



**Student Consumer Information Guide  
January 2017**

# Divers Institute of Technology's Student Consumer Information Guide

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## **Introduction**

In accordance with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), Divers Institute of Technology (herein referred to as DIT) is required to disclose consumer information regarding its programs, policies, educational resources, and student body. Below, you will find an alphabetical list containing this information, including links to related materials. For additional information, please refer to DIT's Course Catalog, available through the Institute.

### **Contact Information**

To learn more about any of the information included in this guide, or to request a printed copy of the Course Catalog or Annual Security Report, please contact the Admissions Department at [info@diversinstitute.edu](mailto:info@diversinstitute.edu) or 1-800-634-8377.

## **Accreditation and Program Authorization**

### **Accreditation**

DIT is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the United States Department of Education.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)  
2101 Wilson Blvd, Suite 302, Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

### **Program Authorization**

DIT is approved by the Workforce Training and Education Coordinating Board (WTECB). DIT is listed as an Eligible Training Provider enabling eligible students to apply for funding from a variety of State and Federal funding programs, including but not limited to Workforce Retraining and Trade Adjustment Act (TAA) funding.

The School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WTECB at:  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD (WTECB)  
128-10<sup>th</sup> Avenue Southwest, Olympia, WA 98501  
(360) 709-4600  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov) (email)  
[www.wtb.wa.gov](http://www.wtb.wa.gov) (website)

## **Copyright Infringement and Peer-to-Peer File Sharing**

DIT prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code.

Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, 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), especially the FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using DIT's network also will be referred to the Director of Training and be subject to disciplinary sanctions, up to and including suspension from the Institute, under the Regulation of Conduct and Disciplinary Procedures.

These and other policies are part of DIT's "Student Code of Conduct" agreement provided during mandatory orientation.

## **Description of Program**

DIT offers the following full-time, 900-hour (clock hour) program:

### **PROFESSIONAL COMMERCIAL DIVER\***

\*DIT's program is classified by the US Department of Education as "Gainful Employment Programs." See the section on ***Student Outcomes and Disclosures for Gainful Employment*** for statistics and data related to this program.

## **Description of Facilities**

### **General Facilities**

DIT's campus is located at 1341 N. Northlake Way, Seattle, WA 98103 and encompasses more than 28,732 square feet of dock and land-based facilities for water access, moorage of floating craft and submerged diving projects, plus over 12,083 square feet of classroom and office areas.

### **Learning Resource Center (LRC)**

DIT's LRC aims to support the Institute's curriculum, students, and faculty. Students have access to a variety of resources, such as computers and literature relevant to their program. The library also has subscriptions to a selection of major journals and magazines related to the field of commercial diving.

# Drug and Alcohol Policy

## **I. Statement of Policy**

DIT believes that safety is our primary concern. As such, we maintain a Zero Tolerance for the use of certain drugs and for being under the influence of alcohol, as defined and detailed in our Student Drug and Alcohol Policy. We complete drug and alcohol testing consistent with our philosophy of safety and with our policy.

## **II. Applicable Legal Sanctions**

The purchase, possession and use of certain drugs are crimes under Washington state law (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone younger than 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

## **III. Health Risks**

Numerous health risks are associated with the use of certain drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of certain drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

## **IV. Available Services**

Students seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Registrar.

## **V. Sanctions**

Disciplinary sanctions will be imposed on students for violations of DIT's policy governing use of drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

## **VI. Further Information**

For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact the Registrar.

## **Faculty**

### **John Paul Johnston, Executive Director**

[jpjohnston@diversinstitute.edu](mailto:jpjohnston@diversinstitute.edu)

Mr. Johnston became the Executive Director of the Divers Institute of Technology in upon his retirement from the U.S. Navy where he served as an enlisted Saturation Diver

and Diving Officer. During his distinguished 30-year career, John Paul was a member of the Navy's deepest diving team, reaching a depth of 1800fsw at the Navy Experimental Diving Unit in Panama City, FL and participated in several major diving and salvage projects. He commanded one of the Navy's largest diving and salvage ships, the USS ENDENTON (ATAS - 1). While in command, the ENDENTON conducted the first efforts towards salvaging pieces of the Civil War Ironclad USS Monitor. Additionally, he completed several assignments involving research, development, testing and evaluation of new diving equipment and systems.

### **Raymond "Boy" Kayona, Director of Training**

[bkayona@diversinstitute.edu](mailto:bkayona@diversinstitute.edu)

Boy was born and raised in Scottsdale, AZ and came to DIT in April 2013 after retiring from 26 years of service in the U.S. Navy and various supervisory roles in the diving industry. Boy joined the Navy shortly after graduating high school and became a diver, serving his last 11 years as a Master Diver. Boy's naval diving experience includes 13 years of Underwater Ships Husbandry and 10 years of Special Operations. One of his most memorable experiences as a Navy Master Diver was planning and managing the Navy's first-ever high altitude, deep water UXO (unexploded ordnance) recovery operations using mixed-gas rebreathers. Boy's educational background includes an A.S. in Marine Technology (with a concentration in Homeland Security) and a B.A. in Psychology. He is also a licensed paramedic in British Columbia, Canada. In addition, Boy has extensive experience and training in hyperbaric medicine including the treatment of divers, aviators, and wound care patients. On the commercial dive side, Boy has worked as an Operations Manager for a commercial dive company owned by a Native American tribe, and he served as diving supervisor for many UXO operations with another commercial dive company. Most recently, Boy has served as a diving safety consultant for the Washington Department of Natural Resources.

### **Mike "Doc" Redeen, Assistant Director of Training**

[mreedeen@diversinstitute.edu](mailto:mreedeen@diversinstitute.edu)

Originally from Missoula, Montana, "Doc" graduated from the Naval Diving and Salvage Training Center (NDSTC) in Panama City, Florida and spent 26 years active duty in the U.S. Navy. His Naval career included experience as a Diving Independent Duty Corpsman and took him all over the Western Pacific, Philippines, Florida, Hawaii, Connecticut, Guam and Virginia. As an Instructor, Mike enjoys passing on his knowledge and experience to the next generation.

At DIT, Doc has instructed in physics, medicine, chamber, intro to lightweight, HeO2, deep dives, midterms and finals. Doc recommends that future divers take initiative, have a good attitude, be willing to learn and practice using their "two eyes, two ears, and one mouth" to be successful in the industry.

## **Nick Crivello, Director of Placement**

[ncrivello@diversinstitute.edu](mailto:ncrivello@diversinstitute.edu)

Nick was born and raised in the suburbs of Dallas, Texas. He attended University of Texas at Austin and began a career in education that has included administrative work at an alternative high school in Austin, Texas; teaching English in Tainan, Taiwan; and organizing logistics for a teacher training program in San Antonio, Texas. Nick joined the Admissions team at Divers Institute in October 2008. In 2015, he took over as Placement Director. If you are a graduate of DIT and need help finding employment in the dive industry, give Nick a call (206-582-5343) or email.

## **Instructors and Program Support Staff:**

Jim Bernacki  
Randy Busby  
Scott Carden  
Britt Coates  
Steve Coleman  
Jason Conover  
Jake Dow  
Darren Evers  
Sam Green  
Neil Hansen  
Mike Hemion

Doug Irish  
Mike Kleinfelder  
Jason Lott  
Bill McGilton  
Fred McGuckin  
Andre Ninaud  
Joshua Oxley  
Bradley Peterson  
Robert Roe  
Jeffrey Stiefel  
Swavek Wozniak

## **Administrative Staff:**

The Administrative staff at Divers Institute of Technology does everything in its power to help students succeed at DIT. Please feel free to contact the office with questions regarding commercial diving, enrollment in the school, financial aid, placement, or any other questions about DIT.

Katy Everson – Director of Admissions  
Miranda Sanchez – Admissions Specialist  
James Sylvester – Admissions Specialist  
Katy O'Neal - Admissions Specialist  
Keaton - Admissions Specialist

Caycee Clark – Director of Financial Aid  
Shannon Bartlett - Financial Aid Administrator/ VA Certifying Officer  
Tammy Quichocho - Financial Aid Administrator

Kelsey Badion – Website and Social Media Coordinator  
Michelle Perrigo – Training Department Administrator & DCBC Assessments  
Nikki McElwain– Administrative Coordinator, Front Desk  
MacKenzie George – Front Desk/Administrative Assistant

Lynda Sharp - Registrar

Nanette Rohrbaugh – Director of Finance & Human Resources  
Freddie Perez - Accounting Specialist, Student Accounts Services  
Monette Gaither – Accounts Payable Specialist  
Jeff Chinberg – Staff Accountant

## **FERPA**

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

The Act grants specific rights to students:

- The right to inspect and review their education records
- The right to seek amendment to those records and, in certain cases, append a statement to the records
- The right to limit disclosure of personally identifiable information contained in their records
- The right to file a complaint with the U.S. Department of Education

Students must fill out, sign, and submit a “Student Consent for Release of Records” in order to allow anyone other than themselves access to their education record (including information about tuition payment, grades, registration, and more). This form is available in the Registrar’s office.

## **Financial Aid Information**

### ***Types of Aid Available***

The following are terms and conditions of Title IV and Other Loans, which are available at DIT for those who qualify:

#### **Federal Loans**

Federal Loans are funds that you must repay. The Federal Loan programs offer a secure, government-regulated, and reasonably affordable way to invest in yourself and your goal of a higher education. Even though some loans are based on financial need, there are programs available to all federally eligible students regardless of income. Types of loans include Direct Stafford Loans and PLUS Loans (for Graduate Students or Parents of Dependent Undergraduate Students).

#### **Grants**

Grants are available on the basis of financial need and do not have to be repaid. Grant funds are available through the Federal Government, the State of Washington, the

Washington Student Achievement Council, and the Washington State Board for Community and Technical Colleges. Grants are awarded to students who demonstrate the greatest financial need.

### **Outside Scholarships**

Scholarships are usually monetary awards given to students by an organization or donor to help pay for the students' education. Students must meet the organization's or donor's criteria, which may entail pursuing a certain program of study, demonstrating financial need, or being an exemplary student. You do not have to repay scholarship funds. Each scholarship usually requires a separate application.

### **Institutional Scholarships**

\$1000 awarded per graduating class. The Top Student in each class is awarded one of the these three scholarships each month: **The Kevin Griffith Memorial Scholarship, The John Manlove Scholarship, or The Robert Radecki Scholarship.**

### **Private Loans**

Private loans are often referred to as private educational loans and/or alternative loans. Alternative loans are credit-based loans that can assist in bridging the gap between the actual cost of your education and the amount of your other financial aid funds. Private loans are offered by private lenders and should only be considered after exhausting all other sources of funding, including federal loans and grants. More information is available at <https://www.diversinstitute.edu/financial-aid/> on our Financial Aid webpage.

### **Veteran Affairs Educational Benefits**

It is part of the mission of DIT's Financial Aid Office to serve the needs of individuals who are eligible for Veterans Affairs educational benefits. Staff members are available to assist veterans, veterans' dependents, and others eligible for educational benefits in addressing problems or answering questions regarding benefits, certification, or other matters relating to VA benefits. You must apply at <http://www.gibill.va.gov> to be eligible for VA education benefits. For more information, please contact the Financial Aid Office at 1-800-634-8377.

### ***How to Apply for Financial Aid***

To apply for financial aid, students submit the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. The FAFSA collects financial data and other information that is used to calculate the Expected Family Contribution (EFC) that ultimately determines a student's eligibility for aid. The Federal School Code for DIT is **011481**. For more information visit <http://www.diversinstitute.edu/admissions/application-process/>

### **Financial Aid Eligibility**

All financial aid recipients must meet the following minimum requirements:

- Be a citizen of the United States or an eligible non-citizen
- Have a high school diploma or GED
- Have a valid Social Security number

- Be enrolled in an eligible program
- Not owe a repayment on a Federal grant or be in default on a Federal student loan
- Be registered with Selective Service (required if male)
- Attend a Title IV-approved institution
- Be working toward a degree or a certification program
- Be making Satisfactory Academic Progress

### ***Financial Aid Disbursement of Loans***

Financial aid funds are applied directly to your student account. The first disbursement to your account depends on the type of loan and what the loan is needed for. Speak to your Financial Aid Administrator for specific information. The second disbursement is made at midpoint of the program. Both disbursements are subject to the school's Satisfactory Academic Progress policy.

### **Refunds to Students (or Stipends)**

For those students that are scheduled to have a credit balance (the amount of financial aid exceeds the total cost), stipend checks begin going out to eligible students and parents (in the case of Parent PLUS Loans) after students complete 30 hours of classroom time.

### **Reducing or Canceling a Loan**

You have the right to cancel all or part of the Stafford Loan (or Parent PLUS Loan) funds that have been applied to your tuition/fees bill.

If a stipend check was issued to you from loan funds, we will not be able to cancel or reduce your loan unless the stipend check is returned to the Student Account's Office. If you would like to reduce or cancel the Stafford Loan (or Parent PLUS Loan) that was applied to the tuition/fees bill, you must submit a written request to the Student Financial Aid Office. You have 14 days from the date of disbursement to submit a request to cancel or reduce your loan funds.

If you have any questions about your financial aid or the loan cancellation process, please feel free to come into our office to speak with a Financial Aid Administrator.

## **Terms and Conditions of the Direct Loan Program**

For the most current interest rates, please visit:

<https://studentaid.ed.gov/sa/types/loans>

or contact the DIT Financial Aid Department. All first time borrowers of Direct Subsidized and Unsubsidized loans are required to complete loan entrance counseling so that you are made aware of all of your rights and responsibilities. Please visit [www.studentloans.gov](http://www.studentloans.gov) to complete loan entrance counseling. ***If you do not complete entrance counseling, you will not receive any Direct Stafford Loans.***

## **Consumer Information: Student Rights and Responsibilities**

It is important for students to be aware of their rights and responsibilities regarding applying for and receiving financial aid funds. Please also note that financial aid eligibility is determined in accordance with federal, state, and institutional regulations, and is subject to adjustment or cancellation in the event of changes to these regulations.

# **Financial Aid Penalties for Drug Law/Legal Violations**

## **Drug Law Violations**

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to

<http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp#> to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

## **Civil Commitment for Sexual Offenses**

A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell grant.

## Cost of Attendance

This section lists the total cost a student would incur to complete a program within the normal length of time indicated by the Institute, including tuition\*, fees, and additional living expenses.

As with most institutions, at DIT, the responsibility for funding education rests first with students and their families. Students are expected to meet a portion of their expenses from earnings and savings, while parents are expected to contribute according to their financial responsibility as determined by federal formula. To assist you and your family with the planning process, DIT provides budgets showing expected living costs while in school.

### Cost of Attendance Budget

<b>Divers Institute of Technology</b>	
<b>Tuition*</b>	\$25,900
<b>Room and Board</b>	\$8,400
<b>Travel</b>	\$1,268
<b>Personal and Miscellaneous</b>	\$2,592
<b>Gear and Physical**</b>	\$5,083**
<i>** (as of Class 109-16, starting Sept. 15, 2016)</i>	
<b>Total Cost of Attendance</b>	\$43,243

Budgets include the following:

- Full-time tuition and fees
- Allowances for books and supplies (Gear), room and board (or rent), food, and utilities
- Personal, transportation, and miscellaneous expenses

Except tuition and fees, all costs are based upon average expenses for most students. DIT uses a modest, adequate living allowance to provide for reasonable expenditures. Each student's lifestyle determines how much his or her own actual cost of attendance will be; however, the amount of financial aid you receive cannot exceed the total cost of attendance budget noted in the above chart.

Tuition and a list of fees are also available on the website at <http://www.diversinstitute.edu/consumerinformation/netpricecalculator> and in the course catalog.

\***Note:** Tuition is subject to change with a minimum of six months' notice.

### Median Loan Debt

This section lists the median loan debt incurred by students in the 2014-2015 school year by federal student loans, institutional financing, and private educational loans. DIT lists this information as an average of all students who received aid for a given year rather than by individual program:

Award Year	Title IV	Private Loans	Institutional Financing Plans
2014-2015	\$7926	\$19626	\$5277

### Net Price Calculator

The Higher Education Opportunity Act of 2008 (HEOA) defines net price as the net price for first-time, full-time degree- or certificate-seeking students. For DIT's Net Price Calculator, please visit DIT's website at <http://www.diversinstitute.edu/about/student-guide/calculator/> to view the following information online.

#### Professional Commercial Diver Cost of Program

Tuition & fees:	\$25,900
Gear and Physical (as of 9/15/16):	\$5083
Room & Board:	\$8,400

#### Length of Program

<b>Intended time to complete:</b>	28 weeks
% of graduates who completed on time ( <i>209 graduates of 288 students in IPEDS cohort from Sept. 2012-Aug. 2013 completed within 150% of program length</i> ):	73%

## Employment

<b>Jobs related to this program:</b>	
•Commercial divers (49-9092)	O*NET
Job placement rate (166 placed out of 188 students available from June 2013-May 2014)	88%

In addition, net price information is available on DIT's College Navigator profile on the U.S. Department of Education website at <http://nces.ed.gov/collegenavigator/?q=divers+institute+of+technology&s=all&id=235088>

## Return of Title IV Funds

DIT's Tuition Refund Policy operates independently from the Return of Title IV and State Funds Policy required for all financial aid recipients. For a full description of the Return of Title IV Funds policy, Please refer to your Enrollment Agreement or the DIT Student Catalog.

## Institutional Refund Policy

See the "School Refund Policy" section of the current DIT Catalog for more information.

## Withdrawal from the Institute

If at any time a student decides to leave DIT, it is absolutely necessary for him or her to make an appointment with the Financial Aid Office for an exit interview prior to leaving DIT. This applies to students who are withdrawing and/or transferring to another institution. Failure to meet for an exit interview may increase the risk of defaulting on student loans. Students who withdraw may be subject to the return of Title IV Funds.

## Entrance Counseling and Exit Counseling

Federal regulations require students to complete loan counseling prior to receiving their first disbursement and prior to leaving school. DIT encourages students to complete this requirement online.

- Entrance Counseling - <https://studentloans.gov/myDirectLoan/index.action>
- Exit Counseling - <https://studentloans.gov/myDirectLoan/index.action>

## Satisfactory Academic Progress for Financial Aid

DIT's policy on Satisfactory Academic Progress (SAP) for Financial Aid covers guidelines for students on academic warnings, the process on appeals for students, and the process for re-establishing financial aid eligibility (if financial aid payments are put on hold due to SAP violations). DIT's SAP policy can be found in the DIT student catalog. A student may not be on SAP violation and receive Federal funds. All Federal financial aid

disbursements will be placed on hold in the event of SAP violation and will resume at the time the student reestablishes SAP eligibility.

### **Verification**

Federal regulations require institutions to confirm, via a standardized verification process, the accuracy of the information provided by students on their Free Application for Federal Student Aid (FAFSA) in order to ensure that students receive all the financial aid to which they are entitled. At least 30% of students who apply for financial aid assistance are selected for verification.

In order to receive Federal Financial Aid, students that are selected for verification are required by the U.S. Department of Education to provide proof of prior year income to ensure that the information they submitted on the FAFSA is accurate. Proof will be required in the form of an IRS tax transcript (tax filers) or linking your prior year IRS data directly to your FAFSA (via the IRS data retrieval tool that FAFSA makes available); W2s (tax filers and non-tax filers) and more. As each student's situation is different, if you are selected for verification, a DIT Financial Aid Administrator will reach out to each student individually to communicate the specific documents that are necessary to complete verification. After the verification process, awards may be reduced due to a change in the Expected Family Contribution (EFC), via corrections that were necessary to make on the FAFSA. Students will be notified of any changes to their financial aid award.

### **Study Abroad**

DIT does not offer study abroad programs at this time.

### **Student Athletes**

DIT does not participate in federally-regulated college athletics programs, thus the requirements for student athletes who receive financial aid are not applicable to the Institute.

### **Employment**

Federal regulations require schools to disclose the terms and conditions of any employment that is part of a financial aid package. Divers Institute of Technology does not participate in employment as part of a financial aid package.

### **Preferred Lenders**

DIT does not have any preferred lender arrangements.

For additional information regarding consumer information related to student financial assistance, please visit <http://www.diversinstitute.edu/financial-aid/> or <https://www.diversinstitute.edu/programs/commercial-diver/disclosures/> or email [info@diversinstitute.edu](mailto:info@diversinstitute.edu) or call 1-800-634-8377.

# **Institutional Mission**

## ***Mission***

To provide advanced technical training that produces the most qualified, skilled professionals in the constantly evolving underwater marine industry.

## ***Philosophy***

The course of instruction at DIT is built upon two uncompromising principles designed to benefit you. The first principle is that you will be trained in all phases of commercial diving, with an unyielding commitment to safety. Our belief is that student safety during training is of the foremost importance. Our program is designed to train and test each student's abilities, resourcefulness, and capability to insure achievement.

The second is that you will prepare for gainful employment and advancement in the commercial diving industry. The training you'll receive with us will prepare you to enter the commercial diving industry with confidence and the required professional expertise to meet the many demands confronting a commercial diver today and in the future. You'll be prepared not only for job entry, but for career advancement as well.

You will also train in the natural environment - meaning you will learn to dive in the open water, not in tanks. This is a valuable advantage. In addition, you do not have to be a scuba certified in order to enroll. At DIT, you will find the unbeatable combination of recognition of international standards, dive training expertise, commitment to safety, and worldwide industry connections.

## ***Financial Aid Code of Conduct***

In response to the enactment of the Higher Education Opportunity Act in August of 2008, DIT Financial Aid Office has adopted the National Association of Student Financial Aid Administrators (NASFAA) Code of Conduct to help ensure ethical behavior and the highest level of professional practices. All DIT staff members responsible for the administration of federal and private educational loans are subject to the guidelines within the NASFAA Statement of Ethical Principles and the NASFAA Code of Conduct for Financial Aid Professionals. The NASFAA Code of Conduct can be found at:

[https://www.nasfaa.org/Code\\_of\\_Conduct](https://www.nasfaa.org/Code_of_Conduct)

## ***Admissions Department Code of Conduct***

All Admissions personnel at DIT are trained to conduct themselves in a manner that is ethical and professional. DIT requires all Admissions personnel to review a code of conduct and agree to maintain its standards on an annual basis. The code of conduct

includes practices that are in keeping with organizational policies and procedures, as well as relevant accreditation requirements, such as providing consumers with accurate information regarding DIT's programs and offerings and prohibiting any staff members to place any undue pressure on prospective students.

## **Program Improvement**

The commercial diving industry is a highly dynamic and changing workplace that is continually introducing new equipment, techniques and regulations. It is critical that the educational institutions involved in this industry remain abreast of these on-going changes. To ensure that our students are educated with up-to-date technology and are fully apprised of the most current regulatory requirements, Divers Institute of Technology convenes a Program Advisory Committee (PAC) twice a year. One of the meetings is always held on campus, while the other is normally conducted at one of the major diving association conventions.

The members comprising the PAC team represent all facets of commercial diving and are chosen for their commanding knowledge and experience in their respective fields. They may be management, diving supervisors or current divers. Additionally, at each meeting, we endeavor to include at least one recent graduate, who is working in the industry. This provides a view of the diving world from the new person's perspective. This group tours the facility and reviews the program content and outcomes. They provide guidance on changes that the school needs to undertake to ensure our graduates are ready to meet the demanding challenges of the commercial diving industry.

## **Safety and Security**

### **Annual Security Report**

An Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of DIT about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act. To view this report, please contact the Registrar at 1-800-634-8377, or visit: <https://www.diversinstitute.edu/wp-content/uploads/2013/05/2015-DIT-Annual-Security-Report.pdf>

### **The Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act requires states to ask registered sex offenders if they are enrolled or employed at an institution of higher education. To search King County's Sex Offender Database, visit <http://www.kingcounty.gov/safety/sheriff/SOSearch.aspx> to see if there are any registered sex offenders living in your area.

## **Disclosures Related to On-Campus Housing**

DIT does not provide on-campus housing. As such, the following related disclosures are not applicable: Annual Fire Safety Report, Fire Log, and Missing Student Notification Policy.

# **Satisfactory Academic Progress**

## ***Academic Progress and Grading Policy***

### **Academic Progress**

- A Passing test score and weekly grade of 75% is required, plus a Grade Point Average of 75% must be maintained throughout the midpoint of the course to be considered making satisfactory progress. A GPA of 80% must be maintained after the midpoint in order to be considered to be making satisfactory progress.
- Students must pass the Chamber Pressure Tolerance test in order to continue training.
- Students must pass the week 5 indoctrination dive in order to continue training.
- Students must pass 1st Aid and CPR in order to continue training.

### **Academic Probation**

- In the event that a student fails a test, they are entitled to two retakes. Should a student fail both retakes for a subject in the first 4 weeks of training, Divers Institute will place the student on academic probation and move the student back to the next class that has space available
- Maximum class size is 30 students. The student will be given the opportunity to sit in with classes covering the material that they are having difficulty with at no charge prior to the restart of training.
- If failing a test causes a student to fail the week, and absences did not contribute to the failure, they may retake the test. If the retake test is passed, the retake grade will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

### **Incomplete Policy**

- An incomplete will be given for any week(s) where a student did not complete the week(s) due to absences or insufficient academic performance. Time missed due to absences must be made up in order to pass the subject.
- Should a student receive an incomplete for any week(s) of training, the student will be notified by the next month's performance evaluation. During the finals week, the student will be given the dates following graduation that the subject will be available for make up. In this case, all Certifications and Diploma will be held until make up work is completed satisfactorily.

- Should a student choose not to make up the time missed, the incomplete grade will be turned in to a failed grade for the week(s) in question.
- If the time missed due to absences causes the student to miss more than 10% (90 hours) of the total course, the excess time must be made up in order to graduate.

### **Failed Policy**

- Unexcused absences in any subject week may result in a failed grade for that week. Missed time will be made up after graduation at a cost of \$240 per day, and a passing grade must be achieved in order to receive certifications if applicable. **Note:** All subjects must be passed in order to be eligible for the CSA Certification.
- Should a student fail a subject, they will be notified immediately. If the failed week causes the students grade point average (GPA) to fall below the required GPA (see above) they will be placed on academic probation until they are making satisfactory progress.
- Subjects that lead to a certification must be satisfactorily passed with a minimum 75% on the test and weekly grade, plus the minimum required number of hours met or the certification will not be earned.
- Excessive absences (over 90 hours missed during the full program) not including time missed due to a Leave of Absence will be made up after graduation at a cost of \$240.00 per day.
- Students that fail a subject may appeal in writing to the Director or Assistant Director of Training, requesting to be placed in the first class after graduation with available space in the subject that he/she failed.
- A weekly grade of 75% will be awarded if the student achieves a passing score.
- All student requests for make up classes after the students scheduled graduation date must be submitted to the Director or Assistant Director of Training within one week of the student's notification of the failed week.

### **Grading**

Grades are determined by the following:

- Class Participation
- In-Water Projects
- Quizzes
- Tests
- Attendance
- Having all required materials

### **Class Participation**

Class participation means being prepared for class: Bringing required materials (notebooks, manuals calculators, pens, pencils, homework, dive equipment, wearing required personal safety equipment, etc.); being on time; notifying the instructor when

you have to miss any training; leadership, teamwork; participating in class projects; and respecting the rights of others.

**In-Water Projects are graded on:**

- Following directions
- Completeness
- Loose or lost nuts and bolts
- Gaskets
- Time to assemble/disassemble the project
- Lost tools

**Project Grades are averaged on**

- Setting up/Breaking down dive stations
- Being prepared to dive
- Performance on dive station (Tending, Comms, Rigger, Charts, Crane/boom operator, Supervisor, and dive performance)

**Quizzes**

Quizzes are graded on a 100% basis and are counted as 50% of the daily grade.

**Tests**

Tests are graded on a 100% basis and are counted as 50% of the weekly grade. If the test is failed the first time and retake is passed, the retake will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

**Diplomas and Certificates**

No Diploma or Certificate will be awarded until all Academic, Attendance, and Financial requirements have been satisfactorily met.

## **Student Body Diversity**

Federal regulations require disclosure of the following information about our full-time enrolled student population as reported to the Integrated Postsecondary Education Data System (IPEDS): *(based on 438 students enrolled between July 1, 2014 and June 30, 2015)*

**Gender**

96% male, 4% female

**Ethnicity**

1% American Indian or Alaska Native  
2% Asian/Native Hawaiian/Pacific Islander  
1% Black or African-American  
2% Hispanic/Latino  
82% White/Caucasian

8% Biracial or multiracial (two or more races)  
 4% Race/ethnicity unknown  
 0% Non-resident alien

**Pell Grant Recipients**

For the Award year 2013-2014, 57% of all undergraduate students received Pell Grants.

Additional data (as submitted to IPEDS) is available through DIT’s College Navigator profile on the U.S. Department of Education website at

<http://nces.ed.gov/collegenavigator/?q=divers&s=WA&id=235088>

**Student Outcomes and Disclosures for Gainful Employment Programs**

***Placement Rates and Types of Employment***

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of study. This information was compiled via surveys of alumni and their employers using personal contact and verification services as part of the employment verification process required by our accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC). The information below was collected between 2010 and 2014.

<b><i>Academic Year</i></b>	<b><i>Placement Rate</i></b>	<b><i>Available Students</i></b>
2013-2014	88%	166 placed out of 188 available (from June 2013-May 2014)
2012-2013	87%	197 placed of 226 available (from June 2012-May 2013)
2011-2012	90%	194 placed out of 216 available (from June 2011-May 2012)
2010-2011	82%	219 placed out of 266 available (from June 2010-May 2011)
2009-2010	76%	195 placed out of 257 available (from June 2009-May 2010)

**Occupational Profiles for Commercial Dive Program**

In accordance with the U.S. Department of Education’s new regulations, we are required to list the name and U.S. Department of Labor’s Standard Occupational Classification (SOC) code of the occupations that each program prepares students to enter, along with links to occupational profiles on the Department of Labor’s O\*NET website:

<http://www.onetonline.org/link/summary/49-9092.00>

These occupational profiles are generated when cross-referenced with each program's Classification of Instructional Programs (CIP) code. CIP codes are required by the Department of Education for every degree program to help the Department of Education track various outcomes for academic programs. CIP began in 1980 and is updated every 10 years. The most current CIP codes are based on data from 2000. Since many of our programs place our graduates in fields that developed in the last two decades, the occupations represented in the list may not fully reflect the content or objectives of our programs.

**Detail for CIP Code 49.0304**

**Title:** Diver, Professional and Instructor

**Definition:** A program that prepares individuals to apply technical knowledge and skills to function as professional deep-water or scuba divers, diving instructors, or diving support personnel. Includes instruction in the use of diving equipment and related specialized gear; diving safety procedures; operation and maintenance of underwater life-support systems; underwater communication systems; decompression systems; underwater salvage; exploration, rescue, and photography; and installation and fitting of underwater mechanical systems and their maintenance, repair or demolition.

***Retention and Graduation Rates***

**On-Time Graduation Rates by Award Year**

This section lists the percentages of graduating students in a given year who have completed their program in the normal length of time indicated by the Institute. The following information is based on institutional data submitted to the Integrated Postsecondary Education Data System (IPEDS).

Academic Year	Completion Rate	Number of Students
<b>2011-2012</b> (Sept. 1, 2011-Aug. 31, 2012)	68%	169 completed of 247 students in cohort
<b>2010-2011</b> (Sept. 1, 2010-Aug. 31, 2011)	84%	173 completed of 205 students in cohort
<b>2009-2010</b> (Sept. 1, 2009-Aug. 31, 2010)	44%	90 completed of 205 students in cohort
<b>2008-2009</b> (Sept. 1, 2008-Aug. 31, 2009)	86%	187 completed of 218 students in cohort
<b>2007-2008</b> (Sept. 1, 2007-Aug. 31, 2008)	87%	99 completed of 114 students in cohort
<b>2006-2007</b> (Sept. 1, 2006-Aug. 31, 2007)	87%	209 completed of 241 students in cohort

## Textbook Information

The following items are provided to each student entering the program. Should any of these items be stolen, lost or destroyed, the replacement fees are as follows:

- Dive Log Book - \$21
- Dive Manual - \$45
- Calculator - \$3
- Student Guide - \$65
- Salvage Guide - \$10

### Gear List

All students required to have their personal dive gear, including: a dry suit and/or wet suit, weight belt with weights, fins, mask, snorkel, boots, hood, gloves, knife, snap shackle, safety harness, chaffing boots, coveralls, swim suit, work gloves, gear bag, watch, and an underwater flashlight with batteries. A full list of required gear is provided to students at Orientation and is available on the DIT website. The cost of gear is \$3800-4500 (as of Class 109-16, starting 9/15/16). Please note that students pursuing CSA certification are **required** to possess a dry suit with inflation whip. If you would like to waive the gear charge, please see the Financial Aid Department for the required form and subsequent information.

Please visit <https://www.diversinstitute.edu/programs/commercial-diver/gear/> for more information on the gear list.

### Previous Dive and Educational Experience

Applicants do not need to be certified SCUBA divers in order to be accepted at DIT. However, students must be experienced swimmers and be comfortable in the water.

Due to the unique nature of our training courses, as well as a firm commitment to upholding the highest safety standards, it is uncommon for DIT to grant credit for prior education or experience. However, any student that enrolls that does have prior education or experience in the commercial diving field will be asked to submit transcripts (and/or) dive logs from other Diver Certification Board of Canada (DCBC)-accredited institutions. The Director of Training (DOT) or Assistant Director of Training (ADOT) will evaluate previous transcripts in reference to criteria set forth in CSA Z-275.5 when determining which credits/components (e.g., corresponding depth / bottom times) may be recognized at DIT.

## Vaccination Policy

DIT does not require specific immunization or vaccinations for its students.

The State of Washington requires DIT to educate its students about Meningococcal Disease and vaccination. Information related to the causes, symptoms, mortality, treatment, and prevention (including vaccination) is available online from the Centers for Disease Control and Prevention website at <http://www.cdc.gov/meningococcal/>. This information is also available in the Registrar's Office.

## Voter Registration

DIT maintains voter forms on campus in the Registrar's office.

Visit <http://wei.secstate.wa.gov/osos/en/voterinformation/Pages/RegistertoVote.aspx> for detailed information about voter registration in Washington State.



1341 N. Northlake Way, Ste. 150, Seattle, WA 98103  
Phone: (206)783-5542 Toll-free: (800) 638-8377  
[www.diversinstitute.edu](http://www.diversinstitute.edu)