



# International Diving Institute

## 2020 Catalog

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 North Charleston, SC 29405

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 North Charleston, SC 29405

Dive Station II  
 Lake Murray Marina  
 1601 Marina Rd  
 Irmo, SC 29063

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## 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 28. Published by IDI on 9/29/2020 with Addendum II.

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.

## President David Hollars Biography

David started out as an instructor at IDI back in April 2018. He was promoted to the Director of Training in April 2019. He served in that position until February 2020, when he was promoted to President. David is a native of Boone, North Carolina. He joined the US Navy in July 1986 as a Navy Diver. His duty assignments include the USS Cape Cod, USS Pigeon, and Consolidated Divers Unit. David finished his career in the US Navy as an Instructor at the US Navy's Dive school in Coronado, California in July 1994.

After leaving the Navy in 1994, he started his law enforcement career in Blowing Rock, North Carolina as a Police officer. David finished his law enforcement career from the NC Highway Patrol in July 2016. Upon finishing his career in law enforcement, David found himself full circle, back in the commercial diving industry at IDI.

David has a son, Mason, who is also a graduate of IDI. He is currently employed at Spin-launch in New Mexico.

David plans to make IDI a career where he can contribute not only his diving experiences but life experiences as well. David is a huge proponent of changing lives for the better. He believes many lives have been changed at IDI and he is proud to be a part of that.

## Title IX Coordinator

Title IX Coordinator, David Hollars, President at the International Diving Institute.

The International Diving Institute honors the importance of the Title IX Education Amendment Act of 1972. The Title IX Education Amendment Act of 1972 is defined: No person in the US shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

## 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 x 2427

Canadian Standards Association  
155 Queen St #1300  
Ottawa, ON K1P 6L1, Canada  
1-416-747-412

## 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

**Licensure**

IDI is licensed by the South Carolina Commission on Higher Education, located at 1122 Lady Street, Suite 300, Columbia, SC29201. 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).

**2020 Advisory Board Members**

David Hollars (Chair)	International Diving Institute, President
Kenneth Poindexter	South Carolina Department of Juvenile Justice, Career Developer
Lawrence Rogers	Standard Diving, Diving Operations
Richard Salmons III	Salmons Dredging, Dive Supervisor
Jim Stallsmith	Trident Technical College, Academic Program Director of Welding

**2020 International Diving Committees and Members****Executive Committee Members**

David Hollars, President  
Nathan Johnson, Director of Training  
Glenna Magee, Controller  
Arlana Turner, Director of Financial Aid  
Lisa Whelan, Registrar

**Grievance Committee Members**

David Hollars, President  
Nathan Johnson, Director of Training  
Glenna Magee, Controller (alternate member)  
Lisa Whelan, Registrar

**Readmissions Committee Members**

David Hollars, President  
Nathan Johnson, Director of Training  
Arlana Turner, Director of Financial Aid

**Scholarship Committee Members**

David Hollars, President  
Arlana Turner, Director of Financial Aid  
Lisa Whelan, Registrar

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## **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, 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 meets industry expectations.

IDI's faculty consists of experienced personnel from the inland and offshore diving industry. 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 commercial divers to the ADCI, DCBC and ACDE standards.

## **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. IDI is a private for-profit institution.

## **Facilities**

The corporate office, campus, and dive stations are located at 2340 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**

Campus and Dive Stations  
Monday – Friday 7:00am – 4:00pm

Administrative Offices  
Monday – Friday  
8:00am - 5:00pm

DCBC Dive Boat  
Monday – Friday 7:00am – 5:00pm

## **General Policies**

### **Fraternization Policy**

The International Diving Institute, LLC does NOT tolerate fraternization between students and instructors/employees, on or off the premises under any circumstance, 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 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 any school official 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.

## **Copyright Infringement and Federal Copyright Laws**

The International Diving Institute has a zero-tolerance policy for faculty, staff and students using 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 the President 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, and 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 5 years. IDI official transcripts are retained 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 registrar 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 can 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 a file is prohibited unless permission is given by the President. 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:

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 regarding 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 HIPPA.

## 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.

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/Only VA students need to submit all official college transcript(s)
3. Must be a United States Citizen.
4. Students must pass a Commercial Dive Physical.

**\*NOTE: The ROV Pilot Program does not require students to pass a commercial dive physical. All other programs require an 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 [www.idicharleston.edu](http://www.idicharleston.edu), 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 student is former military, submit DD-214 and all previous college transcript to complete transfer of credit evaluation.
6. Once all documents have been submitted to IDI, an acceptance letter and orientation email will be sent out prior to the start of each class. If start dates or end dates have changed, students will receive a new acceptance letter regarding these changes. They will be notified by all forms of communication from recruiters or registrar, if needed.
7. If the Program is postponed or canceled prior or after a student's enrollment, IDI will notify student of changes. Student may withdraw or continue their application process.
8. Submit to drug testing prior to and randomly throughout the program.
9. Submit to a pressure tolerance test in a recompression chamber, pressed to 60ft for 10 mins.

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 a **DCBC** physical 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, refunds are prorated based on scheduled hours the student attended. 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 a 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. Please contact the recruiter for more information.

### International Students

We are not accepting international students currently. IDI is not approved to issue visas for international students.

### Diver's Personal Logbook

All divers will maintain a personal dive logbook (DCBC Commercial Diver Logbook) 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 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 requires a credential. Regarding card usage and facility access requirements, please contact the U.S. Coast Guard.

Please visit: <https://www.tsa.gov/for-industry/twic> for more information.

**\*Note** View the information on the link above to confirm qualifying or disqualifying factors

### 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
Room and Board (Optional)	\$ 4,400.00

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 can 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.

### Room and Board

Student housing is available for International Diving School students at 1580 Turnbull Avenue Building NH61, North Charleston, SC 29405. It is a 2-story building near the corner of Avenue F and Turnbull 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 and heated, has Wi-Fi, and features a common room; a study room; free in-building laundry facilities, ice machine, microwave ovens and coffee machines.

The dorms are less than 3 miles from Park Circle in North Charleston, SC – a beautiful, urban downtown with restaurants, and parks. Student's Room and Board is \$1100 per month. IDI offers 2 meals per day Monday-Friday (breakfast and lunch) to students living in the student dorms. Our student common area has internet access for student use. 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 Aid 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 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

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 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

\*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 Vocational 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](http://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.

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

### Withdrawal Process

#### 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 school official or Director of Training.

#### 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/timestamp. 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 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 their fund will be processed when the payment is received from the authorizing agency.

#### **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 after 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 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 Administrative 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.

### **Scholarship Policy**

Institutional scholarships are available and may be awarded to qualified students who enroll in the Air Mixed Gas Surface Supplied Diving 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.

The award amount for each scholarship is \$1,000 to be applied towards AMG tuition only. IDI scholarships may be awarded monthly based on confirmed enrollment. Total scholarship funds available will be evaluated on a yearly basis not to exceed \$15,000. 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 applications will be accepted.

#### **Eligibility:**

- Must be enrolled and accepted into the AMG program at the International Diving Institute
- 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
- Institutional scholarships are non-refundable
- Institutional scholarships are non-transferrable
- Student cannot be a recipient of any other IDI discounts
- Institutional scholarships are forfeited in the case of dismissal, expulsion, and voluntary or involuntary withdrawal

#### **Requirements:**

- Student has completed all admissions requirements to gain acceptance to IDI
- Student must explain in 500 words "what Commercial Diving means to you, what are your career goals in Commercial Diving/Maritime industry and how the scholarship will help you achieve your career goals".

The scholarship application and personal statement must be submitted by the 15<sup>th</sup> day in the month the program started. This will be reviewed by the scholarship committee and the student(s) awarded the scholarship will be notified by the Financial Aid office.

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 President, Director of Financial Aid, and Registrar.

### **Scholarship Fund**

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. All scholarship applications can be received by contacting the Director of Financial Aid at the International Diving Institute. All scholarship applications should be sent to the Financial Aid department either by mail or email to [financialaid@idicharleston.edu](mailto:financialaid@idicharleston.edu).

### **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 facilities, 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 due to the delayed disbursement 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.

## Room and Board Refund

### AMG Housing

In the event of withdrawal from the school a housing refund will be calculated monthly. Partial months are not calculated, they are treated the same as if the student stayed in student housing the entire month. For instance, if a student withdraws during the 2nd month of the program, they will be charged room and board for two months and the remaining two months of room and board will be refunded.

### Housing Cost per Advance Course (HAZMAT, UWB, UWW, and ROV)

HAZWOPER/HAZMAT	\$275.00	40 hours – 1 week
ROV (Remote Operated Vehicle)	\$1,100.00	171 hours – 4 weeks
UWB (Underwater Burning)	\$275.00	40 hours – 1 week
UWW (Underwater Welding)	\$550.00	80 hours – 2 weeks
UDCBC (Unrestricted DCBC)	Students are required to obtain their own housing.	200 hours-4 weeks

### Collecting Outstanding Balances

IDI will mail invoices for outstanding balances to student's last known address, attempt phone calls and emails to collect outstanding balances. If outstanding balances are not paid students 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.

### Student Financial Responsibility

IDI Students are responsible to pay for any charges not covered by their financial aid agreements. Non-payment of tuition and fees could result in being turned into collections which could have a serious credit implication. Failure to meet the terms of this agreement may entitle the institute to calls, email or any other forms of communications to affiliates for purposes of billing and collections.

1. Declare the full balance plus late fees, immediately due
2. Refuses subsequent registration of any continue courses of study
3. Consistent with bankruptcy and other applicable laws, without grades, certificates or transcripts are being released until the unpaid balance is paid in full

### 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.

#### 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 we encounter 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 on 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 issues 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 monthly 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 or 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 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 local authorities immediately. Employees and students should address any comments or concerns with compliance with the act to the President.
3. Federal, state, and local law enforcement activities on campus are shared concurrent jurisdictions, mutual aid, or temporary employment contracts.

### **Reporting Emergencies and Crimes**

All members of the institution share responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus, 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 Protocols**

IDI conducts periodic fire and severe weather evacuation drills throughout the year. Students, Instructors and Staff vacate the facilities as per the evacuation plan and gather in designated accountability areas where any school official takes attendance. Once the drill is completed; Students, Instructors and Staff are allowed back into the building. In the event of any live incident, we will follow local emergency management instructions.

If classes are canceled due to an emergency, inclement weather or other unscheduled closure of the institute, students will be notified 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 and/ or Reporting Sexual Assaults**

Sexual assault is strictly prohibited by the institute. The institute'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.

"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 President; 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 reasonable 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 reasonable 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 school official 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 administrative office know where you are and how long you will be there. Stay near a telephone.
- Report any suspicious person or activity to the administrative 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.

**If you are sexually assaulted:**

- Memorize as much detail as possible about the attacker.
- On campus: immediately report the incident to the President. Off campus call 911.
- If you do not want to call the police report the incident immediately upon arrival at the institute to the President.
- 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 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.

**When a rape is reported to the administrative office:**

- The President will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- The President 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 President 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 contact and escort you to an appropriate medical facility.
- The administrative 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 school official will not prejudge you or blame you for what occurred.
- The school official will not release your name to the public or the press.

**When a rape is reported to the President:**

- Upon learning of a rape, the President 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 President 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 President, sanctions may be imposed. If the President 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 President 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 President 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 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

### **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 using 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
- Always keep hands visible
- 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 leave the premises.

### **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:**

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

## Student Services

### Student Resource Center

The resource center maintains a selection of 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 Student Resource Center.

### Tutoring

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

### Resume Workshop

Students will have the opportunity to take a resume writing class where they will learn how to write a resume, cover letters and a reference page, and be advised on entering 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 can leave campus for lunch or have lunch in the student lounge. If a student is living in the dorms, lunch is provided in the cafeteria Monday through Friday.

### Student Residential Assistant

The International Diving Institute strives to provide a safe living environment for our students attending courses. We do this by providing housing that fosters a safe and secure environment where the students can learn and grow. This is accomplished with a Residence Manager (RM) and two Student Residence Assistants (RA). The eligibility requirements are the following: maintain a minimum GPA of 80%, maintain 100% of hours accountable, enrolled in the AMG program without any outstanding admissions requirements, and be a resident in the IDI dorm facility.

#### Job Requirements:

- Serve on call and perform duty functions as established by the IDI Residence Manager or President of IDI to enforce policies, ensure safety, and provide resources from the supply to the residents of the dorm facility.
- Report any safety, health, or behavioral issues to the Residence Manager either by phone/text, via email or in person
- Provide access to student rooms when they become locked out after verifying room assignment.
- Provide access and guidance to emergency response personnel in the absence of the Residence Manager.

#### Termination / Resignation:

- A Student RA may resign at any time for any reason.
- A disciplinary termination may occur for any violation of IDI policies or Student Code of Conduct
- Release from the position will occur automatically upon graduation from the Air/Mixed Gas Diver course.

### Student Code of Conduct

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

Noncompliance may result in disciplinary action that may include suspension or **termination** 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
- 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, or anything that is considered illegal, which a student will be prosecuted for.
- Profanity, abusive language
- Safety Code violations
- Cell phone policy violation
- 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
- 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)
- Leather Steel Toe Boots
- No large tears or holes in clothing
- Neat appearance
- Work Style Denim Pants (NO synthetic material)
- Good personal hygiene
- Long pants, no shorts
- No baggy pants (safety hazard)
- No Jewelry or body piercings on school premise

### **Dive Station Dress Code**

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

- Students will always wear safety gear
- 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**

- 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 can utilize their phones during lunch break.
- If a student violates this policy, he/she may be asked to leave dive station or sign out for the day.

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

### **Medical 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 and 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 must 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.

**\*NOTE: The student must have a medical clearance from the doctor to return to class.**

## 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 always require a student to be alert and have a clear mind. Alcohol and drug abuse are 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. 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 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 to graduate**. Attendance for each student is logged and monitored by the school official daily. 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 withdrawn from the program

*\*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 at 0700, 1200, and 1600; 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.
- Late Arrival – Coming in after designated time for roll call (0700 and 1200), missed time will be rounded up to 15 minutes for make-up time purposes.
- Absent – Not being present in class
- Early Departure – Leaving before the scheduled time of dismissal

## **Makeup Time Policy**

All programs require 100% attendance to graduate; as such, students are responsible for completing all missed work. 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 for class or leave early from class will sign in or out at the front desk. 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 Registrar 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 – 6:00 pm after regularly scheduled classes.
- Missed Time on Wednesdays, student will not be able to attend the session offered on the same day. They can only sign up and attend the following Wednesday makeup session.
- Two (2) hours of missed work can be made up 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 Saturday make-up work session.
- Students are not permitted to attend a make-up session in anticipation of missed attendance.
- Students are not permitted to make-up time after scheduled graduation date.

## **Leave of Absence Policy**

A leave of absence (LOA) is a temporary interruption in a student's program of study however, the student is continuously enrolled. LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance, only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. While IDI encourages students to complete their courses within the stated time frame, IDI 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 student or immediate family member
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).
4. All LOA's must be supported by the proper documentation before approval.

If possible, a student must submit a written request for a 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 Director of Training. If there are exigent 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.

IDI will document its approval decision relative to the leave of absence request in accordance with 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 assessed accordingly for all other programs. If a student requests 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 following 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**

### **Terminated/Expelled Students for Readmissions Process**

Students who are dismissed from the AMG program based on personal decision, terminated, or expelled for any reason (review code of conduct violations on page 16) may return to the program. He or she must submit a letter to the readmission committee stating the "reasons they should be allowed to come back and finish the program they were enrolled in". The readmission committee (consist of 3 members) will review a packet prepared from the students official file that would include all necessary documents to determine this decision. Once the readmissions committee approves or disapproves the re-entry to complete this program, the student will receive a letter by mail and via email. Follow policies steps below.

1. Student must submit a letter to the re-admissions committee for approval.
2. Upon receiving the letter, the committee will discuss attendance, academic, disciplinary, and financial history to determine eligibility for readmissions
3. If the student has completed the midterm and received approval for readmissions, he/she will reenter the program at the next available midterm and finish the program accordingly.

4. If the student did not complete the midterm and receives approval for readmissions, he/she will enter the program with the next available beginning start date.
5. If the student is approved for the readmission process after 6 months past the withdrawal/termination date, he/she must enroll as a new student and complete an application for enrollment (all fees will apply).

Once the student has been approved by the readmissions committee, the student will arrive the day before the next available class start. He/she will complete readmissions all necessary documents that are required for an official enrollment. Director of Training will decide which class the student will join (a case by case situation due to the student's previous enrollment status. Any student that is returning within 6 months must take an assessment test for reentry). Tuition will be calculated on a prorated basis from the point of restart in the program. If the student reapplies after 6 months from termination/ withdrawal, it will be considered a new registration and all fees will apply. If the student is dismissed from the program for violation to our drug/alcohol policy, he/she must provide proof of completing counseling or rehab along with the letter for the readmission committee. Student may provide any documents, which would comply with the readmissions committee final decision.

**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 25 students and a minimum of 3 students. Transcripts are issued upon request providing financial obligations have been met. The first transcript will be issued and given to students on graduation at no charge. If the student is unable to receive in hand, it will be mailed to the address on file. There will be a \$10.00 charge for all additional transcripts, even advance courses.

**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 Director of Training 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, he/she 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.

*\*NOTE: 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		Withdrawal/Passing
W/F		Withdrawal/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.

**Progress Reports**

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

**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 Director of Training 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 Director of Training 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.

*\*NOTE: 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 Director of Training
- If the matter cannot be resolved with the lead Director of Training, upon notice from either the student or the Director of Training, 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

*\*NOTE: 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 Director of Training and President. 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 President within five calendar days of receiving notice of Title IV ineligibility. The written appeal should include the following:

- A personal statement indicating the exigent 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 President 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 if the following conditions are met:

- The International Diving Institute's probationary period of 320 clock hours has not expired,
- The student meets SAP by the end of the 320 clock hours, and
- 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 President. 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 President 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 President will make the final decision

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 President'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 probation if 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 (540/40hours per week = 13.50 weeks), the maximum time frame is 13.5 week's x 150% or 20.25 weeks.

### **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 maybe 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 President.

### **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:

- 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.
- 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.
- 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.
- 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.
- ROV (remotely operated vehicle) instructor's 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.
- 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 possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct, or discrimination. If such an informal discussion is not possible, or the issue is not resolved, then the student should contact the Director of Training or President to try to reach an informal resolution. The student must initiate a complaint no later than fourteen (14) business 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) business days after the notice of informal complaint resolution decision, or if no decision was issued, no later than fourteen (14) business 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 standards of 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.

If 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.
  - 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 Institute). Complainants will receive an acknowledgement of receipt within 15 days.
4. Send To: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N. Street, NW, Washington, DC 20036  
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: This information is posted on the student bulletin board*

#### **Formal/Informal Complaints and Student Grievance Policy – New Revision in progress**

##### **Transfer Credits Process**

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

IDI does not guarantee 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.

##### **Limits on the number of courses or credit hours accepted for transfer or recent coursework completed:**

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, catalog, 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 administrative 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 Director of Training to present evidence such as course description and syllabi are comparable with courses that are being denied transfer. The Director of Training and President review the course documentation. The decision reached by the Director of Training and President is final. The President 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:**

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

**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 President and Director of Training. The testing results are discussed by the Director of Training and President. The outcome and results are recorded by the administrative office 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.

**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. Student Services will make every attempt to contact the graduates provided by the student (phone number, address, email etc.). Withdrawals are documented as incomplete.

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.

An IDI graduate is considered job placed when employed for 30 days in a paid training related field as a commercial diver. Training related is defined by the objective of the program the graduate was enrolled, program length, job title and responsibilities. If he/she is not placed in a related occupation program supporting documents must demonstrate the placement in a training related, the criteria for defining and validation job placement are defined as the following.

- Full Time Placement: Providing training in the commercial diving industry, preparing our graduates for marine constructions entry level divers/tenders, equipment maintenances and any other comprehensive training for the industry. Students develop resume writing skills, can create online profiles on job boards and practice mock interviews.
- Self-Employment Placement: We also have open discussions about being freelance diver, contacting yourself for the dive projects with companies involved in the industry.
- Temporary /Part Time Placement: Encouraging students to generate more experiences for a FT position in the trained filed by working part-time or in a seasonal position
- Continuing Employment Placement: Prior to our training, students may have skills to weld or burn above water. Our AMG program introduces underwater welding and burning to ensure secure topside opportunity in the related field if not as a commercial diver.

**Requirements**

1. Before graduation, students will have an interview with the President 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, such as recent job postings from diving companies, and other commercial diving leads, online notifications from job boards, to assist with employment opportunity.
3. After a graduate has been employed for 30 days, the school requests information via email so the employment can be verified and documented.

The minimum information required to verify employment includes the following:

- Full Time/Part Time or Not Employed?
- Employment start date – Month/Year
- Job Title and/or description of placement
- Name of Employer's company
- Employer's contact Information (phone or email address)

**Procedures**

1. The student emails their hire information to the Student Services.
2. The information received will be added to the statistical data record
3. Employer Satisfactory Survey is emailed to verify student's employment with company and to obtain any feedback for training purposes for dive company.

We provide our accreditation (ACCET) with an annual report of our completion and job placement guidelines to evaluate and improve the performance of the program we have to offer. In addition to this collection of data, we reach out to the employers with a survey with professional feedback for training purposes with our Director of Training



## **Air/Mixed Gas Surface Supplied Diving Program – 640 Hours / 16 Weeks**

### **AMG 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.

### **AMG 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 Irmo, South Carolina. The students are responsible for their own transportation to marina and housing for this program.

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

- Objectives
- The Gas Laws
- Terms Related to Physics
- Buoyancy Principal
- Measuring the Divers World
- Physics Calculations and Formulas
- The Gasses Divers Use
- 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 and Physiology
- Systems of The Body
- Diving Injuries and Psychological Aspects
- Effects of Pressure

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

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

#### **TREATMENT OF DIVER'S ILLNESSES AND INJURIES: 30 Hours**

- Objectives
- Recompression Treatment Procedures
- Practice Treatment Exercise
- Examination of Injured Diver
- Air and O2 Treatment Table

#### **FIRST AID & CPR MODULE I: 16 Hours**

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

**NOXIOUS GASSES IN DIVING OPERATIONS: 2 Hours**

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

**ENVIRONMENTAL HAZARDS OF DIVING: 12 Hours**

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

**HYPERBARIC CHAMBER OPERATIONS and TRAINEE PARTICIPATION IN CHAMGER OPERATIONS: 60 Hours**

- 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

**SEAMAN 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 Helmet

**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 Logbook
- 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
- Operational Considerations
- Safety Considerations
- Inland and Coastal Diving Procedures
- Power Plants
- Pile, Piers and Bridge

**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 Standards for Commercial Diving Operations as set form by ADCI, USG and OSHA
- Use of Logbooks 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
- Hand Tools
- Pneumatic and Hydraulic Tools
- Special Tools
- Dredges and Air Lifts
- Lift Bags
- Inspection of Tools
- Practical Application of Using Tools
- 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 Gasses
- Safety Precautions of 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 Technique
- Practical Application and Students Projects
- Safety Precautions

**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 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 of 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
- Valve Fittings and Components
- Air Schematics

## **INDUSTRIAL AND OFFSHORE SAFETY: 6 Hours**

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

## **PHYSICAL FITNESS / WATER CONDITIONING: 16 Hours**

*\*Note: These additional hours are incorporated in the 640 hours of the program*

## **EMPLOYMENT ASSISTANCE: 5 Hours**

- Resume Preparation
- Final Job Search

**\*NOTE:** 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 except ROV-Remote Operated Vehicle.

## **Advanced Programs Offered**

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

## **Diving Certifying Board of Canada (DCBC Unrestricted) 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, Irmo South Carolina.

This program is taught to augment 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. Students are required to obtain their own housing arrangement for this program.

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 (AWS D3.6M) is used for classroom 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 based on upon passing the Lloyd's Register and the Welder Performance qualification test
- Lloyds Register; Welder Performance Qualification AWS D3.6:1999 Code
- Certificate from International Diving Institute

**Underwater Burning**

**40 Hours – 1 week**

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

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 Ultra-thermic System at ambient pressure. The diver is required to pass a Burning Performance Qualification, 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

**Hazardous Waste Operations, Emergency Response and Hazardous Materials Technician**

**40 Hours – 1 week**

**HAZWOPER/HAZMAT Technician/Contaminated Water**

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

Certification received at completion of the training program:

- Certificate from International Diving Institute for Contaminated Water Diver

**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, V i s a , 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 6 and 7

**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.

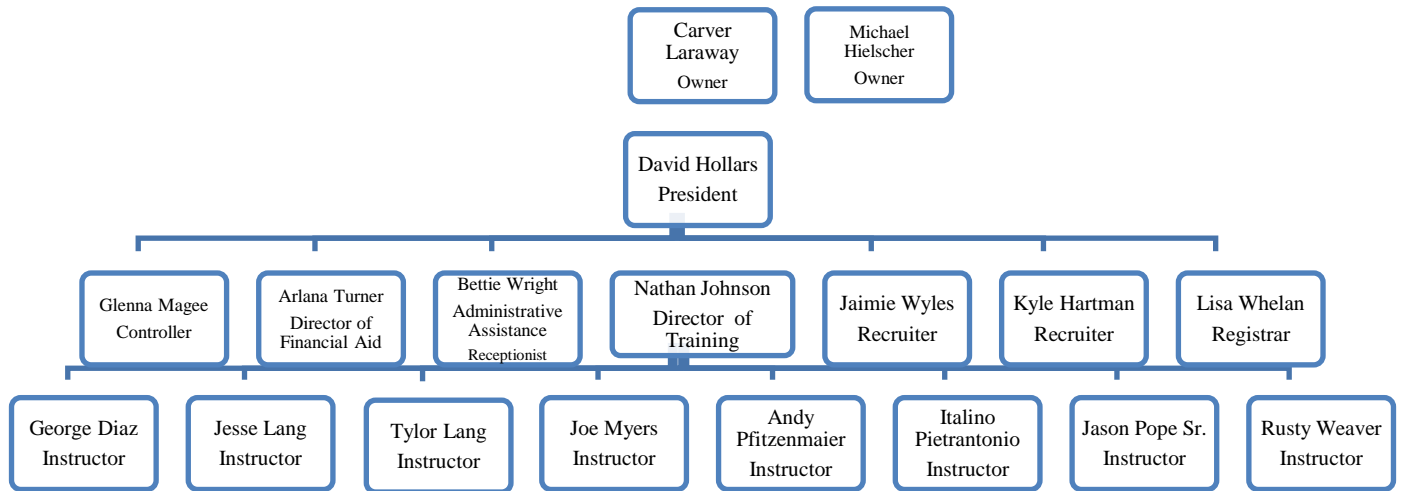
The HAZMAT course is completed by a written test which students must achieve 75% to pass the course; if a student fails, they will be rolled back to the next class.

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 President 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 President's careful review and approval. Graduation from any program at IDI must occur within 150% of the published program length.

# International Diving Institute Organizational Chart





## **Owner/Members**

**Carver Laraway**, *Owner/Member*

**Michael Hielscher**, *Owner/Member*

## **Administration Staff**

**David Hollars**, *President, Instructor, ADCI Diving/DCBC Unrestricted Air Diving Supervisor*

**Kyle Hartman**, *Recruiter*

**Glenna Magee**, *Controller*

**Italino Pietrantonio**, *Residence Manager*

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

**Lisa Whelan**, *Registrar*

**Bettie Wright**, *Financial Aid Assistant*

**Jaimie Wyles**, *Recruiter*

## **Faculty/Instructors**

**Nathan Johnson**, *Director of Training, Instructor, ADCI Diver/DCBC Unrestricted Air Diving Supervisor*

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

**Jesse Lang**, *ROV Instructor, ADCI Diver Supervisor-Nitrox Endorsement, DCBC Restricted Air Diving Supervisor*

**Tylor Lang**, *Instructor, ADCI Diver Supervisor-Nitrox Endorsement, DCBC Restricted Air Diving Supervisor*

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

**Andy Pfitzenmaier**, *Instructor, ADCI Diver/DCBC Unrestricted Air Diving Supervisor, 6 PAK Boat Captain*

**Italino Pietrantonio**, *CPR AED Certified Instructor, ADCI Diver Supervisor-Nitrox Endorsement /DCBC Diver, DMT*

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

**Rusty Weaver**, *Underwater Welding Instructor, Underwater Burning Instructor*

## **Air Mixed Gas/AMG Class Schedule**

**\*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**

September 10	January 15, 2021
October 7	February 11, 2021
November 4	March 13, 2021
December 2	April 7, 2021

\*Subject to change

## **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, 2021

\*Subject to change

## **2021 Class Schedule**

\*Minimum of 3 students per class, maximum of 25 students per class

January 6	April 29
February 3	May 26
March 3	June 24
April 7	July 29
May 5	August 26
June 9	September 30
June 30	October 22
August 3	November 24
August 27	December 22
October 6	February 9, 2022
November	March 9, 2022

\*Subject to change

## 2020 Unrestricted DCBC

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

July 21	August 17
October 19	November 16

\*Subject to change

## 2021 Unrestricted DCBC

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

January 4	February 1
April 26	May 21
July 19	August 13
October 18	November 15

## 2020 HAZWOPER/HAZMAT

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

September 21	September 25
October 19	October 23
November 30	December 4

\*Subject to change

## 2021 HAZWOPER/HAZMAT

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

January 11	January 15
February 8	February 12
March 29	April 5
April 26	April 30
May 24	May 28
June 21	June 25
July 19	July 23
August 16	August 20
September 20	September 24
October 18	October 22
November 8	November 15
November 29	December 3

\*Subject to change

## 2020 ROV (Remote Operated Vehicle)

\*Minimum of 3 students, maximum of 6 students per class

July 27	July 31
August 17	September 16
September 21	October 21
November 2	December 2

\*Subject to change

## 2021 ROV (Remote Operated Vehicle)

\*Minimum of 3 students, maximum of 6 students per class

February 1	February 26
March 1	March 26
April 5	April 30
May 3	May 28
June 1	June 28
July 6	August 2
August 9	September 3
September 7	October 4
October 11	November 5
November 15	December 14

\*Subject to change

## 2020 Underwater Wet Welding

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

October 28	October 9
November 2	November 16
November 30	December 11

\*Subject to change

## 2021 Underwater Wet Welding

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

January 19	February 1
February 15	February 26
March 15	March 26
April 12	April 23
May 3	May 14
June 1	June 14
June 28	July 12
August 2	August 13
August 30	September 13
October 4	November 5
November 29	December 10

\*Subject to change

## 2020 Underwater Burning

\*Minimum of 3 students, maximum of 8 Student per class

August 24	August 28
September 21	September 25
October 19	October 23
November 30	December 4

\*Subject to change

## 2021 Underwater Burning

\*Minimum of 3 students, maximum of 8 Student per class

January 11	January 15
February 8	February 12
March 1	March 5
April 5	April 9
April 26	April 30
May 17	May 21
June 21	June 25
July 19	July 23
August 16	August 20
September 20	September 24
October 18	October 22
November 15	November 19
December 13	December 17

\*Subject to change

## 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
CP	Corrosion Potential
CPR	Cardiopulmonary 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

## Dive Equipment/Wear Distribution Checklist 1

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

## Dive Equipment/Wear Distribution Checklist 2

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