

October 22, 2002

STUDENT ACADEMIC POLICY

1. **REFERENCES:** This document supercedes DSMC Directives 704-1 and 710-1, dated prior to June 1, 2002

2. **PURPOSE:** To state the Student Academic Policy governing students participating in Defense Acquisition University (DAU) courses.

3. **DISCUSSION:** 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. References to the “Dean” refer to the Regional Dean of the Department concerned or the Dean of the School of Program Management.

4. **POLICIES:**

a. **Arrival and Departure:** 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.

b. **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.

c. 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, such as drinking water, soft drinks, coffee or tea, or standing at the rear of the room.

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

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

d. Student 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.

e. Student Evaluation: 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.

f. Student Concerns: 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 Course Manager or Dean. A student class leader may be appointed at the start of a course to bring issues to DAU faculty on behalf of fellow students.

g. Accommodation 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.

h. Academic Freedom and Non-Attribution:

(1) DAU supports a policy of academic freedom with the privilege of discretionary debate on any subject related to our curricula within the University environment.

(2) 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 acquisition, technology, and logistics professions.

(3) DAU encourages and expects full and candid discussions during class instruction and in dialog with guest speakers. The objective is to enable students, instructors, and guest speakers to express their views freely and without possible attribution or embarrassment. This policy also applies to DAU discussion periods. Specific statements or remarks shall not be attributed to specific speakers unless specifically allowed by the speaker.

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

(5) Although policy issues may be debated, individuals must exercise judgment and self-control to avoid acrimonious discussion, which could reasonably be construed to be of a derogatory nature toward personalities in the chain of command. Likewise, faculty must exercise caution to identify those points of instruction where they are presenting their opinion or interpretation based on their personal experience.

(6) Notwithstanding the policy of academic freedom, the ultimate responsibility for curriculum content belongs to the President.

i. 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.

(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 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.

5. ORGANIZATION AND PROCEDURE FOR VIOLATIONS OF ACADEMIC POLICY:

a. Students and staff members discovering an apparent violation should report the matter to the Instructor, Course Manager, or to the Dean's office as soon as possible. Each Dean is responsible for ensuring that their faculty and staff know to whom the report should be made.

b. 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 Dean shall consult with that Dean before proceeding. The Provost will act as an advisor to the Dean(s) in this process.

c. 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.

d. If the student admits misconduct, the Dean has the authority to levy punishment. The Dean may impose a failing grade for any misconduct in the classroom or in the course of online work. Examples of academic misconduct include, but are not limited to, talking during an exam, bringing unauthorized materials into the exam room, and disruptive behavior in the classroom. In the case of more severe misconduct the Dean may direct remedial course work (normally reserved for inadvertent violations of standards), failure of an event or test, failure of a class or disenrollment.

e. If the student asserts innocence, the Dean may dismiss the allegation or direct a hearing to ascertain the facts and provide a recommendation on action to be taken, if any. The student shall be provided a written statement of the charge and notification that a hearing will be held. A copy of the written notification will be provided to the Provost.

f. At the hearing, the following minimum additional parties shall be present: the faculty member concerned, the student, and a third-party independent procedural witness. The independent witness shall be a faculty member or a student approved by the Dean. The faculty member and student may also bring additional witnesses to the hearing to testify concerning the allegation(s).

g. The hearing process:

(1) The Dean will appoint a board of at least three faculty members, including a Chairperson...

(2) At the hearing, faculty member(s) shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.

(3) The function of the third party independent procedural witness is to observe the proceedings impartially, and in the event of an appeal from the judgment of the Dean, be prepared to testify as to the procedures followed.

(4) Based upon the findings and recommendations, the Dean may either dismiss the charge or, if there is clear and convincing evidence that the student has violated this policy, find the student to be in violation of this Directive. Decisions of the Dean will be provided in writing to the student with a copy to the Provost.

(5) If the student is found to be in violation of this Directive, the Dean may impose punishment, including failure of the course and disenrollment.

(6) If the student fails to attend the hearing without a compelling excuse, the hearing may proceed *in absentia*.

h. Review/Appeal:

(1) The student may seek an appeal of the Dean's decision to the Commandant, if the student:

- A. Believes the procedure was improper or unfair;
- B. Asserts that additional, relevant evidence has become available;
- C. Contests the findings; or,
- D. 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 hearing board and rationale of the Dean, the Commandant 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 Provost will act as an advisor to the Commandant in the review/appeal process.

(4) The decision of the Commandant will be provided in writing to the student. If the student is found to be in violation of this Directive, the Dean shall notify the student's supervisor in writing of the findings and actions taken.

(5) If a grade for the student in the course must be submitted before a case can be decided, the faculty member shall send a grade of incomplete to the Registrar, pending the Dean's or Commandant's decision.

/s/
RONALD C. FLOM
Colonel, USA
Commandant