

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 exceed five (5) percent of instructional time, student will not be allowed to remain in the class. Student will receive a "No Show" status. Accordingly, students are encouraged to plan ahead and take into consideration 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 and/or staff member to let them know that the student will not be able to attend a class does not constitute a drop or cancellation from the class. Students must submit a request for cancellation through their registration site if they can no longer attend a class. 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. Untimely cancellation requests may result in receiving a "No Show" status.

c. Departure. Traveling students must make their departure arrangements to ensure attendance 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 student illness or urgent family matters. The following ARE NOT considered valid excuses:

- Work-related requirements
- Need to meet car or van pool
- Travel arrangements that require departure before course graduation
- Other appointments (commitments) of a personal or business nature

(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/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*.

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b. An absence DOES NOT relieve the student of completing ALL course requirements. Absences will adversely impact a student's successful completion of learning events in courses where participation is integrated into the requirement. 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 accordingly will advise students in advance. Students will not be provided an opportunity to make up missed work for unexcused absence.

c. Students are responsible for reporting all absences, excused and unexcused, 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, in coordination with the campus Associate Dean for Academics, and/or other appropriate DAU branch staff, will determine the appropriate course of action which can range from make-up work to rescheduling the offering.

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 to include 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 in support of the instruction or for note-taking 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 "do's" and "don'ts" regarding electronic device use during examinations.

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

4. Student Attire. DAU is not part of any other DoD component or agency nor is DAU party to any collective bargaining agreements (CBA). Consequently, neither any other DoD component, agency nor union may require DAU or students attending DAU courses to comply with their policies or any of the terms in the CBA. Accordingly, DAU sets forth the following standards

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for student attire when attending DAU courses either at a DAU facility or at a customer's location.

a. As acquisition professionals, students are expected to dress appropriately. 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, and dress shoes/loafers for men and equivalent attire for women. Unless supported by medical documentation, shorts, flip-flops, athletic shoes, strapless, excessively short or sheer garments, exposed midriff, jeans, and athletic wear of any kind are examples of inappropriate attire. Also inappropriate is the use of chewing tobacco and snuff during class. The Associate Dean for Academics for each campus or college may specify exceptions to the above in support of a specific class event.

b. Appropriate cleanliness and grooming is expected of all students. Additionally, students should be cognizant that heavy use of colognes and perfumes can be a distraction in class and cause allergic reactions in other students.

c. Students inappropriately attired may be warned once, and with student supervisor notification, may be dismissed from class after repeated occurrence(s).

d. 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 unless the work is designed as a team effort. 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 their work;
- Fraudulently or unfairly advance their academic position;
- 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 activities that violate the Student Academic Policy and subject their participants to actions under this policy (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;

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- 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
- The inappropriate or unauthorized use of electronic devices to access information during examinations or assessments.

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. Use of a computer and network system 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 (i.e., 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; and
- 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 curricula within the university environment. In order to ensure this academic freedom, DAU maintains a non-attribution policy.

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The objective of this policy is to enable 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. While the content of discussion is governed by the academic freedom policy, a professional and respectful manner is required at all times. 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 personnel 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.

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. Additionally, students' creating audio or video recordings is not permitted except on a case-by-case basis as authorized by the Associate Dean for Academics) or Center for Scheduling and Student Support (CSSS), such as when an audio or video recording may be necessary to provide a reasonable accommodation to a student with a verified disability or other legitimate purposes. An example of a "legitimate purpose" might be if a course has a class segment on media relations and the segment includes videotaping students doing mock interviews for subsequent in-class playback and critique. Whenever all or part of a class will be taped, the entire class will be informed of that fact.