

Violations of the Standards of Conduct

1. Jurisdiction and Penalties. The decision authority to determine whether a specific action shall be treated as a violation of the Standards of Conduct lies with the regional or college Dean. Students who violate these policies may be subject to penalties outlined herein and may be subject to adverse administrative or punitive penalties under military and federal laws.

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

3. Procedure for Reported Violations. Upon learning of a violation, the Dean may direct, if necessary, an initial investigation of the circumstances. If the alleged violation involves the faculty or students of another DAU region or college, the respective Deans shall coordinate actions. The DAU General Counsel will act as an advisor to the Dean(s) in this process.

a. If, upon a Dean's review of an allegation, including discussion with the student, the Dean believes Student Standards of Conduct have been violated, that Dean shall present the student with the charge.

b. If the student admits the violation, the Dean has the authority to:

- Direct remedial course work (normally reserved for inadvertent violations of standards); or
- Drop the student from the course by assigning an attrition code of "K" (Disciplinary/Misconduct) for violations associated with Academic Integrity, disruptive classroom behavior or excessive absences. If the course is still in session, the student's parent organization and Director, Acquisition Career Management (DACM) will be notified and the student directed to return to their normal place of duty.

c. If the student asserts innocence, the Dean may dismiss the allegation or conduct further investigations as required in order to substantiate the facts, resolve inconsistent issues, or document why the issue(s) cannot be resolved.

d. If, upon further investigation, the Dean determines there is sufficient information to substantiate the allegation, the Dean will provide the student a Letter of Allegation of Violation of the Standards of Conduct containing:

- A description of the allegation and a summary of the facts known to the Dean;
- The action being proposed;
- Provide the student three (3) business days to respond; and
- Procedures to follow to request an extension of response time.

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

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f. If the action proposed by the Dean imposes an attrition code of “K” for violating the Standards of Conduct associated with Academic Integrity, disruptive classroom behavior or excessive absences or classroom behavior, a copy of the decision letter will be provided to:

- The student;
- The student’s supervisor of record;
- The appropriate DACM; and
- The Center for Scheduling and Student Support (CSSS).

These students shall not be eligible to take DAU courses for a period of one year from the date the student was dropped. The student, with the written concurrence of the student’s supervisor, may initiate a request for a variance within that time, subject to the approval of the military Service or component DACM concerned.

g. 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.

4. Review/Appeal. The student may appeal the decision of the Dean by petitioning the University Vice President by following the procedures for submitting a complaint/grievance in Attachment 13, *Student Inquiries, Complaint/Grievance Procedures*.

5. Attrition Codes. Students dropped from a course for violating the Standards of Conduct associated with Academic Integrity, disruptive classroom behavior or excessive absences will be assigned an attrition code of “K” for Disciplinary/Misconduct.

6. Investigations

a. Investigations conducted by DAU are for the sole purpose of substantiating or vacating allegations of violations of the Standards of Conduct. They are not for the purpose of imposing adverse administrative or disciplinary action. Reports and associated documentation will be maintained as outlined in Attachment 12, *Student Transcripts, Records Retention, and Disclosure of Student Academic Records (Privacy)*.

b. DAU will not conduct investigations for, or on behalf of a student’s parent organization. DAU will cooperate as required in an investigation into alleged student misconduct conducted by the student’s parent organization. Under appropriate circumstances, this may include providing a copy of any DAU investigation and supporting documents upon request of appropriate authorities from the parent agency.