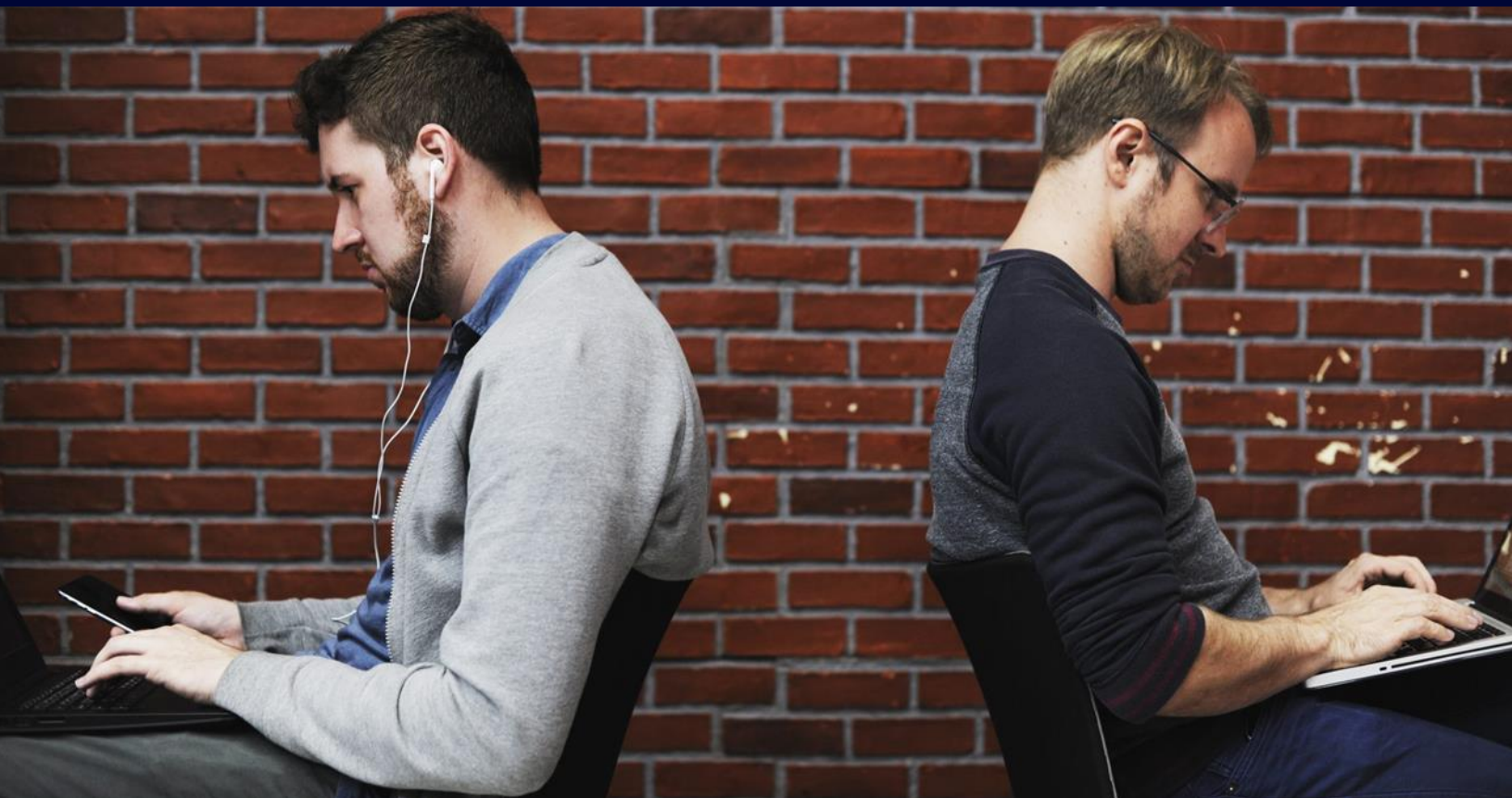




THE ALTERNATIVE  
DISPUTE RESOLUTION  
ACADEMY (ADRA)



# ADR Academy Handbook

2024 – 2025

Welcome to the Alternative Dispute Resolution Academy (ADRA)!

Whether you are seeking an affordable start toward a successful career transition, professional development or the technical skills to advance your career, ADRA stands ready to help you achieve your goals and enrich your life. I invite you to explore this catalog to learn more about the many ways in which ADRA can meet your needs. We have a program of study for everyone. Take specialized Fast Forward training that leads to industry-recognized credentials and professional certifications. Best of all, you can pursue your studies at a time that suits you.

Listed below are just a few of the many programs and services we offer to help you succeed:

- Multiple courses that allow an opportunity for professional development in career transfer or advancement. In addition, ADRA is in the process of signing agreements with colleges and universities that will allow ADRA certificate program graduates take advantage of these agreements and save thousands of dollars while working toward a bachelor's degree.
- Course creators and instructors are screened for subject matter experts to deliver programmed courses. ADRA follows the IACET rigorous training standard. Standard requires ADRA to review and update courses yearly or as soon as regulation or laws changes affects the related courses.
- Specialization, career certificates, and short-term training programs that provide you with credentials for entry or further advancement in the workplace. Our career and technical education programs provide cutting-edge training for regional employment needs.
- Transition services and programs for Military Service Members and Veterans, allowing service members and veterans and spouses to take advantage of educational benefits.

What may not be apparent is the most distinctive feature of ADRA: a community of caring faculty, staff, and administrators who dedicate themselves to helping every student succeed. For that reason, I invite you to call or visit us to learn more about our outstanding programs.

We are ADRA. We are here for you.

We are ***WHERE YOUR FUTURE BEGINS!***

Sincerely,

**Guno Ritfeld, JD., LL.M.**  
President



Florida: 121 South Orange Avenue, Suite 1500,  
Orlando, Florida 32801

Virginia: 1101 Wilson Boulevard, Floor 6.  
Vienna, Virginia 22180

Phone, (866) 384-4563 | [www.adraceu.com](http://www.adraceu.com)

The Alternative Dispute Resolution Academy does not discriminate based on race, gender, national origin, sex, religion, age, or disability in employment or in the provision of any program or activity. The Alternative Dispute Resolution Academy is an Equal Opportunity/Affirmative Action institution and complies with the requirements of the Americans with Disabilities Act.

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**GENERAL INFORMATION**

**The Alternative Dispute Resolution Academy (ADRA)**

Welcome to the Alternative Dispute Resolution Academy (ADRA)! ADRA is a division of Resolute Mediation & Arbitration Inc., based in Florida with offices in Virginia. The Academy has served over 133,500 career professionals from various industries and backgrounds. Whether you seek career transition, professional development, or the technical skills to advance your career, ADRA is here to help you achieve your goals and enrich your life.

**Locations**

- **Florida:** 121 South Orange Avenue, Suite 1500, Orlando, Florida 32801
- **Virginia:** 1101 Wilson Boulevard, Arlington, Virginia 22209

**Mission of the Alternative Dispute Resolution Academy (ADRA)**

ADRA's mission is to provide professional development and continuing education to individuals and organizations. The Academy offers a variety of programs designed to meet career requirements and address workplace issues, promoting personal growth and community strengthening.

## Web-based/Internet Courses

ADRA's courses are primarily web-based, providing flexibility for students to complete coursework online. Students access course materials and communicate with instructors through the ADRA Learning Management System (LMS). Some courses may require attendance for on-campus or proctored testing, noted in the course details on our website.

## Statement of Values

ADRA values:

1. **Professional Development and Continuing Education:** Preparing graduates to work at levels expected by the community.
2. **Access to Educational Opportunities:** Promoting affordable education and providing equal opportunity in education and employment.
3. **Diversity:** Offering comprehensive programs that respect and respond to diverse cultural backgrounds and learning styles.
4. **Excellence in Performance:** Establishing criteria for performance and expecting students, faculty, and staff to meet these standards.

## Accreditation and Approval

ADRA is accredited by and has approvals from:

- International Association for Continuing Education and Training (IACET): [IACET Website](#)
- Florida Bar Approved Continuing Education: [Florida Bar Website](#)
- Florida Department of Children and Family Training Provider: [Florida DCF Website](#)
- Florida Department of Financial Regulations: [Florida CFO Website](#)
- Texas Bar Approved Continuing Education Provider
- Texas Department of Education Continuing Education Provider
- Florida Supreme Court recognized Continuing Mediators Education Provider
- Texas Region One School
- Virginia Community College System
- American Council On Education (ACE)
- Army Credentialing - Army IgnitED

## ENROLLMENTS & TUITION INFORMATION

### Enrollment Requirements

- **General Enrollment:** Any person with a high school diploma or equivalent, or who is at least 18 years old, may be admitted. Enrollment is completed through the ADRA website.

### General Enrollment Denials

ADRA reserves the right to evaluate and document special cases and to refuse or revoke enrollment if an applicant poses a threat, is significantly disruptive to the Academy community, or if such refusal or revocation is in the best interest of the Academy.

### **Procedures for Enrollment Denials**

- **Investigation:** Conducted by the President or designee upon notification of threatening or disruptive behavior.
- **Notification:** Applicants or enrolled students will receive written notification if enrollment is denied or revoked.
- **Appeal Process:** Applicants/enrolled students can appeal the decision within ten (10) calendar days of notification.

### **Tuition and Fees**

- **Tuition Rates:** Established by the Academy Board and subject to change.
- **Payments:** Due before the beginning of classes, with various payment methods accepted.
- **Refunds:** Processed after the drop/add period for courses dropped within 10 days of the start date.

### **Books and Materials**

Students are responsible for obtaining their own books, supplies, and materials needed for their studies.

## **EDUCATIONAL SERVICES**

### **Services for Students with Documented Disabilities**

In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, ADRA ensures no qualified individual is denied access due to disability. Reasonable accommodations are provided as needed.

### **Educational Access**

- **Self-Identification:** Students must self-identify to Student Accessibility Services (SAS).
- **Documentation:** Required documentation based on adult norms must be provided.
- **Accommodations:** May include assistive technology, American Sign Language interpreters, and alternative text materials.

### **Procedure for Requesting Accommodations**

- **Application:** Students must complete the SAS Application for Services online.
- **Review:** SAS will review provided documentation and determine appropriate accommodations.
- **Consultation:** Early consultation is essential for timely accommodations.
- **Accommodation Letters:** Prepared each term for students to provide to their instructors.

## **Temporary Disabilities**

- **Emergency Planning:** SAS works with students experiencing temporary disabilities due to surgeries, hospitalization, or accidents.
- **ADA Grievance Procedure:** Available for students who believe they have been discriminated against based on disability.

## **VETERANS SERVICES**

ADRA provides extensive services for Veterans, ensuring compliance with Virginia and Veterans Affairs guidelines:

### **Montgomery GI Bill — Active Duty (Chapter 30)**

The MGIB-AD program provides up to 36 months of education benefits. These benefits may be used for degree and certificate programs and are payable for 10 years following release from active duty.

### **Vocational Rehabilitation and Employment Service (Chapter 31)**

VR&E's primary benefit program offers vocational rehabilitation services for veterans with service-connected disabilities. Eligibility and entitlement are required to receive these services.

### **Post 9/11 GI Bill (Chapter 33)**

The Post 9/11 GI Bill provides up to 36 months of educational benefits. Benefits can be used for degree and certificate programs and include full tuition and fees, a monthly housing allowance, and an annual book stipend. Benefits are payable for 15 years following release from active duty.

### **Survivors' and Dependents' Educational Assistance Program (Chapter 35)**

DEA offers education and training opportunities to eligible spouses and dependents of veterans who are permanently and totally disabled due to service-related conditions or who died as a result of such conditions. The program offers up to 45 months of education benefits.

### **Montgomery GI Bill — Selected Reserve (Chapter 1606)**

This program is available to members of the Selected Reserve, including various reserve components and the National Guard. Benefits may be used for degree and certificate programs, with eligibility determined by the Selected Reserve components.

### **Montgomery GI Bill — Reserve Educational Assistance Program (Chapter 1607)**

REAP provides educational assistance to reservists called to active duty in response to a war or national emergency. This program is designed for reservists activated for at least 90 days after September 11, 2001.

## Veterans Affairs Compliance

ADRA adheres to all Veterans Affairs compliance requirements, including:

- **Enrollment Certification:** ADRA certifies enrollment to the VA for all eligible programs.
- **Satisfactory Academic Progress (SAP):** Veterans must meet SAP standards to continue receiving benefits.
- **Attendance and Participation:** Regular attendance and participation are required, and any changes in status must be reported to the VA.
- **Financial Responsibility:** Veterans are responsible for any costs not covered by their benefits.

## ACADEMIC INFORMATION

### Class Attendance

Regular attendance is required. Students should notify instructors of any unavoidable absences and are responsible for making up missed assignments.

### Administrative Drops and Withdrawals

Students who do not attend the initial class meeting or complete the first assignment in web-based courses may be administratively dropped. Those missing 20% or more of a class may be withdrawn by their instructor.

### Final Examinations

Students are expected to take exams at scheduled times unless an exception is granted by the course instructor and dean.

### Grading System

Grades are pass/fail, with a minimum of 70% required to pass. Interim grades include "R" and "I," while final grades without credit include "W" and "X."

### Enrollment/Retakes/Registration

Enrollment deadlines are published in the Academic Calendar. Students must verify their status and ensure tuition is paid to avoid being dropped from courses.

### Mitigating Circumstance Withdrawals

Withdrawals due to mitigating circumstances such as illness or family death require documentation and approval from an Academic Counselor.

### Student Information Release



ADRA does not release student information to third parties without consent.

## **CURRICULA OF STUDY**

### **Continuing Education and Career Certificate Programs**

ADRA offers professional development courses with open enrollment and self-paced options, designed for adult education and career advancement. The programs are tailored to meet the needs of working adults and include the following:

1. **Paralegal Certificate Course**
2. **NALS Certification**
3. **Human Resources Certificate Course with Preparation for HRCi and SHRM**
4. **Employment and Labor Relations Law Mediation**
5. **Equal Employment Investigators Certificate Course**
6. **Equal Opportunity Counselors Certificate Course**
7. **Equal Opportunity Qualified Neutral Certificate Course**
8. **Continuing Education Programs for Career and Certification/Licensure Renewal**

## **COURSE DESCRIPTIONS**

### **Paralegal Certificate Course**

This course prepares students for a career as a paralegal. Topics covered include legal research, writing, ethics, and the practical skills needed for legal assistance work. Graduates receive a Paralegal Certificate.

### **NALS Certification**

This certification program is designed for legal professionals seeking to enhance their credentials. The course prepares students for the NALS certification exam, covering legal procedures, terminology, and professional standards.

### **Human Resources Certificate Course with Preparation for HRCi and SHRM**

This course prepares students for a career in human resources, with a focus on HRCi and SHRM certification preparation. Topics include HR management, labor relations, and employment law. Graduates receive a Human Resources Certificate.

### **Employment and Labor Relations Law Mediation**

This course focuses on mediation in employment and labor relations. It covers conflict resolution, negotiation strategies, and legal aspects of labor relations. Graduates receive a certificate in Employment and Labor Relations Law Mediation.

### **Equal Employment Investigators Certificate Course**

This course prepares students to become certified equal employment investigators. It includes training in investigative techniques, employment law, and report writing. Graduates receive an Equal Employment Investigators Certificate.

### **Equal Opportunity Counselors Certificate Course**

This course trains students to become equal opportunity counselors, focusing on counseling techniques, discrimination law, and conflict resolution. Graduates receive an Equal Opportunity Counselors Certificate.

### **Equal Opportunity Qualified Neutral Certificate Course**

This advanced course prepares students to become qualified neutrals in equal opportunity cases. It covers mediation, arbitration, and legal frameworks for resolving equal opportunity disputes. Graduates receive an Equal Opportunity Qualified Neutral Certificate.

### **Continuing Education Programs for Career and Certification/Licensure Renewal**

ADRA offers various continuing education programs designed for career development and certification or licensure renewal. These programs are tailored to meet the specific needs of professionals seeking to maintain or enhance their credentials.

## **FACULTY & STAFF**

### **Administrative Faculty**

- **President:** Guno Ritfeld, J.D.
- **Student Services (Interim):** Theresa Tran,
- **Academic Advisor:** Dr. Sara Hoefler, Ed.D.
- **Vice President of Workforce Curriculum Development:** Dr. Phuong Le Callaway, Ph.D.

### **Instructors**

A full list of instructors and their qualifications can be found on the Academy staff page: [ADRA Staff](#).

For more detailed information and the latest updates, visit the ADRA website at [www.adraceu.com](http://www.adraceu.com).

## **GENERAL POLICIES AND PROCEDURES**

### **Academic Calendar**

The academic calendar outlines the start and end dates of each term, including holidays and other significant academic events. The calendar is available on the ADRA website.

### **Satisfactory Academic Progress (SAP)**

Students must maintain SAP to continue their studies and receive financial aid. SAP is measured by GPA and course completion rate. Detailed SAP policies are available on the ADRA website.

### **Code of Conduct**

Students are expected to adhere to the highest standards of academic integrity and personal behavior. Violations of the Code of Conduct, including plagiarism, cheating, and disruptive behavior, are subject to disciplinary action.

### **Complaint Resolution**

ADRA encourages open communication to resolve issues informally. If issues cannot be resolved informally, students may submit a formal complaint through the ADRA website.

### **Privacy Policy**

ADRA is committed to protecting the privacy of student information. Detailed privacy policies are available on the ADRA website.

### **Safety and Security**

ADRA prioritizes the safety and security of its students, faculty, and staff:

- **Campus Security:** ADRA maintains security measures at all campus locations.
- **Emergency Procedures:** Detailed emergency procedures are available on the ADRA website and are included in orientation materials.

### **Equal Opportunity**

ADRA is an Equal Opportunity/Affirmative Action institution. It does not discriminate based on race, gender, national origin, sex, religion, age, or disability in employment or in the provision of any program or activity.

## **TITLE FIVE: STUDENT CODE OF CONDUCT**

### **General Provisions**

#### **Art. 1. Observance of ADRA Laws, Rules, and Regulations**

Students are required to adhere to all laws, rules, and regulations set forth by ADRA. This includes maintaining a high standard of conduct both on and off campus and in online environments.

## **Art. 2. Disciplinary Action**

Violations of ADRA's code of conduct may result in disciplinary action. Disciplinary measures can include warnings, probation, suspension, or expulsion, depending on the severity of the offense.

## **Art. 3. Conduct Outside the Class**

Students are expected to uphold ADRA's standards of conduct outside the classroom, including in online forums, social media, and during off-campus activities.

## **Rules of Conduct and Student Discipline**

### **Art. 1. Applicability**

The rules of conduct apply to all students enrolled at ADRA, regardless of their location or mode of study.

### **Art. 2. Assistance, Protection, and Privileges**

Students have the right to assistance, protection, and the privileges afforded to them by ADRA. They are also expected to respect the rights and privileges of others within the ADRA community.

## **Norms of Conduct**

### **Art. 1. Moral Character**

Students are expected to demonstrate integrity, honesty, and respect in all their dealings within the ADRA community.

### **Art. 2. Personal Discipline**

Students should maintain self-discipline and control, refraining from actions that disrupt the learning environment or harm others.

## **Disciplinary Process**

### **Art. 1. General Rule**

Disciplinary actions are taken in accordance with the policies outlined in this handbook. ADRA ensures due process in all disciplinary matters.

### **Art. 2. Due Process**

Students accused of violating the code of conduct are entitled to due process. This includes a fair hearing, the right to present evidence, and the right to appeal decisions.

### **Art. 3. Filing a Complaint**

Complaints regarding student conduct can be filed with the Student Affairs office. Complaints should be detailed and supported by evidence.

### **Offenses and Penalties**

#### **Art. 1. Academic Offenses**

Academic offenses include, but are not limited to, cheating, plagiarism, and falsification of academic records. Penalties range from a warning to expulsion, depending on the severity.

#### **Art. 2. Non-Academic Offenses**

Non-academic offenses include, but are not limited to, harassment, theft, vandalism, and substance abuse. Penalties vary based on the nature and severity of the offense.

## **TITLE SIX: STUDENT SERVICES**

### **Scholarship Services**

ADRA provides scholarship services to support students financially. Information on available scholarships and the application process can be found on the ADRA website.

### **Arts and Culture**

ADRA encourages participation in arts and cultural activities to enhance students' educational experience. Programs and events are regularly organized to promote cultural awareness and creativity.

### **Library Services**

#### **Art. 1. E-library**

The e-library provides online access to a wide range of digital resources, including e-books, academic journals, and multimedia materials.

### **Registrar's Office**

The Registrar's Office handles enrollment, academic records, and graduation procedures. Students should contact the Registrar's Office for assistance with registration, transcripts, and other academic services.

### **Guidance Services Unit**

The Guidance Services Unit provides counseling and support to help students achieve their academic and personal goals. Services include academic advising, career counseling, and personal counseling.

### **Medical and Dental Services (MDS)**

ADRA offers medical and dental services to support the health and well-being of students. Services include routine check-ups, emergency care, and health education programs.

### **Sports and Physical Wellness Program**

The Sports and Physical Wellness Program promotes physical health and wellness through a variety of sports and fitness activities. Students are encouraged to participate in intramural sports, fitness classes, and wellness programs.

### **Security Services**

ADRA maintains a safe and secure campus environment. Security services include campus patrols, emergency response, and safety education programs.

### **Cafeteria Services**

The campus cafeteria offers a variety of meal options to meet students' dietary needs. Healthy and affordable meals are available throughout the day.

### **ID Replacement**

#### **Art. 1. Lost or Damaged ID Cards**

Students who lose or damage their ID cards can obtain a replacement from the Registrar's Office. A fee may apply for replacement cards.

### **Diploma Replacement**

#### **Art. 1. Loss or Damage: Duplicate Diploma**

Students who lose or damage their diploma can request a duplicate. The request must be submitted to the Registrar's Office along with the required fee.

#### **Art. 2. Change or Correction of Name: Replacement Diploma**

Students who need to change or correct their name on their diploma must submit a request with supporting documentation to the Registrar's Office.

### **Affirmative Action Program**

ADRA is committed to affirmative action to ensure equal educational opportunities for all students. The program includes initiatives to support diversity and inclusion within the student body.

## **Admission for Special Talents and Skills (ASpecTS)**

### **Art. 1. Qualifications**

ADRA recognizes students with special talents and skills in various fields. Qualified students can apply for admission under the ASpecTS program.

### **Art. 2. Categories for Special Skills and Talents**

Categories include, but are not limited to, sports, arts, and academic excellence. Detailed criteria for each category are available on the ADRA website.

### **Art. 3. Processing and Accepting Applicants**

Applications for the ASpecTS program are reviewed by a committee. Successful applicants are admitted based on their demonstrated talents and skills.

### **Art. 4. Requirements for Application**

Applicants must submit a portfolio or evidence of their talents and skills, along with their application form.

### **Art. 5. Monitoring Admission Privilege**

Students admitted under the ASpecTS program are monitored to ensure they continue to meet the program's requirements. Failure to do so may result in revocation of the admission privilege.

## **TITLE SEVEN: APPENDICES**

### **Appendix I. Dress Code Policy for Students**

ADRA expects students to dress appropriately and maintain a professional appearance. Specific guidelines are provided to ensure students adhere to dress code standards.

### **Appendix II. Campus Journalism**

ADRA supports campus journalism as a means of promoting free expression and developing journalistic skills. Policies and guidelines for student publications are outlined.

### **Appendix III. Drug-Free ADRA**

ADRA is committed to maintaining a drug-free environment. The policy includes measures to prevent substance abuse and support those affected by it.

## **Appendix IV. Policy and Guidelines on Sexual Harassment**

### **A. Introduction**

ADRA is committed to providing a safe and respectful environment free from sexual harassment.

### **B. Policy Statement**

Sexual harassment is prohibited and will not be tolerated. ADRA will take prompt and appropriate action to address any incidents.

### **C. Definition of Sexual Harassment**

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **D. Coverage**

The policy applies to all students, faculty, and staff of ADRA.

### **E. Sexual Harassment as an Administrative Offense**

Sexual harassment is considered a serious offense and is subject to disciplinary action, including termination of employment or expulsion from the Academy.

### **F. Persons Liable for Sexual Harassment**

Individuals found guilty of sexual harassment will be held accountable and face disciplinary measures.

### **G. Procedural Guidelines**

Guidelines for reporting and addressing sexual harassment are provided to ensure a fair and thorough process.

## **Appendix V. Cybercrime Prevention Act of 2012**

### **Chapter I. Preliminary Provisions**

Outlines the definitions and scope of the Cybercrime Prevention Act.

### **Chapter II. Punishable Acts**

Lists the acts punishable under the Cybercrime Prevention Act, including hacking, identity theft, and cyberbullying.

## **Appendix VI. Republic Act No. 11053 (An Act Prohibiting Hazing)**



Full text and guidelines of the Anti-Hazing Act, including definitions, prohibited acts, and penalties.

## **Appendix VII. Wellness and Values Enhancement Program**

### **I. Background/Rationale**

Provides the rationale for the wellness and values enhancement program.

### **II. Objectives**

Outlines the objectives of the program, including promoting physical and mental health, and fostering values and character development.

### **III. USTP Wellness and Values Enhancement Framework**

Describes the framework for implementing wellness and values enhancement initiatives.

## **TITLE EIGHT: FINANCIAL POLICIES**

### **Reimbursement Policies**

#### **Tuition Reimbursement**

- **Eligibility:** Students who are eligible for tuition reimbursement through their employer or other funding sources must provide documentation confirming their eligibility.
- **Application:** To apply for tuition reimbursement, students must submit a completed Tuition Reimbursement Form along with supporting documentation to the Registrar's Office.
- **Processing:** Reimbursement requests are processed within 2-4 weeks after all required documents are received. Students will be notified of the status of their reimbursement request via email.
- **Limitations:** Tuition reimbursement is subject to the policies of the funding source. ADRA is not responsible for any decisions made by the funding source regarding reimbursement amounts or eligibility.

#### **Refunds for Dropped Courses**

- **Drop/Add Period:** Students who drop a course within the first 10 days of the start date are eligible for a full refund of tuition and fees.
- **Processing Time:** Refunds are processed within 2-4 weeks after the drop/add period ends. Refunds can be issued to the original payment method or as a check mailed to the student's address on file.
- **Refund Method:** Students may choose between a credit card refund (if the original payment was made by credit card) or a paper check sent via U.S. mail.

## **TITLE NINE: ACADEMIC POLICIES**

## Attendance Policy

### General Attendance Requirements

- **Expectations:** Regular attendance is essential for academic success. Students are expected to attend all scheduled classes and participate actively in online courses.
- **Notification of Absences:** Students should notify their instructors in advance of any anticipated absences and make arrangements to complete missed work.
- **Excused Absences:** Excused absences include illness, family emergencies, and other unavoidable circumstances. Documentation may be required.

### Attendance in Online Courses

- **Participation:** Active participation in online courses is required. This includes logging into the Learning Management System (LMS), completing assignments, and participating in discussions.
- **Initial Attendance:** Students must log into their online courses and complete the initial assignment by the specified deadline to confirm their enrollment.

### Administrative Drops

- **Non-Attendance:** Students who do not attend the first class meeting or complete the initial assignment in an online course may be administratively dropped.
- **Notification:** Students will be notified of an administrative drop via their ADRA email account.

## Dismissal Policy

### Grounds for Dismissal

- **Academic Performance:** Students who fail to maintain satisfactory academic progress (SAP) may be subject to dismissal. SAP includes maintaining a minimum GPA and completing courses at an acceptable rate.
- **Behavioral Violations:** Violations of the Student Code of Conduct, including academic dishonesty, harassment, and disruptive behavior, may result in dismissal.
- **Non-Payment:** Failure to pay tuition and fees by the specified deadlines may result in dismissal.

### Dismissal Procedure

- **Notice of Dismissal:** Students will receive a written notice of dismissal, including the reasons for dismissal and the effective date.
- **Right to Appeal:** Students have the right to appeal a dismissal decision. Appeals must be submitted in writing to the Registrar's Office within ten (10) calendar days of receiving the notice of dismissal.
- **Appeal Review:** Appeals are reviewed by an Ad Hoc Committee appointed by the President. The committee will consider the student's explanation and any supporting documentation.

- **Final Decision:** The committee’s decision on the appeal is final. Students will be notified of the decision in writing.

## **Reinstatement**

- **Eligibility for Reinstatement:** Students who have been dismissed may apply for reinstatement after a specified period, typically one semester. Reinstatement is not guaranteed and is subject to review.
- **Reinstatement Application:** Students must submit a Reinstatement Application to the Registrar’s Office, along with a statement explaining the reasons for their dismissal and the steps they have taken to address the issues.
- **Review Process:** The reinstatement application is reviewed by the Ad Hoc Committee. The committee may require additional documentation or an interview with the student.
- **Decision:** Students will be notified of the committee’s decision in writing. Reinstated students may be subject to probationary conditions to ensure they meet academic and behavioral standards.

## **TITLE TEN: STUDENT SUPPORT SERVICES**

### **Counseling Services**

ADRA provides counseling services to support students’ academic and personal development. Services include academic advising, career counseling, and personal counseling.

### **Career Services**

ADRA’s Career Services team assists students with job placement, resume writing, interview preparation, and career planning. Workshops and events are held regularly to help students connect with potential employers.

### **Academic Advising**

Academic advisors are available to help students plan their course schedules, meet graduation requirements, and address academic concerns. Students are encouraged to meet with their advisor at least once per semester.

### **Health and Wellness**

ADRA promotes student health and wellness through various programs and resources. Students have access to medical and dental services, fitness programs, and wellness workshops.

### **Technology Support**

ADRA provides technical support to help students navigate online courses and use the Learning Management System (LMS). Support is available via phone, email, and in-person consultations.

## **REVISION CLAUSE**

This handbook is subject to revision by the ADRA Board of Directors as deemed necessary to reflect changes in policies and regulations.

### **SEPARABILITY CLAUSE**

If any provision of this handbook is declared invalid, the remaining provisions shall continue to be in full force and effect.

### **REPEALING CLAUSE**

All previous policies, rules, and regulations inconsistent with this handbook are hereby repealed or modified accordingly.

### **EFFECTIVITY CLAUSE**

This handbook shall take effect beginning the academic year 2024-2025 upon approval by the ADRA Board of Directors.

### **BOR SECRETARY'S CERTIFICATE**

Certification by the Secretary of the ADRA Board of Directors confirming the approval of this handbook.

### **ACKNOWLEDGEMENT**

By enrolling at ADRA, students acknowledge that they have read, understood, and agree to comply with all policies and procedures outlined in this handbook. This acknowledgement is a condition of enrollment and continued attendance at the Academy.

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