

Student Standards of Conduct

1. Arrival and Departure

a. Arrival. *Students must arrive on time or risk losing their reservation to a walk-in student.* If the student's tardiness exceeds five (5) percent of instructional time, the student will not be allowed to remain in the class and will receive a "No Show" status. As such, students should plan ahead and consider factors such as traffic, security checks, and parking as may be required depending on the location of the course. **Specific information such as course dates, hours, class location, and report time are provided in the welcome letter or e-mail sent to each student before a class begins.**

b. Students must report to class if they are in an enrolled/reservation status. Failure to do so will result in receiving a "No Show" status. Sending an email to a DAU instructor or staff member stating that the student will be unable to attend a class does not constitute a drop or cancellation from the class. If the student can no longer attend a class, the student must submit a request for cancellation through their registration site. To avoid a "No Show" status, the cancellation request must be processed prior to the class start date. Cancellation requests can take up to one week to process, and untimely cancellation requests may result in receiving a "No Show" status.

c. Departure. Traveling students must arrange their departure so that they stay through the scheduled class graduation.

2. Attendance/Absenteeism

a. Full-time attendance (start through graduation) is required of all students. DAU recognizes full-time attendance may not always be possible. Accordingly the following guidance is provided:

(1) Absences. Whenever possible, the student shall request and obtain permission from the lead instructor in advance of the absence. Absences may be approved due to personal illness or urgent family matters. However, the following situations are NOT considered valid excuses:

- Work-related requirements
- Need to meet car or van pool (e.g. family, friend, or professional service)
- Travel arrangements that require departing before course graduation
- Other personal or business-related appointments or commitments

(2) Excused absences are not to exceed five (5) percent of instructional time. Excused absences that exceed five (5) percent of instructional time may require that the student self-withdraw from the class and take it at a future time when personal or work commitments do not interfere with class attendance. Special circumstances that result in excused absences slightly beyond five (5) percent can be reviewed by the campus Associate Dean for Academics to determine if the student can remain in the class. Unexcused absences may be grounds for dropping a student for excessive absenteeism and the imposition of an attrition code of "K" for Disciplinary/Misconduct regardless of student performance as noted in Attachment 8, *Student Attrition Codes*.

Student Standards of Conduct

b. An absence DOES NOT relieve the student of completing ALL course requirements. Absences will adversely affect a student's successful completion of learning events in courses where participation is required. For excused absences, the student will coordinate with the lead instructor on how make-up assignments will be handled. Some courses have required activities that, if missed, lead to disenrollment. For these courses, the instructor will advise students in advance. Students will not be provided an opportunity to make up missed work for any unexcused absences.

c. Students are responsible for reporting all excused and unexcused absences taken during a course offering to their employing organization/personnel office as appropriate.

d. When a weather-related absence affects significant segments of the course, the instructor, the campus Associate Dean for Academics, or other appropriate DAU branch staff will determine the appropriate course of action. Decisions can range from make-up work to rescheduling the offering.

3. In-class Behavior. Students are expected to behave professionally at all times. This includes, but is not limited to the following:

a. Paying attention and *participating in all class activities*. (Instructors will do their best to be sympathetic and supportive of students who use moderate, non-disruptive 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 showing courtesy when interacting with faculty, guests, and other students.

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

d. Being respectful of the facilities and leaving student areas in the same condition found upon arrival.

e. Ensuring cell phones and other communicative or electronic devices not used for class purposes (including taking notes) are either turned off, set to silent, or set to vibrate only. During examinations, these devices must be turned off unless used as part of the examination process. The instructor will provide the guidelines regarding electronic device use during examinations.

f. Ensuring the proper safeguarding of controlled technical information (CTI).

4. Student Attire. Students are required to adhere to DAU standards for student attire when attending DAU courses at all DAU facilities as set forth in the following paragraphs.

a. Students are expected to follow the prescribed DAU dress code even if it differs from their organizational dress code. 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,

Student Standards of Conduct

and dress shoes/loafers for men and equivalent attire for women. Shorts, flip-flops, athletic shoes, strapless tops and dresses, excessively short or sheer garments, midriff-baring tops, jeans, and athletic wear of any kind are examples of inappropriate attire. Additionally, chewing or snuffing tobacco is not permitted during class. The Associate Dean for Academics for each campus or college may specify exceptions in support of a specific class event or if the student provides medical documentation requiring alternate attire. Collective bargaining agreements (CBA) in place at student's home locations do not apply to DAU or at DAU facilities.

b. All students are expected to be clean and well-groomed. Additionally, because strong or heavy colognes and perfumes can be a distraction in class and cause allergic reactions in other students, students should apply fragrances appropriately and considerately.

c. Students inappropriately dressed may be warned once, and with student supervisor notification, may be dismissed from class after repeated occurrences.

d. If any DAU courses are conducted at customer sites, attire standards of the local command or organization may prevail.

5. Possession of Firearms and Other Dangerous Weapons. A Federal criminal statute (18 U.S.C. Section 930) makes it a felony "to possess or cause to be present" any firearm or other dangerous weapon in a Federal facility, including those owned or rented by the Federal government. This applies to all DAU facilities. Accordingly, students (other than authorized law enforcement personnel) are not permitted to possess any firearm or other dangerous weapon while attending a DAU course regardless of location. (Note: State or local authorizations to carry firearms, open or concealed, do not apply to Federal facilities.) Students found to be in violation of this will be denied entry into the class. A student who fails to comply or tries to bring a weapon into a DAU facility after being warned will be removed from the course and assigned an attrition code of "K" for Disciplinary/Misconduct. DAU will also refer a violating student to the student's employing agency for disciplinary action, which may include criminal prosecution under 18 U.S.C. 930.

6. 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 also 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 unless the work is designed as a team effort. The student must properly acknowledge outside assistance and citations and truthfully report the academic position at all times. Additionally, DAU students ought to expect academic integrity from each of their peers. As such, students shall not:

- Misrepresent their work;
- Fraudulently or unfairly advance their academic position;

Student Standards of Conduct

- Be party to another student's failure to maintain academic integrity; or
- Violate the principle of academic integrity in any other manner.

b. The following actions are examples of Student Academic Policy violations (all participants are subject to consequential actions):

- 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; and
- Using electronic devices to access information during examinations or assessments without authorization.

c. Specific Guidelines for Courses. All submitted work shall be the result of a student's 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 or provide assistance to another student during an examination.

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 completing a course assignment unless specifically provided guidance indicates the assignment is a group exercise.

3) Multiple Courses. If a student submits 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. Using a computer and network system shared by many users imposes certain additional obligations. Although computer and network systems have built-in rules, 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;

Student Standards of Conduct

- Ownership of proprietary software (i.e. making or using unauthorized copies of such software, even when that software is not protected against copyright);
- Finite capacity of the system and limitation of use so as not to interfere unreasonably with the activity of other users; and
- Procedures established to manage the use of the system.

7. Academic Freedom and Non-Attribution. DAU supports a policy of academic freedom with the privilege of discretionary debate on any subject related to curricula within the university environment. To protect and maintain this academic freedom, DAU maintains a non-attribution policy. This policy allows students, instructors, and guest speakers to express their views freely and without possible attribution or embarrassment.

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. Although the academic freedom policy governs the content of discussion, the discussion must be conducted in a professional and respectful manner at all times. Individuals may debate policy issues while exercising good judgment and self-control to avoid acrimonious discussion, including anything that could reasonably be construed to be derogatory toward personnel in the chain of command.

b. DAU media will be used only for instructional purposes unless the speaker(s) or participant(s) grant specific written permission for other uses.

c. In keeping with this policy, statements or remarks shall not be attributed to specific speakers (by name or other identifying comments) unless explicitly permitted by the speaker(s). Additionally, DAU does not allow students to create audio or video recordings except on a case-by-case basis as authorized by the Associate Dean for Academics or Center for Scheduling and Student Support (CSSS). Such an exception could be granted when an audio or video recording may be necessary to provide a reasonable accommodation to a student with a verified disability or if a course has a class segment on media relations and the segment includes videotaping students conducting mock interviews for subsequent in-class playback and critique. The class will also be informed whenever all or part of a class will be taped.