

Student Information Link

DAU Mid-Atlantic

California, MD ** Chester, VA**Kaiserslautern, Germany**Norfolk, VA

STUDENT POLICIES

Students at DAU are expected to meet the highest standards of personal, ethical, and moral conduct. These standards require personal integrity and honesty. The discovery, advancement, and communication of knowledge will be achieved only with a commitment to these standards. The policies cited are intended to establish a minimum standard of conduct, conducive to attainment of excellence in training and education. References to the “Dean” refer to the DAU Mid-Atlantic Dean.

ATTIRE

Unless noted in the welcome letter or email, both civilian and military students are authorized to wear business casual attire: dress slacks (no patch pockets), shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, jeans, and athletic sweat suits are examples of inappropriate attire, unless specified in advance by the instructor of the course for specific class events. In the case of DAU courses conducted at customer sites, alternative attire, consistent with local command or organization standards, may be worn.

ARRIVAL

Students must arrive on time or risk losing their quota to a standby student. Specific information such as course dates, hours, and class location are provided in the welcome letter or e-mail sent to each student before a class begins.

ATTENDANCE/ABSENTEEISM

The DAU goal is full-time attendance; however, DAU recognizes that this may not always be possible.

- (1) Cumulative absences that exceed five percent of instructional time may be grounds for disenrollment. Students who miss extended periods of time may be required to complete supplemental work before receiving a graduation certificate. When weather-related absences affect significant segments of the course, the Instructor or Course Manager determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.
- (2) Whenever possible, the student shall request permission in advance of the respective instructor for absences, which must be for valid reasons such as illness or family emergencies. Early plane reservations before course graduation are not considered valid excuses.
- (3) Civilian students are responsible for reporting leave taken during a course offering to their employing organization. Military students shall document their leave with the appropriate military personnel office.

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ACCOMMODATIONS FOR DISABLED STUDENTS

Students with disabilities will be accommodated to the extent needed. Initial indication that an accommodation may be required occurs when the student registers for the course on the Army Training Requirements and Resources System (ATTRS). The DAU Registrar is responsible for ensuring that the proper level of accommodation is arranged, as well as the source of funding if exceptional resources are needed. If you identified yourself as disabled through registration and no one contacts you within approximately **45 days** of your scheduled class start date, please contact our Student Services Officer at (240) 895-7323 for information.

ACADEMIC INTEGRITY

- (1) Absolute integrity is expected of every DAU student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources.
- (2) A DAU student's submission of work for academic credit indicates that the work is the student's own. All outside assistance and citations should be acknowledged, and the student's academic position truthfully reported at all times. In addition, DAU students have a right to expect academic integrity from each of their peers.
- (3) General Responsibilities: A student shall not:
 - A. Misrepresent his or her work.
 - B. Fraudulently or unfairly advance his or her academic position.
 - C. Be a party to another student's failure to maintain academic integrity.
 - D. Violate the principle of academic integrity in any other manner.
- (4) The following actions are examples of activities that violate the Student Academic Policy and subject their actors to proceedings under this policy. This is not a comprehensive list.
 - A. Knowingly representing the work of others as one's own.
 - B. Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
 - C. Fabricating data in support of research or field work.
 - D. Forging a signature to certify completion of a course assignment or a recommendation.
 - E. Unfairly advancing one's academic position by hoarding or deliberately damaging library materials.
 - F. Misrepresenting one's academic accomplishments.
 - G. Removing or copying any examination materials or any portions thereof by any means, including electronically.

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(5) Specific Guidelines for Courses:

A. Examinations:

1. No DAU student may take an examination for another student.
2. All submitted work will be the result of student's own individual effort unless otherwise directed.

B. Course Assignments: Students are encouraged to discuss the content of a course and to help each other to master it, but no student should receive help in doing a course assignment that is meant to test what he or she can do without help from others. Representing another's work as one's own is plagiarism and a violation of this policy. If materials are taken from published sources the student must clearly and completely cite the source of such materials. If a student is submitting all or part of the same work simultaneously for the determination of a grade in two or more different courses, faculty members in the courses involved must approve such submissions.

(6) Principles for Computer Use and Network Systems:

A. The use of computers and network systems does not exempt students from the normal requirements of ethical behavior in the DAU community. Use of a computer and network system that is shared by many users imposes certain additional obligations. In particular, while rules are built into computer and network systems, such restrictions cannot eliminate the opportunity for perusal of the work or resources of others. Students are responsible for their actions whether or not rules are built in, and whether or not they can circumvent them.

B. Standards of behavior include, but are not limited to:

1. Respect for the privacy of other users' information, even when that information is not securely protected.
2. Respect for the ownership of proprietary software. For example, unauthorized copies of such software for one's own use, even when that software is not protected against copying, are inappropriate.
3. Respect for the finite capacity of the system and limitation of use so as not to interfere unreasonably with the activity of other users.
4. Respect for the procedures established to manage the use of the system.

(7) Variances: Faculty members are responsible for informing students of variances from this policy that may apply to course work. These variances should be approved by the Dean and clearly communicated at the beginning of the course or activity to which they apply. An example of such a variance would be where several members of a project team are doing assigned research, sharing their Internet search results, but not their final submissions.

(8) Jurisdiction and Penalties: The authority to determine whether a specific action shall be treated as a violation of the Student Academic Policy lies with the Dean. Students who violate this Student

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Academic Policy may be subject to penalties outlined here and may also be subject to penalties under military and federal laws.

- (9) If a student has been determined to be in violation of this Directive and has received a failing grade or is disenrolled from a course, that student shall not be eligible to retake the course for a period of one year from date of disenrollment. A request for a variance may be made within that time subject to the approval of the Military Service or component DACM concerned.

STUDENT EVALUATIONS

Students must meet prescribed standards to successfully complete a DAU course. These standards, as well as student assessment methods, will normally be discussed on the first day of class.

COURSE EVALUATION QUESTIONNAIRE (CEQ)

At the end of each course, students will be asked to complete an online CEQ. But please do not wait until the end of your course to make your instructor or his chain of command aware of any particular situation or incident which requires resolution. We do not want your learning experience to be adversely affected by circumstances over which we have no control. Input on the CEQ will allow us to improve the quality of our service.

IN-CLASS BEHAVIOR

Students are expected to behave in a professional manner at all times. This includes but is not limited to:

- (1) Being attentive and participating in all class activities. Instructors will be sympathetic and supportive of students who use moderate methods to maintain alertness or relieve physical discomfort.
- (2) Abiding by professional standards and courtesy when interacting with faculty, guest lecturers, and other students.
- (3) Arriving on time, returning promptly from breaks, and staying until the class day ends.

NON-ATTRIBUTION

DAU encourages and expects full and candid discussions during class instruction and in dialog with guest speakers. Its objective is to enable students, instructors, and guest speakers to express their views freely and without possible attribution or embarrassment. Achievement of this level of openness requires that personal views of a sensitive nature are presented will not be repeated to the possible embarrassment of the person presenting them. This policy also applies to DAU discussion periods. Specific statements or remarks should not be attributed to specific speakers. Videotapes of DAU presentations will be used for instructional purposes unless specific written permission for other use is obtained from participants.

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STUDENT GRIEVANCES

DAU encourages students who have issues or concerns with the learning environment to discuss them first with their instructor. A student class leader may be appointed at the start of a course and is empowered to bring issues to DAU faculty on behalf of fellow students. Students who feel their issue is not resolved satisfactorily through these channels may respectively go to the Department Chair, Associate Dean for Academics, or the Dean under an open door policy.

ACQ/PM Department Chair	(240) 895-7329
Contracting Department Chair	(240) 895-7391
Logistics Department Chair	(240) 895-7388
Technical Department Chair	(240) 895-7371
DAU MA Associate Dean Academics	(240) 895-7344
DAU MA Region Dean	(240) 895-7344

PRE-COURSE REQUIREMENTS

Occasionally, DAU courses will require that you complete activities (i.e., research, reading, writing, etc.) prior to your attendance of the course. Students will also receive a course welcome message prior to attending DAU courses that will include the most up-to-date pre-course instructions if there are any. Students are expected to arrive in class having finished all pre-course assignments

COURSE MATERIALS

The majority of course materials will be provided at the classroom site. Should calculators, laptops, or other special requirements be needed for your class, these instructions will be included in your student-offering message. ***PLEASE NOTE: DAU will not reimburse you for the cost of calculators, laptops, or other electronic equipment.***

OTHER DAU COURSE INFORMATION

Information regarding the DAU catalog, course schedules and other DAU course information can be accessed at the following website: www.dau.mil.

TRANSCRIPTS

Students can review their transcripts at the following website:

<https://www.atrrs.army.mil/channels/dautranscript/default.asp>

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Mid-Atlantic Region Contact List

Pax River Site 23330 Cottonwood Parkway – Suite 200, California, MD 20619
Training Tech (240) 895-7362
Training Tech (240) 895-7661
Student Services (240) 895-7323

Chester Site 3600 Festival Park Plaza – Chester, VA 23831
Training Tech (804) 425-2946
Student Services (240) 895-7323

Norfolk Site 1968 Gilbert Street – Suite 660, Norfolk, VA 23511
Training Tech (757) 443-2350
Student Services (240) 895-7323

Germany Site 700 Contracting Squadron, DAU Germany, Unit 3115 – Kaiserslautern, APO AE
09094-3115
Training Tech 011-49-631-536-6332
Student Services (240) 895-7323