on the seriousness of the violation.

Student Dorm Rules

_____ I have read and received a copy of the Student Dorm Rules. I understand that if I am staying in the Dorms that I will be required to follow all rules. Failure to follow said rules will result in disciplinary actions as noted in the policy.

Student Parking Rules

_____ I have read and received a copy of the Student Parking Rules. I agree to abide by all terms and understand that violations may result in penalties.

Copyright Policy

_____ I have read, received, and will abide by the institution's Copyright Policy regarding copyrighted material. I understand that copyright violations can result in disciplinary action as detailed in the policy.

Notification of Rights Under FERPA

_____ I have received the Notification of Rights under FERPA and understand that I have the right to inspect and review my education record and the right to request amendments of my education records if I believe they contain inaccurate, misleading, or otherwise violate my privacy rights. I also understand that I have the right to provide written consent before CDA discloses personally identifiable information from my education records, except to the extent that FERPA authorized disclosure without consent. I understand that I have the right to file a complaint with the US Department of Education if I feel the institution failed to comply with the requirements under FERPA.

Grievance Procedures

_____ I have received a copy of the institution's Grievance Procedure as outlined in the school catalog. In the event I need to present a grievance regarding a certain action or inaction by a member of the institution, I will follow the procedural steps outlined in the policy.

Arbitration Agreement

_____ I have received and read the Agreement to Binding Individual Arbitration and Waiver of Jury Trial and have agreed to it as stated in my Enrollment Agreement. I understand that under the Arbitration Agreement, I will be required to submit covered claims and disputes between me and the school that are resolved in accordance with the Student Complaint/Grievance Procedure to binding individual arbitration.

Student's Signature

Date

