

**STUDENT  
POLICIES AND PROCEDURES  
HANDBOOK**



**CLEVELAND INSTITUTE OF  
DENTAL-MEDICAL ASSISTANTS,  
INC.**

**(Revised Oct 2015)**



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Dear Student:

Welcome to the Cleveland Institute of Dental-Medical Assistants, Inc. (CIDMA). You are about to embark on a fulfilling career in the health care field. From the moment you begin your studies, we hope you will find your experience to be an exciting and challenging one!

Your course of study is divided into “Phases” of instructions. This division of major subject material enables you to concentrate on a specific aspect of your training. The modules of instruction comprise the total hours of class time required by our accrediting agencies. This ensures you of a quality education presented in a logical sequence to make the learning process easier for you.

We are pleased you have chosen to attend our school and consider it a privilege to train you for your chosen profession. If you need any assistance during the course of the program, please feel free to contact the President, Executive Vice President, General Manager, the School Director, or the Director of Education. Financial Aid inquiries can be directed to the Financial Aid Department at each campus or the main Financial Aid Office in Cleveland at (216) 241-2930. Your instructor(s) are available during normal class hours. Members of the administration and related staff are available during school days until 5:00 pm or by special appointment. We can be reached at (216) 241-2930 (Cleveland), (440) 946-9530 (Mentor), or (440) 473-6273 (Lyndhurst).

Listed below are your starting and projected academic completion dates. All student externships will begin after successfully completing the academic modules of training.

Let us all work together toward the common goal of obtaining a quality education that will lead to an excellent career in the Allied Health Field.

Sincerely,

The Administration, Staff, and Faculty of  
CLEVELAND INSTITUTE OF DENTAL-MEDICAL ASSISTANTS, INC.

**START DATE:** \_\_\_\_\_

**PROJECTED COMPLETION DATE:** \_\_\_\_\_

*Left Intentionally Blank*

## **STUDENT CODE OF CONDUCT**

Students are expected to conduct themselves in a mature, courteous manner at all times. Unacceptable conduct will not be tolerated. Students may be suspended for a period of not less than one and no more than three days for unprofessional conduct. A probationary period must be served as a requirement for re-entry after a suspension. The length of suspension and probation will be determined by Administration. Dismissal may be considered depending on the nature and seriousness of the infraction.

Students may be suspended or dismissed for:

1. Being under the influence of intoxicating beverages or illegal drugs.
2. Having intoxicating beverages on the School's premises.
3. Possession or use of drugs on the School's premises, unless by confirmed prescription of a licensed practicing physician or dentist. All prescriptions must be in the original pharmacy container.
4. Possession of firearms or other dangerous weapons.
5. Foul language.
6. Fighting of any nature, verbal or physical.
7. Rioting, aiding, abetting, encouraging, or participating in a riot or physical/verbal fight on School property.
8. General or purposeful distraction of other students.
9. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the School.
10. Stealing from the School or other students.
11. Forgery, alteration, misuse, or mutilation of School documents, records, identification, educational materials, or School property.
12. Any conduct that might lead to an accident, such as horseplay or any deliberate safety rule violation.
13. Engaging in inappropriate sexual behavior on School grounds or violating the Student Sexual Harassment Policy.
14. Any violation of the enrollment contract or rules and regulations or any other policy outlined in this handbook.
15. Signing to false or misleading statements in the application, contract, or financial aid information.
16. Insubordination to any School official, Instructor, or Instructor's Assistant.
17. Failure to maintain satisfactory academic progress.

## **RULES AND REGULATIONS**

To assure an atmosphere conducive to learning, the School has developed the following rules and regulations for students. Any questions relating to these rules and regulations should be directed to the Administration.

1. Each student must come to class in proper uniform in approved colors only, i.e., any color/design scrub top, white or navy blue only scrub pants, white socks, and all-white shoes. No student will be allowed to attend class without proper uniform.

2. Each student is responsible for the condition in which his/her desk and particular work areas are kept. Cleanliness and neatness must prevail at all times.
3. The Student Lounge is for the use of students during their “class change” period ONLY and must be left in immaculate condition by students. If this is not done, use of room privileges will be taken from those students not complying. Also, voices must be kept low so as not to disturb the students in other classes still in session. Make-up time is not permitted in the lounge.
4. Each student MUST make their tuition payments when due. Careful records are kept by the Registrar/Secretary and no student is allowed to take part in class if payment is overdue. Tuition MUST be paid to date before taking final exams for graduation. All balances will be billed. Delinquent accounts will be turned over for collection.
5. Maximum hours in a combination of excused and/or unexcused absences must not exceed 10% (66 hours) of the total time allotted for the entire program. Any work missed due to absence must be completed when student returns.
6. A short class break period of ten (10) minutes is allowed between classes each day, the time of which is determined by the Instructor. During this period, students may use the lounge or leave the School premises; however, students MUST return by the time designated by the Instructor to receive class credit.
7. No smoking is permitted in any building, classrooms, bathrooms, or during class session time.
8. The School reserves the right to change the opening and closing of its terms, hours of instruction, subjects of instruction of its respective courses, etc. As circumstances may require, or, as in its best judgment, the Administration determines that there may be an advantage to the success of the School and its students. It reserves the right to dismiss any student whose conduct or activities reflect unfavorably on the School.
9. Each Instructor will furnish class rules pertaining to conduct, attitude, cooperation, and work habits expected in each particular class.
10. When a student is tardy or leaves early, it is considered as missed time and must be made up. Excused “tardies” and “leave earlies” must be presented and approved by Administration. It is important for the student to keep in mind that regardless of personal academic achievements, when a prospective employer calls the School for a recommendation, our policy is to give them the student’s complete record including absences and late appearances.
11. The student’s attitude and cooperation while attending School will be judged by Instructors and Administration in addition to the practical and academic work completed.
12. Students are not permitted to use the School phones except in cases of an emergency. The Front Desk will also accept emergency-only phone calls for students.



13. A “C” average is the lowest possible passing grade at the end of the course. We feel that any student with less than a “C” average may not represent themselves or the School in an affirmative manner if they were to intern in a professional office. Therefore, this student may be required to attend classes for an extra period of time—the time of which would be determined by the School—in order to increase the student’s proficiency.
14. No student will be given permission to leave the School prior to the normal dismissal time unless the situation is an emergency. The student must sign out at the Front Desk, complete a leave early request form and have the request form approved by an Administrator prior to leaving School. This is a security issue and will be enforced.
15. For the benefit of the morning students, the School entrance door is unlocked at approximately ½ hour prior to the class start time. Please check with the Front Office for exact times.
16. Any theft should be reported to Administration. Our rules are applied to protect the student and his/her property. However, CIDMA cannot be held responsible for lost or stolen property.
17. Students may not wear ornaments, beads, flowers, scarves or any head gear/headband that are brightly colored, highly patterned or unusual. Hair color must be either natural or single color only. Professional appearance is required. THE DIRECTOR RESERVES THE RIGHT TO DECIDE WHAT CONFORMS TO THE PROFESSIONAL APPEARANCE STANDARDS OF THE SCHOOL, which are based upon standards of the Allied Health Industry.

**\*\*NOTE:** More complete details on Conduct and Behavior, and Rules and Regulations, may be found in specific sections of the Student Manual. Please read all sections thoroughly.

## **BACKGROUND CHECKS**

In order to comply with the admission requirements to the school a student must complete a BCI criminal background check conducted through an approved source. In addition, students who have lived outside of Ohio prior to the last five (5) years must obtain an FBI background check. The costs incurred for the background checks will be at the student’s expense.

## **CELL PHONE POLICY**

Although the cell phone is a tool that makes communication more convenient, it can also become a distraction that interferes with daily activities such as learning and working.

- Cell phones may NOT be used in class and must be turned off before entering the classroom.
- Under no circumstances will a student be permitted to take a call in the classroom. Texting is also not permitted during class.

If an instructor sees a student texting and/or using their cell phone in the classroom, they will immediately dismiss the student from class for the remainder of the class period. If a student is dismissed from the classroom, the time missed will be required to be made up.

If a cell phone is seen for any reason during a quiz, test or final, the student will be dismissed from the classroom, required to forfeit the quiz, test or final, and will receive an automatic zero.

## **DRESS CODE**

In order to maintain a professional appearance needed for a successful career in the health professions, all students must abide by the dress code established by the School. Infractions of the dress code are noted by your Instructor and will be made part of your evaluations, which are filed in your permanent record. Each dress code infraction will result in the issuance of a written warning. Students not conforming to the dress code may be sent home for the proper attire. Please adhere to the following rules:

- A. All students must wear the proper uniform. White and navy blue scrub pants are acceptable, along with solid and printed scrub tops. No jumpsuits, stirrup pants, tight cotton knit type pants, white jeans, or T-shirts will be allowed. Only the approved CIDMA T-shirt or CIDMA sweatshirt will be permitted.
- B. During cold weather, any color lab coats may be worn over a scrub top, or a white long-sleeved shirt may be worn under the scrub top. Solid colored cardigan sweaters that button down the front may also be worn in lieu of the lab coat. Only the School sweatshirts are permitted to be worn. Hats and/or coats must not be worn in class.
- C. White nursing style shoes and white shoe strings must be worn by all students. Sandals and clogs are not acceptable. Shoes and laces must be clean. White leather or tennis shoes are also permitted. White socks must be worn with all shoes. No colored socks or slouch socks are permitted.
- D. All students must wear their senior pins daily once they have received them at the formal pinning ceremony.
- E. Jewelry should be kept to a MINIMUM to protect you and your potential patients from contamination and/or injury. The following items are considered acceptable jewelry:
  - 1. Duty watch with second (or digital).
  - 2. Wedding or class ring **ONLY**. One ring on each hand.
  - 3. Small or dot earrings—**NO LARGE EARRINGS OF ANY TYPE! FACIAL PIERCINGS OF ANY TYPE SUCH AS NOSE RINGS AND TONGUE STUDS ARE NOT PERMITTED!**
  - 4. One light necklace.
- F. Hair must be neat and clean. An easy-care style is suggested. Hair must be kept out of the eyes. Hair that is longer than shoulder length or falls forward when bending must be tied back and/or placed in a hair clip. No beads, flowers, scarves

or any brightly colored, highly patterned or unusual head gear/headband shall be worn in the hair.

- G. Make-up should be appropriate and not too heavily applied. Nail polish must be limited to clear, light pink or French manicure. Nails must not show over fingers—when looking at palm side of hand. No long nails, acrylic or fashion nails are permitted.
- H. A daily bath or shower with the use of deodorant is mandatory.
- I. All garments (inner & outer) must be clean daily to prevent cross-contamination to the student and their environment at home. Undergarments **SHOULD BE WHITE. NO BIKINI OR THONG UNDERWEAR IS PERMITTED.**
- J. There is to be **NO GUM CHEWING!** No Food or Beverages are permitted in the classrooms.

### **STUDENT SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and will not be tolerated at any school. Sexual harassment is a violation of state and federal law including Title IX of the Educational Amendments of 1972 and in some cases may constitute sexual abuse under state criminal statutes. Cleveland Institute of Dental-Medical Assistants, Inc. is committed to providing an environment that is free from sexual harassment.

Sexual harassment of a student involves the behavior of an individual of either sex against another of the same or opposite sex. Sexual harassment constitutes unwelcome sexual advances, unwelcome requests of sexual favors, and other unwelcome verbal, written or physical behavior of a sexual nature. Sexual harassment includes situations where submission to sexually offensive conduct or request for sexual favors is made clearly and/or unconditionally as a term of a student's educational advancement. Sexual harassment can affect or interfere with a student's academic performance by creating an intimidating, hostile or offensive education environment. Sexual harassment behavior can come from administrators, faculty, staff, visitors, vendors or any other third party. Sexual harassment can also occur between students.

The following are a few examples of behavior that could constitute sexual harassment:

- Direct or indirect threats, bribes or demands of unwanted sexual activity
- Sexual overtones and comments
- Asking or commenting about a person's sexual activities
- Humor or jokes about sex
- Sexually suggestive sounds or gestures including noises, winking or throwing kisses
- Harassing a person for dates or sexual behavior
- Using obscenities

- Touching, patting, pinching, stroking, squeezing, shoulder or neck message, or tickling a person
- Attempted or actual sexual harassment and/or rape
- Stalking a person either on or off campus

### **Reporting Sexual Harassment**

A student who feels that they are being sexually harassed should inform the person harassing them that the conduct is not welcome and they must stop immediately. If the individual is uncomfortable dealing with the matter themselves, the individual should report the incident immediately to the School Director either verbally or in writing.

### **Investigation and Resolution of Sexual Harassment Complaints**

The manner in which a student wants to have the complaint resolved can be addressed at the onset of the investigation. The complaint can be resolved formally or informally.

A thorough investigation into the alleged incident will be conducted by the School Director. Every effort will be made to conduct the investigation in a discreet manner in order to protect the privacy of both the complainant and the accused. If warranted, action may be taken on an interim basis while the investigation is in progress.

Upon the conclusion of the investigation, approximately fifteen (15) days from the date of the report, the School Director will issue the findings and determine whether there was a violation of the schools sexual harassment policy. Both parties will be informed of the action the school will take based on the findings. When appropriate, the school and/or the student reserve the right to notify appropriate officials of potential violations of any federal, state or local laws.

If the School Director issues a finding that a violation of the sexual harassment policy has occurred, appropriate disciplinary action will be taken. Disciplinary action will constitute a verbal or written warning that may lead to termination from school for a student or dismissal of an employee for cause.

If either party disagrees with the finding of the investigation, a formal grievance must be submitted in writing to the President and Executive Vice President within 15 days of the date of the findings. The written grievance must include the particular findings the student is objecting to. The objections will be considered and a written report will be issued in response to the objections within fifteen (15) days of the date the objection is received.

### **Counseling Centers**

Several area facilities are available for counseling and treatment relative to rape and domestic violence.

Cleveland Rape Crisis Center (CRCC) offers direct services free of charge to anyone seeking to heal from sexual violence. Through education and advocacy, we seek to increase awareness of sexual assault, encourage support for survivors, and prevent sex crimes in the community.

Cleveland Rape Crisis Center (CRCC)  
526 Superior Avenue, Suite 1400  
Cleveland, OH 44114  
24/7 Hotline: (216) 619-6192  
Website: <http://www.clevelandrapecrisis.org>  
Email: [info@clevelandrapecrisis.org](mailto:info@clevelandrapecrisis.org)

Cleveland Rape Crisis Center (CRCC)  
54 South State St., Suite 302  
Painesville, OH 44077  
24/7 Hotline: (216) 619-6192  
Website: <http://www.clevelandrapecrisis.org>  
Email: [info@clevelandrapecrisis.org](mailto:info@clevelandrapecrisis.org)

Cleveland Rape Crisis Center  
12041 Ravenna Road  
Chardon, OH 44024  
24/7 Hotline: (216) 619-6192  
Website: <http://www.clevelandrapecrisis.org>  
Email: [info@clevelandrapecrisis.org](mailto:info@clevelandrapecrisis.org)

National Suicide Prevention Lifeline  
Website: <http://www.suicidepreventionlifeline.org>

Rape, Abuse and Incest National Network  
Website: <http://www.rainn.org>

Domestic Violence Center  
Phone: (216) 651-8484  
Phone: (216) 391-4357  
Website: <http://www.domesticviolencecenter.org>

Forbes House  
Forbes House is Lake County's shelter for victims of domestic violence, providing services to family members whose lives have been affected by physical, emotional, or sexual abuse.

24/7 Hotline: (440) 357-1018  
Website: <http://www.forbeshouse.org>

## **EMPLOYEE/STUDENT RELATIONSHIPS**

The school strictly prohibits employees from fraternizing or socializing with students, except as part of an organized School social event or activity and students are prohibited from fraternizing or socializing with employees, except as part of an organized School social event or activity. This policy prohibits students and employees from dating. This policy applies to students currently enrolled at any campus. Employee/student

relationships must maintain the highest level of professional respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such inappropriate relationship also violates the Schools sexual harassment policy as set forth above. Violation of this policy will result in immediate suspension and/or termination from School as determined by Administration.

## **EXAMINATION OF STUDENT RECORDS FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)**

Cleveland Institute of Dental-Medical Assistants, Inc., as part of its responsibilities to students, must maintain accurate and confidential student records. The school recognizes the rights of students to have access to their educational records and to limit such access by others in accordance with the Family Educational Right and Privacy Act (FERPA).

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access.

*A student should submit to the President, School Director, Director of Education, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.*

- The right to request an amendment to the student's education record(s), which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

*A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify the reason it should be changed.*

*If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with consent.

*Cleveland Institute of Dental-Medical Assistants, Inc. discloses education records and/or personally identifiable information from those records without a student's*

*prior written consent under the FERPA exception for disclosure to school officials with a legitimate education interest. A school official is (1) a person employed by Cleveland Institute of Dental-Medical Assistants, Inc. in an administrative, supervisory, academic, research, or support staff position (including security personnel) or (2) a person, company, partnership or other entity with whom the school is affiliated with or has contracted with as its agent to provide a service instead of using school employees or officials (i.e., attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a legitimate educational interest if the school official needs to review an education record or records in order to fulfill his or her responsibilities for the school.*

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## **STANDARDS OF ACADEMIC PROGRESS POLICY**

The phrase “Standards of Academic Progress Policy” refers to the evaluation process used to measure each student’s academic and clinical progress. It is also referred to as the “Satisfactory Academic Progress (SAP).” It is imperative for you, as a student at CIDMA, to have a clear understanding of your responsibilities as a student. Read this policy carefully. This policy was implemented to ensure that each student in attendance at the school is making satisfactory progress and will achieve all required objectives prior to the program completion date. These standards are not intended to penalize or discourage students who are sincerely attempting to complete their program of instruction. They do reflect a genuine concern on the part of the Administration and Faculty in the early identification of academic or attendance problems. This will enable us to provide assistance at an early stage in your academic career. These standards will also assist us in the enforcement of federal and state regulations that pertain to academic and attendance requirements.

## **ACADEMIC POLICY**

The following GRADING SCALE will be used to evaluate progress:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 00%

I = Incomplete at mid-phase

I = 0 (zero) at phase end

P = Pass

F = Fail

A 70% cumulative average on each transcript grade is required for graduation. Recognizing that some students may initially experience difficulty with the course work, the following format will be followed to assess that satisfactory academic progress is being achieved.

- 1) If the student does not obtain a minimum of 70% on each transcript grade after the first month of training, he/she will be placed on advisory for the next four weeks. Tutoring with an instructor will be offered and may be mandated.
- 2) If the student does not obtain a minimum of 70% on each transcript grade after the second month of training, he/she will be placed on probation for the following four weeks. Tutoring will be mandatory.
- 3) For the remaining time in the program, the student must maintain a minimum of 70% average on each transcript grade until the time of program completion.
- 4) Evaluation of Student Progress will be done every four weeks for Day students or every five weeks for Evening students. Evaluation reports are discussed by the instructor with the student in a one-on-one setting after which the evaluation report is signed by both instructor and student. A copy is kept in the student's academic file and another copy is given to the student.

A phase/module of training is defined as a portion of the program that culminates with final exams and course averages for the phase/module for the student.

A transcript grade average is reached by combining the averages of courses in the same subject area. (This may be modified as program content changes.)

After each evaluation reporting period, if a student does not maintain a satisfactory average, then he/she will be required to meet with an official from the Education Office or Administration immediately. Any student whose progress is determined to be unsatisfactory will be placed on advisory or written probation as described above. The length of the advisory/probation period is generally four weeks for Day students or five weeks for Evening students. If at the end of the probation period, SAP has NOT been achieved, the student will be terminated from the School immediately. However, if the phase ends prior to completion of the probationary period, transcript grade averages must meet the minimum requirements at that time.

If a student is placed on academic probation for not meeting SAP during any portion of the program, Financial Aid will not be processed and/or disbursed until the student has met the SAP requirement. The Education Office is responsible for notifying the Financial Aid Office in writing when the student has been removed from academic probation and has met the SAP requirement.

There may be instances when a student will be allowed to repeat the unsatisfactory phase/module. The Director of Education and School Director may make this determination after meeting with the student and instructors. The student may be required to pay for any additional tuition fees incurred.



Any student who receives an incomplete for a subject area must convert the incomplete to a percentage grade within four weeks from the date of evaluation. Failure to do so will result in an automatic zero. When a student is permitted to repeat a subject area due to failure, the final grade received will be the retake score. Permission to retake any test or area of study will be granted only by the Office of Education. Requests must be in writing.

If a student withdraws from their course of study prior to program completion, grades will be calculated through the last completed phase. If a withdrawal occurs prior to the last completion of the phase, no grades will be given for that phase.

### **RE-ADMISSION POLICY FOR STUDENTS NOT MEETING SAP**

A former student who has dropped and/or been terminated from the School by Administration for not meeting SAP requirements may apply for re-admission after a twelve-month (12) separation period. A request for re-admission must be in writing and directed to the Director of Education. In order for re-admission to be approved the petitioner must meet the eligibility requirements for enrolling in the program that are applicable at the time he or she wants to re-admit, the petitioner must present evidence of a change in the student's circumstances. (EX: Successful completion of a remedial course in the area in which the student previously had difficulties.) The petitioner will be required to meet with the Director of Education and/or School Director prior to re-admission to the School.

Financial Aid will NOT be disbursed to any "re-entry due to termination relative to SAP" student until the student has demonstrated improvement to a 70% cumulative average for at least a two- month period.

### **TEST/QUIZ/FINAL EXAMS POLICY**

- A. There will be no make-ups on any quiz given in any classroom. All Instructors reserve the right to administer quizzes, announced or unannounced, at any time. It is the responsibility of the student to be in class each day.
- B. A test on any subject must be announced by the Instructor with a minimum of 48 hours notice. If a student misses a test, they will be required to take a make-up test on their FIRST day back to class. In general, a test covers an entire textbook chapter.
- C. **THERE WILL BE NO MAKE-UP ON FINAL EXAMINATIONS.** They must be taken on their scheduled date. In cases of emergency only, the student has the right to submit a written request for a make-up exam. Permission is granted at the discretion of the Director of Education or School Director.
- D. Any practical test will only be given on the announced day and time; if a student misses the practical, he/she will receive a zero. The Director of Education reserves the right to grant an exception to those who have a valid excuse for the absence.

- E. Cheating is defined by the School as the act of using any source of information or information processing other than the student's own knowledge of the subject matter during a quiz, test or final exam.

Unless otherwise stated by an Instructor, students may not use notes, calculators, books, note cars, computers, cell phones or other aid or electronic devices during a quiz, test or exam. All materials and devices must be removed from students' desks prior to testing.

Any student who is suspected of cheating or assisting another to cheat will be subject to disciplinary action.

- F. Students must present original work at all times. While students are encouraged to form study groups and assist each other in learning course material, all homework, projects, quizzes, tests, research papers and all assignments of any kind must be completed independently by each student unless otherwise permitted by the Instructor. If a student turns in work that an Instructor believes is the same as, or is substantially similar to the work turned in by another student, both students will be subject to disciplinary action.

## **STUDENT EVALUATIONS**

- A. An evaluation of each student is done every four (4) weeks for day time students, and every five (5) weeks for afternoon and evening students.
- B. Evaluations are done by the individual Instructor and are based on:
  - 1. academic standing
  - 2. attendance
  - 3. professionalism (grooming, attitude, cooperation, initiative)
- C. Evaluations are reviewed on a one-to-one basis between the individual student and Instructor. Discussion of problems, questions, or comments should be expressed at this time by both the student and the Instructor.
- D. An Instructor may bring to the attention of the Office of Education any Student Evaluation Report that is lacking in any area that is noted above. (EX: cumulative average below 70%, excessive absences, etc.) Any student whose progress is determined to be unsatisfactory will be placed on probation for a defined interval. If at the end of the defined interval SAP has NOT been achieved, the student will be terminated from the School. However, if the Phase or Module ends prior to the completion of the probationary period, cumulative average must meet minimal requirements at that time.
- E. Written or typed copies of all Instructor evaluations and probation notices are signed by both the Instructor or Supervisor and the student. The original is put in the student's file and the student retains a copy. A comment section is available for use by both the student and/or Instructor.

F. Courses at the School are divided into Phases or Modules, and evaluations are done every four (4) or five (5) weeks and at the end of a Module, after final exams. The courses are divided for academic evaluation as follows:

1. Dental and Medical Assisting (days): three (3), eight (8) week or ten (10) week academic Modules (number of weeks is dependent on the hours attended daily) and an externship of 240 hours.
2. Dental and Medical Assisting (eve.): three (3), fifteen (15) week academic Modules and an externship of 240 hours.
3. Medical Secretary and Pharmacy Technician (days): two (2), twelve (12) week academic Modules and an externship of 240 hours.
4. Medical Secretary and Pharmacy Technician (eves.): two (2), twenty-two (22) week academic Modules and an externship of 240 hours.

G. Honor Roll, Merit Roll, and Perfect Attendance recognition: Any student who has no absences, tardies, or leave earlies for the evaluation period will be recognized for perfect attendance. A student who has a Phase average of 96% or above for the evaluation period will be recognized on the Honor Roll and a student with a Phase average of 90% to 95% will be recognized on the Merit Roll. The Perfect Attendance List, Honor Roll List, and Merit Roll List are posted in the Student Lounge.

### **GRADES IN ERROR**

If a student believes he/she received a grade in error, the student may request a review of the grade received from the Office of Education. The request must be made in writing to the Director of Education within ten (10) days of the end of the grading period for which the grade is disputed. A decision will be issued within three (3) days of receipt of the written request.

### **DEFINITION OF CLOCK HOURS**

A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

### **ATTENDANCE POLICY**

An accurate attendance record is kept on all students. **REGULAR ATTENDANCE IS MANDATORY FOR ALL STUDENTS.**

In addition to maintaining the grade point average specified in the academic section of this manual, students **MUST** be progressing toward completion of the program within a specified time frame. The maximum time frame in which a student must complete a training program (didactic and externship) is one and one half the number of clock hours required for normal completion of the program. (EX: 900 hours x 1.5 = 1350 hours. The student must complete the course within 1350 hours in this case.)

In order to meet these minimums, a student must be successfully completing at least 2/3 of the clock hours attempted at the end of the normal course time frame.

Maximum hours in a combination of excused and/or unexcused absences must not exceed 10% (66 hours) of the total time allotted for the entire program. Excused plus unexcused absences will be divided equally between the Phases and/or Modules:

1. Dental and Medical Assistant Program (day and evening): Maximum of 22.0 hours in a combination of excused and/or unexcused hours allowed per phase.
2. Medical Secretary and Pharmacy Technician Program (day and evening): Maximum of 33.0 hours in a combination of excused and/or unexcused hours allowed per phase.

### **EXCUSED ABSENCE**

The purpose of an excused absence is to make the Instructor aware of permission granted to make up classwork missed WITHOUT loss of credit. An excused absence does not mean the student is not accountable for the time and/or work missed on this day. It is the responsibility of the student to meet with each Instructor upon his/her return to ensure that he/she receives the class assignments that were given.

NOTE: Students will receive no more than three (3.0) hours of excuse time for immunization appointments. Proper documentation from the physician is required.

An excused absence is defined as an absence for illness by a doctor's excuse, death in the immediate family, jury duty or a verifiable government scheduled appointment. Students must provide written documentation of an excused absence by submitting an original, signed document on appropriate letterhead to the School which includes the date of the absence. This documentation must be submitted to the School Director or Director of Education within a week from the date of the absence for evaluation and approval.

### **BEREAVEMENT POLICY**

A maximum of three (3) days of bereavement leave will be given for the death of an immediate family member. An immediate family member consists of spouse, parents, siblings, in-laws, children, grandparents, aunts, uncles, nieces and nephews. Proper documentation such as an obituary, letter from funeral home or program is required. While we understand the loss of other family members and friends can be difficult, this cannot be considered excused.

### **UNEXCUSED ABSENCE**

An unexcused absence is defined as an absence that does not meet the requirements listed above for an excusable absence. All unexcused absence hours will be the responsibility of the student to make up.

Any student owing eighteen (18) or more hours during any portion of the program will be placed on probation for a four (4) week interval. Financial Aid will not be processed and/or disbursed if a student owes eighteen (18) or more hours.

If a student misses any portion of a day's scheduled class, it shall be counted as a partial day's absence. The term "tardiness" is defined as entering the class AFTER the scheduled starting time. Three times tardy or leaving early counts as one day of absence.

Any student whose progress (academic, attendance, conduct, or any other requirement of the School) is determined to be unsatisfactory will be placed on WRITTEN PROBATION. If, at the end of the probation period, appropriate progress has NOT been achieved, the student will be terminated from the School immediately. However, if the phase ends prior to the completion of the probationary period, appropriate progress must meet the minimal requirements at that time.

According to our accrediting agencies, anyone missing more than 10% of the clock hours at any point in his/her coursework will be considered on probation until the time is made up. Any student whose attendance is determined to be unsatisfactory or excessive during the program will be placed on probation for a defined interval. If at the end of the defined interval the attendance has not improved, the student may be terminated from the School.

## **GENERAL ATTENDANCE POLICIES**

1. Any work missed due to an absence must be made up. Telephone notice to the school is proper professional conduct.
2. Any student who is absent for ten (10) or more days, and does not notify the School of a reason for this unexcused absence, will be considered TERMINATED from the school. An unusual circumstance will be considered.
3. A requested early dismissal considered NOT VALID by the School Director may be sufficient cause for interruption of a student's training. All appointments should be scheduled before or after School hours. This includes interviews for externships and employment. If a student must leave early, a Student Request Form must be obtained from the front office. It must be completed and initialed by the Instructor, Education Director, or School Director. Administration reserves the right to deny approval of any or all such requests. A record of student class-cuts will be maintained including the reason for each class cut.
4. Any student who is more than ten (10) minutes late for class may not be permitted to enter the classroom until the first scheduled break or lunch time. The tardy student may be required to wait in a designated area until it is time to enter class. Each Instructor will notify the student of the first scheduled break on the first day of class. Students arriving after their scheduled class start time will be considered late and must sign in on the official office notebook prior to being admitted to class.

5. Prior to Freshman and Junior Final Phase Exams, each student must make up all hours of instruction that are missed. This make-up time **MUST BE UNDER** eighteen (18) HOURS. A schedule for make-up time is maintained in the Administrative Office. It is the responsibility of the student to arrange this make-up time with their Instructors. A make-up time sheet can be obtained from the front office. If necessary, a student may be required to postpone the next phase until make-up time is complete and arrangements can be made to seat them in the proper Phase. If make-up time is not complete by Senior Final/Final exam time, (zero hours), the senior student may not take part in Final/Final testing and cannot participate in Senior Recognition or move to the Externship portion of the program.

## **MAKE-UP TIME**

The following rules and regulations apply:

- A. Any student who is absent will be required to make up the day that is missed. Make-up hours are calculated by the front office and will be recorded on your evaluations by your instructors at four week intervals. We strongly encourage all students to attend classes as scheduled.
- B. It is to your benefit to come to class and make the most of your scheduled time here. Even if you must miss part of a day, it is still to your benefit to come to class on that day. Partial days of attendance still benefit you.
- C. The first eighteen (18) hours of make-up time **MUST** be completed in school.
- D. If make-up time exceeds eighteen (18) hours, the student may be given permission to prepare and submit a report on an assigned topic. A total of eighteen (18) hours may be done in reports during the entire program. The student must discuss this with the Director of Education. Each page of the report will equal one hour of make-up time and the report must be typed with the paragraphs single spaced and a double space between paragraphs. All reports must have a cover page and bibliography. Make-up time must be zero before taking the Senior Final Exam or entering an externship. Report topics must be selected from an approved list available in the Office of Education.
- E. Make-up time may be done before school or after school. It is the responsibility of the student to maintain a make-up time sheet. Each day that make-up hours are completed, the student must have the sheet signed for validation purposes by a member of the Administrative or Faculty Staff. Make-up time must be served in a classroom, **NOT** in the student lounge. Make-up sheets are available in the Front Office.
- F. All makeup time and assigned reports should be completed prior to final exams for each Phase. If make-up time is **NOT** below eighteen (18) hours, the student will then be required to meet with a member of the Administrative Staff to discuss the matter. If necessary, a student may be required to postpone the next Phase

until make-up time and work are complete and arrangements can be made to seat him/her in the proper Phase.

- G. Any student with eighteen (18) or more hours of make-up time as of his/her senior phase will not receive his/her Senior pin until make-up hours are below that level. An Instructor may withhold the privilege of continuing to wear the pin if make-up hours exceed the eighteen (18) limits at any time during the Senior/final Phase.

### **RE-ADMISSION POLICY**

Former students who were dropped for violating the Student Code of Conduct are not eligible to re-enroll without approval from the President and Executive Vice President of the School.

Former students who have dropped and/or withdrawn by Administration two (2) times may be eligible to re-enroll ONLY upon the written approval of the School Director and Director of Education. Written requests from the former student must be submitted to the Director of Education and will be reviewed by the School Director and the Director of Education. If approved for re-admission, the former student will be required to meet with the Director of Education prior to re-entry into the program and will be placed on attendance and academic probation for a period of one (1) month.

Former students who have dropped and/or withdrawn by Administration three (3) times are not eligible for re-admission under any circumstances, except that this limitation can be waived in rare and special circumstances ONLY by the President and Executive Vice President approval. A written request from the former student is required.

### **VOLUNTEER EXPERIENCE**

Volunteer experience is offered to students to provide them an opportunity to become involved in community activities, to make career related contacts, and to use clinical and communication skills in dealing with patients, peers, physicians, and dentists. Volunteer experience can be a helpful addition to a resume, documenting some related field experience.

1. All Volunteer experience must done on personal time, not school time, unless it is assigned by the Administration. This experience does not replace your regular school activities. Any work missed by the student must be made up during the next class day.

Any and all tests and/or quizzes missed may be made up without any penalty. (This will only be true for assigned volunteer experience.)

2. If you are scheduled to participate in volunteer work, you are expected to attend and arrive on time! If an emergency prevents you from participating, it is your responsibility to notify the School and the site. The same rule applies if you are going to be tardy. Please take this work seriously! People are counting on you!

3. Those students who have completed 10 hours of volunteer work during their course of study will receive a Certificate of Recognition from the School at the Senior Recognition Ceremony. Occasionally, agencies will send personal letters of thanks to each participant. Both of these can be used to document your “related field experience.”
4. Students participating in volunteer experience activities during school hours MUST attend school the previous day and day after, if applicable, or they will not be permitted to participate at the volunteer site. Also, their volunteer time will not be counted. Any student with excessive make-up time or with grades below 70% may not participate in volunteer work during his/her scheduled classes.

Volunteers provide a valuable service to the community. As a School, we at the Cleveland Institute feel a strong obligation to assist the community whenever possible. As a dental/medical professional you also have a responsibility to help when help is needed. We hope each of you will help when you can, and we commend all of you who choose to participate.

### **VACATION AND HOLIDAYS**

- A. Class is NOT in session on the following holidays:
  1. New Year’s Day
  2. Martin Luther King Day
  3. President’s Day
  4. Good Friday
  5. Memorial Day
  6. July Fourth
  7. Labor Day
  8. Thanksgiving Day
  9. Day after Thanksgiving
  10. Christmas Day

A schedule of specific days and dates will be updated and provided to each student each year.

- B. Class WILL be in session on all other days.
- C. Vacation times include the following weeks:
  1. The first week in July
  2. Christmas week  
(Vacation times may vary.)

### **REQUIREMENTS FOR AN APPROVED LEAVE OF ABSENCE**

A leave of absence can only be approved under the following circumstances:



- 1.) Appropriate procedures are followed for requesting a leave. This includes having the request for leave submitted in written form to the Director of Education, the Financial Aid Director, or the School Director.
- 2.) A student may be granted more than one leave of absence in the event of unforeseen circumstances, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, jury duty, or other personal situations, provided that the combined leaves of absence do not exceed one hundred eighty (180) days within the twelve (12) month period. If the student does not return following the leave of absence period, the school must apply its refund policy in accordance with the applicable and published requirements. The twelve (12) month period begins on the first date of the first leave of absence granted to the student. A leave of absence period may not exceed 180 days within any twelve (12) month period.
- 3.) A student who is granted an approved leave of absence is considered to remain in in-school status for Title IV loan repayment purposes. If the student does not return from an approved leave of absence, the student's withdrawal date is the date the student began the leave of absence. In addition, if a student on an approved leave of absence fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date. One possible consequence of not returning from a leave of absence is that a student's grace period for a Title IV program loan might be exhausted.
- 4.) Any student who fails to return from an approved leave of absence is considered to have unofficially withdrawn from the institution as of the student's expected date of return. At that time any required Return of Unearned Federal Funds calculations and/or tuition refund calculations will be performed. Repayments of these amounts will be made in accordance with federal law and the institution's refund and repayment policies.

## **SENIOR PINNING**

- A. The First Monday of each new Phase, the senior students in all programs will be pinned. This is a time to take notice of the new senior classes as they progress to the last Phase of the academic portion of their course.
- B. It is part of the dress code that all senior students must wear their pins.
- C. Senior students become eligible to receive a pin by:
  1. Maintaining a 70% cumulative average and satisfactory personal development (See Evaluation)
  2. Avoiding all dress code violations
  3. Tuition payments are current
  4. Make-up time **MUST** be below eighteen (18) hours
- D. Students will have the privilege of wearing a pin revoked for the following reasons:

1. Eighteen (18) hours or more of make-up time
2. Probation for unsatisfactory academic progress
3. Probation for unprofessional conduct

## **ACADEMIC COMPLETION AND RECOGNITION POLICIES**

- A. Prior to final exams, tuition must be paid to date as specified by the Financial Aid Office.
- B. The externship program is made possible through numerous affiliation agreements, which CIDMA has entered into with various hospitals and other dental/medical service providers. These affiliation agreements require CIDMA to furnish complete criminal background checks of students prior to starting the 240-hour externship.
- C. Prior to sitting for the final/final exam, seniors are required to have the following immunizations:
  1. Documented current standard two-step Tuberculosis test within the previous twelve (12) months.
  2. Documented two (2) doses of the Hepatitis B Vaccine or proof of immunity.
  3. Documented Tdap vaccination (may not be necessary for some externship sites).
  4. Documented annual Influenza vaccination during influenza season (October through March only; may not be necessary for some externship sites).
  5. Documented statement of good health from physician.

Original documentation must be given to the Office of Education.

NOTE: Externship sites may require students to obtain additional titers and/or drug tests prior to acceptance at site. These additional expenses are the financial responsibility of the student.

- D. Senior students are required to complete a final cover letter and resume. This documentation must be given to the Placement Department prior to sitting for the final/final exam.
- E. Senior students must have zero (0) hours to sit for the final/final exam.
- F. Students must receive a minimum of a 70% on the final/final exam to participate in the Recognition Ceremony and to be placed on an externship. If the student does not meet this requirement, he/she will meet with the Director of Education to devise a plan to complete the program.

- G. Upon successful completion of the academic studies at the School, a Senior Recognition Ceremony will be held on the last day of attendance for the seniors. For day students, this will be at noon on Friday, and for the evening students, Thursday at 6:00 p.m. Senior Recognitions may be scheduled at other times due to class size requirements. If the class is planning a farewell luncheon, it may be held the day before Senior Recognition.
- H. At the time of the Senior Recognition, all eligible graduates will be assigned an externship location and receive a preliminary transcript of grades.
- I. The Outstanding Senior Award, Highest Academic Achievement Award, Honor Roll for all Phases/Modules Award, Merit Roll for all Phases/Modules Award, Outstanding Attendance Award and Perfect Attendance Award will be presented during the Senior Recognition. Any and all other awards will also be presented.
- J. Each graduate is presented with his/her Certificate of Completion upon the satisfactory completion of the externship and/or academic requirements. The Certificate of Completion and Final Transcript will be mailed to the student after the externship evaluation form and time sheet have been completed and returned to the School. At this time the student is considered a graduate.

### **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

A Diploma will be issued to each student upon successful completion of the program. Placement assistance is available to all graduates upon program completion. Requirements for graduation include:

1. Completion of all required assignments and tests as indicated by the program syllabus. Included are the tests given upon completion of each major topic. Final exams are taken upon completion of each Module. A 70% cumulative average for each transcript grade must be maintained.
2. All students must meet the clock hour requirements for their program.
3. Upon completion of the academic program the student will be placed on externship (or practical work assignment). The externship is supervised by the School. A written evaluation and timesheet from the extern site is required to obtain your diploma. Any student receiving an unsatisfactory evaluation will be required to meet with the School Director and Placement Officer. At that time the student may be reassigned course material related to the observed area of deficiency. Successful completion of the externship is required for graduation privilege.

### **EXTRA-CURRICULAR ROOMS**

- A. Break and lunch times are to be observed strictly. No one is to be in the lunchroom unless it is their lunch or break time.

- B. The lunchroom must be kept clean and orderly at all times. Every student is expected to take the responsibility of cleaning up after him/her. Repeated complaints of negligence by other classes may result in loss of lunchroom privileges for break time.
- C. The library must also be kept neat and orderly. The following rules must be followed:
1. Work areas must be left clean.
  2. Chairs must be pushed in when leaving.
  3. Lights should be turned off by the last person out.
  4. NO FOOD OR DRINK PERMITTED!
- D. The computer labs must be kept neat and orderly.
1. Students must keep workstations free of trash and marks.
  2. Students must make sure the door is locked when leaving.
  3. NO FOOD OR DRINK PERMITTED!
- E. NO SMOKING IN THE LAVATORIES. This is for your own protection. It is against fire safety rules for this city.
- F. NO FOOD OR BEVERAGE SHOULD BE TAKEN INTO THE CLASSROOMS without special permission from the Administration.
- G. No tape recorders, laptops, headphones, iPods, or cell phones are allowed to be used in the classroom.
- H. Students are not to be in these restricted areas without the permission of an Instructor or staff member:
1. Teacher's Lounge
  2. Behind the Front Desk
  3. Storage Room
  4. Business Offices without administrative, staff, or faculty member.
  5. At Instructor's desk or in Instructor's file cabinets.

## **STUDENT FINANCIAL ASSISTANCE**

CIDMA realizes that students sometimes need more help in addition to the financial help that they get from their spouses, parents, and other loved ones. As a result of our accreditation, CIDMA can offer financial assistance through the federal financial assistance programs. These programs are available in the form of grants and loans, and are based on financial need.

You can get complete information along with a complete financial assistance application packet through the Financial Aid Office of CIDMA. Please do not hesitate to contact the office for help and complete information.

## **STUDENT FINANCIAL AID APPEALS PROCEDURE**

This committee consists of the School President, Vice President of Administration, General Manager, and the Financial Aid Director.

### **Committee Objectives:**

To review all financial aid awards that present a question regarding a student's eligibility for such awards.

To serve as an appeals panel when a student is denied financial assistance under applicable student academic progress policies.

The committee will meet as frequently as is necessary to resolve financial assistance problems and concerns in an expeditious manner.

Listed below is the correct procedure for the student to follow if that student is denied financial assistance under the Institute's academic progress policy.

### **Student Appeals Procedure:**

1. Within ten (10) business days, place the request to appeal in the form of a letter directed to the Financial Aid Director. Be detailed in regard to the circumstances involved.
2. Include with your letter a copy of all documents (such as evaluations) which led to the denial of financial assistance.
3. The Financial Aid Director will notify the other Committee members.
4. The Financial Aid Director will submit a copy of the student's academic and financial aid records to other Committee members within five (5) business days from receipt of the letter from the student.
5. The student has the right to request to meet before the Committee personally.
6. The Committee may request a personal appearance of the student for the purpose of clarification of any issue.
7. The Committee will review all materials presented and will make a final determination regarding the student's financial assistance status within five (5) business days from notification by the Director of Financial Aid to the Committee members.
8. The Committee will notify the student in written form regarding the decision within five (5) business days of the decision.

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS**

Federal regulations have been enacted which require all schools to monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her diploma. This determination of progress must be made before the Financial Aid Office disburses any federal aid funds for the subsequent phase/module. Federal and state student aid programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Perkins Loans, Federal Stafford Subsidized or Unsubsidized Loans, Parent PLUS Loans, and any other assistance received under HEA Title IV programs. For Parent PLUS Loans, the parent borrower's eligibility to receive loan funds is dependent on the student's SAP status.

The following constitutes Cleveland Institute of Dental-Medical Assistants, Inc's (CIDMA) policy on satisfactory academic progress.

**Maximum time frame to earn the diploma:** At CIDMA, the maximum time frame for federal financial aid recipients to receive a diploma cannot exceed 150% of the published length of the program measured in clock hours. The maximum time frame for students is 1350 hours (900 clock hours x 1.5 = 1350 clock hours). Students will forfeit their eligibility to participate in federal financial aid programs after **45 weeks** of day-class enrollment (1350 clock hours ÷ 30 hours per week = 45 weeks), or **84 weeks** of evening-class enrollment (1350 clock hours ÷ 16 hours per week = 84 weeks).

### **Satisfactory Academic Progress Standards**

CIDMA's Satisfactory Academic Progress policy must specify the quantitative (time-based) and qualitative (grade-based) requirements for a student to be considered to be making satisfactory academic progress. The quantitative requirement is the pace at which a student must progress through the academic program to ensure that the student will complete the program within the required time frame, and provides for measurement of the student's progress at each evaluation, which will normally be at the end of each phase/module. The qualitative requirement is that, at the end of the second month of training, the student must have a minimum 70% average on each transcript grade.

### **Quantitative Standards (Number of hours completed)**

For a day-class student at CIDMA to be considered to be making satisfactory academic progress, the student must complete a minimum of 220 clock hours at the end of each phase (8 weeks) or 330 hours at the end of each module (12 weeks), a total of 660 hours after three phases or two modules, and 900 clock hours at the end of 45 weeks.

For an evening-class student at CIDMA to be considered to be making satisfactory academic progress, the student must complete a minimum of 220 clock hours at the end of each phase (15 weeks) or 330 hours at the end of each module (22 weeks), a total of 660 hours after three phases or two modules, and 900 clock hours at the end of 84 weeks.

**Probations:** Students who are placed on probation are not eligible to participate in federal, state, or institutional financial aid programs. They will be given time to resolve the issue and meet the satisfactory academic progress guidelines. The probation period, however, counts towards the maximum time frame.

**Withdrawals:** Students who withdraw before they have completed 220 clock hours for the phase or 330 clock hours for the module will not receive credit for the attempted phase/module, however, the length of time used will be counted towards the maximum time frame. For example, if a day-class student withdraws at only 150 clock hours after 5 weeks into the phase, the 150 hours will not count towards the 900 clock hours but the 5 weeks will count towards the maximum time frame of 45 weeks.

**Change of Academic Program:** If a student decides to take a different academic program offered by CIDMA, he/she must withdraw from the current program and enroll for the new program. At this time, the student must complete 900 clock hours of the new program. None of the previous clock hours count in the calculation of the new set of 900 clock hours. Neither do they count towards the maximum time frame (see Maximum Time Frame to Earn the Diploma).

**Pursuit of a Second Academic Program:** Pursuing a different program after successful completion of a program follows the same policy as changing academic programs. None of the clock hours from the previous program count in the calculation of the clock hours of the new program. They also do not count towards the maximum time frame for the new program.

**Summer Terms and Noncredit Remedial Courses:** CIDMA does not offer any of these components.

**Qualitative Standards (Grade-based – the quality of your performance)**

The student must have a minimum of 70% on each transcript grade by the end of the second month of training.

**Incompletes:** Students who receive an incomplete for a subject area must convert the incomplete to a percentage grade within four weeks.

**Financial Aid Warning:** Students who do not obtain a minimum of 70% on each transcript grade after the first month of training will be placed on Financial Aid Warning. This will remind him/her of the minimum academic requirements for achieving financial aid and will strongly encourage him/her to take advantage of academic services that are available to the student. A student will be eligible to receive federal, state, and institutional financial aid during this period. The student's records will be reviewed at the end of the "warning" period and further action may be taken if there is not a significant improvement during this period. Students who fail to achieve satisfactory academic progress by the end of the Financial Aid Warning period are ineligible to receive further federal, state, or institutional financial aid.

**Probations:** Students who do not achieve at least a 70% on each transcript grade after the Financial Aid Warning period is over will be placed on probation and he/she will be ineligible for further participation in federal, state, or institutional financial aid programs.

**Repeated Courses:** When students are permitted to repeat courses due to failure, the retake score is the final grade. The time spent doing both counts towards the maximum time frame.

**Transfer Credit:** Transfer credits from another institution accepted by CIDMA cannot be more than 10% of the program the student is enrolled. Credit will be given for previous training if the applicant attains a passing grade on a written examination given by CIDMA to determine if the curriculum of the previous training is of the same scope and character as that of CIDMA's. The student may be advanced to the level of training indicated by his grade on the examination.

### **Right to Appeal**

A student has the right to appeal a satisfactory academic progress determination of ineligibility. An appeal must be filed within 10 business days of notification that aid eligibility has been lost. The appeal must be made in writing to the Financial Aid Director. The appeal may not be based on the student's need for financial assistance or the student's lack of knowledge that his/her aid was in jeopardy. An appeal is normally based on some extenuating situation or condition which prevented the student from achieving the minimum 70% grade required. The appeal must include what has changed in the student's situation that would allow the student to meet satisfactory academic progress at the next evaluation. If the appeal is approved, the student will be placed on further probation with an Academic Plan that may include mandatory tutoring. If the appeal is denied, the student will be terminated from the program.

**Academic Plan Requirements:** Students who are placed on an Academic Plan as a result of the appeal process must successfully meet the requirements of their Academic Plan by a specified point in time. If the student does not meet said requirements, aid is once again revoked.

### **TUITION REFUND, CANCELLATION, OR TERMINATION POLICIES (All Classes Are Clock Hour Programs)**

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, Federal Direct Student Loan (FDSL) programs, or PLUS Loans, and
- b) withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment. A federal financial aid payment period is defined as 450 clock hours.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Dept. of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution. This policy may result in the student owing a refund of unearned federal aid to the Department of Education.



The Institutional Tuition Refund Policy Applies As Follows:

1. If this application is not accepted, or you cancel within 5 days after signing the enrollment agreement, or before starting classes, there shall be a COMPLETE REFUND of any monies paid by you within 30 days. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. Your 900 clock hour course's tuition is divided into 3 phases consisting of 300 hours each; the refund policy is as follows if you withdraw or are terminated during any of the 3 phases.
3. If you are in school and withdraw after the 5<sup>th</sup> day of signing the enrollment agreement you will be obligated for the registration fee, cost of textbooks issued, and the tuition as defined in the following policies.
  - (a) A student who starts class and withdraws or is terminated prior to completing 15% of any phase will be obligated for twenty-five per cent of the tuition plus the registration fee for that term.
  - (b) A student who starts class and withdraws or is terminated after completing 15% but prior to completing 25% will be obligated for fifty per cent of the tuition plus the registration fee for that term.
  - (c) A student who starts class and withdraws or is terminated after completing 25% but prior to completing 40% of any phase will be obligated for seventy-five per cent of the tuition plus the registration fee for that term.
  - (d) A student who starts class and withdraws or is terminated after completing 40% of any phase will not be entitled to a refund of the tuition nor the registration fee for that term.
4. The student's last day of physical attendance will be used for the purpose of calculating the Return of Unearned Title IV Funds and the Tuition Refund calculation.
5. A student's official withdrawal is deemed to have occurred on the date the student notifies the institution in writing that he/she intends to withdraw from the institution. Any student who ceases attendance without official notification to the institution will be deemed to have officially withdrawn after fourteen (14) days of consecutive absence.
6. Returns of unearned Title IV funds and/or tuition refunds shall be paid no more than 45 days after the student's official withdrawal or termination from the institution, or 45 days from the date the institution determines the student to have withdrawn in accordance with the date of withdrawal provisions in item 5.

## **REGULATORY ORDER OF REFUNDS**

Refunds determined by the return of funds calculation, must be returned based on the following statutory order when the student received federal financial aid.

1. Federal Direct Stafford Loans (unsubsidized)
2. Federal Direct Stafford Loans (subsidized)
3. Federal Perkins Loans
4. Federal Direct Parent Loans for Undergraduate Students (PLUS)
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Any other assistance received under HEA Title IV programs (excluding Federal Work Study)
8. To other Federal, State, private, or institutional assistance programs
9. To the student

## **RETURN OF UNEARNED TITLE IV FUNDS AKA “R2T4”**

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds,  
  
and
- b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution’s policies. Eligible Title IV federal aid recipients whose last date of attendance is within the first 60% of a payment period or period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period or period of enrollment. Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has been disbursed, in which case the unearned portion must be returned to the U.S. Department of Education, or if federal aid that has been earned by the student has not yet been disbursed, in which case the student may be entitled to a post-withdrawal disbursement of earned federal aid. This calculation will be done before a tuition refund calculation is performed in accordance with the institution’s refund policy. In many cases, any return of unearned Title IV funds will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. Unearned Title

IV, HEA funds that must be returned to the U.S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

### **Example of Return of Unearned Funds Calculation**

#### **Clock Hour Institutions**

<b>Payment Period Length</b>	450 Clock Hours
<b>Title IV Federal Aid Awarded for Payment Period</b>	\$6,000.00
<b>Student's Scheduled Hours of Attendance as of Withdrawal Date</b>	150 Clock Hours

In this brief example \$6,000 of federal financial aid was awarded to a student for a 450 hour period of training. The student withdrew from school after only 150 scheduled hours of attendance (example: the student was scheduled to attend 30 hours per week and withdrew at the end of the 5<sup>th</sup> week of enrollment). Accordingly, this student was enrolled for 33.3% (150/450) of the 450 hour payment period. Since the student was enrolled for only 33.3% of the payment period, only 33.3% of the federal aid was earned by the student. The remaining 66.7% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4,000 (66.7%) of the original aid awarded must be returned and only the \$2,000 (33.3%) of earned federal aid may be applied to the student's educational costs. A similar calculation is performed for all federal aid recipients who withdraw from school during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period, all of the federal aid that has been awarded for that period is considered to be fully earned.

#### **The Institutional Tuition Refund Policy Applies As Follows:**

1. Your 900 clock hour course's tuition is divided into 3 phases consisting of 300 hours each; the refund policy is as follows if you withdraw or are terminated during any of the 3 phases.
2. If you are in school and withdraw after the 5<sup>th</sup> day of signing the enrollment agreement you will be obligated for the registration fee, cost of textbooks issued, and the tuition as defined in the following policies.

- A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- (a) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five percent completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
  - (b) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
  - (c) A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees.
3. Returns of unearned Title IV funds and/or Tuition Funds shall be paid no more than 45 days after the student's official withdrawal, no more than 45 days from the date the institution determines the student to have withdrawn in accordance with the date of withdrawal.

#### Earned Financial Aid:

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds / Tuition Funds is allocated in the following order: Federal Stafford Loan (unsubsidized and subsidized), Perkins Loans, Parent Plus Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), any other assistance received under HEA Title IV programs (excluding Federal Work Study or other Federal, State, Private, or Institutional assistance programs), to the Student.

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note.

The student's Six Month grace period for loan repayment for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from the School. The student should contact the lender if he/she has questions regarding their SIX MONTH grace period or repayment status.

*\*The procedures and policies listed above are subject to change without advance notice.*

#### **STUDENT SERVICES PROGRAM POLICY**

The Cleveland Institute of Dental-Medical Assistants, Inc. (CIDMA), recognizes that a wide range of problems not directly associated with one's job function can have an effect

on a student/job performance. In most instances, the student will overcome such personal problems independently and the effect on performance will be negligible. In other instances, normal guidance can assist so that such problems can be resolved and the student's performance will return to an acceptable level. In some cases, however, neither the efforts of the student or his/her supervisor have the desired effect of resolving the student's problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently.

The Cleveland Institute of Dental-Medical Assistants, Inc. (CIDMA), believes it is in the interest of the student and his/her family to provide a student service that deals with such persistent problems. Implementation of the program will be conducted on the basis of urging students displaying patterns of poor performance to participate in the program. The existing discipline, grievance, and arbitration procedures remain in effect but will be dovetailed as much as possible with progressively stronger urgings to the student to become involved in a Student Assistance Program. Therefore, a committee of the School Director/Asst. Director and the Director/Asst. Director of Education has been formed to handle such problems within the following framework:

1. CIDMA recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to an appropriate measure of care. This applies whether the problem is one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns.
2. When a student's performance or attendance is unsatisfactory and the student is unable or unwilling to correct the situation either alone or with normal supervisory assistance, it is an indication that there may be some cause outside the realm of his/her program responsibilities that is the basis of the problem.
3. The purpose of this policy is to assure students that, if such personal problems are the cause of unsatisfactory program/job performance, they will have assistance available to help them resolve such problems in an effective and confidential manner.
4. Problems causing unsatisfactory program/job performance will be handled in a forthright manner within the established school's health and personnel administrative procedures and all records will be preserved in the highest degree of confidence.
5. In instances where it is necessary, a leave of absence may be granted for treatment or rehabilitation for alcoholism and/or drug abuse on the same basis as it is granted for other ordinary health problems.
6. Students who have a problem they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis.

7. Students referred through the program by their supervisor will be encouraged to secure adequate medical, rehabilitative, counseling, or other services as may be necessary to resolve their problems.
8. It will be the responsibility of the student to comply with the referrals for assessment and his/her problem and to cooperate and follow the recommendation of the diagnostician or counseling agent.
9. Since student work performance can be affected by the problems of a student's spouse or other members of the immediate family, the referral source is available to the families of our students as well.

## **WITHDRAWAL FROM THE SCHOOL**

A student withdrawing from CIDMA is requested to give official notice of withdrawal in writing to the Director of Education. The last date of recorded attendance is used for calculation of all refunds (if any).

## **STUDENT RIGHT TO KNOW**

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. Data on retention and graduation rates are available in the President's Office and Admissions Office.

Other institutional information including cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies can be found in the School Catalog, Student Policies and Procedures Handbook, Admissions Office, Education Office and Financial Aid Office.

## **CAMPUS SECURITY ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the school to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on school property to student and employees, and to make such information and statistics available to prospective students and employees upon request. School crime statistics information will be distributed to all students and staff once a year and will be updated by October 1st of each year. Additionally, crime statistics report that includes the last three years is posted on the school's web site at <http://www.cidma.edu/admissions/crime-statistics-report/>. The same report can also be found in the President's Office.

## **CRIME/EMERGENCY AND NON-EMERGENCY REPORTING**

All Cleveland Institute of Dental-Medical Assistants, Inc. (CIDMA) students, staff and faculty members are encouraged to promptly report all campus criminal incidents and other public safety related emergencies to the School Director. For incidents requiring

immediate attention, dial 911. Non-emergency incidents can be reported in person to the School Director.

For reporting incidents anonymously, a written report may be placed in the Suggestion Box located at the reception desk. Any reports left in the Suggestion Box are reviewed on a daily basis by the School Director.

The school cannot promise that any reports of crimes will remain confidential. If necessary, reports of criminal activity may be referred to the appropriate police agency for investigation, and all reasonable leads are pursued during formal investigations. Crime victims are notified of victim assistance programs and any other help deemed necessary.

All crime victims and witnesses are strongly encouraged to immediately report observed crimes to school officials. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

### **CRIME PREVENTION TIPS**

1. Lock your car when parking in a campus lot. Do not leave valuables in plain sight in your console or on the seat, i.e. cell phones, loose change, purses, books or anything of value.
2. Don't leave purses, books, laptop computers or book bags unattended in public places including the Lunch Room, library, reception area, classrooms, and computer labs.
3. Mark your books and possessions so you are able to identify them if they are stolen.
4. Know where the telephones are located. Know how to dial emergency numbers.
5. Be alert to your environment at all times, particularly when walking to your car after evening classes.
6. Be suspicious of people you don't know who suddenly appear in an area with which you are unfamiliar.
7. Don't hesitate to report unusual behavior to any school official.
8. Don't listen to or report rumors. Check legitimate news sources for correct information.

### **SEXUAL ASSAULT/SEXUAL OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender in education programs or activities operated by recipients of federal financial assistance, such as Cleveland Institute of Dental-Medical Assistants, Inc. Sexual harassment, which includes sexual assault, is a form of gender discrimination and can limit a student's ability to participate in, or benefit from, the school's programs. School policy reflects Title IX and strictly prohibits unlawful discrimination on the basis of gender, including gender identity.

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act to require school programs regarding prevention, awareness, and response to reports of dating violence, domestic violence, sexual assault, and stalking. VAWA also requires reporting of crime statistics for those offenses.

Cleveland Institute of Dental-Medical Assistants, Inc. prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking.

### **Definitions**

**Sexual Assault/Sex Offense** is defined as any sexual act directed against another person, however slight, with any body part or object, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape** is defined as the sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety, fear for the safety of others, or suffer substantial emotional distress.

**Domestic violence** is defined as acts of violence or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts by law.

**Dating violence** is defined as violence or intimidation committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Consent** is defined as the voluntary, unambiguous agreement to participate in an act, the nature of which is known to and understood by the consenter. Consent may be given verbally or nonverbally and may be withdrawn at any time before completion of the act. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, or age.

## **Risk Reduction**

### **Tips for reducing your risk of sexual assault**

The following information is provided to all students, staff and faculty members in an attempt to reduce their risk of sexual assault:

1. Be aware of your surroundings.
2. Walk with purpose, look confident. Walk only in lighted areas after dark.
3. Travel with a friend or in a group. When you go to a party, arrive together, check in with each other frequently and leave together.



4. Trust your instincts. If you start to feel uncomfortable due to a situation or location, trust your gut and get out.
5. Make sure your cell phone is with you, is charged, and that you have extra money to get home.
6. Avoid drinking too much alcohol.
7. Watch your beverages. Do not leave them unattended or accept a drink from someone you don't know or trust.
8. If you are uncomfortable with a situation or with the plans, speak up.
9. If you are going out with someone new or someone you met on an internet dating site, meet them in a public place or have a group date. Don't give them your address until you are comfortable.
10. Communicate that NO means NO.
11. Keep the doors to your car and home locked.

### **Warning signs for potentially abusive relationships**

Abuse can be verbal and emotional, as well as physical.

1. Extreme jealousy
2. Controlling behavior, checking up on you, questioning you about where you've been or who you've been with.
3. Quick involvement, "love at first sight"
4. They blame others for their problems
5. They abuse alcohol or other drugs
6. A history of trouble with the law, fighting, or destroying property
7. The abuser forces you to have sex when you don't want to
8. Attempts to isolate you from family or friends.
9. Cruelty to other family members, animals or children
10. The abuser says cruel and harmful things to you, calls you names, says you are stupid or crazy, or puts down your accomplishments.
11. The abuser threatens you
12. They blame all arguments and problems on you
13. They threaten to kill themselves if you break up with them, say they can't live without you.
14. You feel afraid of them or afraid to break up with them.

### **Tips for victims of domestic violence**

1. Make a plan for how you are going to leave, where you will go, and how to cover your tracks. Make one plan if you have time to prepare and an emergency plan if you need to leave in a hurry.
2. Go to a doctor or hospital as soon as possible if you are hurt. Keep a copy of the record.
3. Pack a bag with spare car keys, your driver's license, credit card numbers, checkbook, money, phone numbers, spare clothing, and medication.
4. Keep evidence of abuse; pictures of bruises or other injuries, torn or bloody clothing, pictures of your home messed up after violence, text or phone messages, etc.
5. Leave when the abuser will least expect it so you have more time to get away.
6. Call the police to ask them to escort you out of the house as you leave.

### **Tips for avoiding dating violence**

1. Go out as a group or to a public place.
2. Make an agreement with your friends to look out for each other.
3. Limit the amount of alcohol you drink. Alcohol can impair your judgment and your ability to make good decisions.
4. Watch your beverages. Do not leave them unattended.
5. Make sure you have your cell phone, it is charged, and you have extra money for a taxi.
6. If you feel uncomfortable about a situation, trust your gut. Leave immediately and go to a safe place.
7. Know your sexual limits and that you always have the right to say “No”. You can say “No” even if you’ve been flirting, making out, said “Yes” then changed your mind, or you’ve had sex with the person before.

### **Tips for stalking victims**

1. Stop all contact and communication with the stalker.
2. Carry a cell phone and emergency money. Be sure your cell phone is charged.
3. Have a safe place to go in an emergency.
4. Try not to travel alone.
5. Vary your routes to and from work or school. Change your routines.
6. Be careful about the personal information you are posting on social media.
7. Keep your address confidential whenever you can. Tell friends and neighbors not to give your address to anyone.
8. Alert co-workers, classmates, and the police regarding your situation.
9. Create a stalking log recording time, date, and information about stalking encounters.

### **How To Help As A Bystander**

The school expects all students, staff and faculty members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, or calling state or local law enforcement.

***If you see an act of sexual misconduct:*** It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely – violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask a school official or other students for help.

***If a victim confides in you:*** It is important to let the victim tell his/her story. Listen respectfully, and help him/her explain what has happened. Do not contradict him/her or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what he/she needs to feel safe, encourage him/her to seek medical attention and counseling, and encourage him/her to report the act if he/she feels comfortable doing so. The first people that a victim talks to can have a significant impact

on the person and his/her ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help he/she requires to move forward.

If possible, refer the victim to a Rape Crisis Center such as Cleveland Rape Crisis Center (CRCC) for help. There are 24-hour hotlines –

Cuyahoga County 216-619-6192  
Lake, Geauga, and Ashtabula County 216-423-2020

## **PREVENTION AND AWARENESS CAMPAIGNS**

Each year, April is designated as Sexual Assault Awareness Month (SAAM). The goal of SAAM is to increase public awareness about sexual assault and to educate communities and individuals on how to help prevent sexual violence. During April, an expert speaker from the Cleveland Rape Crisis Center (CRCC) gives a presentation on topics such as

- Rape awareness and rape culture, including but not limited to acquaintance rape, drug and alcohol-facilitated rape
- Supporting survivors and community resources for survivors
- Understanding the law and legal process
- Stewards of Children: Adults' Responsibility in Preventing Child Sexual Abuse

The school also participates in the Denim Day campaign. Denim Day is an event in which people are encouraged to wear jeans in order to raise awareness of rape and sexual assault. We take part by “breaking the dress code, breaking the silence”.

During October, which is Domestic Violence Awareness Month, an expert speaker from Forbes House in Lake County or Domestic Violence & Child Advocacy Center in Cleveland gives a presentation to all students, staff and faculty members to bring awareness to the topics of domestic violence, dating violence, crisis intervention and safety planning.

Forbes House Helpline: 440-357-1018

Domestic Violence & Child Advocacy Center Domestic Violence Helpline: 216-391-HELP

Family & Child Abuse Helpline: 216-229-8800

All year round, information on sexual assault, domestic violence, dating violence, and stalking is available at the reception area. Brochures and videos with information on risk reduction, bystander intervention, counseling and other services are available, or you can ask to speak with a school official regarding your concerns.

## **VICTIMS OF CAMPUS SEXUAL ASSAULT: STATEMENT OF PRINCIPLES AND RIGHTS**

CIDMA is committed to providing a safe and secure environment in which all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the school takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. CIDMA is actively engaged in educating students, staff and faculty members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, CIDMA will investigate allegations and take appropriate actions, to the fullest possible extent. The school supports the victim's right to privacy. In the event that a victim wishes to remain anonymous, the school will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to ensure the victims' anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end, CIDMA will provide information about community medical and counseling resources and support the victim's right to make choices about these resources and options.

All students, staff and faculty members are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults:

### **1. The Right to Human Dignity**

Victims shall:

- Be treated with fairness and respect for their dignity;
- Have their privacy honored;
- Be free from any suggestions that they must report sexual assaults to be assured; recognition of any other identified principles or rights;
- Have their allegations of sexual assault treated seriously;
- Be free from any suggestion that they are responsible for the sexual assaults committed against them;
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be free from unwanted pressure from campus personnel to:
  - Report sexual assaults if they do not wish to do so,
  - Report sexual assaults as less serious offenses,
  - Refrain from reporting sexual assaults for any reason, including the fear of unwanted personal publicity.

### **2. The Right to Resources On and Off Campus**

Victims shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the school's disciplinary process, or to pursue both processes simultaneously;
- Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities;
- Be informed of and assisted in exercising:
  - Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
  - Any rights to preventive measures such as emergency contraception or HIV prophylaxis,

Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects;

### **3. The Right to Campus Judicial Proceedings**

Victims have the right to:

Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them;

Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;

Have a person of their choice accompany them throughout the disciplinary hearing;

Remain present during the entire proceeding, whenever possible; alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing;

Be heard at the proceeding;

Be assured that their irrelevant past sexual history will not be discussed during the hearing;

Be informed in a timely fashion (60 days) of the outcome of the hearing;

Have the right to appeal the outcome of the hearing.

### **4. The Right to Law Enforcement and Campus Intervention**

Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;

Victims shall receive full and prompt cooperation and assistance of school officials in notifying the proper authorities;

Victims shall receive full, prompt, and victim-sensitive cooperation of school officials with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault; “No contact” orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the school receives notice of a complaint;

School officials shall take reasonable and necessary actions to prevent further unwanted contact by victims’ alleged assailants;

Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

### **5. Note: Statutory Mandates**

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the school from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the school will take care not to identify the victim.

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the school from issuing a Timely Warning when the school is aware of a reported sexual assault incident that potentially puts the campus community at risk. The school will take care not to identify the victim in such notices but may, in certain cases of continuing danger, identify the suspect, assailant or the address where the crime occurred.

## **SANCTIONS AND PROTECTIVE MEASURES**

If a person is found to have violated Cleveland Institute of Dental-Medical Assistants, Inc.'s Title IX Policy, the sanctions may include, but are not limited to, suspension, expulsion, no-contact orders, banning from campus or college-related activities, training, diploma revocation, or in the case of a staff or faculty member, discipline up to and including termination.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct.

For employees who violate this policy, they will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The School Director or school designee will determine whether interim protective measures should be implemented, and if so, take steps to implement those protective measures as soon as possible. Protective measures may be temporarily in place during the investigation and may become permanent pending investigation outcome. CIDMA may take protective interim measures (such as no-contact order, change in class schedule, suspension, etc.) while investigating Title IX complaint violations. These remedies may be applied to one, both, or multiple parties involved.

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **RETALIATION**

Retaliation is prohibited by Title IX and will constitute separate grounds for disciplinary action. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in the process under this policy based on the person's reporting or participation in any process under this policy.

## **CONSTITUTION DAY**

The late Senator Robert C. Byrd, a former West Virginia Democrat and Congress' unofficial Constitutional scholar, believed that American primary, secondary and post-secondary students lack significant knowledge regarding the United State Constitution. In December, 2004, Senator Byrd proposed an amendment that was passed by both the House of Representatives and the Senate in an attempt to increase students' knowledge of the Constitution.

This legislation requires that all educational institutions receiving federal funds implement educational programs relating to the U.S. Constitution on September 17 of

each year. This date was chosen due to the fact that on September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and present it to the American public. (*PL 108-447, "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (sec.111).*)

Cleveland Institute of Dental-Medical Assistants, Inc. holds events each year to commemorate Constitution Day.

## **WEATHER CLOSINGS**

Cleveland Institute of Dental-Medical Assistants, Inc. may cancel classes when weather conditions become too severe. Information about weather closings will be posted on various TV channels using their specific I-Alert system.

Cancellations are determined separately by campus and for day and evening classes. Cancellations will be announced separately through the appropriate communication channels.

## **EMERGENCY EVACUATION**

### Tornado

In the event of a tornado, the school administrator will make an announcement to all offices, classrooms and labs. All students and staff must move to the interior rooms of the building, away from all windows. They are to assume a crouched position under a table surface until an "all clear" is given.

### Fire/Smoke

In the event of fire or smoke, the school administrator will make an announcement to all offices, classrooms and labs. All students must move to the closest exit and make their way to a safe location and stay there until the school administrator finds you. Every room is equipped with an emergency exit route prominently displayed. Instructors are responsible for taking the daily attendance book. Designated staff will first ensure the safety of students and will ensure all students are out of the building before vacating themselves. The fire department will be contacted by calling 911 from an office phone or by cell phone from a secure and safe location. No one is to re-enter the building until an "all clear" is given. Fire drills are held twice each year.

### Firearms/Weapons

In the event there is an emergency involving firearms or other weapons, the school administrator will make an announcement to all offices, classrooms and labs. Every room is equipped with an emergency exit route prominently displayed. All students must move to the closest exit and make their way to a safe location and stay there until the school administrator locates you. Every room is equipped with an emergency exit route prominently displayed. Instructors are responsible for taking their daily attendance book. If unable to move safely to an exit, students and staff should secure the doors and place as many barriers between themselves and the perpetrator. The police department will be contacted by calling 911 from an office phone or by cell phone from a secure and safe location. No one is to re-enter the building or leave a safe area until an "all clear" is given.

## **COPYRIGHT LAW**

Copyright Law as presently configured permits “fair use” of copyrighted materials only by non-profit educators. Cleveland Institute of Dental-Medical Assistants, Inc. is a for-profit institution, and therefore does not fall within the parameters of the “fair use” exception.

If you would like to reproduce by copy or otherwise any copyrighted work, you must obtain written permission from the copyright holder or purchase licensed works. You cannot simply copy the needed numbers of pages to hand out to your students. When you obtain written permission, please provide the original to the Director of Education and retain a copy with your class materials. In all other instances, we must purchase the materials we use.

## **PLAGIARISM**

To plagiarize is to use the ideas and/or words of another without properly indentifying and giving credit to the source. If a student uses another’s work as if it were his or her own, the student not only fails to learn the necessary information or skill set that he or she must master in order to be effective in his or her field, but also damages the morale of his or her peers. Plagiarism includes copying or paraphrasing ideas, phrases, statements, papers or other information.

The definition of plagiarism does not vary according to the source of the material. The original sources may be a published item, such as a book, article, website, lyrics or movie; it may also be an unpublished item, such as another student’s work or an instructor’s notes.

Plagiarism will not be tolerated, and anyone who engages in plagiarism will be subject to immediate disciplinary action.

## **LEARNING RESOURCE SYSTEM (LRS)**

The LRS maintains materials which support the academic programs of the School. The LRS is accessible to students during and outside of classroom hours on all regularly scheduled class days.

As students of the Cleveland Institute of Dental-Medical Assistants, Inc., you have a number of learning resources available to you.

1. There is a library usually located in the Administration offices in each campus. We have a wide variety of textbooks, workbooks, reference books, magazines, and periodicals that you may choose from. All of the non-reference books can be checked out for a certain period of time. Please see the School Director at your campus in order to check out books. The magazines and periodicals must be used at the campus only so that other students may benefit from them. We will be



- more than happy to copy any of the articles for you. Magazines and periodicals must be returned to the rack after each use.
2. We also have a collection of videos at each campus. You may watch any of them at the campus during your study hall periods. There is a list of all videos in your homeroom and in the Director of Education's office. Please see your Director of Education to reserve the TV and the video.
  3. We have internet access for all students. All school computers are completely internet accessible. You may use them for job search and/or program research purposes.
  4. All seniors are permitted to use the local library for research during the Senior Phase/Module for a maximum of two visits only. Eligible seniors must have only 6 hours or less of make-up time. Library trips may be done during study hall periods. Students must still report to Homeroom for check-in and dismissal roll calls. For example, if the student has Study Hall from 12 pm to 3:30 pm, he/she may leave at 12 pm and be back for attendance by 3:20 pm. Students must obtain a Leave Early form and have the form signed by the Homeroom Instructor and the School Director. Students must also sign out of the main logbook located in the reception area prior to leaving the building and sign back in at your arrival back to the campus. We urge everyone to observe all library policies and maintain proper library etiquette. Upon arrival back to the campus, the student must give a copy of his/her library card and show any materials borrowed from the library to the School Director. As a reminder, most libraries require proof of Ohio residency (driver's license or utility bill) in order to obtain a library card.

As always, if you need any assistance finding materials, please do not hesitate to contact an instructor, School Director and/or Director of Education at your campus.

## **COMPUTER TECHNOLOGIES AND INTERNET**

Cleveland Institute of Dental-Medical Assistants, Inc. offers internet access on its own computers. With such access; however, comes responsibility.

*Every student who chooses to use the internet is subject to the following rules:*

1. All students must observe Cleveland Institute of Dental-Medical Assistants, Inc. standards concerning security, ethics, conduct, and protocol, including ensuring that all uses are conducted with consideration and respect for school property.
2. All students must respect the privacy of other users.
3. All students are required to uphold civil, criminal, copyright, trademark and patent law in the use of the school internet resources and equipment.

*If a student chooses to engage in an unacceptable use of the internet he or she will be subject to immediate discipline. Unacceptable use includes, but not limited to:*

1. Illegal or inappropriate use of school's computers and internet resources.
2. Displaying sexually explicit, graphically disturbing or sexually harassing images or text on a school computer.

*The following activities are expressly forbidden and will result in immediate probation or termination to be determined by Administration:*

1. Using computer programs or other means to decode or attempt to decode passwords or access or attempt to access controlled or confidential information.
2. Connecting or attempting to connect unauthorized equipment to the school computers and/or network.
3. Engaging in activity that might be harmful to the systems or to any information stored, including installing viruses or worms; disrupting services; damaging files; software; or making unauthorized modification to the computer desktops or school data.
4. Making or using illegal copies of copyrighted materials or software, storing copies on computers or transmitting them over the school networks.
5. Downloading and/or printing any material or information that is protected by the Copyright Law.
6. Using e-mail or messaging services to harass, offend, or intimidate another person.
7. Downloading, retrieving, transmitting or storing any materials that are obscene and/or pornographic.
8. Transmitting abusive, profane or offensive language using the Internet.
9. Posting e-mail messages or comments to social networks or blogs that include derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or physical attributes.
10. Engaging in any other activity that does not comply with the school Conduct and Behavior policies as stated in the School Catalog and/or Student Policies and Procedures Handbook.

### **Monitoring**

All e-mail messages and comments created, sent or retrieved from the school's internet system are the property of Cleveland Institute of Dental-Medical Assistants, Inc. The school reserves that right to access and monitor all messages and files on the school network and internet systems.

### **Failure to Comply**

Any violation of these guidelines is considered a serious offense. Cleveland Institute of Dental-Medical Assistants, Inc. reserves the right to copy and examine any files or information stored on the school computers. Failure to comply with these guidelines may result in suspension and/or termination from the program. The school also reserves the right to notify appropriate officials of potential violations of any federal, state or local laws.

*Computer Guidelines Acknowledgment*

I understand that it is my responsibility to abide by these computer guidelines on campus and while using the computers at my externship site. I understand that the school may monitor my computer and Internet activity. By signing this document, I consent to such monitoring. I further understand that failure to follow these guidelines will result in appropriate discipline by Administration and/or legal action.

---

Student Name (Print)

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Student Signature

Date

*(This signed document must be submitted to Administration.)*

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**STUDENT ACKNOWLEDGEMENT PAGE**

Revised Policy – Effective Sept 9, 2013

STUDENTS: PLEASE READ AND SIGN BELOW

I have read the information regarding the School (CIDMA) Satisfactory Progress Policy and Student Appeals Procedure as it applies to my financial aid. I understand that I must comply with the policies and procedures contained within the Satisfactory Progress Policy and that failure to comply may result in the loss of my financial aid.

I further acknowledge that I received and understand the information contained in the Student Handbook.

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PRINT YOUR NAME

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SIGNATURE

---

DATE

FINANCIAL AID OFFICER SIGNATURE:

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*(This signed document must be submitted to Administration.)*

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## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)**

The Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department's General Administrative Regulations (EDGAR) requires each participating institution of higher education to certify that it has developed and implemented a drug and alcohol abuse education and prevention program. In response, Cleveland Institute of Dental-Medical Assistants, Inc. (CIDMA) has adopted and implemented programs, and policies and procedures to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities by students and employees.

### **Students**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances, and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on school property, at any school-sponsored student activity, or at CIDMA-approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a school-approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. Ohio under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the appropriate Police Department.

CIDMA reserves the right to implement several kinds of drug/alcohol testing for students at all locations. The following is a list of drug and alcohol tests the CIDMA reserves the right to conduct in accordance with state and federal laws:

- 1) Pre-Enrollment Testing
- 2) Pre-Externship Testing
- 3) Reasonable Suspicion Testing
- 4) Random Testing
- 5) Post-Rehabilitation Testing

CIDMA will impose sanctions for violations of CIDMA alcohol and drug policies and the Student Code of Conduct. Sanctions may include a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the halls and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

## Employees

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on school property or at any of its activities is prohibited. CIDMA will impose sanctions for violations of CIDMA alcohol and drug policies and procedures as stated in the employee manual. Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination.

CIDMA supports the laws and regulations of the United States of America, the State of Ohio, Cuyahoga County, and the City of Cleveland as well as the counties and cities in which our branch campuses are located. Each student and employee is expected to do the same. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration (<http://www.justice.gov/dea/druginfo/ftp3.shtml>), is provided below:

## Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If
II	Cocaine Base 28-279 grams mixture	If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine Base 280 grams or more mixture	death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If	Heroin 1 kilogram or more mixture	death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more	



II	PCP 10-99 grams pure or 100-999 grams mixture	individual, \$50 million if not an individual.	mixture PCP 100 grams or more pure or 1 kilogram or more mixture	individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

**Chart Two**

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
Hashish More than 10 kilograms	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish Oil	

More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

### **State Law**

Ohio Revised Code (ORC) Section 2925.02 provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance. PENALTY FOR VIOLATION: Mandatory imprisonment from 6 months to 10 years, depending upon amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03 provides that no person shall knowingly "traffic" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances.

PENALTY FOR VIOLATION: Mandatory fines range from \$100 to \$20,000, depending on offense and drug involved. Mandatory jail sentences range from 6 months to 10 years.

ORC 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance.

PENALTY FOR VIOLATION: Drug abuse involving amounts of marijuana less than 100 grams carries a penalty of \$100. Other violations involving marijuana result in mandatory jail terms of not more than 8 years and mandatory fines of \$15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$20,000.

ORC 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments.

PENALTY FOR VIOLATION: A first offence can carry a jail term of up to 90 days and fines of \$750.

ORC 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia.

PENALTY FOR VIOLATION: Depending upon the facts, imprisonment up to 6 months and fines up to \$1,000.

ORC 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant.

PENALTY FOR VIOLATION: Up to \$1,000 and 6 months in jail. ORC 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances.

PENALTY FOR VIOLATION: Depending upon the facts, the penalty can be up to 180 days in jail and a \$1,000 fine, but aggravating circumstances can cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to \$5,000. State law, alcohol ORC 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor.

PENALTY FOR VIOLATION: A fine of not less than \$25 nor more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at

a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

ORC 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on his/her property.

**PENALTY FOR VIOLATION:** Punishments for violating ORC 4301.631 range from fines of \$25 to \$250 and imprisonment up to 30 days.

ORC 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

**PENALTY FOR VIOLATION:** Misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a \$250 fine.

ORC 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person.

**PENALTY FOR VIOLATION:** Misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than \$500 and no more than \$1,000.

ORC 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine.

ORC 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse.

**PENALTY FOR VIOLATION:** Misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a \$1,000 fine, in addition to license suspension. Penalties for repeat offenders can result in up to 5 years in prison.

### **Health Risks**

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additional health risks can include:

<i>Substance</i>	<i>Some Possible Long-Term Effects</i>
Alcohol	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
Amphetamines <i>uppers, speed, crank</i>	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates <i>barbs, bluebirds, blues</i>	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) <i>benzos, downers, sleepers, tranqs, roofies</i>	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Cocaine & Cocaine freebase <i>coke</i>	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin <i>H, junk, smack</i>	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants <i>ames, gas, laughing gas, poppers, snappers</i>	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD <i>acid</i>	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks
MDA, MDMA, MOMA <i>ecstasy, xtc</i>	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
Marijuana (cannabis) <i>pot, grass, dope, weed, joints</i>	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Mescaline (peyote cactus)	may intensify existing psychosis, hallucinations at high dose

*mesc, peyote*

Methaqualone  
*ludes* coma, convulsions

Morphine  
*M, morf* physical dependence, constipation, loss of appetite, lethargy

PCP  
*crystal, tea, angel dust* psychotic behavior, violent acts, psychosis, hallucinations at high dose

Psilocybin  
*magic mushrooms, shrooms* may intensify existing psychosis

Steroids  
*roids, juice* cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

### **Treatment Programs**

There is no available on-campus counseling. Students, staff and faculty members who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help through online programs and hotlines. Some examples are:

- [www.drugrehabcenter.com](http://www.drugrehabcenter.com)
- [www.journeyrecoverycenters.com](http://www.journeyrecoverycenters.com)
- [www.lifering.org](http://www.lifering.org)
- [www.treatmentsolutions.com](http://www.treatmentsolutions.com)
- [1-800-COCAINE Cocaine Helpline](http://1-800-COCAINE)
- [1-800-NCACALL National Council of Alcoholism Information Line](http://1-800-NCACALL)
- [1-800-662-HELP National Institute of Drug Abuse Hotline](http://1-800-662-HELP)

CIDMA employees may also seek assistance through the Drug Abuse and Alcoholism Services offered by the facility's health insurance plan, currently Medical Mutual of Ohio. The following are local facilities available for counseling and treatment of drug and alcohol dependency:

Alcoholism Services Of Cleveland, Inc. 216-431-4131

Grace Center 216-687-1500

Lake/Geneva Center For Alcoholism And Drug Abuse, Inc. 440-951-3511 Or 440-255-0678

Laurelwood Hospital 1-800-438-4673

A A—Alcoholics Anonymous (216) 241-7387

Urban Minority Alcoholism Drug Abuse Outreach Project (216) 361-2040

East Cleveland Straight Talk (855) 786-7378

Together Hotline (216) 721-1115

Center For Health & Wellness 216-428-1111

Stella Maris 216-781-0550

Oakview Behavioral Health Center 440-816-8200

Orca House, Inc. 216-231-3772

New Directions 800-750-6709  
Glenbeigh Center Of Rocky River 440-356-7620  
Cleveland Treatment Center Inc. 216-861-4246 X 240  
Matt Talbot For Women 216-592-2800 X 11  
Recovery Resources 216-431-4131  
Catholic Charities Services 216-391-2030  
Harbor Light 216-781-3773 X 143  
Northern Ohio Recovery Association 216-391-6672  
Mental Health Services For Homeless 216-623-6555  
Lake Geauga Recovery Centers 440-255-0678, 440-285-9119

*Additional Information and Referral Services;*

U.S. DEPARTMENT OF EDUCATION—SCHOOLS WITHOUT DRUGS  
1-800-624-0100

COCAINE HELPLINE  
1-800-453-2124

Around-the-clock information and referral service. Recovering cocaine addict counselors answer the phones, offer guidance, and refer drug users and parents to local public and private treatment centers and family learning centers.

NATIONAL COUNCIL ON ALCOHOLISM INFORMATION LINE  
1-800-NCA-CALL

The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. Provides information about NCA's state and local affiliates' activities in their areas. Also provides referral services to families and individuals seeking help with an alcohol or other drug problem.

NIDA HOTLINE  
1-800-662-HELP

NIDA Hotline, operated by the National Institute on Drug Abuse, is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use also are distributed in response to inquiries.

NATIONAL COUNCIL ON ALCOHOLISM INFORMATION LINE:  
1-800-NCA-CALL

The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA's State and local activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

PRIDE DRUG INFORMATION HOTLINE  
1-800-241-9746

A national resource and information center, Parents' Resource Institute for Drug Education (PRIDE) refers concerned parents to parent groups in their State or local area; gives information on how parents can form a group in their community; provides telephone consultation and referrals to emergency health centers; and maintains a series of drug information tapes that callers can listen to, free of charge, by calling after 5:00 p.m.

### **Alcohol and Drug Abuse Information Distribution**

CIDMA assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. The school provides education through dissemination of information materials, educational programs, counseling referrals and college disciplinary actions. The school's Drug and Alcohol Abuse Prevention Program is included in the Student Handbook that is given to all new students.

### **Alcohol and Other Drugs Biennial Review**

CIDMA compiles a Biennial Review of the school's alcohol and drug policy and initiatives. The Biennial Review includes: foundational belief, a review of policy, annual notification, goals, statistical reporting elements, enforcement/sanction consistency, measured effectiveness of the policy and programs, and identified improvements that can be made.

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*Drug and Alcohol Abuse Prevention Program (DAAPP) Acknowledgment*

I have received a complete copy of CIDMA's Drug and Alcohol Abuse Prevention Program (DAAPP) in accordance to the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department's General Administration Regulations (EDGAR) requirements.

I further acknowledge that I understand the information contained within this policy. Failure to comply may result in any or all of the CIDMA-imposed sanctions for violations of the alcohol and drug policies.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

*(This signed document must be submitted to Administration.)*