

July 1, 2009

STUDENT ACADEMIC POLICIES

1. **REFERENCES:** This document consolidates Defense Acquisition University (DAU) student academic policies and supersedes Student Academic Policies, DAU Directive 704, of December 6, 2007.

2. **PURPOSE:** To state the Student Academic Policies governing students participating in DAU courses.

3. **DISCUSSION:**

a. 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 in this directive are intended to establish a minimum standard of conduct, conducive to attainment of excellence in training and education.

b. DAU encourages students who have an issue or concern with the learning environment to discuss it with their instructor. Students who feel their issue is not resolved satisfactorily may go to the department chair/site manager or Regional Associate Dean for Academics.

4. **POLICY:**

a. **Student Standards of Conduct**

(1) Arrival and Departure. Students must arrive on time or risk losing their reservation to a walk-in 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. Students must make their departure arrangements to ensure attendance through scheduled class graduation.

(2) Attendance/Absenteeism. The DAU expectation is full-time attendance; however, DAU recognizes that this may not always be possible. Accordingly:

(a) Whenever possible, the student shall request permission from the instructor in advance of the absences, which must be for valid reasons such as illness or family emergencies. Routine work requirements are not considered a valid excuse.

(b) Cumulative absences that exceed five percent of instructional time may be grounds for disenrollment, e.g., for a 40 hour course, students are expected to participate in at least 38 hours. Under extenuating circumstances the student may request an exception to the disenrollment policy. The faculty member will forward the request and its justification and their recommendation to the Regional Associate Dean for Academics for a decision.

(c) Some courses permit students who miss periods of class time to complete supplemental work before receiving a graduation certificate. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

(d) When a weather-related absence affects significant segments of the course, the instructor, in coordination with the Associate Dean for Academics, and/or other appropriate DAU staff will determine the appropriate course of action which can range from make-up work to rescheduling of the offering.

(e) Early plane reservations that require departure before course graduation are not considered a valid excuse.

(f) In the rare case where an absence is excused, 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.

(g) Some courses have required activities that if missed will lead to the student being dropped from the course. For these courses, the instructor will advise the students accordingly.

(3) In-Class Behavior. Students are expected to behave in a professional manner at all times. This includes, but is not limited to:

(a) 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, such as non-alcoholic drinks, snacks, or standing at the rear of the room.

(b) Abiding by professional standards and courtesy when interacting with faculty, guests, and other students.

(c) Arriving on time, returning promptly from breaks, and staying until the class day ends.

(d) Being respectful of the facilities and leaving the student areas in the same condition they were in upon arrival.

(4) Student Attire. Unless otherwise noted in the welcome letter or e-mail, civilian and military students are authorized to wear business casual attire: dress slacks, collared shirts, dress shoes/loafers and the equivalent attire for women. Shorts, flip flops (shoes without a heel), strapless, excessively short or sheer garments, exposed mid-drift, , jeans, and athletic wear of any kind are examples of inappropriate attire. The instructor may specify in advance exceptions to the above in support of a specific class event. Appropriate cleanliness and grooming is expected of all students. Additionally, students are requested to be cognizant that the heavy use of colognes and perfumes can be a distracter in class and cause allergic reactions among other students. In the case of DAU courses conducted at customer sites, alternative attire, consistent with local command or organization standards, may prevail.

(5) Academic Integrity. 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.

(a) 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. Students shall not:

- Misrepresent his or her work.
- Fraudulently or unfairly advance his or her academic position.
- Be a party to another student's failure to maintain academic integrity.
- Violate the principle of academic integrity in any other manner.

(b) The following actions are examples of activities that violate the Student Academic Policy and subject their participants to actions under this policy (this is not a comprehensive list):

- Knowingly representing the work of others (from any source) as one's own.

- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
- Fabricating data in support of research or field work.
- Forging a signature to certify completion of a course assignment or a recommendation.
- Misrepresenting one's academic accomplishments.
- Viewing, removing or copying any examination materials or any portions thereof by any means, including electronically.

(c) Specific Guidelines for Courses. All submitted work will be the result of a student's own individual effort unless otherwise directed. Representing another's work as one's own is plagiarism and a violation of academic integrity. If materials are taken from published sources, the student must clearly and completely cite the source of such materials.

1. Examinations. No DAU student may take an examination for another student nor provide assistance to another student.

2. 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 unless specifically provided guidance that the assignment is a group exercise.

3. Multiple Courses. 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, the student must identify that this is the case to their representative instructors and faculty members in the courses involved must approve such submissions.

(d) Principles for Computer Use and Network Systems. 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. 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. Standards of behavior include, but are not limited to respect for the:

- Privacy of other users' information, even when that information is not securely protected.
- Ownership of proprietary software. For example, making or using unauthorized copies of such software, even when that software is not protected against copying, is inappropriate and violates this policy.

- Finite capacity of the system and limitation of use so as not to interfere unreasonably with the activity of other users.
- Procedures established to manage the use of the system.

(6) Academic Freedom and Non-Attribution. DAU supports a policy of academic freedom with the privilege of discretionary debate on any subject related to our curricula within the university environment. In order to ensure this academic freedom, DAU maintains a non-attribution policy. The objective is to enable students, instructors and guest speakers to express their views freely and without possible attribution or embarrassment. In keeping with this policy specific statements or remarks shall not be attributed to specific speakers (by name or other identifying comments) unless specifically allowed by the speaker.

(a) Guest speakers, faculty, and students are encouraged to state their opinions, support of, or criticism of any objective, policy, strategy, or tactic in the pursuit of knowledge, understanding, and improvement of the Defense Acquisition Workforce. While the content of discussion is governed by the academic freedom policy, it is required that a professional and respectful manner be exhibited at all times and although policy issues may be debated, individuals must exercise judgment and self-control to avoid acrimonious discussion, to include that which could reasonably be construed to be of a derogatory nature toward personalities in the chain of command.

(b) DAU media will be used only for instructional purposes unless specific written permission for other use is obtained from speaker(s) or participants.

b. Course Enrollment/Disenrollment

(1) Enrollment in DAU scheduled courses is generally restricted to U.S. federal employees, defense industry, Foreign Military Sales, and North Atlantic Treaty Organization (NATO) students.

(a) U.S. Federal Employees. With one exception, DoD components and agencies Directors Acquisition Career Management (DACM) as well as the Federal Acquisition Institute (FAI) for other federal departments/agencies (not DoD)) are responsible for coordinating and executing the enrollment and disenrollment functions of their personnel for DAU scheduled courses prior to the commencement of the course. Access to the DoD component/agency and FAI registration systems is provided through the DAU website.

The removal of students on a wait list for distance learning courses that are delivered via rolling admission (i.e., no specified start and end date) is the one exception. Only DAU staff can affect a wait list removal from a rolling admission course. To be

removed from the wait list the student or the DACM representative must contact the DAU Help Desk for removal.

(b) Defense Industry, Foreign Military Sales and NATO Students. DAU will execute the enrollment/disenrollment functions for all Defense Industry, Foreign Military Sales, and NATO students via a reservation request portal on the DAU website.

(2) Priority of Enrollment. DoD acquisition workforce members who must meet position training requirements are given the highest priority for attendance at DAU courses (priority 1) followed by those DoD acquisition workforce members striving to meet certification standards at a higher level than required by their assigned career field/path (priority 2). DoD acquisition workforce members striving to meet cross functional certification standards (priority 3) are then considered followed by all others (priority 4). Components and agencies may subdivide these categories or assign additional priorities below priority 3 as may be required to meet their unique needs.

(3) Dropping a Course in Progress

(a) If a student must drop a DAU resident or facilitated on-line environment (FOLE) course after the course has commenced the student must contact their assigned instructor. The instructor will make the decision on whether they can drop the student or whether it requires coordination with the Course Manager, Associate Dean, student's supervisor, and/or DACM office representative.

(b) If a student must drop a DAU distance learning (rolling admission) after the student has been notified of enrollment, the student must contact the DAU Help Desk who will take action on the request.

(c) 21 Day Acknowledgement Rule. For distance learning courses only, if a student has not commenced work (i.e., clicked the acknowledgement button) within 21 days of the date of their enrollment message via email, the student will be automatically dropped from the course. It is the student's responsibility to ensure their email address is accurate and current within their registration system.

(4) Course Extensions. Extending the time required to complete course requirements does not apply to resident courses or courses delivered via FOLE. For distance learning courses, the following applies:

(a) The amount of time a student has to complete the course is driven by the design, but generally DAU distance learning rolling admission courses have a 60 day completion window and continuous learning modules have a 30 day window. For all DAU courses, the official course duration time is listed in the iCatalog, as well as the Program and Resource Management Center (PRM) course requirements document.

(b) The DAU Help Desk provides a one-time 14 day extension upon request from the student at which time the DAU Help Desk will provide the student with the instructor contact information. Extensions beyond 14 days can be approved by the instructor and should be given only when the student has demonstrated they have made considerable progress (at least 50% of the course requirements) in the course and have come upon unusual circumstances such as mission deployment, health/family problems, or circumstances that impede DAUs ability to provide appropriate support to the student for the course, etc.

(c) The DAU Help Desk can also provide a one-time 30 day extension for continuous learning modules upon request from the student. Additional extensions beyond this one-time extension will not be granted.

(5) Components and agencies may implement restrictions or a waiting period on future enrollments for failure to acknowledge an enrollment, para (3)(c) above, dropping a course within 30 days of the scheduled start date, or not showing up for a resident course.

c. Student Evaluations

(1) DAU does not assign letter grades for course completions. DAU employs a mastery (level required for graduation) system. Students must meet prescribed mastery standards to successfully complete a DAU course. For classroom based and distance learning courses, the standards are as follows:

(a) Classroom based courses. Mastery is achieving 80% or higher on all assessments and/or 80% or higher on the weighted measure of all coursework. These standards, as well as student assessment methods, will normally be discussed on the first day of class and provided to the student in writing.

(b) Distance Learning Courses. Mastery is scoring 100% on each online assessment. The student will have three opportunities for achieving 100% on each assessment. Failure to achieve 100% results in a failure of the course. Students are strongly encouraged to seek assistance from the assigned faculty prior to making a third attempt. For continuous learning modules (CLMs) the student has unlimited attempts to achieve 100%.

(c) Should a particular course deviate from these guidelines, the specific information on course mastery will be provided to the student at the beginning of the course.

(d) Contesting a Failure to Achieve Mastery Standards (Resident Courses Only). Students who fail to achieve mastery standards have the right to contest their failure within 30 days of the course completion by providing a written request to review their assessment instruments to the Regional Associate Dean for Academics. The course lead instructor will provide the contact information to the student upon notice of a failure. The Regional Associate Dean for Academics will review the assessment record of the student, make a determination that the final grade was or was not appropriate, and provide a written response back to the student within 30 days of receipt of the request.

If a failure to successfully complete is due to a violation of student standards of conduct (para 4.a.) or due to the student inability to master the course requirements, the student records, i.e., all student assessments and grade book information (for all students assigned to the section) will be retained by the appropriate region for a period of six (6) months or until all matters relating to the unsuccessful completion have been resolved, whichever is longer.

(2) Student Evaluations/Records Retention

(a) Students who successfully complete the course requirements will be graduated from the course. The course completion, i.e., credit will then be displayed on the student’s official transcript. There is no requirement to retain student assessment instruments or grade books subsequent to the successful completion of a course.

(b) Students who DO NOT successfully complete the course requirements will not receive credit for the course. An appropriate attrition code will be entered on the student’s official record and the course will not appear on the student’s official transcript. The attrition code options are as follows:

Reason Code	Definition
\$	Training Previously Completed
%	Does Not Meet Course Prerequisites
>	2nd Time Non-Successful Completion
A	Comprehension/Academic Failure
G	Does Not Meet Weigh Control STD. OF AR600-9 (Army)
I	Emergency Leave
O	Medical and/or Illness
K	Disciplinary/Misconduct
L	Compassionate/Dependency/Hardship
N	Unit Recall
P	Hospitalization
Z	Other

(c) Student Services (for the teaching region) is responsible for entering the data (graduation or attrition) into the student's official record for resident courses after proper notification from the course lead instructor.

d. Accommodation for Students with Disabilities

(1) Every reasonable effort will be made to accommodate students with special needs when the accommodation request is identified when registering for a course through the Army Training Requirements and Resources System. If no request is identified during the registration process or in sufficient time to respond, then DAU may not be able to provide appropriate assistance.

(a) Student Services (for the teaching region) at DAU is responsible for arranging all DAU resident course accommodations.

(b) For distance learning courses, the student is responsible for advising the DAU Help Desk should the student have an impairment that impedes access to the courseware on-line.

(c) For courses conducted at a customer's site, the customer is responsible for arranging appropriate accommodations.

e. Transferring Students, Between Career Fields (Programs) and from Other Institutions

(1) DAU does not transfer students between programs (acquisition career fields). The certification program associated with the acquisition career field a student pursues is determined by the requirements of the position the student is hired or assigned into by the student's parent organization. Students may elect to pursue a subsidiary program career field certification in addition to their required program for cross-functional training purposes at the discretion of their supervisor.

(2) The certification programs supported by DAU are unique to the DoD and based on the student meeting training standards (directly supported by DAU) as well as education and experience standards. To support the transfer or movement of students between programs or acquisition career fields and students who have engaged in educational/training courses from other institutions or organizations, DAU employs the following policies/programs:

(a) It is DAU's policy that students who complete a course for a certification program may apply that same course to any other certification program that requires the same course without any further assessment of the student. For example, if two or more

programs require the same course within its certification framework, once the course is completed, it may be applied towards any certification program that requires the course.

(b) Equivalency Program. Students can complete their program (training requirements for career field certification) by exercising the Equivalency Program. DAU provides the opportunity for other organizations (federal, colleges/universities, private vendors, and non-profits) to offer courses, programs, or certifications for which DAU would accept as equivalent to one or more DAU courses if upon evaluation of the organizations materials and standards, they adequately address all of the DAU course learning outcomes for a selected DAU course. It is the responsibility of the organization providing the other instruction to request equivalency. It is DAU's policy to accept, without further assessment of the student, the equivalent course completions a student has pursued through other resources when fulfilling course prerequisite and/or program training requirements.

(c) Fulfillment Program. Students can complete program (training requirements for career field certification) by exercising the Fulfillment Program. Through an assessment of the student's past training and experience, regardless of source, against the learning outcomes of select DAU courses, DoD components and agencies may approve a fulfillment request by the student thereby certifying that the student possesses the knowledge, skills, and abilities that would otherwise have been gained by attending the DAU course. It is the responsibility of the acquisition workforce member's component or agency to implement the fulfillment program. It is DAU's policy to accept, without further assessment of the student, the approved fulfillments a student possesses when fulfilling course prerequisite and/or program training requirements.

(d) Detailed information and guidelines for the Equivalency and Fulfillment Programs are outline in detail on the DAU web site in the iCatalog.

5. Organization and Procedures for Violation of Academic Policy:

a. 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 Regional Dean. Students who violate this Student Academic Policy may be subject to penalties outlined herein and may also be subject to penalties under military and federal laws.

b. Responsibility for Reporting. Students and staff members discovering an apparent violation should report the matter to the instructor and/or the Dean's office as soon as possible.

c. Procedure for Reported Violations. Upon learning of a violation, the Dean may direct, if necessary, an investigation of the circumstances. If the alleged violation may have involved the faculty or students of another region, the respective Deans shall

coordinate actions. The General Counsel will act as an advisor to the Dean(s) in this process.

(1) If upon review by the Dean of an allegation, including discussion with the student, the Dean believes that Student Academic Policy may have been violated, that Dean shall present the student with the charge.

(2) If the student admits the violation, the Dean has the authority to impose a failing grade or disenroll the student from the course for any violation in the student standards of conduct. In the case of less severe misconduct, the Dean may direct remedial course work (normally reserved for inadvertent violations of standards).

(3) If the student asserts innocence, the Dean may dismiss the allegation or conduct further investigations in order to substantiate the facts. If upon further investigation, the Dean determines that there is sufficient information to substantiate the allegation the Dean will provide the student a Letter of Allegation of Violation of University Academic Policy containing:

- A description of the allegation and a summary of the facts known to the Dean.
- The action being proposed.
- A reasonable timeframe for the student to provide a written response.
- Procedures to follow to request an extension of response time.

(a) If a student fails to respond, the Dean may exercise the proposed action without further inquiry.

(b) The Dean will investigate as required to resolve inconsistent issues or document why the issue(s) cannot be resolved.

(4) In the event the student is found to be in violation of the standards of conduct the Dean will provide a decision letter which includes the violation, a summary of the facts, and the resultant actions that will be taken. This decision letter will be provided to the student, the student's supervisor of record, and General Counsel. If the action includes disenrollment or failure of the course the appropriate Director, Acquisition Career Management (DACM) will be provided a copy of the decision letter.

(5) If the student has received a failing grade or is disenrolled from a course as a result of the infraction, the student shall not be eligible to take DAU courses for a period of one year from date of disenrollment. The student, with the written concurrence of their supervisor may initiate a request for a variance within that time, subject to the approval of the military Service or component DACM concerned.

(6) If the student's course grade must be submitted before a decision is rendered, the student shall receive a grade of incomplete. Once a final decision is rendered the student's record will be updated.

d. Review/Appeal.

(1) The student may seek an appeal of the Dean's decision from the Vice President of the University, if the student:

- Believes the procedure was improper or unfair.
- Asserts that additional, relevant evidence has become available.
- Contests the findings.
- Believes the penalty was excessive or inappropriate for the offense.

(2) Upon hearing the appeal of the student, and in consideration of the findings and recommendations of the Dean, the Vice President may overturn, amend, or affirm the decision. In the case of military personnel, this action may include referral to that student's military commander for further adjudication.

(3) The General Counsel will act as an advisor to the Vice President in the review/appeal process.

(4) The decision of the Vice President is final and will be provided in writing to the student, the student's supervisor and where appropriate the DACM. Any student who has exhausted the DAU appeal process and feels their issue is not satisfactorily resolved may contact the Council on Occupational Education, 41 Perimeter Center East, N.E., Suite 640, Atlanta, Georgia, 30346. Telephone: (800) 917-2081.

Joseph E. Johnson
Chief of Staff