

# MCCMOS Memorandum of Understanding

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_ MOS: \_\_\_\_\_

Purpose: This MOU outlines the academic standards, integrity, relationships, transactions, and the official and unofficial activities between members of different grade/rank or duty assignments at MCCMOS. Students, staff and faculty share the responsibility to ensure that the highest standards of conduct are maintained within this school. All personnel are responsible for treating others with dignity and respect. Discrimination, sexual harassment and improper staff/faculty/student relationships and improper senior/subordinate relationships in any form will not be tolerated. Violations of this MOU may result in adverse administrative, disciplinary or legal action.

## **Academic standards and integrity**

1. Students must maintain a minimum of 80% or higher grade point average in order to graduate. Understand that you will not retest a graded event in order to increase your grade point average to 80%. Failing events will require higher scores on subsequent graded events in order to raise your GPA above 80%. INIT \_\_\_\_\_

2. Students who fail (3) graded events and have a GPA below 80% will be disenrolled from the course for failing to maintain academic standards. INIT \_\_\_\_\_

3. Students who are found guilty of plagiarism or cheating on any evaluated event (submit work that is not their own, falsifies information in order to extend deadlines, provides or copies test answers, uses prohibited reference materials during an exam) will be disenrolled from the course. Any student who knowingly assists another student in dishonest behavior is equally responsible and may also be disenrolled from the course. INIT \_\_\_\_\_

## **Student conduct and behavior**

1. I understand that students are not allowed to miss any academic portions of the course. Missing academic hours will result in the student being disenrolled from the course. INIT \_\_\_\_\_

2. Students receiving any traffic citations while attending the course will notify their respective Small Group Leader (SGL) by the next working day. Serious traffic offenses could result in disenrollment. Driving while intoxicated (DWI/DUI) will result in the student being disenrolled from the course. INIT \_\_\_\_\_

3. While at MCCMOS, you are subject to the Uniform Code of Military Justice and as such, any actions that conflict with articles of the UCMJ can result in being disenrolled from the course. INIT \_\_\_\_\_

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## Prohibited student conduct or practices

1. Unofficial or personal relationships that convey or could give the appearance of favoritism or partiality, or any activity that is or could be prejudicial to good order and discipline will not be tolerated and may lead to disciplinary action. INIT \_\_\_\_\_
2. Offensive or unwelcome physical contact or offensive touching of any person. This does not prevent reasonable physical contact in cases of emergency, for self defense or as a necessary part of training or administrative activities. INIT \_\_\_\_\_
3. Use of insulting, obscene, or sexually offensive language. This includes, but is not limited to sexual innuendo, actions, mannerisms, jokes or language that a reasonable person would consider obscene or offensive. INIT \_\_\_\_\_
4. Displaying any material detrimental to good order and discipline or which may be deemed offensive by students or fellow staff and faculty members. Such materials include, but are not limited to nude or semi-nude photographs or artwork, sexually suggestive material, material displaying obscene or offensive language, or material which demeans or is offensive to any religious, ethnic, race or gender group. INIT \_\_\_\_\_
5. Use of rank or position to intimidate or influence any person. INIT \_\_\_\_\_
6. Dating, attending meetings of a personal or unofficial nature or engaging in any other personal unofficial association with a staff member or subordinate. This restriction is intended to prohibit inappropriate interaction, sexual contact and other types of short or long-term close personal relationships between permanent party personnel, subordinates, and/or students where favoritism, partiality, or improper exploitation of rank, grade, position or title could undermine discipline, authority or morale. INIT \_\_\_\_\_
7. Borrowing or loaning money to anyone junior by rank, grade, title or position. INIT \_\_\_\_\_
8. The decision to pursue further action against any student failing to meet the standards in this MOU is at the Director's discretion. INIT \_\_\_\_\_

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## The use of MCCMOS Information and Technology Resources:

1. I understand that as a student, the use of government computer systems and technology assets is a privilege being extended by the Director of the MCCMOS. INIT \_\_\_\_\_

2. I also understand that the use of any government computer or technology assets while at MCCMOS will be governed by the following: INIT \_\_\_\_\_

a. Accessing, storing, processing, displaying or distributing offensive or obscene materials such as pornography or hate literature is strictly prohibited and is subject to disciplinary action. INIT \_\_\_\_\_

b. I will at no time attempt to perform maintenance on any computer or peripherals that may be attached. Computer malfunctions or problems will be directed to my Small Group Leader (SGL). INIT \_\_\_\_\_

3. I understand that after signing for any and all equipment, I am solely responsible. Reimbursement for lost, stolen, or damaged equipment due to negligence will become my responsibility. INIT \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_