



# International Diving Institute

## 2020 Catalog

888-SAT-DIVE (728-3483)  
 Phone: 843-740-1124  
 Fax: 843-740-5598  
[www.idicharleston.edu](http://www.idicharleston.edu)

The Corporate Office, Main Campus, and Dive Stations  
 2340 Avenue F  
 North Charleston, SC 29405

DCBC Restricted/Unrestricted Dive Boat  
 Lake Murray Marina  
 1601 Marina Rd  
 Irmo, SC 29063

1400 Pierside Street Bldg 190, Ste C  
 North Charleston, SC 29405

©International Diving Institute, LLC 2005

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	25	Date:	Page	1	of	40	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

## Disclaimer

This catalog, with its programs, policies, and requirements represent an official publication of the International Diving Institute, LLC. Students enrolling in the Institute are subject to these provisions and are required to read this catalog carefully. Failure to read this catalog shall not excuse students from the requirement of adhering to all the rules, regulations and policies contained here in. Volume 24. Published by IDI 6-18-2019.

International Diving Institute reserves the right to change the information contained in this catalog, including, but not limited to, curriculum, program offerings, admissions requirements, graduation requirements, tuition and fees, and policies and procedures, at any time. Notice is not required for new policy implementation; however, IDI will make all reasonable attempts to notify students of any changes.

## Memberships

Association of Diving Contractors  
International (ADCI)  
5206 FM 1960 West, Ste. 202  
Houston, TX 77069  
281-893-8388

American Welding Society (AWS)  
550 N.W. LeJeune Road  
Miami, FL 33126  
305-443-9353

Diver Certification Board of Canada  
208 - 5209 St. Margaret's Bay Road  
Upper Tantallon NS B3Z 1E3  
902-826 2190

International Diving Schools  
Association (IDSA)  
47 Faubourg de la Madeleine  
56140 Malestroit  
Brittany, France  
+33(0)297

ACDE Inc.  
c/o Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109  
805-965-0581 x2427

Canadian Standards Association  
155 Queen St #1300  
Ottawa, ON K1P 6L1, Canada  
1-416-747-4124

## Accreditation

Accrediting Council for Continuing Education and Training  
(ACCET)  
1722 N St. NW,  
Washington, DC 20036  
202-955-1113  
www.accet.org

US Department of Education  
Atlanta School Participation Division  
61 Forsyth St. SW, Suite 18T40  
Atlanta, GA 30303  
404-974-9303

## Affiliations

Sea Research Society  
1600 Meeting St.  
Charleston, SC 29405  
843-532-8222

Trident Technical College  
7000 Rivers Ave.  
North Charleston, SC 29406  
843-574-6115

SDI/TDI/ERDI  
1045 NE Industrial Blvd  
Jensen Beach, FL 34957  
888-778-9073

## Advisory Board

Joe Volino  
Gary Weaks  
Gale Mole/Chair  
Ryan Hampton  
Tobias Severn

Moran/Eason Diving & Marine Contractors  
Standard Diving  
American Welding Society  
SpinLaunch  
Underwater Mechanics

## Licensure

IDI is licensed by the South Carolina Commission on Higher Education, located at 1122 Lady Street, Suite 300, Columbia, SC 29201. The phone number is (803)-737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education

## Governmental Agency

Department of Veterans Affairs Atlanta VA Regional Office  
P.O. Box 100022 Atlanta, GA 30031-4032 800-827-1000

## Program Assessment and Verification of Training

To ensure compliance with our mission statement we utilize an external organization to **assess and verify the competency of our students and staff** and further to audit our training programs. This external organization is ADCI (Association of Diving Contractors International).

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page 2	of 36	Written by: Lisa McDonough
		01/31/2020			Revised by: Kyna Mathis

## Table of Contents

Mission Statement.....	4
Hours of Operation.....	4
General Policies.....	4
Copyright Infringement.....	5
School Records Policy.....	5
Admissions.....	7
International Students.....	7
Diver’s Personal Log Book.....	7
TWIC.....	7
Tuition and Fees.....	7
Financial Assistance.....	8
Withdrawal or Termination.....	9
Refund and Cancellation Policy.....	9
Return of Title IV Funds Policy.....	10
IDI Scholarship Policy.....	10
VA Addendum.....	12
Incomplete Policy.....	13
Public Safety.....	13
Active Shooter.....	16
Student Services.....	17
Student Code of Conduct.....	18
Drug and Alcohol Policy.....	20
Attendance Policy.....	20
Academic Policies.....	23
Satisfactory Academic Progress Policy (SAP).....	23
Student Satisfaction.....	23
Transfer Credits.....	26
Completion and Placement Policy.....	27
Course Outline and Objectives.....	28
Gainful Employment Program.....	29
Advanced Training Programs.....	33
Organizational Chart.....	34
Class Schedule.....	36
School Holidays.....	37
Acronym Key.....	36
Dive Equipment/Wear Distribution Checklist.....	39
Dive Equipment/Wear Distribution Checklist.....	40

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	25	Date:	Page	3	of	39	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

## Our Mission

The International Diving Institute, LLC's ("IDI") mission is to provide the training necessary to prepare graduates of IDI for a career in the Marine Construction Industry as entry-level divers/tenders, fabricators, equipment maintenance providers and give them the knowledge and skills necessary to succeed. The Institute strives to accomplish this mission by setting high standards with comprehensive training that meet industry expectations.

IDI's faculty consists of experienced personnel from the inland and offshore diving industry; the North Sea, Asia, and the Gulf of Mexico. IDI focuses on the highest standards of training in safety and the Institute takes all steps necessary to ensure that its students receive all training necessary to meet the safety needs of the industry. IDI teaches AWS and Lloyd's Registry certification programs.

## General Information

### The History of International Diving Institute

The International Diving Institute LLC was established in 1996 as the East Coast Dive Connection (ECDC) in Summerville, South Carolina. East Coast Dive Connection, LLC was reorganized and renamed the International Diving Institute, LLC in 2004. IDI is a Limited Liability Company, owned by Michael Hielscher and Carver Laraway. IDI is a private for profit institution operated by Michael Hielscher.

### Facilities

The **corporate office, main campus, and dive stations** are located at 2430 Avenue F North Charleston, SC in the historical Old Navy Base. This facility also houses two fully functional hyperbaric chambers, both topside and underwater welding and burning stations. DCBC Restricted and Unrestricted instruction takes place at Lake Murray Marina in Irmo, South Carolina.

### Hours of Operation

#### Main Campus and Dive Stations

Monday – Friday  
7:00am – 8:00pm

#### Administrative Offices

Monday – Friday  
9:00am - 5:00pm

#### DCBC Dive Boat

Monday – Friday 7:00am – 8:00pm

## General Policies

### Non-fraternization Policy

The International Diving Institute, LLC does **NOT** tolerate fraternization between students and instructors/employees, on or off the premises under any circumstance, in order to prevent the appearance of impropriety. Any student and instructor/employee who are found to be in violation of this policy could be subject to disciplinary action, which could include expulsion or suspension for the student and termination for the instructor/employee. The Institute assumes no responsibility for any consequences that may arise from a student entering into a relationship with any instructor/employee in violation of this policy.

### Sexual Harassment

The International Diving Institute, LLC strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees. If any student feels that an employee or instructor of IDI has acted inappropriately, a written complaint should be made directly to the Administrative office of the Institute. Students are encouraged to call the main office at **843-740-1124** immediately with any complaints.

### Accuracy Policy

Although the editors and publishers of this catalog have made every reasonable effort to attain factual accuracy, no responsibility is assumed for editorial, clerical or printing errors.

### Discrimination

International Diving Institute, LLC does not discriminate, in any way, based on race, gender, color, national or ethnic origin, age, religion or disability.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	25	Date:	Page	4	of	39	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

## Copyright Infringement

The International Diving Institute has a zero-tolerance policy for faculty, staff and students using any and all external copyrighted material/media on campus without the express permission of the author. All material/media used by the students in The International Diving Institute will be generated by the school. There is a zero-tolerance policy for faculty, staff and students using any and all copyrighted material/media, both written and licensed software programs, or unauthorized peer-to-peer file sharing while on campus being reproduced, distributed, performed, publicly displayed or made into a derivative work from other media sources. Copyright infringement will be written into the operations manual and will be posted publicly by any copy machine. Any person violating this policy will be held accountable and the necessary action taken, which may include fines, suspension or termination depending on the severity of the infringement. The course of action will be determined by either the CEO or Director of School Operations of the International Diving Institute.

### *Civil and criminal penalties for violation of Federal Copyright Laws*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## School Records Policy

All pertinent information within records and files of past and present students will be held at the International Diving Institute in a locked storage space for 75 years.

1. Each Student has a record and file, which will be accurately updated and maintained while attending the International Diving Institute.
2. Current Students’ records and files will be updated accurately and stored in a file cabinet at the administration office.
3. Upon graduation, the record and file will be stored in a file cabinet, under the titled year of the Students graduation, and then moved to the designated locked storage space.

Students have the right to review their education records. Students are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading or violate the rights of the student. Students have the right to provide consent for the disclosure of their records. The school annually notifies students of their rights under FERPA. The school notifies student of their rights to inspect and review education records. The school includes in that notification the procedure for exercising their right to inspect and review education records. The school maintains a record in the student’s file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

## Accessibility to Records Policy

Students will have the right to access pertinent portions of their records within reason. Administrators will have access as necessary per requirements of their job. Request for viewing documentation must be made in a timely fashion. Sending and receiving records while maintaining FERPA regulations. Space will be available for individuals to review requested documentation in the administration office while in the presence of supervising staff. Copying of any or all of a file is prohibited unless permission is given by the Director of School Operations. Removal of any files from the main campus is strictly prohibited.

Destruction of files or records of students is strictly prohibited.

## School Records Disclosure Policy

Personal identifiable information from a student record may not be disclosed without prior consent of the student except:

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	5	of	39	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with a legitimate educational interest
- US Comptroller General, U.S. Attorney General, U.S. Department of Education, Department of Veterans Affairs, and SC Commission on Higher Education
- State and local Officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victims of crime
- Parent of a Dependent student as defined by the IRS
- Parent of student under age 21 regarding the violation of a law regarding alcohol or drug abuse

The school will make a reasonable effort to notify a student who is the subject to a subpoena or court order before complying with disclosure from their record, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

FERPA does not limit what records a school may obtain, create or maintain. It provides safeguards for education records. If a health record is used to make a decision in regard to a student's education program, the health record may be construed to be an education record (Letter declaring the student "Fit to Dive"), however the medical records used by the DMO to reach this decision is held by the DMO are considered confidential as per HIPAA.

#### **Health and Safety Exemptions Requirements:**

A health and safety exemption permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provision outlined in the regulation as follows:

The school only discloses personally identifiable information from an educational record 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.

*Patriot Act changes to FERPA: In response to the terrorist attacks on the United States that took place September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 107-56; DCL April 12, 2002*

#### **Student Request to Disclose Information**

Except under one of the special conditions explained in the Accessibility to Records Policy, a student must provide a signed and dated written consent form before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

- If a parent or eligible student so request, the school must provide him or her with a copy of the record disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed

Signed and dated written consent may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent
- Indicates such person's approval of the information contained in the electronic consent

#### **Admissions**

*Prospective students are required to have a thorough knowledge and understanding of the IDI catalog upon acceptance.*

#### **Physical Attributes and Aptitude:**

The work done by commercial divers is very demanding. It requires physical and psychological endurance. Students seeking admission should be mechanically adept, hardworking, self-motivated and responsible. We are here to help. Should you need any assistance with the admissions process, please contact the school.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	6	of	39	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

On the second day of orientation, accepted students are required to complete a swim test. The swim test consists of a 400-meter swim and treading water for 10 minutes without a floatation device. The 400-meter swim is not timed but there must be 10 minutes of treading water. This is a program requirement.

**Admission Requirements** (*Air/Mix Gas Surface Supplied Diving, DCBC Unrestricted Diving, Under Water Welding, HAZWOPER/HAZMAT, Underwater Burning*)

1. Be 18 years or older.
2. Have a High School Diploma or GED.
3. Must be a United States Citizen.
4. Students must pass a Commercial Dive Physical.
5. Sign a Release and Waiver of Liability Form.

**Note: The ROV Pilot Program does not require students to pass a commercial dive physical. All other programs require at minimum the Air/Mix Surface Supplied Diving Certificate.**

**Application Procedures**

1. Call the admissions office at 843-740-1124 to review the applicant’s compliance with admission requirements.
2. Complete the official International Diving Institute, LLC. Registration/Enrollment Form. This may be obtained on our website, in person, or by contacting admissions at 843-740-1124.
3. Provide copies of the following documentation: driver's license, birth certificate or US Passport. The student must provide original documents at orientation for verification.
4. Submit official transcripts demonstrating high school graduation, GED or equivalent.
5. If former military, submit DD-214.
6. Submit to a formal background check with local, state and federal law enforcement agencies.
7. Submit to drug testing prior to and randomly throughout the program.
8. Submit to a pressure tolerance test at 60-foot depth of seawater.
9. Students must pass a Commercial Dive Physical, administered in the first week of school. However, Students may undergo a physical examination prior to admission but within 30 days of start date and declare all pre-existing conditions to the school before having the physical. If a student chooses to get a physical on their own, they must get an **DCBC** physical by a licensed physician in their area that is **qualified by experience or training to conduct commercial diver physical examinations.**

\*The Undersea and Hyperbaric Medical Society website (<https://www.uhms.org/education/credentialing/diving-medical-examiners.html>) provides a list of qualified diving medical examiners. It is required that students have at minimum a physical with an EKG, PFT, UA, CBC and chest x-rays. We also require a formal letter from the physician on letterhead stating that the student is fit for diving and hyperbaric activities. The physician will also need to sign off on the student’s logbook after the student has filled out the personal information. We can send the logbook to the student, for a cost of \$35.00, who complete the dive physical before the first day of school. Please keep in mind that perspective employers may require graduates to complete the full DCBC physical. If the student fails that physical, the International Diving Institute, LLC is not responsible in any way and the student will not be reimbursed for any fees, payments, tuition, or any other payments made to IDI to attend the training. It is in the **student’s sole discretion** to have the complete DCBC physical performed prior to admission. Please consider when making this decision that any physical obtained for admittance, which is NOT DCBC approved, may NOT be satisfactory for any employment after graduation. Institute accepts NO RESPONSIBILITY for the outcome. Upon request, IDI can provide you or your physician with the medical requirements and standards of an DCBC approved physical.

**Disqualifying Conditions**

According to the ADCI physical requirements, a person having any disqualifying conditions, as determined by a physician's examination, shall be disqualified from engaging in diving or other hyperbaric activities. See the ADCI website at [www.adc-int.org](http://www.adc-int.org) for a list of disqualifying conditions. Also, prior criminal background or records may disqualify a candidate from obtaining a job. Please contact the recruiter for more information.

**International Students**

We are not accepting international students at this time. IDI is not approved to issue visas for international students. International students sponsored by corporate organizations may be eligible.

**Diver’s Personal Log Book**

All diver’s will maintain a personal dive log book (DCBC Commercial Diver Log Book) or equivalent to detail hyperbaric exposures and dive time. The logbook must be identified to the diver using it by photograph, signature and home address.

**TWIC**

The Transportation Worker Identification Credential, also known as TWIC®, is required by the Maritime Transportation Security Act for workers who need access to secure areas of the nation’s maritime facilities and vessels. TSA conducts a security threat

	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	of	40
		01/31/2020	7		
				Written by:	Lisa McDonough
				Revised by:	Kyna Mathis

assessment (background check) to determine a person's eligibility and issues the credential. U.S. citizens and immigrants in certain immigration categories may apply for the credential. Most mariners licensed by the U.S. Coast Guard also require a credential. Regarding card usage and facility access requirements, please contact the U.S. Coast Guard. Please go to <https://www.tsa.gov/for-industry/twic> for more information.

### **Tuition and Fees**

#### **Air/Mix Gas Surface Supplied Diving Program**

Registration Fee:	\$ 100.00
Base Tuition (Open Water SCUBA Training Included):	\$ 20,500.00
Commercial Diving Equipment:	\$ 2,950.00
Books:	\$ 150.00
Commercial Diving Physical:	\$ 650.00

Tuition and fees are calculated based on total program costs. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they are no longer be used or sold to new students, or returned by the institution to the supplier as new merchandise. Tuition and fees are subject to changed based on a bi-annual review. Any increases will be implemented before the applicable class start and will be communicated with the student in advance.

*\*Note: Student Housing is available at IDI Dormitory 1580 Turnball Drive Building NH-61, North Charleston, SC 29420 at a reasonable cost (\$450 per month) to students while they are enrolled at the International Diving Institute.*

### **Housing**

Student housing is available for International Diving School students at 1580 Turnball Avenue Building NH61, North Charleston, SC 29405. It is a 2 -story building near the corner of Avenue F and Hopkins Street. The dorm is a co-ed building capable of housing approximately 148 students. The International Diving Institute (IDI) has Thirty-Five Rooms 2 bedrooms 1 bath Suite style bedrooms. Residents share rooms with personal sinks and internal bathroom. The dorm is air conditioned/heating, has Wi-Fi, and features a common room; a study room; free, in-building laundry facilities; ice machine, microwave ovens and coffee machines. The living quarters is less than 3 miles away Park Circle in North Charleston, SC – a beautiful, urban downtown with restaurants, bars, and parks. Students Room and Board is \$450 per month, and/or prorated weekly. IDI does not offer a student meal plan at this time. Our student common area does not provide computer access. The rooms are furnished with beds and storage for personal items. Students are required to provide their own linens, towels, sheets, pillows, and blankets and toiletries.

### **Financial Assistance**

*Financial Aid is available for those who qualify through various sources such as Federal Student Aid, Veteran Affairs Benefits, and Third Party Financing.*

#### **Types of Federal Student Aid (Title IV)**

**Federal Pell Grant-** This is a need-based grant. Pell Grant eligibility is determined by the results from the Free Application for Federal Aid (FAFSA).

**Federal Direct Subsidized Loan-** For eligible undergraduate students, there is generally no interest accruing on subsidized loans while the student is enrolled in school at least half time, in a grace period, or in periods of deferment. If you are a first time borrower on or after July 1, 2013 there is a limit on the maximum period of time you can receive this loan type. For more information visit [StudentAid.gov/sub-unsub](http://StudentAid.gov/sub-unsub).

**Federal Direct Unsubsidized Loan-** For eligible undergraduate, graduate, and professional degree students, interest accrues on unsubsidized loans during all loan periods.

**Federal Direct PLUS Loans for Parents-** For eligible parents of dependent undergraduate students, interest is charged on PLUS loans during all loan periods. For more information on PLUS loans visit [StudentAid.gov/plus](http://StudentAid.gov/plus). For additional information on Federal Student Aid options please contact the Financial Aid Office (843)740-1124.

#### **Eligibility for Federal Student Aid:**

In order to apply for financial aid, you must meet the following eligibility requirements:

- Be a U.S. Citizen with a valid Social Security number (or eligible noncitizen)
- Have a high school diploma or General Equivalency Degree (GED)
- Be enrolled in an eligible program\*
- Compliance with Selective Service registration
- Complete the appropriate application and forms, including the FAFSA FAFSA on the web <https://fafsa.ed.gov/> IDI School Code: 042556
- Provide all necessary supporting documentation
- Maintain Satisfactory Academic Progress (SAP)
- No default on any prior student loan
- Compliance with Selective Service registration

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	of	40
		01/31/2020	8		
				Written by:	Lisa McDonough
				Revised by:	Kyna Mathis



*\*Federal Financial Aid (Title IV) is only available for the 640 Hour Air/Mixed Gas Surface Supplied Diving Program*

*Note: Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible to receive aid for all or part of the school year.*

### **Veterans Affairs and Vocational Rehabilitation**

The International Diving Institute is an approved and certified VA/VOC rehab institution. Students with prior military duty may be entitled through the Veterans Administration program to have educational benefits. The VA determines the entitlement and works with the School Certifying Official in the Administration Office. Please contact the VA or your local Voc Rehab office for more information on using your education benefits. For school related questions please contact the School's Certifying Official at (843)740-1124.

### **Third Party Financing**

International Diving Institute has collaborated with Sallie Mae to provide students with an alternative financing option for funding their program. Sallie Mae offer's eligible students a Career Training Loan to assist in educational funding. Students can apply online at SallieMae.com and they are provided with a decision once the application is completed. For more information please contact the Financial Aid Office at (843)740-1124.

\*Note: Nonpayment of tuition and fees could result in being turned in to a collection agency and can have serious credit implications.

### **Withdrawal or Termination**

#### **Official Withdrawal**

A student can officially withdraw from their program verbally or in writing (i.e. withdrawal form or via email) to a member of the Administrative Staff or Lead Instructor.

#### **Unofficial Withdrawal**

A student unofficially withdraws when they stop attending class with no communication to the school. A student will be administratively withdrawn after 40 consecutive scheduled hours of missed class with no communication to the school.

1. A student withdrawal initiated verbally will be recorded in writing by the administrative office with a date/time stamp. The institution may initiate a student withdrawal due to violation(s) of school policy. If the student does not initiate a withdrawal, but misses forty (40) consecutive scheduled clock hours of his or her program without an approved leave of absence, the student will be withdrawn in accordance with the IDI attendance policy.
2. The institution will retain an administrative fee associated with withdrawal or termination of \$100.00.
3. Refunds are calculated by dividing the total number of clock hours of the program the student enrolled (number of clock hours comprising the period of enrollment for which the student has been charged) into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student.
4. If the student reaches sixty percent (60%) of the total scheduled program hours at the time of withdrawal, the institution will retain the full tuition.

### **Refund and Cancellation Policy**

Refund computations will be based on scheduled clock hours of class completed through the student's last date of attendance. Approved Leaves of absences and school holidays are not counted as part of the scheduled class. The length of a course for purposes of calculating refunds owed is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student. Earned charges are based on full tuition and fee amounts.

#### **Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be paid within forty (40) calendar days from the date of determination, according to the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student's tuition is sponsored by an outside agency and a balance is outstanding on the account at the time of a withdrawal notice, then the refund will be processed when the payment is received from the authorizing agency.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	9	of	40	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

**Cancellations:**

1. Rejection of Applicant: If an applicant is rejected for enrollment by IDI, a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If IDI cancels a program subsequent to a student's enrollment, IDI will refund all money paid by the student.
3. Cancellation Prior to the Start of Class or No Show and/or the student cancels the enrollment agreement or contract within seventy-two hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student, IDI will make a full refund.
4. Cancellation After the Start of Class: After classes begin, during the first 60% of the course, IDI will refund to the appropriate party(ies) a pro rata portion of tuition charged, less \$100 administration fee, for the hours the student is scheduled based on the last date attended. There are no refunds past the 60% completion of the course, which meets or exceeds the ACCET standard. The school will make refunds within 40 days after the effective date of cancellation or the last date attended.

**Return of Title IV Funds Policy**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Administration Staff of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Administration Staff must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is the date you reach 40 absent hours after the last date of attendance. For attendance taking schools, aid received post LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the period of enrollment that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the period of enrollment completed is calculated by the hours scheduled in the period of enrollment as of the withdrawal date divided by the total scheduled hours in the period of enrollment. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 40 days after the date of determination. Any federal loan program funds due in a post- withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. FSEOG
6. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 40 days after the date of determination. The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	10	of	40	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

# International Diving Institute, LLC

2340 Avenue F North Charleston, SC 29405  
Phone: (843) 740-1124 / Fax: (843) 740-5598  
www.idicharleston.edu



## Scholarship Policy

Institutional scholarships are available and may be awarded to qualified students who enroll in any program offered at International Diving Institute. Students are made aware of current institutional scholarship opportunities and requirements during the enrollment process. Students must meet all requirements for scholarship eligibility and be approved by IDI's scholarship committee. Award amounts may vary. Total scholarship funds available will be evaluated on a yearly basis. Once the annual general funds budget has been reached, the institution will close the scholarship application for the rest of current calendar year and no application will be closed.

### Eligibility:

- Must be accepted to International Diving Institute for enrollment into a current program
- Must submit all scholarship materials to IDI by the scholarship deadline
- Financial need is not required for scholarship eligibility
- Student may receive financial assistance in conjunction with institutional scholarships
- No refunds will be given if the institutional scholarship creates a credit balance on the student's account
- Institutional scholarships are non-transferrable
- Institutional scholarships are forfeited in the case of dismissal, expulsion, voluntary or involuntary withdrawal
- Institutional scholarships may be reinstated upon readmission if the circumstances of the student's withdrawal are deemed as mitigating circumstances. The student must submit a request and the request must be approved by the CEO to reinstate a scholarship.

### General Requirements:

- Student has completed all admissions requirements to gain acceptance to IDI and has completed an Enrollment Agreement
- Student has complete financial aid counseling with the Financial Aid Administrator

### Award Requirements:

- Student must write a 250 personal statement explaining their career goals in the Commercial Diving/Maritime industry
- Student must turn in a current resume
- Student must write a short statement detailing how s/he has served his/her community in some way through community service, volunteer work, etc.
- Scholarship materials must be submitted prior to the student's intended class start

The scholarship application, personal statement, resume will be reviewed by the scholarship committee and the student(s) awarded the scholarship will be notified.

The school scholarship committee and Financial Aid department reserves the right to adjust or cancel an award at any time because of changes in a recipient's enrollment, academic status, or upon learning of any changes in the recipient's initial, current, or future eligibility.

The scholarship committee consists of the CEO, School Director, and the Director of Training Services.

### Scholarship Fund

The funds will be awarded at the end of the first term if the student meets the above criteria. Scholarship funds go towards the cost of attendance.

IDI scholarships will credit to the student's account no earlier than the first day of class each term. These awards are made possible from general funds budgeted each year with approval of the IDI management.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	10	of	40	Written by:	Lisa McDonough
		01/31/2020					Revised by:	Kyna Mathis

**VA Addendum**

**Title 38 United States Code Section 3679(e) School Compliance**

Any covered individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Benefits who attends the International Diving Institute during the period beginning August 1, 2019 and provides the educational institution a certificate of eligibility for entitle to educational assistance under Chapter 31 or 33 will not be penalized to include assessment of late fees, the denial to access to classes, libraries, or other institutional facilites, or the requirement that a covered individual borrow additional funds, on any covered individual's inability to meet his or her financial obligations to the institution sue to the delayed disbursment funding from VA under chapter 31 or 33.

**Incomplete Policy**

An Incomplete grade ("I") may be awarded at the discretion of the Director of Training if a student's work is passing and the student can provide justification for not being able to complete the course requirements by the end of the program. Extenuating and mitigating circumstances must be present and proper supporting documentation must be provided if applicable. The student, instructor, and Director of Training will document a plan of action to complete all missed work by a set date and time.

**Housing Refund**

In the event of withdrawal from the school a housing refund will be calculated for the time the student spent in student housing. Students are charged monthly for housing. If a student withdraws, the students will be charged for the time he/she used housing. Charges will be pro-rated for the time the student was in housing. Any credits will be added back to their account.

**Collecting Outstanding Balances**

IDI will mail invoices for outstanding balances to student's last known address, attempt phone calls and emails in order to collect on outstanding balances. Communication time frame is one year from the student's graduation date. If outstanding balances are not paid student's will have a hold placed on their accounts and no documents or information will be released to the student, the student's immediate family, prospective or current employers. Documents and information include but are not limited to: transcripts, certification cards, certificates, attendance history, student identification records, etc.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	12	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

## Public Safety

### Jeanne Cleary Disclosure of Campus Security Policy and Campus Statistics Act

Purpose: To outline the collection and reporting process by which the International Diving Institute complies with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Please see [www.idicharleston.edu](http://www.idicharleston.edu) Consumer Information.

Requirements: The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) and the Code of Federal Regulations require that all institutions of higher Education that participate in federal student aid programs must prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft and arson) that have occurred on campus, on non-campus buildings or property, or on public property that is contiguous to campus property. The annual report must also list the number of arrests and administrative disciplinary actions for liquor law, drug and weapons possession violations, certain crimes that manifest evidence that a victim was selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses.

In addition to publishing crime statistics, the act requires institutions of higher education to provide timely warnings to the campus community of certain crimes reported to IDI Campus Security Officer or local law enforcement that may be considered threats to students and employees. If there is an immediate threat to health or safety of campus community occurring on campus, institutions must follow their emergency notification procedures.

1. IDI complies with this law to include, but not limited to:
  - a. Publishing annually a summary of specific crimes committed in the geographic categories as described above for the most recent three calendar years. IDI publishes this information its website and on OPE's web site ([www.ope.ed.gov/security](http://www.ope.ed.gov/security))
  - b. Communicating reported crimes, threats and pending dangers to students and employees through Crime Alert Bulletins. IDI issue Crime Alert Bulletins to students via electronic media to students, faculty and staff. Crime Alert Bulletins are also posted to the IDI website.
  - c. Maintaining mutual aid agreements and partnerships between IDI, CMMC and local police agencies to assist in communicating information and protecting persons and property in case of immediate danger.
  - d. Reporting on a monthly basis the number and types of crimes committed on campus to state and federal authorities as required.
  - e. Publishing a Crime Log on IDI webpage that records crimes reported to them that occur on campus, on a non-campus building or public property contiguous to the IDI campus.
  - f. IDI extends the same procedure to all student housing facilities. Crime statistics and Crime Bulletins are maintained, reported, and published for student housing facilities. Partnerships between local

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	13	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

police agencies are maintained as well to communicate and assist in protecting persons and property at student housing facilities.

2. Employees and students should report all crimes and suspicious situations to the Public Safety Officer immediately. Employees and students should address any comments or concerning IDI's compliance with the act to the CEO.
3. Federal, state and local law enforcement activities on campus are shared concurrent jurisdictions, mutual aid or temporary employment contracts.

### **Public Safety Services**

While IDI makes considerable efforts to ensure the safety and security of everyone on campus, it is the individual's responsibility to take precautions to protect themselves.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention; report any crimes or suspicious situations to the administrative office 843-740-1124.

### **Reporting Emergencies and Crimes**

All members of the institution share responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to the admin office immediately 843-740-1124. If the admin office cannot be reached please contact the local police by dialing 911 or 843-740-2800 (non-emergency number). When calling to report an issue, please provide as much information as possible:

- Your name
- Your exact location and the exact location where the incident took place
- The phone number from where you are calling
- Description of any injuries, if any, and if medical assistance is required
- Immediate details of the incident (where it occurred, how long ago etc.)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle etc.)

### **Emergency Evacuation and Drills**

IDI conducts unannounced fire drills randomly throughout the year as per the Emergency Procedures Policy. Students, Instructors and Staff vacate the building and gather in the parking lot where the Lead Instructor takes attendance. Once the drill is completed Students, Instructors and Staff are allowed back into the building.

### **Emergency or Unscheduled Closures**

If classes must be canceled due to an emergency, inclement weather or other unscheduled closure of the institute, students will be notified via electronic media where each student will receive a notification via text message or email.

### **Alcohol and Drugs**

The sale, possession or consumption of controlled substances is specifically prohibited. Violators are subject to arrest and the institution disciplinary action.

### **Firearms Prohibited**

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by IDI except where allowed by law for law enforcement or military purposes. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a \$5,000.00 fine or five years imprisonment or both.

### **Preventing or Reporting Sexual Assaults**

Sexual assault is strictly prohibited by the institute. The college's Sexual Assault Policy complies with S.C. Code Ann. §59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. "Sexual Assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	14	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

"Rape" is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- Unable to understand the circumstances and implications of sexual advances;
- Unable to make a reasoned decision concerning the sexual advances; or
- Unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The institute will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the CEO; if that recommendation is suspension (from the institute) or expulsion (from the institute), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation and the restriction of privileges

Harassment is a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a responsible person) mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a responsible person) to fear death, assault, criminal sexual conduct, kidnapping (either the targeted person or a member of his/her family), or damage to his/her property or a family member's property. The administrative staff takes all complaints of harassment and stalking seriously and actively assists students, faculty and staff in dealing with matters of this type through civil and criminal means.

*Sexual Assault Prevention*

- Avoid being in classrooms or offices alone at night. If you must be there, let the admin office know where you are and how long you will be there. Stay near a telephone.
- Report any suspicious person or activity to the admin office, whatever time of day or night.
- Ascertain the identity of the person at your door prior to opening the door.
- Vary your routine. Do not walk the same route night after night.
- When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit areas.
- Always lock the doors of your car, room, apartment or house. Keep the car doors locked even when driving.
- When walking to your car always have the keys in your hand before leaving the building.
- Never pick up hitchhikers.
- When walking from your car to your residence, have your keys in your hand before leaving your car. If you are being dropped off, ask the driver to wait until you are safely inside your residence.
- Take advantage of the rape awareness and rape defense training offered by local community groups.

*If you are sexually assaulted:*

- Memorize as much detail as possible about the attacker.
- On campus: immediately report the incident to the Director of School Operations. Off campus call 911.
- If you do not want to call the police report the incident immediately upon arrival at the institute to the Director of School Operations.
- Do not bathe, shower, douche or urinate.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	15	of 40
		01/13/2020			Written by: Lisa McDonough Revised by: Kyna Mathis

*What happens when a rape is reported to the administrative office?*

- The Director of School Operations will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- The Director of School Operations will ask you questions about the assault (location and time of the assault, description of the accused etc.). You may request to speak to a female or male staff member including local law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident.
- The Director of School Operations will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- The administrative office will make contact with and escort you to an appropriate medical facility.
- The admin office will contact other assistance agencies (People Against Rape, Solicitor's Office Victim/Witness Program etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- The administrative office will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. The administrative staff will not prejudge you or blame you for what occurred.
- The administrative staff will not release your name to the public or the press.

*What happens when a rape is reported to the CEO?*

- Upon learning of a rape, the CEO will contact you. Any information divulged will be kept in strictest of confidence.
- In the event you want the institute to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be used to begin disciplinary processes. You will be invited, but not required, to meet with the CEO to discuss the institute's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the CEO, sanctions may be imposed. If the CEO recommends a temporary suspension, suspension (from the institute) or expulsion (from the institute), an administrative hearing may be scheduled.
- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The CEO will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.
- Reporting of the crime in no way obligates you to press charges or testify in court. Even if you do not want to press charges, you are strongly encouraged to contact the police for immediate help. You may discontinue the involvement of any police or legal services at any point.

*Victim's Rights*

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident, with special accommodations being made for testifying if the victim is not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the CEO will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The institute will accommodate such changes if reasonably possible.

**ACTIVE SHOOTER**

In the event of an active shooter entering the school, IDI staff's will alert each other by way of triggering a silent distress signal. However, students, along with staff are expected to be aware of the following:

**Coping With an Active Shooter Situation**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	16	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis



## Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

### Characteristics of an Active Shooter Situation

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

### How to Respond When an Active Shooter is in Your Vicinity

1. RUN
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. HIDE
  - Hide in an area out of the shooter's view
  - Block entry to your hiding place and lock the doors
  - Silence your cell phone and/or pager
3. FIGHT
  - As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the active shooter

### How to Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

\*The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so

### Information You Should Provide To Law Enforcement or 911 Operators

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

*Active Shooter Source:* <https://www.dhs.gov/human-resources-or-security-professional>

### Emergency Numbers:

International Diving Institute	843-740-1124
North Charleston Police Department	843-740-2800 (non-emergency)
Emergency Services	911

### Student Services

#### Housing

On-campus dormitories are not provided by IDI. However, in order to accommodate our students, IDI maintains a limited number of apartments available for short-term sublease while students are attending the Air/Mixed Gas Surface Supplied Diving course at IDI. The apartments are generally two-bedroom units, with four to five students sharing the apartments. All apartments are available on a first-come, first-serve basis.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	17	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

### Library

The library maintains a wide selection of books, periodicals, journals, and reference materials to support research, vocational study, and recreational reading. The library is open daily from 11:00am to 1:00pm, 3:00pm to 5:00pm. In addition, computers with internet access are available in the Lead Instructors classroom.

### Tutoring

Students have access to tutoring and special training. Please contact the Director of Training for assistance.

### Resume

Students will have the opportunity to take a resume writing class where they will learn how to write a resume, covers letters and a reference page, and be advised on entering into the dive industry field. Placement assistance is provided but IDI does not guarantee employment. Placement assistance includes, maintaining a job board on campus, conducting exit interviews, and providing credential confirmation to prospective employers.

### Lunch

Lunchtime is from 11:00 – 12:00. Students are allowed to leave campus for lunch or have lunch in the student lounge.

### Student Code of Conduct

All students of International Diving Institute (IDI) will be expected and required to follow the International Diving Institute Code of Conduct. Students are expected to conduct themselves in a professional manner at all times and demonstrate a positive learning attitude.

Noncompliance may result in disciplinary action that may include suspension or **dismissal** from the program. Refusal to submit to drug or alcohol testing when demanded will result in immediate dismissal from the program.

1. Students who fail to follow the policy will receive outlined consequences.
2. IDI will be progressive and follow policy requirements to address student behavior.
3. IDI's Student Management is implemented by school administrators, instructors, deckhand etc.
4. Instructors will be expected to communicate behavior policies to students throughout the school period.
5. Instructors will also be expected to determine and respond appropriately to classroom managed-vs.-office managed behaviors.

*Code of Conduct violations include, but are not limited to, the following:*

- **THE INSTITUTE HAS A ZERO TOLERANCE POLICY** on any student found using or in possession of illicit drugs or alcohol (Students must sign Alcohol & Drug Policy).
- Any student refusing testing will be immediately suspended from the program and readmission will be reviewed by the Board.
- Use of any substance that may impair the student mentally or physically
- Cheating, Plagiarism, or Falsification of records
- Stealing
- Behavior harmful to the Institute's image, function, or contractual arrangements
- Possession of/or the threat to bring weapons on campus
- Violent, conveying a threat, disorderly, negligent or disruptive behavior
- Physical or sexual abuse or harassment
- Discrimination by race, color, religion, age, disability, or gender
- Failure to meet financial obligations to the Institute
- Failure to comply with municipal, state, and federal laws
- Damaging property or equipment
- Use of computer to view material the Institute deems inappropriate, for example: pornography, drugs, alcohol, or anything that is considered illegal, which a student will be prosecuted for.
- Profanity, abusive language
- Safety Code violations
- Cell phone policy violation
- Non-fraternization policy violation
- Failure to comply with IDI attendance policy
- Disrespect towards any IDI STAFF MEMBER will not be tolerated, to include vulgar language, obscene body language, failure to comply with instructions, or failure to complete a class assignment.
- Leaving class/dive site without authorization
- Unauthorized breaks

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date: 01/13/2020	Page 18	of 40	Written by: Revised by: Lisa McDonough Kyna Mathis

- Violating probationary rules
- Leaving school campus without authorization
- Smoking is only allowed in the designated smoking area. This includes electronic smoking devices. Smoking is prohibited emphatically in any other area of campus.

**Safety Code**

Safety first, safety always; being safe is always the number one priority of IDI for staff and students. Emergency Procedures, Assessments and Reporting of Accidents: Section 7; International Consensus Standards for Commercial Diving and Underwater Operations is the guideline used in the case of an emergency in diving operations. All incidents must be reported and documented. The incident report file is in the administration office.

**Dress Code**

- IDI t-shirts (required during school hours and graduation)
- Steel Toe Boots
- No large tears or holes in clothing
- Neat appearance

**Diving Station Dress Code Policy**

- Good personal hygiene
- Long pants, no shorts
- No baggy pants (safety hazard)
- No Jewelry or body piercings on school premise

The safety of the students is a primary concern throughout all school diving practical activities. The following Diving Station Dress Code requirements will be strictly enforced. Failure to comply with safety requirements and instructions will be grounds for disciplinary action.

- Students will wear safety gear at all times:
  - Personal Floatation Devices (PFD)
  - Hard hat
  - Other gear as instructed
- Any unsafe equipment must be reported immediately:
  - Equipment or gear in need of maintenance or repair must be tagged with a written explanation
- Tobacco of any kind is not allowed in the classrooms, work areas, or on the dive stations, only in the designated area
- All accidents must be reported to an instructor immediately
- When operating the hyperbaric chamber, no jewelry of any kind may be worn

**Cell Phone Policy**

*Cell phones are not permitted at the dive station and are to be turned off while on campus.*

- If a student needs to be reached for an emergency, he or she can direct calls to the main office.
- Institute staff members will forward the message of the call to the student promptly
- Students are allowed to utilize their phones during lunch break.
- If a student violates this policy, the phone will be confiscated and held in the administrative offices and returned at the end of the day.

**Medical Conditions Policy**

Students must schedule doctor’s appointments after school hours.

- A student who cancels or takes a leave of absence for medical reasons must have documentation (original copies) from a physician within 24 hours.
- The student must also have a release from the physician to return to class that states the student is fit for diving and hyperbaric activities. This will be done at the student’s expense.
- Students are required to notify their instructor or the Administration office when taking medication that may adversely affect the individual’s performance and/or cause harm to themselves and/or others.
- The student may provide a copy of the doctor’s note with given instructions on the drug and all side effects.
- If the student is not able to dive for five consecutive days for medical reasons, the institute will evaluate whether the student can continue with the school or if the student will need to begin the program again with the next available class. *The student must have a medical clearance from the doctor to return to class.*

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	19	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

## Drug & Alcohol Policy

The International Diving Institute is an alcohol and drug free facility. Violations of this Policy will NOT be tolerated. The institute provides a learning environment that promotes the safety and well-being of its students and staff. The training entails strenuous and dangerous activities which require a student to be alert and have a clear mind at all times. Alcohol and drug abuse is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. In keeping with this Policy, the use, manufacture, distribution, sale, purchase, sharing or possession of illegal drugs, drugs obtained illegally, paraphernalia and/or alcohol is strictly prohibited at any facility or location owned or operated by the Institute. In addition, arriving at the institute under the influence of **ANY** drug or alcohol is also prohibited. It will be the responsibility of all students and staff to notify the appropriate individuals when taking medication (prescribed or not) that may adversely affect the individual's performance and/or cause harm to him/herself and/or others. If a doctor prescribes medication for you, you must provide the prescription or a doctor's note as proof of documentation. In order to adhere to this policy, all students and staff must submit to random drug testing. Individuals in violation of the drug and alcohol policies, or who fail any random drug test by IDI could be subject to the following disciplinary actions:

- The Student's immediate dismissal from the premises pending appropriate testing for alcohol and/or drugs. If the test proves positive or the student refuses to be tested they will be unable to continue in the program until agreement is made to seek and complete a DOT approved program. The student may return when deemed able by completing the program and provide documentation of such to IDI.
- Review by the Board of Directors
- Possible suspension from the program
- Possible expulsion from the program

If the student is suspended from the program, he/she will have to make up the days at his/her own expense. International Diving Institute recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. IDI supports and recommends student rehabilitation and assistance programs and encourages employees and students to use such programs.

*Alcohol and Drug Abuse Programs offered in the local area:*

- [drugabuse.com/usa/drug-abuse/charleston-sc](http://drugabuse.com/usa/drug-abuse/charleston-sc)
- [www.charlestoncounty.org/departments/charleston-center](http://www.charlestoncounty.org/departments/charleston-center)
- [www.muschealth.org/psychiatry/services/cdap](http://www.muschealth.org/psychiatry/services/cdap)
- [local.soberrecovery.com](http://local.soberrecovery.com)
- [addicted.org/south-carolina-free-or-low-budget-programs](http://addicted.org/south-carolina-free-or-low-budget-programs)

## Attendance Policy

The International Diving Institute is a clock hour program; therefore, students are expected to attend 100% of the scheduled 640 hour class time in order to fulfill graduation requirements. In the event of extenuating circumstances and time is missed, **the time missed will have to be made up.** Attendance and grades are equally important; **you need to complete all 640 hours as well as maintain a 75% GPA in order to graduate.** Attendance for each student is logged and monitored by the administrative staff on a daily basis.

It is the responsibility of the student to be aware of and adhere to the following attendance policy and procedures:

### Attendance Process

- Summary reports will be reviewed by the administrative office on a regular basis
- A warning will be given after you have missed 8 hours of missed time
- After 16 hours of missed time you will have a counseling session
  - Counseling will require a plan of action
- After 24 and 32 hours of missed time you will be written up
- At 40 hours missed time you will be administratively withdrawn from the program

**\*PLEASE NOTE:** *Consequences for missed time may include losing your funding, suspension/repeating or termination from the program. Determining factors include, but are not limited to, unexcused absences, habitual tardiness, and/or lateness.*

### Attendance Policies

- Attendance is taken in the morning; anyone who comes in late or leaves early **MUST** sign in at the Administrative Office upon arrival/departure **and** notify their instructor.
- Missed time from absences, late arrivals, and early departures **MUST** be made up.
- Students who make up time will not eliminate or erase the absence.
- Students may not graduate from a program until all time is made up.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	20	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

## Glossary:

- Late – Coming in after the first 15-minute mark of when school starts (7:00 a.m.)
- Absent – Not being present in class
- Early Departure – Leaving before the scheduled time of dismissal

## Makeup Work Policy

All programs require 100% attendance to graduate; as such, students are responsible for completing all missed work. Students have a maximum of ten days to make up work missed following an absence or an approved extension from the Director of Training.

Daily attendance is taken by the instructor three times a day at 7:00 am, 12 noon, and 4:00 pm. IDI procedures require students who arrive late or leave early from class to come to the administrative office and sign in with the Office Manager. Students will receive a Makeup Work Form from the Director of Training the day after missed time occurred and follow these steps:

- Schedule makeup work with their instructor.
- All makeup work will be documented by the instructor on the Makeup Work Form and must be comparable to the content, time, and delivery of the classes missed.
  - Upon completion of the missed work, the instructor and student must sign and date the form.
  - Students must submit the completed form to the Office Manager to receive credit. No credit will be issued for lost, noncompliant, and/or incomplete forms.
- Make-up work may be conducted Wednesdays from 4:00 – 8:00pm after regularly scheduled classes.
  - Two (2) hours of missed work can be made up on Wednesday.
  - Eight (8) hours of missed work can be made up on the scheduled Saturday(s) of the month.
    - A \$20 fee is assessed to the student for each Wednesday make-up work session. A \$35 fee will be assessed to the student for s Saturday make-up work session.
- Students are not permitted to attend a make-up session in anticipation of missed attendance.

## Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study; however, the student is considered to be continuously enrolled. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance, only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. While IDI encourages students to complete their courses within the stated time frame, IDD recognizes that unavoidable situations do arise in student's lives. LOA's may be granted based on the following criteria:

1. Death of immediate family (i.e., mother, father, sibling, wife, child, including adoptive family.)
2. Severe illness of immediate family
3. Financial hardship of immediate family (i.e. loss of spouse's job wherein the student and spouse are unable to support their children or medical expenses of a close relative).

If possible, a student must submit a written request for an LOA in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. A leave of absences request form is available in the administration office and must be completed and approved by the Lead Instructor. If there are mitigating circumstances that prevent the student from advising IDI of the LOA in advance, the student, and/or their representative must advise IDI as soon as possible. If the student and/or their representative fails to notify IDI in a timely manner of the requested LOA the student will be terminated after 40 consecutive missed hours.

A student must sign and date the LOA request, specify a reason for the request, if possible provide supporting documentation for the request, and provide a reasonable expected return date. On the LOA request the student must attest to understanding the procedure and the implications for returning or failing to return to the program.

Even if the student is able to return at a specified, earlier time, IDI may request that the student stay on leave until they are able to return to the academic progress point when the student left. Additionally, the length and frequency of leaves of absence must not impede student progress and must be reasonable within the length with IDI's courses.

IDI will document its approval decision relative to the leave of absence request in accordance to the published policy. No additional charges will be assessed due to a leave of absence.

A LOA will be limited to a forty (40) day maximum, which is half of the eighty (80) day Air Mixed Gas Surface Supplied Diving Program, a maximum of ten (10) days, which is half of the twenty (20) day DCBC program. LOA lengths will be

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	of	Written by:
		01/13/2020	21	40	Lisa McDonough
					Revised by:
					Kyna Mathis

assessed accordingly for all other programs. If a student request an LOA less than the maximum time, such LOA may be extended, but the total length of the LOA including the extension may not exceed the program maximum.

The leave of absence policy is in compliance with applicable state and federal regulations. Students receiving VA education benefits to attend school must also comply with the rules and regulations governing such benefits.

**Readmission**

Students who leave the program for any reason and desire to return must reapply and submit a letter requesting readmission. If the student has taken the midterm and passed he/she can reenter the program within 3 months without retesting. If it has been longer than 3 months, the student will have to pass a re-assessment test. Tuition is prorated from the restart point in the program. If a student reapplies after one year it will be considered a new application and all fees will apply. If the student is dismissed from the program for violation of the drug/alcohol policy, he/she must provide proof of DOT approved counseling/rehab along with the letter for readmission. The student will interview before the Board who will determine whether the student can be readmitted. Once all requirements are met the student will join the next available class.

**Academic Policies**

**Graduation Requirements**

Upon satisfactory completion of all course material (640 hours) (16 weeks), the student will be awarded a Certificate for Air/Mixed Gas Surface Supplied Diver and an ADCI card for entry-level tender/diver. Additionally, students will receive a certificate for each advanced class successfully completed. Classes have a maximum of 15 students and a minimum of 3 students.

Transcripts are issued upon request providing financial obligations have been met. The first Transcript will be issued at no charge. There will be a \$10.00 charge for all additional transcripts.

**Grading-Measurement and Assessment System**

Students are tested by written examination on each section of the course and/or by self-generated diagrams derived from knowledge obtained while in class. Instructors grade papers and assess students’ progress. The instructor reviews the results with the students. The Lead Instructor records the test results electronically in the student’s records the day they are graded. The Administrative department monitors student records ensuring that students are making acceptable progress in the course. Students participate in practical hands-on activities related to commercial diving, which enable course instructors to assess the student’s level of knowledge and record the result on a grade rubrics sheet.

Each program module must be successfully completed with a score of 75% or more prior to advancement in the next section of the program. If the score of 75% is not achieved, the student will be put on Academic Probation for 15 school days during which a student cannot be late, tardy, absent or fail another exam. The student must retest and achieve a minimum of 75% on the retest. The maximum grade on the retest will be 75% regardless of the actual score. If the student fails the retest, Academic Suspension will result; there is no third attempt at a retest. The student will be allowed only 2 Academic Probationary periods during the 16-week course; failing exams more than 2 times will result in termination from the program. The student may reapply to repeat the program.

There is no retesting on the mid-term exam or the final exam. If a student fails the mid-term you will be terminated, but will be able to reapply and begin the program again. If the student passes midterm exam, but fails the Final, they will be able to start the program over at the midterm point, with pro-rated tuition based on the clock hours left in the program. In this case, the student will have to restart the program within 6 months. After 6 months, the student will have to pass a pre-assessment test, with pro-rated tuition for the remaining clock hours. After 1 year, the student will be considered a new applicant. When the student returns, they will be reinstated with the next available class.

\*VA Students: Must sign standard of progress addendum.

**Grade Calculation**

Score	Grade	Achievement
92 – 100	A	Excellent
84 – 91	B	Good
75 – 83	C	Fair
0 – 74	F	Failure
W/P		Withdraw/Passing
W/F		Withdraw/Failing

All Instructors use the grading rubrics to establish what grade was awarded per practical task; the grades are added together and divided by the number of practical’s task to arrive at an average grade. This figure is added towards the final grade.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher		
Revision No:	025	Date:	Page	22	of	40	Written by: Lisa McDonough
		June 18, 2019					Revised by: Arlana Turner

## Progress Reports

Progress reports will be maintained and documented in the student files electronically by the Document Manager and available to students upon request.

After the mid-term exam students are given a copy of their progress report. At this time the student will have a conference scheduled with the instructor to discuss areas of improvement and recommendations.

## Academic Warning

Students who score below a 75 on their test will be placed on academic warning for 15 school days and will be allowed a retest. If the student fails the retest, he/she will meet with the lead instructor for appropriate course of action. During the warning period, the student must meet the stated requirements established by the Institute and their instructor. If the student is absent, late, or tardy during the warning period, further disciplinary action will result. If the student scores below a 75 (excluding the retest) while on warning, he/she will meet with the lead instructor for appropriate course of action. After a maximum of 2 warnings during the 16-week course the student will be suspended for 30 days. When the student returns, he/she will be reinstated with the next **available** class.

\*VA Students: Must sign standard of progress addendum.

## Appeals Policy

Students who disagree with the outcome of a test result will be able to appeal within three days of the posted result.

- The student will take up the issue with the instructor
- If the student is not satisfied with the outcome, they can have the matter reviewed by a lead instructor
- If the matter cannot be resolved with the lead instructor, upon notice from either the student or the lead instructor, a faculty panel shall be convened for determination of the issue

If the panel cannot reach an agreement as to resolution, the matter will be forwarded to the Administration for final determination.

## Satisfactory Academic Progress Policy (SAP)

International Diving Institute training programs are all clock hour classes. Satisfactory progress is evaluated quarterly as follows throughout the program:

- The student is required to make quantitative progress toward program completion. To be making satisfactory progress, a student must maintain a minimum of 93% attendance percentage throughout the program.
- The student's academic average is reviewed to determine qualitative progress. The minimum requirement is 75% or 2.5 GPA at the conclusion of each evaluation period.

Students must repeat any modules in which they earn less than 75% average. Course work repeated may adversely affect a student's academic progress in terms of maximum time frames. Incomplete grades are not given. Students who withdraw from the program will receive a 0% in each module interrupted by the withdrawal. All interrupted modules must be repeated upon readmission to the institution.

## Evaluation Periods

Students enrolled in the 640-hour Air/Mix Gas Surface Supplied Diving program will be evaluated for satisfactory progress as indicated below:

SAP Evaluation 1	25% or 160 Hours Completed
SAP Evaluation 2	50% or 320 Hours Completed
SAP Evaluation 3	75% or 480 Hours Completed
SAP Evaluation 4	100% 640 Hours Completed

**\*Students receiving Title IV funds who are not making satisfactory progress after the completion of 50% or 320 hours of the program will not receive their second disbursement of Title IV funds and will be placed on probation.**

Students struggling to meet attendance and/or grade average requirements may be subject to additional follow-up evaluations as determined by the institution.

## Probation

If a student fails to meet the cumulative 93% attendance and/or 75% grade average after the completion of 320 hours of the program, they will be placed on probation for the remainder of the program and will be ineligible for Title IV aid. The student will be given counseling from the Lead Instructor and CEO.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	23	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

Students will be notified in writing when they are placed on probation; or he or she is being administratively withdrawn for unsatisfactory academic progress. Students are given the opportunity to appeal either of these decisions. The letter contains instructions necessary to begin the appeals process.

**Appeal Process:**

**Students requesting appeal of financial aid ineligibility:**

Students who become ineligible for financial aid may file an appeal. An appeal must be in writing and should be submitted to the CEO within five calendar days of receiving notice of Title IV ineligibility. The written appeal should include the following:

- A personal statement indicating the mitigating circumstances that prevented the student from meeting the Satisfactory Academic Progress (SAP) and/or attendance standards
- An explanation of what has changed in the student's situation and what steps have been taken that allow the student to improve upon past academic performance and/or attendance
- Acceptable documentation of the mitigating circumstances that prevented the student from meeting SAP and/or attendance standards. Examples include:
  - Birth/death certificates, obituaries, funeral programs of immediate family members
  - Medical records on physician's or hospital's letterhead that confirm illness and recuperation time; appropriate signatures required
  - Court documents

The CEO will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. Decisions on appeals will be finalized within three business days. If the appeal is approved, Title IV funds are disbursed. If the student's appeal is denied, the student will be ineligible for Title IV funds for the entire payment period. The student may continue with the program as a self-pay student as long as the following conditions are met:

1. The International Diving Institute's probationary period of 320 clock hours has not expired,
2. the student meets SAP by the end of the 320 clock hours, and
3. the student has made payment arrangements for the remainder of his or her tuition.

**Students requesting appeal of dismissal from school:**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the CEO. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The CEO will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within three days of the Institute's receipt of the appeal. The decision of the CEO is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the CEO's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

**Maximum Time Frame:**

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

**Maximum Time Frame in Weeks:**

640 Hours= 24 Weeks

**Maximum Time Frame for Transfer and Readmitted Students:**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 100 hours, and therefore must complete 540 hours at the Institute for the 640 Hour Program (540/40 hours per week = 13.50 weeks), the maximum time frame is 13.5 week's x 150% or 20.25 weeks.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	24	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis



## Student Satisfaction

International Diving Institutes' student satisfaction given through program feedback forms is an ongoing effort to obtain feedback from students across all schools in a systematic way. Understanding students' experiences and satisfaction is important in our efforts to enrich the student experience and to make the International Diving Institute a more student-centered school. This effort provides the school with an overview and serves as a diagnostic tool to make improvements to our programs and services. Student satisfaction reflects the effectiveness of all aspects of the educational experience. The goal is for all students who complete a course to express satisfaction with course rigor and fairness along with instructors and support staff. Effective instructors help students achieve learning outcomes that match course and learner objectives by using current Commercial Diving practices and procedures. Students are satisfied through certifications earned and employment achieved. Effective practices may be analyzed through student and alumni surveys, referrals, testimonials, employer surveys or other means of measuring. Student satisfaction surveys are given to all students at the midpoints and ends of their courses. Student satisfaction is the most important key to continued learning and success in the welding field. All feedback forms and surveys are reviewed by the CEO.

## Student Evaluations of Instructors

It is the policy of International Diving Institute to have the students conduct periodic evaluations of the instructor staff. The following guidelines will be followed:

- 1) Air /Mixed gas- Evaluations will be solicited from the students upon completion of their Midterm and Final Exams. An evaluation form will be filled out for EACH instructor by the students. The evaluation forms will be filed and retained by the Director of Training.
- 2) DCBC-An instructor evaluation form will be solicited from the students upon completion of the 200 hour course. The evaluation forms will be filed and retained by the Director of Training.
- 3) Hazmat- An instructor evaluation form will be solicited from the students upon completion of the 40 hour course. The evaluation forms will be filed and retained by the Director of Training.
- 4) Under Water Welding- An instructor evaluation form will be solicited from the students upon completion of the 80 hour course. The evaluation forms will be filed and retained by the Director of Training.
- 5) ROV(remotely operated vehicle)- An instructor evaluation form will be solicited from the students upon completion of the 171 hour course. The evaluation forms will be filed and retained by the Director of Training.
- 6) Under Water Burning- An instructor evaluation form will be solicited from the students upon completion of the 40 hour course. The evaluation forms will be filed and retained by the Director of Training.

## Student Complaints

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the Director of Training or Director of School Operations to try to reach an informal resolution. The student must initiate a complaint no later than thirty (14) work days after the alleged incident. The director, or appropriate administrator or designee receiving the complaint shall attempt to resolve the matter and report the decision, via a student advisement form to the complainant(s) and respondent(s) in person (7 business days). If the complaint is not resolved informally and the student wishes to continue the process, the student must present a completed grievance petition form to the appropriate director or administrator of the department in which the alleged violation of rights occurred. Prior to any grievance action, the complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint process. A grievance petition must be filed no later than (14) work days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (14) work days after the applicable decision deadline. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available on the following link:

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

## NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the accrediting council for continuing education & Training (ACCET) as meeting and maintaining certain standard so f quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred;
  - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	25	of	40	Written by:	Lisa McDonough
		01/13/202					Revised by:	Kyna Mathis

- e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained,
  - g. ACCET will not reveal his or her name to the institution involved; and
  - h. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
  4. Send To: ACCETCHAIR, COMPLAINT REVIEW COMMITTEE  
 1722 N. Street, NW  
 Washington, DC 230036  
 Telephone: (202) 955-1113  
 Fax: (202) 955-1118 or (202) 955-5306  
 Email: [complaints@accet.org](mailto:complaints@accet.org)  
 Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

***\*This information is posted on the student bulletin board***

### Transfer Credits

#### *Minimal acceptable grades and/or grade point average*

IDI does not promise that credits will transfer despite the grade. The Institute makes no claim or guarantee that credit earned will transfer to another school. It is the policy for the institute that no credit will be granted for previous work, unless the student came from another dive school. The student will be tested for knowledge on previous work only and placed in the program accordingly.

#### *Any limits on the number of courses or credit hours accepted for transfer or how recently the coursework was taken*

If the student earns credit from other ADCI approved institutions or agencies, the student may fulfill up to 50 % of program requirements through advanced standing credit: transfer diving related credit or military diving credit.

#### *Documentation that will be required, e.g. transcript, catalogue, syllabi or course outlines*

The student must have an official transcript of previous Diving programs from a recognized ADCI approved Diving School. The student may be asked to provide additional information to support their request for Transfer of Credits. Send all documentation required to the admin office at IDI.

#### *Procedures to be followed when requesting transfer of credits*

Download a form from the website or by a written request from the student to IDI:

- List of courses taken and grades
- Name of Institution
- Any certification or credentials obtained while attending the Institution

#### *Procedures to be followed when appealing transfer of credits decisions*

Transfer students who disagree with the Transfer Credits Decision at IDI may request a meeting with the Lead Instructor to present evidence such as course description and syllabi are comparable with courses that are being denied transfer. The Lead Instructor and CEO review the course documentation. The decision reached by the Lead

Instructor and CEO is final. The CEO is informed of the decision and the reply will be in writing to the student within ten (10) business days.

#### *Methods by which tuition and fees are adjusted*

Director of Operations prorates the tuition based on the hours of course transfer credits given to the student.

#### *A description of any fees assessed for testing, evaluation or granting transfer of credits*

Testing the knowledge of the transfer student is carried out by the CEO and Lead Instructor. The testing results are discussed by the Lead Instructor and CEO. The outcome and results are recorded by the admin staff. The transfer student will be informed of the outcome by letter from IDI, within 30 days of receipt of the transfer request from the student, providing that the official transcript has been received at IDI. The student will submit an Enrollment and Registration form with the \$100.00 application fee.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	25	Date:	Page	26	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

## Completion and Placement Policy

The Completion and Placement Policy is in place to ensure the effectiveness and value of the training offered by the International Diving Institute. This is done by incorporating student employment information into a statistical tracking system. For accuracy, it is important that students comply with IDI's instructions to follow up with employment information. The Document Manager will make every attempt to contact the graduates by all means provided by the student (phone number, address, email etc.). Withdrawals are documented as incomplete.

### Definitions

- i. The terms "IDI" and "International Diving Institute" are used interchangeably
- ii. Employment in the Maritime Construction industry is defined as employment related to or involved in some facet with diving, dive support services, fabrication, and equipment.
- iii. "Completion" is defined as a student completing the 640 hours of the course, passing all exams, receiving their ADCI card and certificate.
- iv. "Placed" and "Placement" is defined as a graduate being employed in the Maritime Construction Industry

### Policy

The Institute will ensure that adequate training is provided to every student with the intention of gainful employment in the Maritime Construction Industry upon completion of the program. The Institute cannot guarantee employment, but every effort will be made to place students.

### Requirements

1. Before graduation, students will have an interview with the Director of Operations regarding their plans for employment and steps taken thus far.
2. After graduation, the school will follow up with graduates regarding their employment. Graduates not employed will be given more information in seeking employment, i.e. a current list of prospective employers, further resume help
3. After a graduate has been employed for 30 days, the school requests information so that employment can be verified and documented.

### Procedure

1. An exit interview will be conducted prior to the student attending graduation and receiving their certificates.
2. Employment secured by the student will be documented on the Completion and Placement sheet for their cohort.
3. Accurate phone number, address and emails are gathered from the student. The students are informed that the Document Manager maintains communication with the student to follow up on their current employment status post-graduation.
4. After being employed for 30 days the student will contact the Document Manger with employment information for verification purposes.
5. The employment data will be kept on file and used to fill in Completion and Placement Statistics.
6. The Document Manager keeps an ongoing and updated record to track accurate progress on the ACCET website on Document 28.1 on a monthly basis.

### Requirements:

1. The student emails their hire information to the Document Manager.
2. The Verification of Employment form is faxed, emailed or mailed to the employer 30 days after the student has reported their hire date.
3. The information received will be added to the statistical data record.

\*Employment information requested includes the following:

Name of student:

Phone Number:

Completion/graduation date:

Program name: Air/Mixed Gas Surface Supply Diving

Employer information:

- Employment Start date:
- Job title and/or description of placement:
- Full time or part time:
- Name of employer:
- Employer mailing address:
- Employer telephone number:
- Employer e-mail address:
- Employer contact person:

Type of placement: (Is it Temporary, Self-Employment, and/or Continuing – which is going back to the same job from before you attended to school)

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	27	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

## Course Outline and Objectives

In order to receive an ADCI card student must have adequate training and possess a valid certificate from an approved school under the National Consensus Standards published by ANSI and Accredited Commercial Diver Educators (ACDE); ANSI/ACDE-01-1998 American National Standard for Divers Commercial Diver Training-Minimum Standard.

## Curriculum

The following curriculum meets the ADCI, ANSI, ACDE, and DCBC Standards and the student will receive ADCI, ACDE, and restricted DCBC certification cards upon graduation. The benefit of obtaining an ADCI and restricted DCBC Certification card is that it is recognized and accepted internationally. DCBC restricted instruction is conducted on a dive boat at Lake Murray Marina in Irmo, South Carolina. The students are responsible for their own transportation to Marina and housing for this program.

### Air/Mixed Gas Surface Supplied Diving Program

640 hours/16 weeks

#### **PRINCIPLES OF DIVING PHYSICS and FORMULA APPLICATION: 25 Hours**

- Objectives
- Terms Related to Physics
- Measuring the Divers World
- The Gasses Divers Use
- The Gas Laws
- Buoyancy Principal
- Physics Calculations and Formulas
- Physics Exercises and Homework/Quizzes

#### **AIR DECOMPRESSION and DECOMPRESSION PROCEDURES: 30 Hours**

- Objectives
- Terms Related to Decompression Diving
- Decompression Tables for Air Diving/Surface Decompression
- Dive Charts Tables and Exercises
- History of Decompression
- Decompression
- Air O2 Practical Application of Decompression
- US Navy Standards Air Decompression Tables
- Surface Decompression Tables (O2 and Air)
- Altitude Diving Tables and Computation

#### **ANATOMY AND PHYSIOLOGY: 18 Hours**

- Objectives
- Terms Related to Anatomy & Physiology
- Systems of The Body
- Diving Injuries and Psychological Aspects
- Effects of Pressure

#### **DIVING DISEASES and INJURY: 12 Hours**

- Objectives
- Terms Related to Diving Diseases and Injuries
- Divers Ailments
- Diving Injuries and Psychological Aspects
- Diving Emergencies and Procedure

#### **TREATMENT OF DIVER'S ILLNESS AND INJURIES:**

##### **30 Hours**

- Objectives
- Recompression Rules
- Recompression Treatment Procedures
- Practice Treatment Exercises
- Examination of Injured Diver
- Air and O2 Treatment Tables

#### **FIRST AID & CPR Module 1:16 Hours**

- Objectives
- In accordance with the American Heart Association
- Practical Application
- Administration of Oxygen In Diving Environment

#### **NOXIOUS GASES IN DIVING OPERATIONS: 2 Hours**

- Objectives
- Noxious Gases in Diving Operations
- Noxious Gases in Industrial Environments
- Noxious Gases in Confined Spaces
- Explosive Gases
- Preventing and Handling Noxious Gases
- Using Proper Equipment and Instruments

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	28	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

- Dangerous Marine Life
- Exposure and Weather Patterns
- Sea Conditions
- Contaminated Water Diving
- Oxygen Deficient Environment
- Underwater Explosions
- Suctions and Discharges

**HYPERBARIC CHAMBER OPERATIONS and TRAINEE PARTICIPATION IN CHAMBER OPERATIONS: 60 Hrs.**

- Objectives
- Decompression Chamber History
- Hyperbaric Chamber System and Design
- Drawings & Schematics
- Gas Supply for Chambers
- Precautions in Chamber Use
- Chamber Operations Procedures
- Surface Decompression using Oxygen and/or Air-Nitrox
- Lock in/Lock out Procedures
- Fire Prevention
- Oxygen Safety
- Chamber Maintenance
- Practical applications

**SEAMANSHIP AND RIGGING FUNDAMENTALS/ PRACTICAL APPLICATION: 85 Hours**

- Objectives
- Construction use and care of Fiber, Synthetic, and Wire Rope
- Seamanship Rigging/Splicing/Knots and Hitches
- Calculation of Problems for Safe Working Load
- Performance of Underwater Rigging Project
- Crane Signals and Directions
- Air-Winches and Booms
- General Rigging Equipment Usage and Maintenance

**LIGHTWEIGHT DIVING EQUIPMENT FUNCTION AND NOMENCLATURE: 24 Hours**

- Objectives
- History and Development of Diving
- Introduction of Using Lightweight Diving Equipment
- Nomenclature and Function
- Disassemble/Assemble Mask and Helmets

**LIGHTWEIGHT DIVING PROCEDURES and TECHNIQUES: 40 Hours**

- Objectives
- Safety Precautions
- Orientation Dives Using Lightweight Diving Gear, Helmets and Weighted Belt
- Dress Diver and Commerce Dive Water Entry
- Orientation Dives
- Underwater Use of Communication
- Timekeeping/Chart Procedures
- Use of Diver's Log Book
- ADCI & ANSI Commercial Diving Standards
- Diver Classification, Qualifications and Certification
- Divers Accident Reports
- SDI SCUBA Course

**MAINTENANCE OF DIVER'S UMBILICAL: 12 Hours**

- Objectives
- Proper Method for Making, Maintaining and Testing Umbilical's
- Care and Maintenance of Diving Umbilical's

**UNDERWATER WORK USING LIGHTWEIGHT DIVING EQUIPMENT: 65 Hours**

- Objectives
- Emergency Procedures for Loss of Gas
- Multiple Bolts and Flange Projects
- Bottom Search Project
- Air Lifts and Hand Jetting
- Mid Water Project
- Lifting Devices
- Introduction to Free-Flow Helmets
- Introduction to Underwater Inspection
- Ships Husbandry/Dry Docks
- Sea/Ship and Salvage
- Safety Inspection, equipment & procedures
- Penetration Dive
- Hogging Line Project and Angle Descending Line
- Excavating, Dredging and Air Lifts
- Inland & Coastal Diving
- Live boating...
  - a) Operational Considerations
  - b) Safety Considerations
- Inland and Coastal Diving Procedures
  - a) Power Plants
  - b) Pile, Piers and Bridges

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	of	40
		01/13/2020	29		
				Written by:	Lisa McDonough
				Revised by:	Kyna Mathis

**DIVE OPERATIONS PLANNING: 12 Hours**

- Objectives
- In Accordance with the ADCI Consensus Standard, OSHA and USG, Diving Regulations
- Proper Completion of JHA and JSA Forms
- Pre-Dive and Post Dive Briefings
- Safety Briefings

**DIVING LOGS, RECORDS AND STANDARDS FOR COMMERCIAL DIVING OPERATION: 12 Hours**

- Objectives
- Use of Dive Logs, Records and Reports
- Define Differences in Standard for Commercial Diving Operations as set forth by ADCI, USG and OSHA
- Use of Log Books and Recording Dives
- Diving Incident Reports

**UNDERWATER TOOLS AND EQUIPMENT USED UNDERWATER: 24 Hours**

- Objectives
- Care and Use of Tools and Equipment Used Underwater
- Safety Precautions While Using Tools and Equipment Underwater
- Nomenclature and use of tools
  1. Hand Tools
  2. Pneumatic and Hydraulic Tools
  3. Special Tools
  4. Dredges and Air lifts
  5. Lift Bags
- Inspection of Tools
- Practical Application in Using Tools Underwater
- Pneumatic UW. Tools and Power Units
- Hydraulic Tools and Power Units
- Lifting Devices
- Inspection and Maintenance of UW Tools

**DRAWING, BLUEPRINT READING AND REPORT WRITING: 8 Hours**

- Objectives
- Read and Understand Blueprints
- Properly Prepare Drawings for Reporting Purposes
- Preparation of Formal Reports
- Scale Drawings and Schematics

**HOT WATER SYSTEMS: 2 Hours**

- Objectives
- Practical Experience in the Set Up, Operation, Shut Down and Maintenance of Diver's Hot Water Systems
- System Description and Design
- Hot Water Suits and Hot Water Umbilical
- Safety Procedure While Using Diver's Hot Water System

**INTRODUCTION TO TOPSIDE WELDING: 26 Hours**

- Objectives
- Application of Topside Welding
- Limitations of Topside Welding
- Welding Techniques and Components
- Equipment for Topside Welding
- Safety Precautions

**TOPSIDE WELDING EQUIPMENT: 12 Hours**

- Objectives
- Equipment for Topside Welding
- Personal Protective Equipment
- Safety Precautions While Topside
- Fire and Explosion Protection

**OXYGEN-ACETYLENE CUTTING TECHNIQUES: 10 Hours**

- Objectives
- History of Oxy-acetylene Cutting
- Equipment for Oxy-acetylene Cutting
- Safe Handling of Welding Gases
- Safety Precautions in Oxy-acetylene Cutting
- Techniques for Oxy-acetylene Cutting

**PRACTICAL APPLICATION OF OXYGEN-ACETYLENE METHOD OF CUTTING: 12 Hours**

- Objectives
- Construction and Nomenclature of Cutting Equipment
- Setting Up Equipment
- Oxy-acetylene Cutting Techniques
- Practical Application and Students Projects
- Safety Precautions and Fire Prevention

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	30	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna mathis

**INTRODUCTION UNDERWATER WELDING AND CUTTING: 24 Hours**

- Objectives
- UW Welding/Cutting Equipment
- UW Welding and Cutting Technique
- UW Cutting and Welding Procedures
- UW Welding in the Flat, Vertical and Over-Head Positions
- UW Safety Precautions

**MIXED GAS-SURFACE SUPPLY DIVING: 30 Hours**

- Objectives
- History & Medical Aspects of Mixed Gas Diving
- Mixed Gas Diving Techniques, Procedures and Formulas
- Mixed Gas Decompression and Emergency Procedures
- Treatments
- Mixed Gas Practical Applications
- Introduction to Remotely Operated Vehicle (ROV)
- ROV's Offshore and Inland Applications
- Safety Procedures and Regulations

**MARINE ENGINES AND COMPRESSORS: 16 Hours**

- Objectives
- Application of Diesel Engines in Diving
- Seven Systems Common to All Diesel Engines
- Power Take Offs and Clutches
- Practical Diesel Operations
- Maintenance of Diesel and Compressor
- Trouble Shooting of Diesel Engine and Compressors
- Types of Compressors Used in Diving
- Compressor Calculations (SCFM and PSI Requirements)
- Associated Equipment Used with Diesel and Compressors
- Compressor Maintenance (Practical)
- Set Up of Operations Compressors and Maintenance of Dive Chamber
- Practical Troubleshooting of Compressor Systems
- Air Purity Testing
- Valves Fittings and Components
- Air Schematics

**INDUSTRIAL AND OFFSHORE SAFETY:6 Hours**

- Objectives
- US Coastguard Regulations
- General Industry Safety
- Offshore Safety
- Basic Crane Safety
- Survival Offshore
- Riser Clamp and Riser Setting
- Pipeline and Bottom Working Applications

**IN WATER CONDITIONING: 10 Hours**

**EMPLOYMENT ASSISTANCE: 5 Hours**

- Resume Preparation
  - Final Job Search
- \*IDI does not guarantee employment post-graduation, however, job listings are posted and updated weekly of openings in the Commercial Diving Industry and a directory of Diving Companies is available to students. The admin staff helps the students with instruction of resume writing, fine tune interview skills and help with job search for placement.

**Book Requirements**

- Commercial Diving Training Manual 6<sup>th</sup> Edition (ISBN 978-1-930536-95-1)
- ADCI Commercial Diver Logbook (ISBN 0-941332-89-6)

**Advanced Training Programs**

Admission to the advanced training programs requires enrollment in the full curriculum or possession of a current Air/Mix Gas Surface Supplied Commercial Diver Certificate recognized by IDI.

**Advanced Programs Offered**

- DCBC Unrestricted Diver
- Underwater Welding
- Underwater Burning
- Underwater HAZWOPER/HAZMAT Technician
- ROV: Remote Operated Vehicle

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher		
Revision No:	025	Date:	Page	31	of	40	Written by: Lisa McDonough
		01/13/2020					Revised by: Kyna Mathis

**Diving Certifying Board of Canada (DCBC)**  
**Program cost: \$7,900**

**200 Hours – 4 weeks**

The course objective is to train and certify divers in the international diving industry. The instructor systematically guides the diver through the program by beginning with the basic modular through successful completion of the entire 200 hour/4 week program. This program is taught on a dive boat in Lake Murray Marina in Irmo, South Carolina.

This program is taught of augment to the Air/Mixed Gas Surface-Supplied Diver program, graduates of which may receive up to 640 hours of credit toward DCBC Unrestricted Diver. This program begins with classroom instruction and follows with practical exercises to enable students to comply with the training requirements described in CSA-Z275.4 Competency Standard and the CSA-Z275.5 Occupational Diver Training Standard by the Diver Certification Board of Canada (DCBC).

A non-IDI student must provide documentation that they have completed an accredited dive program, and must pass a comprehensive test (at no charge) to qualify.

A former IDI student who has certified documentation in their dive logbook meeting all DCBC requirements may register to receive a DCBC Unrestricted Diver card at a cost of \$1,500. Student housing is available for the course at no additional cost.

Certifications received at completion of the training program:

- Certificate from International Diving Institute
- Unrestricted Diver Certification from the Diver Certification Board of Canada (DCBC)

**Underwater Welding**  
**Course cost: \$4,900**

**80 Hours – 2 weeks**

The course objective is to train and certify divers in underwater wet welding.

The instructor systematically guides the diver through the course by beginning with the basic modular through successful completion of the entire 80 hours (2 weeks) program.

Welding at ambient pressure with the welder/diver in the water without any mechanical barrier between the water and the welding arc. (Wet welding)

The diver is required to pass a Welder Performance Qualification (WPQ) to AWS D3.6:2017 Code (Class B) for Under Wet Welding. The WPQ testing will be witnessed by a Major Class Society Lloyds Register (LR).

The Specification for Underwater Welding Standard (ANSI) is used for class room training and testing. There are four weld classes (A, B, C, and O) they encompass the range of quality and properties.

Certification received at completion of the training program:

- Lloyds Register; Welder Performance Qualification AWS D3.6:1999 Code
- Certificate from International Diving Institute and AWS

**Underwater Burning**  
**Course cost: \$2,500**

**40 Hours – 1 week**

The course objective is to train and certify divers in underwater Burning/Cutting.

The instructor systematically guides the diver through the course by beginning with the basic modular through successful completion of the entire 40 hour/1 week program.

Burning virtually all metal and other materials by cut, burned, pierced or melted with BROCO Underwater Ultrahemic System at ambient pressure. The diver is required to pass a Burning Performance Qualification and Pass the Safety/Operations Test through the BROCO Manual, the test will be witnessed by a certified Instructor.

The specification for Underwater Welding and Cutting Standard Z49.11-88 (ANSI) by AWS is used for classroom training and testing.

Certification received at completion of the training program:

- Certificate from International Diving Institute and AWS/ANSI

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher	
Revision No:	025	Date:	Page	32	of	40
		01/21/2020			Written by:	Lisa McDonough
					Revised by:	Kyna Mathis



**Hazardous Waste Operations, Emergency Response and Hazardous Materials Technician  
HAZWOPER/HAZMAT Technician/Contaminated Water**

**40 Hours – 1 week**

**Course cost: \$1,500**

Hazardous Waste Operations and Emergency Response and Hazardous Material Technician Course.

OSHA approved course- 40 Hours (1 week) training to meet the core competencies for Hazardous Materials Technician and On-Scene Incident Commander as outlined in OSHA 1910.120 Hazardous Waste Operations and Emergency Response and the educational competencies referenced in NFPA 472-Professional Competence of Responders to Hazardous Materials. Along with full curriculum concerning land-based hazmat incidents, this International Diving Institute Course also covers core principles concerned specifically with underwater hazmat environments and the aspects of hazmat diving.

Certification received at completion of the training program:

- Certificate from International Diving Institute for Contaminated Water Diver

\*Scuba certification required for course. Having a full face and dry suit is preferred.

**ROV Pilot and Technician**

**171 Hours – 4 weeks**

**Course cost: \$8,500**

Since the 1970's remotely operated vehicles (ROV) have been used by private sector companies to perform inspection underwater, reducing the risk to divers in potentially dangerous situations. Now this technology is available mainstream, and companies around the world are hiring ROV pilots and technicians. This training course exceeds IMCA R002& R005 standards for basic entry level training requirements for personnel entering the ROV industry.

The following subjects are covered:

- Obstacle avoidance sonar (Imagenex 855 675khz)
- Phantom HD 2 ROV
- Practical hydraulics training
- Fiber Optic training
- Electrical test equipment
- Tether retermination
- Practical hands-on piloting
- Inspection techniques and report writing
- Video Commentary and DVD editing
- VHF radio operation
- Manipulator exercises
- USBL ROV tracking system
- Wreck survey
- Diver Support
- Pipeline survey
- Evidence Location, Recovery
- Side-scan sonar

Certification received at completion of the training program:

- International Diving Institute certificate for training that meets or exceeds IMCA (International Marine Contractors Association) recommendations

**Financing**

All advanced programs must be paid in full before class begins, payment may be made by cash, check or credit card (Amex, Visa, MasterCard). Private education loans are accepted for advanced programs as well. Loan funding must be completed prior to the start of the advanced course.

\*Refunds- As per the Refund Policy found on page 9 and 10

**Standards of Progress**

The written portion of the Underwater Welding and Underwater Burning core programs must be achieved in the Air/Mixed Gas Surface Supplied Diving course prior to the advanced certifications taking place. Students must achieve over 75% on the written portion to enter the course and have attained an ADCI card. The students are graded on a practical grade sheet to monitor their progress.

The HAZMAT course is completed by a written test which students must achieve 75% to pass the course; if a student fails they will be rolled back to the next class.

The ROV Pilot and Technician course progress is assessed weekly by written test which students must achieve 75%; if a student fails they will be rolled back to the next class. The course is completed by a written test which students must achieve 75% to pass the course; if a student fails they will be rolled back to the next class.

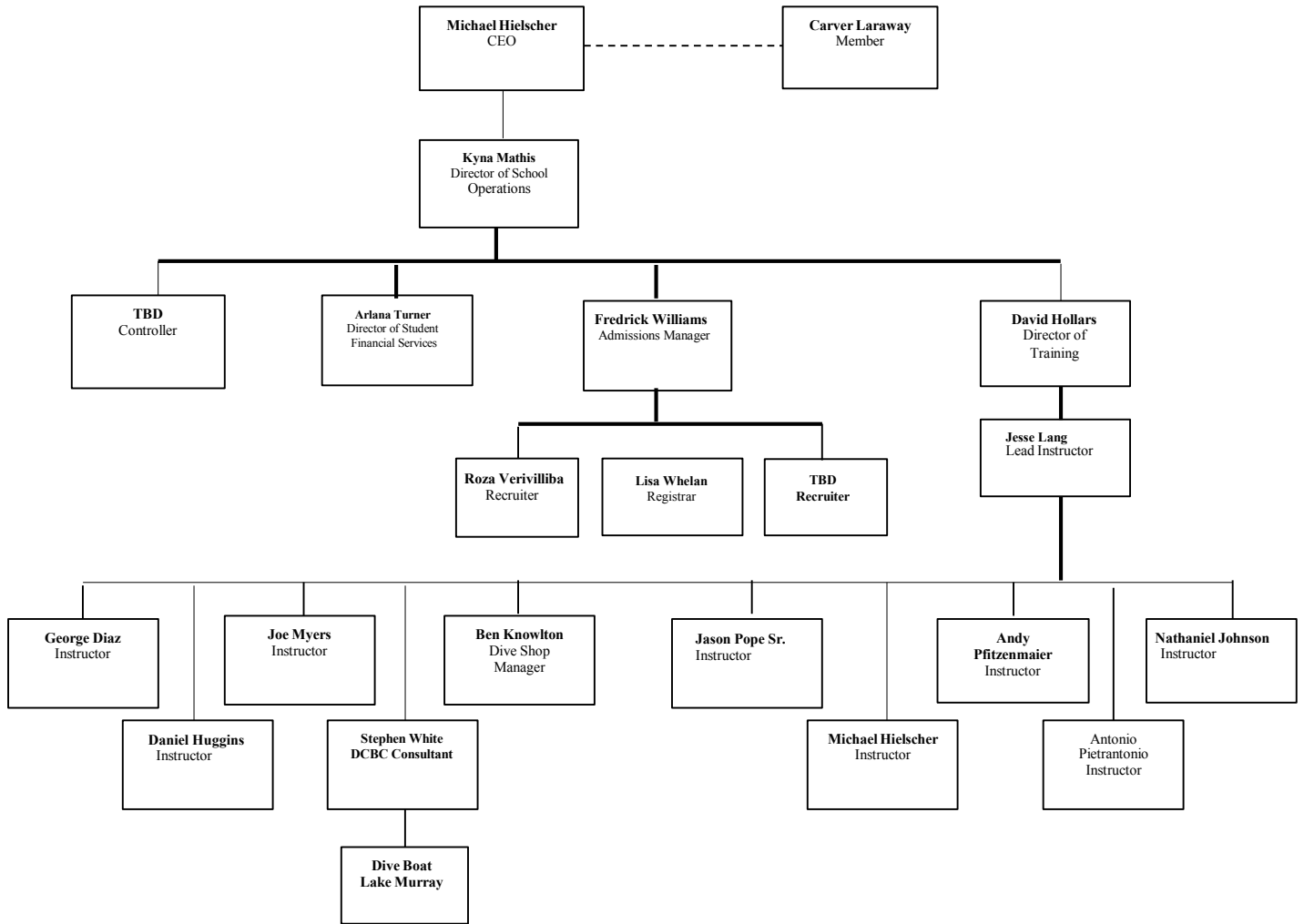
**Attendance Policy for Advanced Classes**

A student must attend 100% of the total hours of the program to graduate. Any missed time must be made up within prior to the student's scheduled graduation date. With CEO approval, the student may be permitted to make up missed time after the published graduation date. This is an exception only made on a case-by-case basis and after the CEO's careful review and approval.

Graduation from any program at IDI must occur within 150% of the published program length.

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	33	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

# International Diving Institute Organizational Chart



Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	34	of 40
		01/13/2020		Written by:	Lisa McDonough
				Revised by:	Kyna Mathis

## Owners/Board Members

### **Michael Hielscher, CEO, and Board Member**

Mr. Hielscher is a co-owner and CEO of IDI. He attended Technical College/University, Roskilde Denmark and earned a degree in Mechanical Engineering in 1983. He entered The Royal Danish Navy in 1983 and served as a Senior Diving Instructor and Assistant Chief Instructor. After military services, Mr. Hielscher continued his diving career in the North Sea as a Saturations Diver and Supervisor for Inshore Marine Service A/S in Denmark. Mr. Hielscher transferred to The Gulf of Mexico where he worked as a Saturation/Mixed Gas Diver for Global Divers International, and Cal Dive International. Mr. Hielscher has over twenty years of offshore diving and supervising experience, before joining the *International Diving Institute, LLC*. Mr. Hielscher is certified as: Bell Saturations Supervisor (IMCA), 1990; Air Supervisor (IMCA), 1990; Navy Diving Supervisor, Bell Saturation Diver (IMCA), 1987; NDT – Det Norske VERITAS (DNV), 1988; UW Welding – UW Blasting, 1986; and Safety Offshore Certification, 1989. Mr. Hielscher speaks Danish, Swedish, Norwegian, German, and English. He is currently working as a consulting Dive Superintendent for offshore diving companies to include Deep Marine Technology (DMT), 2-W Diving and Bisso Marine.

### **Carver Laraway, Member**

## Administration Staff

**Kyna Mathis, Director of School Operations**

**Fredrick Williams, Admissions Manager**

**Arlana Turner, Director of Student Financial Services**

**Roza Veavilliba, Recruiter**

**TBD, Recruiter**

## Faculty

**Jason Pope Sr., AWS Certified Welder**

**Stephen White, DCBC Consultant, DCBC Unrestricted License**

**David Hollars, Director of Training, ADCI Diver/Supervisor, Advanced Open Water SCUBA and Nitrox License**

**Jesse Lang, Lead Instructor, ADCI Diver, DCBC Diver**

**Andy Pfitzenmaier, Instructor, ADCI Diver/Supervisor, DCBC Restricted Supervisor License**

**Benjamin Knowlton, Instructor/Dive Shop Manager, ADCI Diver**

**Joe Myers, Instructor, SCUBA Dive Master**

**Daniel Huggins, Instructor, ADCI Diver**

**Nathaniel Huggins, Instructor, ADCI Diver/Supervisor**

**George Diaz, ROV/Life Support Technician, ADCI Diver**

**Antonio Pietrantonio, ADCI Diver/DCBC Diver, CPR AED Certified Instructor**

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	35	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

**2020 Class Schedules**

**\*The Institute reserves the right to reschedule or cancel classes as necessary. Class schedules are subject for review every quarter. In the event of rescheduling or canceling a class, the student will be notified with a phone call and a written notice. The notice will include a confirmation form for the student to return to the school that provides the option to choose another start month or to withdraw from the course.**

**Air/Mixed Gas Surface-Supplied Diving**

Class	Orientation	Start Date	Graduation Date
01/20	January 6, 7	January 8	April 30
02/20	February 3, 4	February 5	May 26
03/20	Mar 2, 3	March 4	June 25
04/20	April 6, 7	April 8	July 31
05/20	May 4, 5	May 6	August 27
06/20	June 1, 2	June 5	September 24
07/20	July 6, 7	July 8	October 28
08/20	August 3	August 4	November 25
09/20	September 8, 9	September 10	January 19, 2021
10/20	October 5, 6	October 7	February 13, 2021
11/20	November 2, 3	November 4	March 13, 2021
12/20	November 30, Dec. 1	December 2	April 8, 2021

Minimum of 3 students per class, maximum of 25 students per class Registration includes administrative paperwork, dive physicals, issue of dive gear and books

**Underwater Wet Welding**

Start	End
Jan 21	Feb 03
Feb 18	March 02
Mar 16	Mar 27
Apr 14	Apr 27
May 04	May 15
June 1	June 12
June 29	July 13
Aug 03	Aug 14
Aug 31	Sept 14
Sept 28	Oct 09
Nov 4	Nov 18
Dec 02	Dec13

Minimum of 3 students per class, maximum of 8 students per class

**ROV**

Start	End
Jan 21	Feb 17
March 2	Mar 27
Mar 30	Apr 27
Apr 23	May 22
May 4	Jun 1
Jul 013	Aug 8
Aug 17	Sept 14
Sept 21	Oct 23
Nov 2	Dec 2

Minimum of 3 students per class, maximum of 8 students per class

**DCBC Unrestricted Diving**

Start	End
Jan 21	Feb 17
May 4	Jun 1
Jun 24	Jul 22
Jul 21	Aug 17
Oct 19	Nov 16

**HAZMAT**

Start	End
Jan 22	Jan 28
Feb 18	Feb 24
Mar 30	April 5
May 4	May 8
June 8	June 12
July 20	July 24
August 24	August 28
Sept 21	Sept 25
Oct 19	Oct 23
Nov 30	Dec 04

Minimum of 3 students per class, maximum of 12 students per class

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date:	Page	of	Written by:
		01/13/2020	36	40	Lisa McDonough
					Revised by:
					Kyna Mathis

**Underwater Burning**

Start	End
Jan 21	Jan 27
Feb 18	Feb 24
Mar 30	April 3
May 04	May 08
June 08	June 12
July 20	July 24
Aug 24	Aug 28
Sept 21	Sept 25
Oct 19	Oct 23
Nov 30	Dec 4

Minimum of 3 students per class, maximum of 8 students per class  
Due to Holidays not all classes are running Monday to Friday

**2020 School Holidays**

New Year's	January 1
Martin Luther King Jr. Day	January 21
Spring Break	April 10-12
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 7
Veterans Day (observed)	November 11
Thanksgiving	November 26-27
Winter Break	December 23-January 3

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	37	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis

**ACRONYM KEY**

ACDE	Association of Commercial Diving Educators
ADC/ADCI	Association of Diving Contractors International
ANSI	American National Standards Institute
AOT	Advanced Occupational Technology
AWS	American Welding Society
BA	Bachelor of Arts
BS	Bachelor of Science
CEO	Chief Executive Officer
CP	Corrosion Potential
CPR	Cardio Pulmonary Resuscitation
CWE	Certified Welding Educator
CWI	Certified Welding Inspector
DCBC	Diver Certification Board of Canada
DO	Doctor of Osteopathic
DMT	Diver Medical Technician
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOD	Explosive Ordinance Disposal
ERDI	Emergency Response Diving Instructors
FACEP	Fellow of the American College of Emergency Physicians
HAZ-MAT	Hazardous Materials
HSE	Health and Safety Executive
IDI	International Diving Institute
IMCA	International Marine Contractors Association
KBM-Tec	Kirby Morgan Technician
MHRD	Masters in Human Resource Development
MPI	Magnetic Particle Inspection
MS	Master of Science
MUSC	Medical University of South Carolina
NAS	Nautical Archaeology Society
NDT	Non-Destructive Testing
NOAA	National Oceanic and Atmospheric Administration
OUPV	Operator of Uninspected Passenger Vessels
OSHA	Occupational Safety and Health Administration
ROV	Remotely Operated Vehicle
PSD	Public Safety Diver
SC AHEC	South Carolina Area Health and Education Consortium
SCIAA	South Carolina Institute of Archaeology & Anthropology
SCUBA	Self-Contained Underwater Breathing Apparatus
SDI	SCUBA Diving Instructors
SSI	Scuba Schools International
TDI	Technical Diving Instructors
UHMS	Undersea and Hyperbaric Medical Society
US	United States
USRF	Undersea Research Foundation
UW	Underwater

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher
Revision No:	025	Date: 01/13/2020	Page 38	of 40	Written by: Revised by: Lisa McDonough Kyna Mathis



# International Diving Institute

2340 Avenue F, North Charleston, SC 29405

www.idicharleston.edu

(843) 740-1124

## Dive Equipment/Wear Distribution Checklist

Standard Issue Equipment	Supplier	Product Identifier	Quantity	Unit Price to Student	Total Price to Student
Bailout Whip BW-32ss	Bay-Tech Industries	W/QD	1	\$105.00	\$105.00
Kirby Morgan Hat Liner	Dive Labs	510-754	1	\$120.00	\$120.00
Safety Glasses	Georgetown Mill Supplies	5330	1	\$6.00	\$6.00
Hard Hat Red	Georgetown Mill Supplies	QHR6-RED	1	\$26.00	\$26.00
Boot, Commercial, Steel Toe	Georgetown Mill Supplies	BLK - 86604	1	\$55.00	\$55.00
Gripper Boot	Henderson	NB55Z	1	\$69.00	\$69.00
Highland Compact Din	Highland	HL406	1	\$105.00	\$105.00
F1 Fin	Huish Outdoors	214.22	1	\$170.00	\$170.00
R vest	Northern Diver	ND-RV	1	\$500.00	\$500.00
Welding Gloves	Roberts Oxygen Company	BDWH- Blackout	1	\$15.00	\$15.00
Blackout Welding Hood	Roberts Oxygen Company	TM1000x	1	\$100.00	\$100.00
Lead Soft Weight 5 lb.	Sea Pearls	M5-8	4	\$20.00	\$80.00
AL50 pro	Sea Pearls	VA200-30N	1	\$260.00	\$260.00
Warmflex, 7 mm	Seac	Komoda# MAN 7 MM	1	\$400.00	\$400.00

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher			
Revision No:	025	Date:	Page	39	of	40	Written by:	Lisa McDonough
		01/13/2020					Revised by:	Kyna Mathis



# International Diving Institute

2340 Avenue F, North Charleston, SC 29405

www.idicharleston.edu

(843) 740-1124

## Dive Equipment/Wear Distribution Checklist

Standard Issue Equipment	Supplier	Product Identifier	Quantity	Unit Price to Student	Total Price to Student
Liberia 3.5mm	Seac	Libera 3.5	1	\$300.00	\$300.00
Anatomic Sock	Seac	Anatomic MM.3.5	1	\$30.00	\$30.00
Tekno Hood	Seac	TEKNO MM.5	1	\$45.00	\$45.00
Seal 3mm glove	Seac	Seal 3.5 MM	1	\$58.00	\$58.00
Titanium Folding Knife	Trident	KN03	1	\$45.00	\$45.00
#2 Boat Snap	U.S. Rigging Supply	K-22-2	1	\$12.00	\$12.00
#2 Snap Shackle, Swivel	U.S. Rigging Supply	k-8-2	1	\$22.00	\$22.00
Snap Shackel Lanyard	West Marine	12041224	1	\$15.00	\$15.00
Mesh Life Jacket	West Marine	14115612	1	\$85.00	\$85.00
Mask, Merge	XScuba	MA415BS	1	\$47.00	\$47.00
Standard OPV - First Stage	XScuba	AC395	1	\$20.00	\$20.00
XS Standard Pressure Gauge	XScuba	GA101	1	\$120.00	\$120.00
Yoke Adapter	XScuba	AC370	1	\$40.00	\$40.00
IDI Tshirt, Student	Summerville Signs		5	\$20.00	\$100.00

Publication:	Catalog	24 Ed.	9/2/2014	Approved by:	Michael Hielscher		
Revision No:	025	Date:	Page	of	40	40	Written by: Lisa McDonough Revised by: Kyna Mathis
		01/13/2020					