



**DANIEL MORGAN ACADEMY**

*A graduate school serving the national security community*

WASHINGTON, DC

# Student Handbook

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2016 – 2017 Academic Year

## FOREWORD

This Student Handbook has been prepared to familiarize all students of the Daniel Morgan Academy (DMA) with its general organization and various policies and procedures as they pertain to institutional, academic and federal requirements. The policies and procedures in this Student Handbook are subject to periodic revision. Any substantive revisions to this Student Handbook will be made in consultation with the appropriate faculty and staff.

A hard copy of all current DMA Handbooks, the DMA Academic Catalog and the DMA Policy Catalog are available in the DMA Research Library. Soft copies are also available.

### **Daniel Morgan Academy**

1620 L Street, NW

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<https://danielmorgan.academy>

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## WELCOME FROM THE PRESIDENT



Welcome to the Daniel Morgan Academy (DMA). DMA is comprised of a group of exceptional, dedicated professionals, faculty and staff working in collaboration to fulfill the Academy's mission. DMA provides an independent learning environment wherein faculty and staff deliver responsive academic programs to support our national security community. Our primary responsibility is the education of current professionals as well as those individuals who wish to begin a career of service to the Nation.

Every student in our academic community and every individual participating in other special programs are integral members of the Academy. The DMA community functions as a team, working together to deliver exceptional teaching and training. Students and other program participants play a critical role in assuring that the Academy achieves its objectives and provide feedback to improve the educational experience.

DMA's faculty and staff are here to help you achieve your academic goals and to build the relationships that will serve you well throughout your professional careers. We encourage our students to speak up, ask questions, and offer suggestions so that together we can build a Daniel Morgan Academy community that will be responsive to and reflective of our shared mission.

I look forward to seeing you and engaging with you in and out of class.

**Ambassador Joseph DeTrani**

President

Daniel Morgan Academy

## SECTION 1: INTRODUCTION

### PURPOSE OF THE STUDENT HANDBOOK

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The purpose of this Student Handbook is to explain the policies and procedures of Daniel Morgan Academy as they relate to the student body and its pursuit of academic excellence. Students are responsible for being familiar with the content of this Handbook. The DMA Honor Code, academic policies, and disciplinary procedures provide the groundwork for a successful learning experience. Failure to comply with the Honor Code, policies, and procedures of the Academy will result in disciplinary action. This Handbook is a living document and the policies and procedures are subject to change at any time. Changes will be updated as they occur and reflected in the online edition of the handbook.

Additionally, a hard copy of all current DMA Handbooks, the DMA Academic Catalog and the DMA Policy Catalog are available in the DMA Research Library.

### DMA MISSION STATEMENT

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Daniel Morgan Academy educates, trains and develops experts and leaders for the national security and intelligence communities. DMA educates students to develop actionable solutions to address global security challenges.

### DMA VISION STATEMENT

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Daniel Morgan Academy seeks to be designated by the national security community as a center of excellence in graduate education, instruction and research.

### DMA VALUES

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Core academic values are central to the history and tradition of higher education. As the provider of graduate education and research aimed at addressing the Nation's national security and intelligence challenges, DMA is fully committed to the values of *integrity, commitment, service, innovation and professionalism* in teaching and supporting our students.

**Integrity** - Academic integrity is a commitment to the fundamental values of honesty, trust, fairness, respect and responsibility.

**Commitment** - The Academy is committed to advancing national security and intelligence education through independent research and analysis of real-world problems.

**Service** – DMA leads by example. The programs, counseling and mentoring provided to each student serve as a model for their own career development.

**Innovation** – The Academy guides students in developing the skills needed to employ innovative and transformational thinking to today’s challenges and tomorrow’s threats.

**Professionalism** – Collegiality and respect, along with a true collaborative spirit, are essential in today’s rapidly evolving security environment.

## LICENSING INFORMATION

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The Daniel Morgan Academy (DMA) was incorporated in the District of Columbia on June 24, 2014 and is licensed by the Office of the Secretary of State for Education (OSSE) Higher Education Licensure Commission (ELC) of the District of Columbia and is authorized to provide graduate educational programs in the District of Columbia.

## HISTORY OF DANIEL MORGAN

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The Daniel Morgan Academy is named for Brigadier General Daniel Morgan who served in the Continental Army during the American Revolution. Known for his brilliant use of creative strategy and intelligence, he was a self-made man who rose to the rank of Brigadier General. His lifetime example of service to his country, self-improvement through learning, and courage and innovation in the face of adversity epitomizes the credo of the Daniel Morgan Academy.

## CODE OF PROFESSIONAL CONDUCT

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As set out more fully in this Student Handbook, DMA expects all its students to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Students should be respectful, courteous and mindful of others’ feelings and needs. General cooperation between students, faculty and staff is expected. Students who act in an unprofessional manner may be subject to disciplinary action in accordance with the other provisions of this Student Handbook or other DMA policies.

## SECTION 2: ACADEMIC PROGRAMS

### MASTER'S PROGRAM

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DMA offers the following Master of Arts degrees: Master of Arts in National Security, Master of Arts in Intelligence and Master of Arts in Information Operations.

The Master of Arts degree consists of thirty (30) credit hours of instruction, original research and writing. Students are required to master the skills of critical and innovative thinking, adroitness in communications, facility in research, adeptness in reasoning, diligence in analysis when drawing conclusions from imperfect data. The Master's Program must be completed within three (3) academic years, unless a waiver or extension is granted by the Dean of Graduate Studies.

#### MASTER OF ARTS IN NATIONAL SECURITY

##### Program Objectives

The Daniel Morgan Academy (DMA) is a unique, professionally-oriented graduate school offering a Master of Arts Degree in US national security. The DMA program is specifically designed to support the professional development of aspiring, new, and mid-level professionals in government, the private sector, and in civil society who seek to advance and secure the interests and ideals of the nation.

The focus of this program is to enhance students' historical, conceptual, and theoretical knowledge of skills necessary to develop strategy and policy; to develop the skills to diagnose contemporary and over-the-horizon threats and opportunities; and based on this diagnosis, to consider policy options and the integration of alternative capabilities which could be applied to ongoing security challenges and conflict melioration and resolution. This includes the skills to anticipate the trends in the global environment; the short-and long-term aims, strategies, instruments and vulnerabilities of competitors; and to identify the resulting specific opportunities - in a given region or globally - to advance US interests. The program will also cover US government organizational and institutional arrangements, and the authorities of individual agencies to implement policy. In addition, the tensions between national security policy and practices and liberal democracy will be considered - and how the US and other democracies have sought to reconcile them.

This program will also cover the functional utility of individual instruments, and integrated "whole of government" planning in regional geographic contexts, with particular emphasis on the non-kinetic capabilities of the other two DMA programs - Intelligence and Information Operations.

Graduates of this degree program will be able to:

- Identify contemporary and anticipated challenges to US security.
- Identify, evaluate, and understand the complexities of formulating strategies in functional and regional contexts.
- Identify the evolution of US institutional arrangements and assigned authorities, including how the US system has sought to reconcile the tensions between security and liberal democracy, and the particular relevance of the US experience for US security at home and abroad.

## MASTER OF ARTS IN INTELLIGENCE

### Program Objectives

This program will focus on the cutting edge missions, methods, and organizational arrangements of intelligence in general, and US intelligence in particular. It will focus on the four major elements of intelligence – collection, analysis, counterintelligence, and covert action – and their application abroad. Similarities and differences with intelligence inside the US will also be included.

The program will also focus on the interdependence of the symbiotic relationships between the elements of intelligence and interrelationships with other national security practitioners at many levels of policymaking and implementation - from grand strategy formulation to enhancing military strength and guile as in Information Operations.

Graduates of this degree program will be able to:

- Articulate the strategic significance, aims, strategy, tradecraft and culture of the elements of intelligence and evaluate the profession of each element, and the skills and aptitude required for this work.
- Anticipate current and future security challenges, identify opportunities for effective use of intelligence, and lessons learned about how intelligence as both an input into policy and as an instrument of policy may be able to advance US interests globally and regionally.
- Identify how major tensions inside liberal democracy with secret intelligence are reconciled through institutional checks and balances, oversight, press freedom, and public education.

## MASTER OF ARTS IN INFORMATION OPERATIONS

### Program Objectives

Information Operations (IO) represents a key instrument of current and anticipated national security policy. IO provides a means of supporting, through information and education, allies and political elements abroad who share US interests in many parts of the world. IO also provides a means of deterring and prevailing against state and non-state adversaries and other competitors seeking to undermine US security interests, ideals, and quality of life.

This instrument offers a wide range of digital and human influence capabilities. It ensures that the US is more able to safeguard its information infrastructure to make and implement policy, to be able to deter, and if necessary to use its information capabilities to prevail against attempts by others to weaken, manipulate or cripple US information programs, and to counter the deception and influence capabilities of competitors. IO also can be used help prevent conflict and to influence the outcomes of political and military conflict.

The DMA program is designed to equip students with the necessary knowledge, concepts and theories to understand the critical role that IO plays in supporting and enhancing US national security policy. That role is now recognized as nationally important in the DoD's Joint Publication 3-13, which has been used to educate and deploy increasing number of IO specialists. (Other agencies have not yet publically identified their IO doctrine and/or related major practices.)

The DMA program will focus on the strategic aims, skill sets, and historical and innovative techniques coming online that will continue to provide opportunities to conduct IO. It will also consider evolving US institutional arrangements and authorities some of which create tensions between IO and the principles of liberal democracy, and procedures to mitigate this friction.

Graduates of the degree program will be able to:

- Articulate the key fundamentals of IO as a tool of government policy.
- Illustrate current missions and techniques, including a more integrated "whole of government" approach to IO.
- Identify the role that the private sector and civil society now plays in IO and consider the advantages and risks of a broader "whole of society" approach to IO.
- Differentiate the fundamental legal and ethical issues associated with government employment of IO to enhance US security and gain adversarial advantage.

## M.A. PROGRAM ASSESSMENT

Daniel Morgan Academy conducts assessments of the Master of Arts programs in National Security, Intelligence and Information Operations.

Each Master of Arts degree program requires 30 credit hours of instruction inclusive of a thesis. Twenty-seven hours are earned from taking nine courses.

During the final semester of course work, a student may apply through the Dean's office to take the *Master of Arts Comprehensive Oral Examination*. The student will be expected to demonstrate the knowledge, skills and competencies relative to the Academy's mission, institutional student learning outcomes embedded in courses and the programmatic outcomes identified by the degree to be awarded.

The Dean of Graduate Studies will appoint two or three faculty members to the examining panel. The student's MA Program Chair will prepare six of the twelve preparatory questions. The supporting faculty will each prepare three questions in their respective areas of expertise and as each relates to the student's own program of study. DMA considers the oral examination to reflect the student's knowledge and skills gained in the program of study.

The Dean of Graduate Studies serves as the facilitator of the Comprehensive Oral Examination and will gather the questions to be addressed during the oral examination. The Dean will provide guidance for the candidate's preparation. The Comprehensive Oral Examination will be scheduled six weeks in advance. The oral exam is scheduled to last for one to two hours.

Upon completion of the exam, the student will leave the room while the examiners assess the oral performance using a departmental oral examination rubric.

If the student's presentation during the oral examination is not of sufficient quality to demonstrate the appropriate level and scope of comprehensive knowledge, there will be one opportunity for remediation. Remediation, if necessary, will vary from student to student. In consultation with the examination panel members, the Dean will recommend areas of study in preparation for the reexamination to be scheduled within a reasonable length of time for further preparation.

When the student passes the oral examination, the student will be declared a candidate for the Master of Arts degree and be permitted to register for the thesis portion of the Master of Arts degree requirements. In coordination with the Dean, the student will be assigned a thesis advisor to guide the selection of a thesis topic. Two or three faculty will be appointed by the Dean to assess the student's thesis presentation during the oral defense.

## THESIS REQUIREMENT

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The Academy requires that every Master's candidate complete the Workshop Program for Thesis Writers. The Program is conducted by Academy faculty members. At the workshop, each student is assigned a thesis advisor under whom the thesis will be developed. This thesis advisor may not necessarily be the same individual who serves as the student's faculty advisor. Students must submit a thesis proposal to his or her thesis advisor. The thesis proposal must be approved by two additional faculty members (a program director and a reader at a minimum) involved in the development of the thesis. The thesis must be submitted in digital form and meet the formatting and writing requirements of the Academy.

The Academy expects that the thesis will be written following the *U.S. Naval War College Style and Writing Guide*, which is founded on *The Chicago Manual of Styles* principles, and supplemented with Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. Copies of the style manuals are available in the DMA Library. Secondary sources should not compromise the majority of citations. The work must have a substantial research component focused on the area of chosen expertise. The student must demonstrate sufficient mastery over the subject matter presented as documented by the research and conclusions. Generally, the Academy expects that the thesis will comprise some 12,000 to 15,000 words approximating 40 to 50 pages.

## CERTIFICATE PROGRAMS

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The Academy offers five (5) credit-bearing graduate certificates: Special Operations and Low-Intensity Conflicts, Regional Specialization, Non-Kinetic Operations, Intelligence Specialization, and National Security Specialization that permit students to tailor a graduate certificate by selecting courses from the curriculum to meet a particular certificate's requirements. The certificate requires twelve credit hours. All certificate courses must be taken at the DMA site in Washington, D.C.

Students are welcomed and encouraged to return to the Academy after completing a certificate to apply the requisite certificate coursework to the requirements for the Master of Arts degree.

## CERTIFICATE LEARNING OUTCOMES

The DMA faculty has established programmatic learning outcomes for each of the five certificate programs approved by the Board of Trustees in July 2016.

The DMA Certificate Program is focused on providing graduate education for US government agencies, the business sector, and civil society on their select national security problems and challenges, and methods for their solution or melioration.



Each certificate is a 12 credit hour (ar4-course) curriculum. Each certificate offers both standard plus flexible and timely responses to government, private sector, and civil society needs and expectations.

Learning objectives are identified at the initiation of the instruction program and learning outcomes are assessed in each course and at the conclusion of certificate instruction.

Faculty includes both full-time DMA professors and selected scholar-practitioners specializing in the subject areas.

The 4 core-course template for each certificate is chosen from among the following five focus points developed for each certificate:

**Strategy** – how to develop actionable strategic thinking and outcomes, and how to orchestrate strength, guile, and cultural instrumentalities to achieve objectives.

**Identifying Contemporary and Over the Horizon Challenges and Opportunities** – how to identify emerging challenges and opportunities and how to conduct actionable net assessments.

**Characteristics of Gray Area Challenges** – how to identify the commonalties and differences of 100+ countries and half the world’s population.

**Elements of the Selected Challenges/Problem** – how to diagnosis of the specific key characteristics of the selected challenges/problems and options to address them.

**Lessons Learned from Previous or Similar Problems** – how to identify and utilize what has worked, what did not work – and why.

In addition to the course grades of each student participant, a final all-day exercise (interactive, competitive simulation) is designed to assess the overall learning outcomes in the certificate program. The assessors will include faculty and invited subject matter specialists who will use a rubric designed for this purpose.

Because many of these engagements are created, developed and administered at the behest of professional clients, input from their respective and appropriate personnel will also be gathered and evaluated as a further assessment of effectivity and projected outcome.

## LANGUAGE PROGRAM STUDY AND SUPPORT

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Students may apply for a scholarship to attend professional language instruction in languages currently listed by the federal government as “critical” languages under its Critical Language Scholarship (CLS) Program.

The CLS Program is part of a U.S. government effort to expand the number of Americans studying and mastering critical foreign languages. Students of diverse disciplines and majors are encouraged to apply. Participants are expected to continue their language study beyond the scholarship period and apply their critical language skills to his or her future professional careers. Students are encouraged to visit the CLS Institute’s page for more information at <http://www.clscholarship.org/>.

- Azerbaijani, Bangla/Bengali, Hindi, Indonesian, Korean, Punjabi, Turkish, and Urdu: Beginning, advanced beginning, intermediate and advanced levels;
- Arabic and Persian: Advanced beginning, intermediate and advanced levels; and
- Chinese, Japanese, and Russian: Intermediate and advanced levels

## SECTION 3: ACADEMIC CALENDAR

### ACADEMIC CALENDAR

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The Academic Calendar, including all required and recommended events, for the 2016-2017 academic year is posted on the Academy intranet and website. The calendar is updated as necessary to inform the DMA community about important dates and events.

### HOLIDAYS

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Offices are closed on holidays. However, classes will be held on selected holidays as noted by an asterisk (\*). DMA observes the following holidays:

- New Year's Day (1 January)
- Martin Luther King's Birthday\* (Third Monday in January)
- President's Day\* (Third Monday in February)
- Spring Break (students and faculty only)
- Memorial Day (Last Monday in May)
- Independence Day (4 July)
- Labor Day (First Monday in September)
- Columbus Day\* (Second Monday in October)
- Veterans' Day (11 November)
- Wednesday - Friday of Thanksgiving week
- Christmas Eve Day (24 December)
- Christmas Day (25 December)
- New Year's Eve Day (31 December)

### TRADITIONAL RELIGIOUS HOLIDAY ACCOMMODATION

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DMA authorizes and requests that faculty members extend traditional religious holiday accommodation to all our students. Permission for an absence from class on the student's traditional holidays will be extended on an individual basis, without academic penalty. Students are required to advise the Registrar at registration by annotating intended absences for traditional religious holidays on the registration form in the space provided. The Registrar will provide faculty with this notice when the Class List is distributed.

Wherever possible, faculty members should plan evaluations, examinations and other academic requirements so as not to conflict with these holidays. In cases where this is not possible, students

must be allowed to make up any academic work, evaluation or examination missed for this reason, in a timely and mutually convenient manner.

## SECTION 4: ADMISSION POLICIES

### APPLYING TO DMA

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The Daniel Morgan Academy encourages applications from all who desire to serve the Nation by mastering specific fields of graduate study in National Security and Intelligence.

The Academy seeks to enroll a diverse and representative student body composed of recent college graduates and experienced professionals from the communities it serves and supports.

The Application for Admission may be completed online or by downloading the application from the DMA website. A completed printed application should be mailed to the Office of Admissions, Daniel Morgan Academy, 1620 L Street NW, Suite 700, Washington, DC 20036.

Applications are reviewed on a rolling basis. Applicants are encouraged to complete the application process as early as possible. Prospective students are strongly encouraged to have all application materials on file in the Admissions Office no later than 45 days before the beginning of their intended enrollment date.

A completed Application for Admission requires the following:

1. Completed application form;
2. Current resume;
3. Statement of Purpose - not to exceed one page;
4. Current writing sample of five to seven pages;
5. Three letters of recommendations from individuals who know the applicant through professional or academic affiliation; and
6. Official transcripts from all undergraduate institutions attended, whether or not credit was earned or desired.

### ADMISSION STANDARDS

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To be eligible for admission to the graduate programs at Daniel Morgan Academy, an applicant needs to have earned an undergraduate degree with a GPA of at least 3.00 in the final 60 hours of their baccalaureate degree program. Applicants must also demonstrate from either their professional experience or their writing, published materials, and/or interviews that they are prepared to undertake graduate-level work in the field of national security. The GPA requirements may factor less in determining an applicant's viability if they have demonstrated above average professional achievement. The applicant's objectives for seeking a graduate degree

in national security are of paramount importance, as are the quality and clarity of both writing samples. Students who do not immediately qualify under established standards may be admitted as non-degree students for the first semester of study. Non-degree students are then required to qualify for unconditional admission by completing a minimum of six semester hours with a minimum grade of “B” in all coursework.

Admission into certificate programs will be based on the applicant’s undergraduate record with additional emphasis on the applicant’s background, experience, and commitment to the profession.

Exceptions to any admissions policies are made on a case by case basis.

## **CONFIDENTIALITY OF ADMISSIONS MATERIALS**

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Information submitted to DMA’s Office of Admissions such as portfolios, resumes, letters of recommendation, essays, and transcripts will be kept confidential and will not be returned to the applicant. The Office of Admissions will not provide information regarding an application with any party other than the applicant without the expressed written consent of the applicant, in accordance with FERPA guidelines and other privacy laws.

## **APPLICATION INTEGRITY**

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Every applicant is required to certify that all materials submitted in support of an application to DMA are accurate and truthful, to include personal information, references, academic and/or professional background. Writing samples must be original works created by the applicant. If DMA finds that any application information has been falsified or plagiarized, admission will be revoked and the application removed from future consideration.

## **ADMISSION NOTIFICATION**

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Applicants will be notified by mail of the admission decision.

Admitted students will be sent an Enrollment Confirmation Form with which to respond to the offer of both admission and academic scholarship, if applicable. If the applicant accepts the offer of admission, new student orientation information will be provided. All new students are required to attend orientation, which takes place the week before the beginning of the semester.

## ADMISSION DEFERRAL

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Under special circumstances, an admitted student may defer enrollment for up to one year by submitting a written request for a deferral to the office of the Director of Admissions.

## ADMISSION APPEAL PROCESS

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An applicant who has been denied admission may appeal the decision by submitting a letter to the Director of Admissions outlining extenuating circumstances that may have impacted the admission decision. Also, an applicant may request an in-person interview. Denial of admission will not be discussed telephonically or by electronic communication with the applicant. Once the letter appealing the denial of admission is received by the Office of Admissions, its receipt will be acknowledged by email.

The letter of appeal will be reviewed by the Dean of Graduate Studies. If an in-person interview is considered to be in the best interest of the applicant, a meeting will be scheduled. If the determination is made that the appeal will not be successful, the applicant will be informed of the decision in writing.

## ADVANCED STANDING CREDIT

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Daniel Morgan Academy will grant a maximum of twelve (12) graduate level semester credit hours for DMA equivalent courses, or applicable graduate level coursework.

Applicants who have earned graduate level credit must submit official transcripts as a part of the admissions process. The Director of Admissions and Registrar will review official transcripts and assess courses completed at the graduate level. Upon admission the Registrar will confer with the Dean of Graduate Studies to determine the applicability of the transfer credit and approve advanced standing credit to be recorded onto the student's DMA transcript.

In order for DMA to accept graduate credit, the following requirements must be met:

- The student must have earned at least a grade of "B" in the course;
- Courses submitted for graduate transfer credit must be equivalent to DMA courses or complimentary to the DMA Master of Arts curriculum in Intelligence, National Security or Information Operations; courses in regional or area studies may also be considered on an individual basis; and
- Courses must be applied in partial fulfillment of an MA program. Transfer credit will not be considered for DMA students in the certificate curriculum, and cannot be applied toward the completion of the certificate credential.

## **METHOD OF EVALUATION (TRADITIONAL CREDIT)**

The student may expedite the transfer credit evaluation process by providing the transfer institution's official course descriptions, course syllabi, course learning objectives, graded papers and other relevant course material.

Once eligible graduate level courses are identified, research is conducted concerning course goals, content, learning objectives and requirements.

Pursuant to collecting sufficient information for each submitted course, the Registrar will present a Transfer Credit Evaluation form containing course research to the Office of the Dean of Graduate Studies. The Dean will assign two faculty members to review and determine whether transfer credit will be granted.

Approved transfer credit will be recorded on the student's DMA transcript as hours earned. No grade point value will be calculated.

The Register will inform the student of the transfer credit determination, and will apply the applicable coursework to the DMA transcript. The student's advisor will also be notified of the decision.

## **MILITARY, GOVERNMENT AND CORPORATE TRAINING**

A DMA student can earn advanced standing credit from military, governmental or corporate training. By submitting a DD Form 214, governmental certificate, or related corporate document, training will be evaluated according to the recommendations of the American Council on Education (ACE). Credit can be awarded only for graduate level learning applicable to the student's course of study.

## **PRIOR LEARNING ASSESSMENT (PLA) OF GRADUATE CREDIT**

A DMA student who has acquired knowledge, skills and competencies through personal learning and experience may receive advanced standing credit by demonstrating competence of learning outcomes through an assessment process.

Within DMA's graduate transfer credit limit of a maximum of 12 semester credit hours, a student who has an earned baccalaureate degree and has acquired knowledge, skills and competencies through professional experience and/or training may request an evaluation of competencies for advanced standing credit consideration. The approved methodology for this process is completion of a DMA *Request for Prior Learning Assessment (PLA)* form, available from the Registrar. The assessment form requires the student to describe the nature of the learning



including the method of instruction, duration, and content of the proposed knowledge, skills and abilities purported to be equivalent to graduate level learning requirements.

After reviewing the PLA form with the student, the Registrar will present the PLA form to the Office of the Dean of Graduate Studies who will assess the viability of the request. If the Dean determines that the proposed prior learning has sufficient merit, two faculty will be assigned to review the request with the student and determine the method of assessment and requirements for validation of learning.

### **DANIEL MORGAN ACADEMY PORTFOLIO**

A portfolio is a collection of documents that demonstrate knowledge, skills and competencies acquired through prior learning. The Prior Learning Assessment Portfolio includes a narrative describing equivalent graduate-level learning in the form similar to a research or analysis paper supported by theory or concepts. The portfolio may include evidence, such as certificates, letters of recommendation, and samples of work that support the narrative and verify knowledge, skills and/or competencies that merit graduate credit. The portfolio should address personal learning in the form of learning outcomes achieved at the graduate level.

Under individual circumstances, a student may request an oral interview with DMA faculty who have expertise in the field of knowledge to validate prior learning appropriate to the DMA curriculum. The Dean of Graduate Studies will appoint at least two faculty members as subject matter experts to assess the student's prior learning experience and to make recommendations for the content of transfer credit or equivalencies and how each is applied to the student's curriculum and course selection.

### **RECORD OF ADVANCED STANDING CREDIT**

Upon the successful certification of prior learning by the Dean of Graduate Studies, the Registrar will be authorized to record advanced standing credit to the student's official academic record. A course topic identified with assigned credit hours will be placed on the student's DMA transcript as authorized by the Dean. Advanced standing credit will be recorded as Hours Completed, with the grade of "P" Pass and will not be calculated into the DMA cumulative grade point average.

Any exceptions to this policy may be made only with the written approval of the Dean of Graduate Studies.

## DISTRICT OF COLUMBIA: VACCINATION REQUIREMENTS

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Daniel Morgan Academy recommends that students who have traveled abroad receive a TB test prior to coming to DMA. Ideally, the test should be completed before the student begins coursework. In addition, any students under age 26 attending school are required by District of Columbia law to present evidence of immunization against the following diseases:

- Two vaccinations against Measles, Mumps, and Rubella (MMR), given after 1 year of age and at least 30 days apart;
- One Diphtheria/Tetanus booster given within the past ten years;
- Two doses of Varicella (Chicken Pox) vaccine 60 days apart or titer results indicating immunity, OR physician documentation of having had the disease (including month and year of illness);
- A series of three Hepatitis B immunizations administered over a 6 month period. The second dose should have been administered a minimum of 4 weeks after dose #1, and the third dose should have been administered a minimum of 16 weeks after dose #1 AND 8 weeks after dose #2. Students who received the Hepatitis B vaccination under a different administration schedule should provide titer results proving immunity; and

Students under the age of 18 must also show proof of being vaccinated against polio.

An exemption will be obtained when a responsible person objects in good faith and in writing, to the Daniel Morgan Academy Ombudsman, that immunization would violate the student's religious beliefs. Medical exemption is allowed if a physician provides a detailed letter indicating that immunizations are medically inadvisable.

Students seeking exemption from the immunization requirement for religious reasons are required to provide a letter from religious clergy stating the reason why an exemption is required.

DC Immunization Form (only complete the required sections as stated above for immunizations) is available online by visiting the following URL:

<http://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/DOHDC%20Universal%20Health%20Certificate.pdf>

## SECTION 5: NEW STUDENTS AND ADVISING

### NEW STUDENT ORIENTATION

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New DMA students are required to attend a student orientation program during the week prior to the commencement of classes for any given semester. The orientation program is designed to fully prepare students for success in their chosen graduate program. Each student is assigned a faculty advisor at orientation. Registration for classes and the payment of tuition and fees will be finalized during the orientation session.

### FACULTY ADVISING

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The Academy is dedicated to maintaining a positive learning environment. It is DMA policy to provide every student with the necessary faculty support required to excel in his or her academic work. This objective can best be accomplished when students take the initiative to seek out their faculty advisors immediately when they have any concerns regarding their ability to meet academic standards in any course.

A student may request a different faculty advisor by notifying the Dean of Graduate Studies who will assign a new faculty advisor.

The advisory process is focused primarily upon guiding the student. The faculty advisor and student tailor the selection of courses to meet the student's academic objectives.

Students are expected to devote the requisite time to reading, analyzing, note-taking and preparing for the classroom experience. Faculty advisors fully understand the rigors of each semester of work and the requirements unique to each course of study.

Similarly, an instructor who at any time during the course of any semester determines that a student is not progressing satisfactorily regarding class attendance, class participation, submission of assignments in a timely manner or as to earning a grade of "B-" or better, shall immediately contact the Office of the Dean of Graduate Studies.

### THESIS ADVISING PROGRAM

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The Academy conducts an individual Thesis Advising Program on request. Upon completion of required course work, the student will be assigned a thesis advisor. Advisors offer writing advice, assist with time management, and help plan or revise thesis chapters. A student will schedule a meeting with his or her advisor at a mutually convenient time.

## **CAREER PLANNING**

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Daniel Morgan Academy periodically offers a Professional Development Workshop, which covers career research, self-assessment, writing resumes, CVs and cover letters, and networking. Throughout the year, the Academy invites professionals who have pursued successful careers in the private and public sectors to share their experiences with DMA students. In addition, the Academy's faculty have all experienced successful careers and students are encouraged to reach out to our faculty members whose backgrounds are of relevance and interest to the student.

## **ADVISING AND MENTORING POLICY**

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Academic advising and mentoring are crucial to student success and retention. Faculty advisors and mentors also provide critical intellectual stimulation and development for graduate students. All DMA students are expected to work closely with program advisors at every stage of their academic careers and are strongly encouraged to adopt the services and benefits of at least one seasoned mentor from their chosen field of study.

Successful advising and mentoring relationships are characterized by clear expectations, open communication, a willingness to work together to lay a foundation for the next step of advising as it is anticipated and identified, from pre-enrollment to graduation to career selection.

## SECTION 6: REGISTRATION AND STUDENT STATUS

### FULL/PART-TIME STATUS

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Full-time status for graduate students is a course load of nine (9) credit hours in the regular fall and spring semesters and an optional three (3) credits in the summer semester. Enrollment for fewer credits in a regular semester constitutes part-time status.

Federal financial aid is not currently available to DMA students. Students must maintain full-time status to be eligible for the various programs offered for merit based aid. Students must be enrolled in a degree or certificate program in a part-time status at minimum to qualify for Private Alternative Educational Loans (See Truth in Lending Act (TILA) 15 U.S.C. § 1601).

### AUDITING A COURSE

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Any non-student seeking to audit a DMA course must first complete a Request for Audit Approval form available from the Registrar and approved by the Instructor of the course. Auditors are expected to attend all class sessions. Inconsistent attendance may result in administrative withdrawal from the course.

For a matriculated student who audits a course, an “AU” will be recorded on the student’s transcript.

### REGISTRATION

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Students must have faculty advisor approval to register for classes. During orientation, the student will be assigned a faculty advisor who will approve final course selection for the initial semester’s work. New students will register for classes during student orientation.

Continuing students will meet with their faculty advisors prior to registration and select courses for the next semester. The faculty advisor must sign the registration form; the student will be responsible for delivering the form to the Office of the Registrar.

### CLASS SIZE LIMITS

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It is the policy of DMA wherever possible to maintain a student-faculty ratio of 5:1. Limiting class size encourages discourse and improves the learning experience. The Academy will generally limit class size to seven (7) students.

## ACCESS TO TRANSCRIPTS

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A hold may be placed on a student's academic record for a variety of reasons. Once this occurs the student can neither register nor obtain a copy of his or her transcript. A registration or transcript hold may be attached if he or she has an outstanding financial obligation to DMA, a failure to comply with requirements in this Handbook, or has not met a particular enrollment requirement. The student will receive written notification from the Office of the Registrar regarding the nature of the hold on the student's record. Prior to registration, the student is responsible for reviewing his or her Academy record to determine if any hold has been placed on his or her account. The student must resolve the issue prior to meeting with his or her faculty advisor regarding course selection and registration. Failure to resolve the hold by the end of the Add/Drop period may result in the student being denied enrollment for that semester.

## SECTION 7: COURSE ENROLLMENT / DMA ENROLLMENT

### ADD/DROP POLICY

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Faculty advising establishes a methodology to maximize the likelihood that a student will be successful in all courses attempted. Nevertheless, should a situation emerge in which the student believes that it is necessary to add or drop courses, DMA has established a Drop/Add period at the beginning of each semester. Students are permitted to attend class during the initial three hours of instruction before deciding to drop a course without penalty. Similarly, a student may add a course prior to the second class meeting of the semester. Any exceptions require the written approval of the Dean and the classroom professor(s). Under this policy, a “week” is three (3) classroom hours of instruction.

### COURSE WITHDRAWAL

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After the Add/Drop Period, a student may withdraw from a course by requesting a meeting with his or her faculty advisor and by submitting a Course Withdrawal Form to his or her advisor. The advisor must meet with the student and determine the reason for the request. While students have an absolute right to withdraw from any course at any time (prior to the submission of any grades) during any given semester, the advisor must determine if the cause for withdrawal will adversely impact the student’s academic progress and status at the Academy and will inform the student accordingly.

The deadline to withdraw from a course without the grade of “FX,” is the end of the fourth week of class. Withdrawal from a course will result in a grade of “W” and will appear on the student’s transcript. A “W” grade is not included in the calculation of GPA. A grade of “FX” grade is counted as an “F” grade when calculating the GPA.

### LEAVE OF ABSENCE

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All students who seek a leave of absence for personal reasons must submit a Leave of Absence Request Form to the Office of the Dean of Graduate Studies. Failure to do so will result in an administrative withdrawal. Such a decision is based on a failure to register for class in any regular semester following attendance in the previous regular semester with no notice given. Students who are administratively withdrawn will receive written notice by mail and by email. Students have ninety (90) days to notify the Office of the Dean of Graduate Studies of the reason for his or her absence. For those students who wish to continue his or her enrollment, the office will advise

them to immediately submit a Leave of Absence Request Form. If the request is granted, the administrative withdrawal will be cancelled.

Any student who is a federal employee, including members of the US military (Active, Reserve or National Guard), who receives official notification changing his or her employment or duty status so as to make it impossible for them to continue as a student in any given semester(s) or academic year(s) will need to submit a Leave of Absence Request Form to the Office of the Dean of Graduate Studies. Depending on the date of withdrawal in any given semester, the student may apply for the award of a grade for coursework completed. If the Dean of Graduate Studies and the student's professors are in agreement that a passing grade or an incomplete can be awarded, the student will receive no refund in said courses. A full tuition refund will be made for any course in which no grade is assigned.

All students who require a medical leave of absence must submit a Leave of Absence Request Form to the Office of the Dean of Graduate Studies. Depending on the circumstances, office staff may accept telephonic notice in an emergency situation. All communications regarding a student requesting medical leave are governed by The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Consequently, such requests must be submitted in writing by mail to the Office of the Dean of Graduate Studies. Approved periods of medical leave will act to extend the time required to complete degree and certificate requirements.

In certain cases, the student may decide to withdraw from the Academy. The Dean of Graduate Studies will review the student's record, and in consultation with the student, determine if an extended leave of absence would better accommodate the student's changed circumstances and academic objectives than a withdrawal. Should an extended leave be granted, the returning student will re-enter his or her program and continue his or her progress as before.

Before the expiration of the time allowed for the leave of absence, the student must provide timely notice to the Office of the Dean of Graduate Studies so that the re-entry process can be initiated.

## **WITHDRAWAL FROM THE ACADEMY**

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Students admitted to DMA are expected to make regular and consistent progress toward the completion of their program. However, the Academy understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes.

Students may request a withdrawal from all classes at any time between the first and the last day of classes for the semester. Students should submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. In exceptional cases, a retroactive withdrawal may be granted based on documented requests in which extenuating circumstances significantly



impaired the student's ability to complete the semester and officially withdraw by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

In addition to academic consequences, a withdrawal can have serious effects for students receiving financial assistance. It is the student's responsibility to review these potential implications with the Registrar at the time of withdrawal.

The effective date of the withdrawal for purposes of any refund is the date that the written withdrawal notice is received by the Office of the Registrar.

For more information on academic deadlines and refund schedules, please see below the DMA Student Handbook, Section 9: *Tuition and Fees, Tuition Refund Policy*. Notation of withdrawal and the effective date will be posted on the student's academic record. Instructors and appropriate DMA offices will be notified of the names of students who withdraw.

To withdraw from all courses, students must complete the Daniel Morgan Academy Withdrawal Form available from the Office of the Registrar. This form should be signed, dated and returned to the Registrar for the withdrawal to be properly recorded.

Students with questions or concerns about readmission to DMA should contact the Office of the Registrar.

## SECTION 8: INSTITUTIONAL RESPONSIBILITIES AND GRADUATE LEVEL LEARNING

### INSTITUTIONAL RESPONSIBILITY TO GRADUATE STUDENTS

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In the event a degree program is discontinued, DMA will make every effort to assist currently enrolled graduate degree students to complete their degrees within a reasonable period of time. To facilitate this process, the Dean of Graduate Studies may take the following action:

Encourage students to complete requirements in a similar or related degree track

Waive or substitute departmental degree requirements (except the minimum total hours required).

And/or permit students to take courses or conduct research at another institution when approved by the Dean of Graduate Studies. All financial obligations are the responsibility of the individual student, except as otherwise noted in this document.

### NATURE OF GRADUATE LEVEL LEARNING AT THE DANIEL MORGAN ACADEMY

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In keeping with the fundamental elements of best practices in graduate higher education, DMA will offer graduate-level study, scholarship, research and training opportunities to its students. The difference between a graduate and an undergraduate course is a measure of quality, degree and level of complexity. This distinction is not measured in sheer quantities of material or time spent on bodies of work. Instead, these inherent qualities and fundamental elements include, but are not limited to:

- Seminar style delivery as opposed to lecture style, with discussion comprising at least one third of class time;
- Reading material that complements and supports, not supplies or outlines, the content or context of a seminar or lecture;
- A minimum of three grading points, one of which may be based on the quality and nature of student participation;
- Routine applications of academic knowledge against practical requirements; and
- Development of critical thinking through encouragement and provisions for multiple and varied perspectives.

## SECTION 9: TUITION AND FEES

### GRADUATE TUITION

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For the 2016-2017 Academic Year, tuition is \$1,300 per credit hour, or \$3,900 per three-credit course for Master's degree and certificate programs. A course may be audited at the cost of \$500 per credit hour or \$1,500 per three-credit course. Students who audit classes must also be admitted to the Academy.

A research facility fee of \$100 is applied to courses or programs using DMA's Intelligence Declassified resources. This fee goes toward defraying the digitization of archival or recently declassified U.S. government documents.

### TUITION REFUND POLICY

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Depending on when the Add/Drop or Course Withdrawal Form is filed with the Office of the Registrar, the following refund will apply:

1st Week	-	100% Refund
2nd Week	-	80% Refund
3rd Week	-	60% Refund
4th Week	-	40% Refund

No refunds will be authorized after the fourth week of classes.

### FINANCIAL AID

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At the present time, DMA is not authorized to receive Title IV or VA program funds. Private alternative loans are available. However, students may apply for Private Alternative Educational Loans if admitted into either a Master's or certificate program and are attending on at least a part-time basis.

Under these programs, students may borrow up to the cost of attendance less other aid received.

These loans are non-federal loan programs that require at least part-time enrollment (minimum of 6 credits a semester), a good credit history, and the ability to repay the loan, and US citizenship

or permanent resident status. Some loans may require a credit-worthy US citizen or permanent resident co-signer.

On February 14, 2010, the new Truth in Lending Act (TILA) 15 U.S.C. § 1601 disclosure requirements on private education loans took effect.

US Department of Education regulations on private education loans require that:

- The lender present full disclosure of the terms and conditions of the loan (including fees, interest rates, repayment amounts);
- The school certify a student's cost of attendance and eligibility prior to the lender disbursing funds; and
- The lender obtains written confirmation through a signed self-certification from the borrower that she or he understands the terms and conditions prior to releasing loan funds to the school.

This process may extend the processing time for private loans and may delay the release of loan funds to the institution. Loan processing will require two to three weeks. The applicant will be required to complete a Truth in Lending Disclosure Form before a lender will disburse a private loan. Students may obtain a Truth in Lending Disclosure Form from a banking institution.

Qualifications for Alternative Loans are as follows:

- Students must be enrolled at least half-time in a degree or certificate credentialed program;
- Students must be found creditworthy (with a good credit history) or credit ready (no credit history and adhere to cumulative debt limits);
- Students must have sufficient monthly income to repay the loan;
- Students must present stable residence and employment histories; and
- Students must be U.S. citizen or have status of permanent resident.

## SECTION 10: ACADEMIC POLICIES

### GRADING

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The grading system for DMA is as follows:

A	4.00	I - Incomplete
A-	3.67	W - Withdrawal
B+	3.33	AU - Course Audit
B	3.00	IP - In Progress
B-	2.67	P - Pass
C	2.00	FX - Withdraw with Failure
F	0.00/Fail	

The Grade Point Average, or GPA, is calculated by dividing the total number of quality points earned at DMA by the total number of academic credits attempted at DMA. The current GPA is included on the student's degree audit and transcript which the student will review with his or her faculty advisor one month prior to final exams. (Transfer credit counts toward the total number of academic credits earned, but grades from those courses are not transferred or included in the cumulative GPA.)

"C" and "F" grades are considered unsatisfactory for graduate-level work. Students will obtain no credit for courses in which they receive a "C" or "F."

Students may be assigned an "I" (Incomplete) grade if extenuating circumstances prevent them from attending class or completing course requirements in a given semester. Depending on the student and the circumstances, the professor will indicate to the Registrar the duration of time the student has to complete the coursework. Should coursework not be completed in that time, the student will be notified thirty (30) days prior to the expiration date that the grade will become an "F" unless action is taken by the student to notify the Registrar of the reason for the continuing incompleteness of work.

## ACADEMIC STANDING

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DMA students must maintain a minimum semester and cumulative GPA of 3.00 to be eligible for continued enrollment, graduation, or award of certificate.

Any student who encounters difficulty in maintaining satisfactory academic progress in any given course is encouraged and required to immediately notify his or her faculty advisor. The faculty advisor may have already received the Academic Standing Report from the professor in whose course the student has experienced difficulty. The Academic Standing Report will indicate the nature of the problem as perceived by the professor. The faculty advisor will work with the student to address the issues and with the professor where necessary.

Should this approach prove unsuccessful and the student receive a grade of “C” or “F” in any course, the Registrar will immediately notify the Dean of Graduate Studies and the student’s faculty advisor. This will indicate that the student has been placed on Academic Warning regardless of his or her overall GPA. The warning notice will be sent to the student via email and by mail. An email notification will be sent informing the student that he or she must contact his or her faculty advisor prior to the start of class for the next semester. The warning notice is issued and academic advising is required because every course in the DMA curriculum selected by an individual student in pursuit of a Master’s degree or certificate must be passed with a grade of B- or higher.

Failure to accomplish this requirement is indicative of the existence of an impediment to that student’s overall progress and the likelihood of an unsuccessful academic outcome at DMA. Academic advising is required to determine the cause of failure to pass the course(s) and the remedies that may apply. If the student and the advisor cannot identify the impediment and resolve the issue, the Dean of Graduate Studies must be notified by the advisor. The student must then meet with the Dean of Graduate Studies to determine if the student will be permitted to continue studying at DMA.

## CLASS ATTENDANCE

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Faculty members are required to meet every class scheduled in the syllabus for a given semester. One credit hour equals fifty (50) minutes of classroom instruction and ten minutes of break time. Every class will contain 50 minutes of instruction involving the professor and the students in attendance. In the event that a situation arises requiring a faculty member to be absent from a class, the faculty member must either arrange for an alternate instructor to conduct the class or notify students that the class will be rescheduled. The faculty member must immediately notify the Office of the Dean of Graduate Studies whenever a class is cancelled or rescheduled. The

Dean's office will immediately send email notice to the students involved. Cancelled classes must be rescheduled. Care must be taken to select a date and time that does not conflict with students' other class meetings.

Students are required to attend every class session listed in the academic calendar. When circumstances require that a student be absent from a class, either advance notice or notice provided at the next class meeting date is required. Class attendance is included in the DMA grading evaluation, as is class participation and the completion of all written assignments and examinations.

If unexpected circumstances prevent a professor from arriving on time for any given class session, students are requested to remain in place for a maximum of 15 minutes. After then, and if the professor has not appeared, students may consider the class cancelled and will be provided rescheduling instructions by the office of the Dean of Graduate Studies or his/her designee.

The extent to which attendance contributes to the grade must be clearly indicated in the course syllabus. Faculty must maintain accurate records of class attendance. Attendance is mandatory at all scheduled evaluations (e.g., examinations, quizzes, in-class writing assignments); course syllabi must specify the dates of such evaluations or the timing of notification (e.g., one week prior to the evaluation date) of the evaluations. Faculty may require a written excuse from an appropriate agent when a required class meeting is missed.

Repetitive absences (two or more) require counseling with the student's faculty advisor to determine if continued absences are unavoidable. Class instruction and discourse are an essential element of the learning process and extended absences may present an insurmountable obstacle to the student's ability to master course material and demonstrate competency to the faculty.

Any individual who appears in the classroom without the advance approval from the Course Instructor and is not on the Class List is in violation of DMA policy and will be removed. Permission to "sit in" on classes is authorized at DMA under the DMA "Auditing a Course" policy as explained herein. There are no exceptions to this policy.

## **INSTITUTIONAL RESPONSIBILITY TO STUDENTS WITH INVOLUNTARY ABSENCES**

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Whenever a student is absent from a class, DMA will record the classroom session. With advance notice, DMA can stream the class to the absent student. All recorded classes will be maintained in the DMA Library. Students may then review them on site upon their return to the Academy. These files may not be removed from the Library under any circumstances.

## **STUDENT CLASSROOM BEHAVIOR**

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Principled student deportment during class sessions is essential for unimpaired subject comprehension, purposeful discussion, and creative thinking. Disruptive behavior precludes the achievement of these objectives for all students in the class, not simply the professor. It is likewise discourteous conduct in that it displays a lack of consideration for the instructor and the other students in the room and their right to obtain a quality education.

### **RESPECT**

An enlightened classroom atmosphere conduces not only to successful learning processes but also to fostering attitudes of respect among students. Mutually respectful behavior includes but is not limited to a sincere willingness to listen to alternative positions and a deep tolerance for intellectual, cultural, and ethnic diversity. Both verbal and body language should always be temperate and grounded in civility and decency.

### **ATTENDANCE**

Nurturing the overall learning experience demands that class members must be on time for all classroom sessions and other scheduled activities. Chronic lateness is also detrimental to class learning, as well as disrespectful to instructor and fellow students alike, and thus may also be penalized by a reduction in final grade.

### **PARTICIPATION**

Class participation is a requirement for successful completion of course work and as such all students are expected to be in class every day and to participate in a meaningful manner. Unnecessary or unexcused absences shall negatively affect final grades.

### **CLASS PREPARATION AND DECORUM**

Specific classroom behaviors and consequences for violations will be included in each instructor's class syllabus given to each student.

Students are expected to be prepared for each class session, and refrain from engaging in personal conversations. Other disruptive classroom behaviors include monopolizing discussions, sleeping, reading irrelevant material, and using unauthorized electronic devices.

Repetitive or seriously disruptive behavior (e.g. fighting, profanity, personal or physical threats, insults, damaging property, etc.) may result in removal from class or expulsion from DMA in accordance with policies and procedures outlined in the Student and Faculty Handbooks.



## CREDIT HOUR POLICY

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DMA adheres to and abides by the U.S. Department of Education's definition of a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency, that reasonably reflects and approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work, for approximately fifteen weeks for one semester hour of credit.

## FACULTY OFFICE HOURS

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Faculty members have posted office hours and contact telephone or email address on the DMA intranet indicating when they may be contacted to arrange an appointment. In some cases, a specific time for appointments is posted and in others "by appointment only" appears. In either case, students must contact the instructor and arrange for a mutually convenient and agreeable day and time to meet.

## GRADUATION REQUIREMENTS

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The DMA Registrar must certify that a student has completed all of the requirements for graduation and/or certificate award. Students are cautioned that this not an automatic event. The Application for Graduation/Certificate Award must be filed with the Registrar by graduating students eight (8) weeks prior to the last day of class of the last semester.

## STATEMENT OF ACADEMIC FREEDOM

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The Daniel Morgan Academy ascribes to and abides by the statement on Academic Freedom as published by the American Association of University Professors and the Association of American Colleges in 1940.

<http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

"The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing his or her subject, but they should be careful not to introduce into his or her teaching controversial matter which has no relation to his or her subject.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

## SECTION 11: ACADEMIC HONESTY

### HONOR CODE

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Every member of the DMA community is required to uphold the following understanding:

*“On my honor, I will not lie, cheat, or steal while a member of the Daniel Morgan Academy community (student, faculty, and staff) nor accept such behavior silently on the part of fellow members of DMA.”*

### STUDENT REPORTING PROCEDURES

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If a DMA student has discovered or believes in good faith to have knowledge of an alleged case of academic dishonesty, s/he must inform the faculty member involved or the Dean of Graduate Studies. Students are **NOT** expected to investigate cases of academic dishonesty themselves. Faculty and/or select members of the DMA administration will investigate the matter.

### TYPES OF ACADEMIC DISHONESTY

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Academic dishonesty is any type of cheating that occurs in relation to a formal academic exercise. Students and faculty alike are capable of committing acts of academic dishonesty, thus these policies and procedures apply to all those involved in academic pursuits. DMA takes cases of academic dishonesty seriously. Types of academic dishonesty include, but are not limited to:

**Plagiarism:** the presentation of someone else’s ideas, expressions, organizational structure, or other information, without the due acknowledgement whether or not required by law, in work presented as your own. It can be the actual copying of another’s words without quotation marks, or the failure to acknowledge the source of your ideas and information. Plagiarism gives the impression that the words and ideas are original to you when they are not.

**Fabrication and Falsification:** inventing or lying about information. Examples of fabrication and falsification include inventing data for a study you did not do or did not do correctly or making reference to sources you did not use in a research paper. Specific to faculty, it can mean giving students grades with no explanation as to how the grade was arrived at or arbitrarily assigning grades.

**Deception:** lying about or misrepresenting your work, academic records or credentials. Examples of deception and misrepresentation include forging signatures, forging letters of recommendation, and falsifying credentials in an application. With collaborative projects,

deception is taking credit for group work to which you did not contribute significantly nor meet your required obligations.

***Cheating:*** using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for regrading; allowing another person to do one's work and submitting it as one's own; submitting work done in one class for credit in another; obstructing or interfering with another student's academic work; or undertaking any activity intended to obtain an unfair advantage over other students.

***Sabotage:*** deliberately impairing, destroying, damaging, or stealing another's work or working material. Sabotage can include destroying, stealing, or damaging another's work product, computer program, term paper, exam, or project; damaging, defacing, or removing uncharged library or research materials with the effect being that others cannot use them; interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others. Specific to faculty, it can mean: failure to meet all required classes, either by actual attendance, substituted instructor, or make-up arrangements; failure to teach the full 50 minutes segments required for each credit hour; failure to provide the academic content specified in the syllabus; giving students certain grades not demonstrative of his or her actual academic and classroom performance; requiring textbooks that are not actually used during the course; and/or giving certain students unfair academic advantages compared to others. Examinations and evaluations of any student's progress in meeting course learning objectives must be based on material presented in class and covered in assigned and required readings.

***Collusion:*** supporting or being willfully ignorant of the academic dishonesty of another student or faculty member.

## INTEGRITY POLICY

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DMA wishes to foster an academic environment based on merit, integrity and honesty. The active support of the entire DMA community is needed to maintain a positive learning and working environment. Mistakes, unintentional oversight, illness and other shortcomings that result in actions that have an adverse impact on students, faculty and/or staff are regrettable but correctable under this policy. For this reason, DMA students, faculty, and staff have the responsibility to report cases of academic dishonesty regardless of his or her or the offender's

position in the school. Such reporting must never be considered as “ratting out” another member of the Academy community, but rather an honor of obligation.

These policies and procedures are to be used only in cases where academic dishonesty is legitimately suspected or confirmed. Using these procedures to target or harass faculty or students will not be tolerated. If it is found that these procedures are being used to target or harass particular individuals unjustly, those bringing forward the complaints will be subject to severe disciplinary action.

## ACADEMY INTEGRITY REVIEW COMMITTEE

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The Academy Integrity Review Committee is a body of three members to include the Dean of Graduate Studies, a full-time professor selected by the President of DMA, the Student Government Association President (after elections are held each year) and the President of DMA (as an ex-officio, non-voting member). This Committee has the authority to adjudicate all matters relating to academic dishonesty or plagiarism as outlined in these policies. The Committee’s decisions are final.

The Committee shall convene when an issue of academic dishonesty or plagiarism is brought forth by a member of the DMA faculty, staff, student or other individual participating in a DMA program. The Committee will first determine if the issue constitutes an actionable violation by reviewing the evidence and/or testimony of the complainant. If the issue appears to constitute a violation, the Committee is required, wherever possible, to meet with the individual(s) in question to review his or her account of the fact situation surrounding the allegation. However, the Committee is allowed to render verdicts if the individual(s) in question cannot or will not agree to be interviewed.

## ADJUDICATION AND DISCIPLINARY ACTION

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All findings by the Committee must conform to the procedures specified in the Reporting and Hearing Procedures. If the Committee finds the individual in question to be innocent, no disciplinary action will be taken and the matter will be permanently settled.

If the Committee finds the individual in question to be guilty, there is a range of action that may be taken. For students, the Committee will recommend to the President that he or she:

- issue a warning;
- compel students to re-accomplish an assignment;
- fail students in the class where the issue arose;
- suspend students;

- place students on academic probation;
- withhold DMA-granted scholarships; or
- dismiss students from the school.

For faculty members, the Committee has the authority to recommend to the President that he or she:

- issue a warning;
- suspend the faculty member from teaching courses for one or more semesters;
- put the faculty member on probation;
- compel the faculty member to recuse him/herself from grading students in the class(es) where the issue arose;
- demote a full-time professor to adjunct status; or
- dismiss faculty members from the school.

## **POLICY ON DIGITAL HONESTY AND INTEGRITY**

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The use of electronic devices in the classroom such as cell phones, digital cameras, PDA's, data storage devices, recording devices, computers, internet, or other electronic devices is prohibited unless expressly permitted by the instructor for the required coursework. Copying and pasting digital media including, but not limited to, email correspondence, text, images, or other media from online sources without proper citation, the copyright owner's permission to use the digital media; or evidence of having performed a favorable fair use analysis is prohibited.

While on DMA property or in any off-site DMA classroom or facility, any attempted or actual computer program theft, illegal use of software; illegal and/or unauthorized downloading, dissemination, or streaming of copyrighted media, or a violation of the DMA policy regarding accessing, sending or displaying content from websites containing sexually explicit material, child pornography, bullying, harassing, and/or offensive messages, pictures, or videos, or improper access to any DMA computer systems, passwords, or accounts is prohibited.

## **HEARING PROCEDURES**

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Anyone who is accused of academic dishonesty will not be considered guilty unless and until he or she is so adjudicated by the Academy Integrity Review Committee. This review process and the complaint shall remain confidential.

A member of the Academy Integrity Review Committee will interview the complainant and other witnesses prior to the hearing to gather any relevant information. Upon doing so, the Academic Integrity Review Committee will issue a formal letter to the defendant outlining the complaint

and the attendant charges made against them. This process will be completed at least seven (7) days prior to the hearing.

In the seven days leading up to the hearing, the defendant may seek an advisor from the faculty. This advisor will discuss the best course of action for the defendant, and will be present with the defendant during the hearing. Any defendant has a right to have an attorney present at the hearing at his or her own expense.

No party to the hearing shall be required to undertake sworn testimony nor shall anyone be subject to self-incrimination. The Committee will ask the defendant a series of questions material to the issues at hand in an effort to determine the truth regarding the case. The defendant may consult with his/her advisor and/or attorney before answering any questions. Once the Committee has finished its questioning, the defendant may ask any questions he or she wishes. After all the questioning has concluded, the defendant and his/her advisor and/or attorney will depart the location.

Within seventy-two (72) hours of the hearing, the Committee will be required to render a written verdict; otherwise, the defendant is automatically deemed innocent. In order to render a verdict, the Committee must render a majority vote in favor of either innocence or guilt. The Committee shall contact the defendant using a form of communication mutually agreed upon in writing by the Committee and the defendant prior to the hearing announcing his or her decision and what further action, if any, will be taken.

Subsequent to the determination of guilt or innocence, the Committee shall publish its findings in an internal document that shall be permanently filed with the Office of the Dean of Graduate Studies. The President of DMA shall have sole discretion as to whether a guilty finding and the resultant disciplinary action shall be made public. In the case of a finding of not guilty, the Committee shall publish the result in a format it deem sufficient to fully inform the DMA community of said result.

## SECTION 12: SUBSTANCE ABUSE POLICIES, TITLE IX, TITLE VI, AND HARASSMENT AND DISCRIMINATION POLICIES

### DRUG FREE/ALCOHOL FREE/SMOKE FREE

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DMA students are prohibited from consuming, distributing, possessing, storing, selling, or using controlled substances unless said substances have been lawfully prescribed for them and are so marked in a prescription container. Controlled substances are drugs that have some potential for abuse or dependence and are regulated under the federal Controlled Substances Act (CSA). In addition, students may not be under the influence of unlawful drugs or alcohol while on DMA premises.

Additionally, under certain circumstances, alcohol may be provided at a DMA event. At such an event, alcohol will only be served to individuals who are of lawful age according to the laws of the District of Columbia:

**DC Code § 25-1002. Purchase, possession or consumption by persons under 21; misrepresentation of age; penalties.**

(a) No person who is under 21 years of age shall purchase, attempt to purchase, possess, or drink an alcoholic beverage in the District, except as provided under subchapter IX of Chapter 7.

Anyone violating this DMA policy may be subject to criminal prosecution by the D.C. authorities and will be subject to disciplinary action, up to and including DMA dismissal.

**DC Code § 20-2101 Place of employment and public place smoking policy.**

2101.1 Each place of employment and public place shall adopt a smoking policy that is consistent with the requirements of the Acts and this chapter.

2101.2 An employer shall notify each employee, both orally and in writing, of the smoking policy for the place of employment.

2101.3 The employer's smoking policy shall apply to each person in the workplace, including a visitor.

2101.4 An employer shall post the written smoking policy in the place of employment in the same place as the Worker's Compensation notice or any similar employee notice.



2101.5 An employer shall prohibit smoking in the enclosed area of a place of employment, except as provided in § 2105.

DMA promotes a smoke-free environment. Smoking is prohibited on the entire DMA premises, 1620 L Street, NW, 7<sup>th</sup> Floor, Washington, D.C. 20036, and in or adjacent to, any entrance or exit or garage facility and in any other locales utilized by or for DMA activities, including classrooms, offices, rest rooms, corridors, elevators and stairwells. Violations of the smoking policy will result in disciplinary action. The use of chewing tobacco on campus is also prohibited.

## **TITLE IX COORDINATOR**

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Pursuant to Title IX of the Educational Amendments of 1972, the Title IX Coordinator is the designated agent of the DMA with primary responsibility for coordinating DMA Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of DMA policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of DMA's Title IX compliance.

DMA is not currently a beneficiary of any federal funds. As a non-accredited institution, our students are not currently eligible for any federal student loan programs.

Nonetheless, as a graduate level academic institution, DMA does not discriminate in any way on the basis of sex, gender affiliation, sexual orientation, color, religion, national origin, disability, political beliefs or other basis.

At DMA the role of Title IX Coordinator is currently assigned to Jonathan D. Strum as General Counsel. Mr. Strum also acts as the DMA Ombudsman for student, faculty and staff complaints.

To date, DMA has not had any Title IX complaints.

## **TITLE VI OF THE CIVIL RIGHTS ACT**

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Title VI of the Civil Rights Act of 1964 provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....".

Daniel Morgan Academy does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of race, color or national origin. Students complaining of any type of discrimination or harassment outlined in this Handbook are encouraged to bring them to the attention of the Daniel Morgan Academy Ombudsman.

## **NON-HARASSMENT/NON-DISCRIMINATION**

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DMA prohibits and will not tolerate discrimination or harassment. Discrimination includes, but is not limited to, making any academic decision or academic related action on the basis of age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight or any other status protected by applicable law. Each individual has the right to be educated in a professional atmosphere that promotes equal educational and employment opportunities and is free from discriminatory practices, including without limitation, harassment. Violations of this policy will not be tolerated.

Any DMA student who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of a faculty member, the Staff Director or the Daniel Morgan Academy Ombudsman.

DMA will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and DMA will take appropriate action based on the outcome of the investigation. No student will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If a student feels that they have been retaliated against, he or she should file a complaint using the procedures set forth above or meet with the DMA Ombudsman.

## **ANTI-HARASSMENT/ANTI-DISCRIMINATION**

DMA is committed to maintaining a working and educational environment in which students, faculty and staff work together toward professional goals in a congenial atmosphere of mutual respect and cooperation. DMA will not tolerate any form of harassment or discrimination (whether based on race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, gender orientation or any other status protected by law) of any employee or any student by another employee, student, faculty member, supervisor, board member, or any third party. DMA is committed to enforcing this policy vigorously at all levels within the organization.

DMA recognizes that the issue of whether or not harassment or discrimination has occurred requires a factual determination based on all the evidence available. All reported or suspected occurrences of harassment/discrimination will be promptly and thoroughly investigated. Where harassment/discrimination by a DMA employee or student is determined to have occurred, DMA will immediately take appropriate disciplinary action, up to and including termination of employment or admission. If the source of the harassment/discrimination is outside of DMA, the DMA administration will take steps to prevent a recurrence and will cooperate with the outside organization in its own review of the incident.

Further, DMA will not tolerate or condone any acts of retaliation against any student who files a harassment/discrimination complaint or who cooperates in the investigation of any complaint. Disciplinary action can and will be taken against employees or students who impede any investigation of any complaint. Likewise, false accusation of harassment/discrimination can also have serious effects on innocent men and women and will be cause for disciplinary action.

We trust all employees and students to act in a responsible and professional manner to establish a pleasant working environment free of harassment and discrimination.

## **WHAT CONSTITUTES HARASSMENT**

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As indicated above, harassment can be verbal (epithets, derogatory statements, slurs); physical (assault, physical interference with normal work or involvement); visual (posters, cartoons, drawings); or innuendo. A student cannot be forced to submit to harassing conduct as a basis for any educational or employment decision.

Sexual harassment occurs when submission to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal, physical or visual conduct of a sexual nature is either explicitly or implicitly made a term or condition of employment, or is used as the basis for employment decisions; or, when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive work or academic environment.

Not all conduct of a sexual nature is sexual harassment; only unwelcome conduct is proscribed. Every student should bear in mind that viewpoints differ not only between men and women, but also among individuals of the same sex, and that each individual defines what sexual behavior he or she finds unwelcome.

Relationships between supervisors and their subordinates are particularly sensitive, especially students and faculty; both because of the potential for misinterpreting the level or nature of consent by the student and because of the potential that others will perceive favoritism in grades, assignments and evaluations.

The following behaviors may be construed as sexual harassment:

- Physical coercion into unwanted sexual intercourse; assault; body brushing, pinching, fondling;
- Verbal sexual propositions, even if joking; suggestive comments or innuendo; teasing or insults about gender-specific bodily characteristics; obscene stories (for instance, an employee uses offensive language and tells dirty or off-color jokes that others might find offensive);
- Nonverbal obscene gestures, suggestive or insulting noises, leaning over a desk in close quarters, leering; and
- Environmental gender-based displays, continuing comments that are insulting in nature, intimidating actions or other gender-based behaviors that produce a hostile working or educational environment (for instance, posting of sexual pictures in his or her office or books, circulating offensive jokes or cartoons via e-mail).

## WHAT CONSTITUTES DISCRIMINATION

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Discrimination can be the taking of an action or the non-taking of an action based on the age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight or any other status protected by applicable law.

The following behaviors may be construed as discrimination:

- Assignment of a lower grade due to age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight or any other status protected by applicable law;
- Assignment of a lesser role due to age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight or any other status protected by applicable law; and
- Ignoring a student's participation in class or limiting the time given to speak in class due to age, color, disability, gender, gender identity/gender expression, genetic information,

familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight or any other status protected by applicable law.

## COMPLAINT PROCEDURE

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### CONFRONTING THE HARASSER/DISCRIMINATOR

Stopping harassment or discrimination begins with taking action. Any DMA student who feels that he or she has been or is being harassed or discriminated against is encouraged to inform the offender immediately that the specific behavior is unwelcome. Responding quickly to unwelcome behavior is an effective way to prevent harassment from escalating. In many instances, the person is unaware that his or her conduct is offensive, and when so advised can easily and willingly correct the conduct so that it does not recur. Pointing out unwelcome behavior is a service to the harasser/discriminator, who may be unaware of the impact of his or her behavior, as well as to students or coworkers who may also be offended by the behavior.

### REPORTING THE INCIDENT

If the informal discussion with the alleged harasser/discriminator is unsuccessful in remedying the problem, or if the student is uncomfortable with that approach (perhaps due to position/status of alleged harasser, fear of ridicule), the student should report the incident either:

- To the appropriate faculty member;
- To the DMA Executive Director;
- To the DMA Ombudsman; or
- To the President or Chairman of DMA's Board of Trustees, particularly if the allegation directly or indirectly involves a trustee or board officer.

Reporting is essential so that:

- An accurate determination can be made as to whether harassment or discrimination is occurring;
- The behavior stops;
- Others are not affected by the behavior; and
- The behavior can be addressed before it becomes more severe or pervasive.

Employees should document incidents when they happen. In reporting an incident, provide the following information:

- Date and time of incident;
- How often the behavior occurred;

- Name of alleged harasser/discriminator;
- Names of any observers of the incident; and
- Details of the incident: what happened, where, your response, alleged offender's response.

Any DMA supervisor who observes conduct that might constitute harassment or discrimination or who receives a complaint or other information that has even the appearance of constituting harassment or discrimination should immediately report the incident to the Executive Director. If the alleged harasser is a DMA trustee, then the General Counsel, President or Board Chairman should be notified. Reports should also be made if the harassment/discrimination is from a vendor or consultant.

## **CONFIDENTIALITY**

Complaints of harassment or discrimination, including sexual harassment, will be taken seriously and handled sensitively by the DMA administration; however, absolute confidentiality is not promised, nor can it be assured. The investigation of any complaint will require limited disclosure of pertinent information to certain parties, including the alleged harasser. Individuals involved in complaints or investigation will be expected to maintain strictest confidentiality. Disclosure of any details of the incident or investigation will be on a need-to-know basis.

## **INVESTIGATION PROCEDURE**

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Once an incident is reported to a DMA supervisor or manager, the administration is obligated to initiate an investigation and will investigate allegations of harassment and/or discrimination as promptly and thoroughly as possible. The supervisor or manager will work with the Executive Director to obtain all facts regarding the harassment/discrimination and to document the exact words or actions that were used, the circumstances and frequency of the unwelcome behaviors, and any actions taken by the recipient of the harassment/discrimination. The Executive Director or the President will oversee the investigation. When the investigation is complete, a determination will be made regarding the validity of the harassment/discrimination allegations and appropriate follow-up action. Any employee who is determined, after an investigation, to have engaged in harassment and/or discrimination will be subject to discipline up to and including termination.

Retaliation or discrimination against any student for raising any harassment/discrimination complaint is strictly prohibited and could be grounds for termination. DMA students who believe they have been retaliated against after giving a clear warning of filing a complaint should report this retaliatory behavior immediately to the Executive Director, General Counsel or the President.

## **RESPONSIBILITY**

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DMA strives to maintain a lawful, congenial and pleasant working environment where all students can perform to the best of their ability in an atmosphere of mutual respect and cooperation. All students, faculty and employees are responsible for ensuring our workplace is free of harassment or discrimination. Any student may file a harassment or discrimination complaint regarding incidents, either experienced personally or observed at DMA.

## **OTHER CONDUCT AND GRIEVANCE POLICIES**

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Complaints or issues of a technical nature regarding contracts, contract negotiations, quality products, costs/timesheet reporting, conflicts of interest, antitrust laws, business courtesies, treatment of consultants, accounting procedures, political contributions, trade/proprietary data, etc., are addressed in the DMA Code of Ethics.

## **RETALIATION AND FALSE CLAIMS**

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Retaliation against an individual who complains of discrimination or harassment under this policy is prohibited. Intentionally making a false accusation of harassment is also prohibited.

## **DISCIPLINARY ACTION**

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Violation of DMA policies regarding discrimination, sexual harassment, harassment, retaliation and false claims will result in disciplinary action that may include suspension or dismissal from DMA as well as referral of the matter to civil or law enforcement authorities of the District of Columbia.

## **ROLE OF DMA OMBUDSMAN**

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The Daniel Morgan Academy Ombudsman acts outside of the formal or informal DMA grievance process and serves as a resource for students, staff or faculty to discuss concerns and complaints, and serves as a safe space to facilitate the resolution of disputes. Whether you are unsure of how to resolve your problem – whether at the outset of a problem or during the course of a formal DMA process, the Ombudsman is here to serve you and help mediate or negotiate your situation.

The Ombudsman is a neutral, independent and informal resource to facilitate fair, equitable and timely resolutions to concerns and problems raised by students, faculty, or staff. The Ombudsman does not take part in any formal DMA grievance procedure unless where required, in which case students will be informed in advance.

While most meetings with the Ombudsman are confidential, such confidentiality will not be held in matters where danger or harm to individuals is an imminent possibility.



## SECTION 13: STUDENT GRIEVANCES

### STUDENT GRIEVANCE POLICIES AND PROCEDURES

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DMA students have the absolute right to have their voices heard whenever an issue arises when students believe that a faculty member, administrator or other DMA student has failed to abide by DMA policies regarding academic matters or for any another grievance not covered by Section 12 above.

This policy encompasses issues such as the failure of a faculty member to conduct his or her course according to the class syllabus, permitting or performing unprofessional classroom conduct, awarding grades in an arbitrary manner, improper counseling by a faculty advisor, violating any student's right to privacy, and allowing or practicing discrimination and/or harassment in violation of the DMA policies on discrimination; an administrator acting in violation of DMA policies and/or a DMA student acting in violation of DMA policies as discussed herein.

DMA maintains an informal grievance resolution pathway that the student is encouraged to use. Prior to filing a formal grievance, the student is requested to attempt to resolve the issue initially with his or her faculty advisor, or through the Ombudsman. If that is not possible, the student should file a Student Grievance Form with the Dean of Graduate Studies (or DMA Ombudsman if the grievance concerns the Dean of Graduate Studies).

If the matter was not subject to resolution, the student will be advised to forward his or her Student Grievance Form to the Academy Integrity Review Committee.

The Student Grievance Form is available from the Director of Student Services or the Ombudsman. Faculty and staff can download the Grievance Form from the Forms folder on the DMA Share Drive.

## SECTION 14: STUDENT SERVICES

### DMA ACCESS CARD

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The Daniel Morgan Academy Access Card (DMAAC) is issued to every DMA student requiring regular access to the DMA campus and it serves as the primary identification card at DMA. The DMAAC will be issued at student orientation and will include a photograph of the student. It also contains a unique numerical identifier that serves as the “Student Number” on DMA forms and elsewhere. It is also utilized to track a variety of activities at DMA based on the unique electronic identifier in the card. Each card is unique to the student to whom it is issued. Students are explicitly prohibited from loaning his or her card to anyone under any circumstances. Students are required to visibly display the DMAAC on his or her person at all times while they are on DMA premises.

Any DMA student who arrives at reception without the DMAAC must secure a temporary visitor badge from the receptionist. This badge must be surrendered whenever the student leaves DMA premises. Habitual forgetfulness regarding possession and display of the card will result in disciplinary action.

Should a situation arise in which the DMAAC is inoperable, damaged or misplaced, the student so affected must immediately contact the Dean or Executive Director to secure a temporary replacement card. Should the card be lost or stolen, the employee must immediately contact the Dean or Executive Director and provide notice of the circumstances involved. Loss of the card will result in a replacement charge penalty of \$100.00. Loss by theft must be documented with a report from law enforcement. Any student who violates this policy will be subject to disciplinary action.

### TRANSCRIPTS

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The Office of the Registrar will provide official transcripts without charge for students pursuing a Master’s degree or graduate certificate. Subsequent to graduation, official transcripts may be obtained by completing the Transcript Request Form and forwarding it by mail or fax to the Office of the Registrar. Any student or graduate, who for any reason, has a financial hold on his or her record, will not be provided an official transcript until and unless the financial hold is resolved and withdrawn.

## **ALUMNI RELATIONS OFFICE**

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The Academy Alumni Association, when formed, will be responsible for establishing a constitution, including the bylaws and the election of officers. The President of the Association will select a member to staff the Alumni Relations Office on a schedule of his or her choosing. The schedule will be posted in the Alumni section of the website. The Alumni Relations Office makes available to alumni a number of services as well as an annual program of educational and cultural events. The objectives of the office are to foster productive relationships between alumni and the Academy community, promote DMA's advancement and further the professional development and success of DMA alumni.

## SECTION 15: STUDENT SUPPORT SERVICES

### DMA INTERNSHIPS

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DMA offers a variety of internships for interested individuals seeking work-related experiences. Selection is competitive and based on a variety of factors, including both academic and service backgrounds and achievements.

An internship can be either a compensated or non-compensated, supervised learning experience. It involves an agreement among the intern, staff coordinator and host supervisor to establish learning goals, determine activities, and provide feedback on that experience.

The internship also provides practical work experience involving observed implementation of operational principles and practices. The experience offers opportunities to apply various types of previously learned knowledge and skills in a practical environment as well as opportunities to acquire new knowledge, skills and abilities. The internship also provides experience that promotes self-confidence, maturity and responsibility. Interns will develop interpersonal skills, gain job skills and prepare for an appropriate career. A copy of the Student Internship Handbook is issued to new interns during their orientation program. Complete information about internships is available on the DMA website, including the application form and guidelines for its submission.

### INDIVIDUALLY IDENTIFYING INFORMATION

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The Academy intends to serve the intelligence and defense communities and consequently may enroll into its student body, certain individuals whose employment and personal information must remain confidential. While professionals may have a cover identity, it is nevertheless the Academy's policy that students not be questioned regarding individually identifying information.

Officially enrolled DMA students have an absolute right to have their individually identifying information remain private to themselves at all times. Inquiries will not be made of students as to their backgrounds, work experience, employers, clearances, or other information of a personal nature unless the student voluntarily and privately provides that information to an instructor, staff member, or fellow student. Such information will not be publicly discussed in class or on campus.

## FERPA

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Title 34, CFR Part 99-Family Educational Rights and Privacy, The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record. The Act prohibits DMA from the improper disclosure of personally identifiable information derived from education records without the written consent of the student. DMA fully complies with all FERPA regulations. The Registrar serves as FERPA compliance officer.

## SERVICES AND SUPPORT TO STUDENTS WITH DISABILITIES

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The Daniel Morgan Academy is located on the seventh floor of 1620 L Street NW, Washington DC 20036. The entire seventh floor space is accessible by wheelchair in compliance with ADA standards. Additionally, wheelchair accessibility has been verified and checked using a standard manual wheelchair.

DMA is committed to ensuring that qualified students with documented disabilities are provided with an equal opportunity to participate in the various educational, recreational, and social activities of DMA. Federal legislation mandates that DMA provide reasonable accommodations that afford all students an equal opportunity.

The Academy has published a Services to Students with Disabilities Guide which addresses the Academy's policies and procedures in accordance with the Americans with Disabilities Act. The Guide is available from the Office of the Registrar. The DMA community is dedicated to accommodating students with disabilities and ensuring that their experiences with the Academy are both positive and rewarding in every aspect of their academic experience and graduate life. The faculty and staff are available as needed to respond to situations affecting accommodation. Students needing accommodation should not hesitate to request the services that are available or those that can be made available, to provide reasonable accommodation for the duration of graduate study and experience.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every student with disabilities at DMA has the right to:

- Equal access to courses, programs, services, jobs, activities, and facilities available through DMA;
- Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis according to law;

- Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law; and
- Information reasonably available in accessible formats.

Each student must meet the admission and retention requirements of Daniel Morgan Academy and its programs without regard to accommodations. Although the Americans with Disabilities Act of 1990 (ADA) protects the civil rights of qualified students with disabilities, it also affirms their right to refuse any accommodations. Thus, students are not required to identify themselves to instructors, staff, or other students as having a disability, or accept accommodations they do not seek or need. However, if students wish to compete with their peers on a level playing field and if they wish to enjoy their right to access and equality as provided for under ADA, they must inform the appropriate DMA office of their needs in order to secure those rights.

*Students with disabilities have a responsibility to:*

- Meet DMA's qualifications and essential technical, academic, and institutional standards;
- Identify themselves in a timely manner prior to the commencement of class when seeking an accommodation;
- Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific accommodations; and
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids.

## **DISABILITY LAW**

DMA complies with District of Columbia statutes and federal legislation that pertain to individuals with disabilities. These include the following:

**D.C. Code, Title 2, Chapter 14 – Human Rights** D.C. Code, Title 2, Chapter 14 Units A, B, and C cover various subject areas and Unit C specifically addresses “Disability Rights Protection.” All educational institutions in the District of Columbia are accountable to the regulations and statutes stated in the DC Code that pertain to post-secondary institutions.

**Section 504, Rehabilitation Act of 1973** [www.usdoj.gov](http://www.usdoj.gov)

The Rehabilitation Act of 1973 was the first “rights” legislation to prohibit discrimination against people with disabilities. However, this law applied only to programs conducted by Federal agencies, those receiving Federal funds, such as colleges participating in federal student loan programs, federal employment, and employment practices of business with federal contracts. This is also the Federal legislation that authorizes the formula grant programs of vocational

rehabilitation, supported employment, independent living, and client assistance. Among the sections that pertain to individuals with disabilities is Section 504.

Section 504 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

“Qualified” with respect to post-secondary educational services, means “a person who meets the academic and technical standards required for admission or participation in the education program or activity, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”

**Americans with Disabilities Act of 1990 (ADA)** [www.ada.gov](http://www.ada.gov)

The Americans with Disabilities Act of 1990 (ADA) is the most comprehensive federal civil rights legislation protecting the rights of individuals with disabilities. The ADA addresses the barriers and discrimination that people with disabilities have traditionally faced. According to the ADA, a person with a disability” means “any person who 1) has a physical or mental impairment which substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning, and working], 2) has a record of such an impairment, 3) is regarded as having such an impairment.” Disabilities covered by legislation include (but are not limited to) AIDS, Cancer, Cerebral Palsy, Diabetes, Epilepsy, head injuries, hearing impairments, specific learning disabilities, loss of limbs, Multiple Sclerosis, Muscular Dystrophy, psychiatric disorders, speech impairments, spinal cord injuries, and visual impairments.

**The Family Educational Rights and Privacy Act (FERPA)**

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student’s educational records.

## **SUPPORT FOR STUDENTS WITH DISABILITIES**

Federal legislation mandates that DMA provide reasonable accommodations that afford all students and employees an equal opportunity. This includes equal access to textbooks, syllabi, video, additional course materials, computer labs, and equal electronic access to course information. Achieving reasonable accommodations is a shared responsibility between students, faculty, and staff, and this will be accomplished when faculty fulfill the requirement to provide students with all course materials (e.g. booklists, syllabi, etc.) in a cooperative and timely manner.

## **CONFIDENTIALITY OF DISABILITY INFORMATION**

It is required that disability information be kept confidential. At no time should the class be informed that a student has a disability, except at the student's request. The SSED office will not disclose a student's disability only that the student has a verified disability and what are the student's specific academic accommodations. All information that a student gives to the faculty member is confidential and will only be used specifically for arranging reasonable accommodations for the course. To maintain the student's confidentiality, all discussions relating to the students arrangement of accommodations be discussed in private. (See Accommodation Memo and Request for Exam Assistance Form)

## **TEXTBOOKS, SYLLABI, DVDS/VIDEO AND ADDITIONAL MATERIALS**

All book selections, syllabi and any additional course materials will be made available in a timely manner.

Students who are blind or who have visual impairments, or have learning disabilities affecting their reading rates and comprehension, require printed materials that are transformed into alternate formats. Conversion of text into spoken, electronic or Braille can be a time-consuming process, taking as much as three months to complete Braille requests.

Many students will rely on having printed material scanned and saved in a computer format that can be listened to using voice output software. If you are a student who will be using various journal articles and additional reference materials, please use original copies or a copy that is as clean as possible. Creating additional materials from second, third and fourth generation copies of material (copies made from copies, etc.) typically create images of text that are fuzzy. Such blurring often makes it impossible for character recognition software to decipher images as readable text.

Using captioned versions of videos is recommended for deaf, hard of hearing or for students having other auditory processing difficulties. Faculty will be contacted by the Registrar's office if a deaf/hard of hearing student is enrolled in a specific class who requires captioning. Students who anticipate using a video without captioning, should notify the Registrar's office in a timely manner to discuss the issue. The use of captioned versions of videos is recommended for deaf and hard of hearing students, or those having other auditory processing difficulties.

## **DIGITAL RECORDING OF CLASS LECTURES**

When a digital recorder is authorized for class use during class lectures, its authorization falls under the ADA Act of 1990. It is an accommodation authorized by the Registrar's office, which will notify the relevant professor that a recorder is authorized at all times in classrooms by a



specific student. Depending on the student's disability, the recording of class lectures is allowed. This provision in ADA in no way exculpates the protections secured under the copyright laws, and the retention or dissemination of any recorded material made at DMA may subject the individual suspected of such a violation to disciplinary procedures.

If a qualifying student does not have a digital recorder, the Academy will secure one. Under no circumstances may a student use a private tape recorder. At the end of the semester, the student is required to acknowledge in writing that all recordings have been erased and that none have been disseminated or otherwise retained.

### **USE OF ALTERNATE FURNITURE**

Students and employees with a verified disability requiring an accommodation as to furniture will be provided with a reasonable accommodation appropriate to their disability. This may include the use of an alternate table and chair as an accommodation. Typically, there is not an issue concerning this accommodation as said table and chair are restricted and so marked for ADA use only.

## SECTION 16: LIBRARY AND RESEARCH

### DMA RESEARCH LIBRARY

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The DMA Research Library consists of both hard copy and digital resources. The Library collection has been selected based on topicality and research requirements specific to the academic programs at the Academy. The library serves registered Academy students as well as members of the instructional and administrative staffs. Visiting scholars and other authorized researchers may access the library collections by approval of the Library Director.

### THE HARDCOPY COLLECTION

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As befits a graduate-level institution, the collection encompasses a wide range of subject areas, with a particular concentration on all facets of national security and intelligence. These include works covering:

- Military History, Materiel and Operations;
- U.S. and Foreign Intelligence Services and Operations;
- Intelligence Programs and Disciplines;
- Information Operations and Propaganda;
- Leadership and Policymaker Biographies;
- Language and Area Studies;
- International Relations;
- Soviet and post-Soviet Doctrine and Leadership;
- Jihadist Doctrine;
- World Religions;
- Government manuals, reports and monographs;
- Congressional reports and testimony;
- World and Current events;
- Emerging Threats and Priorities; and
- Terrorism and Counterterrorism.

All library collections are supervised by the Library Director, who is responsible for collection development and material evaluation. The Librarian, the officers and faculty of the Academy are expected to be aware of situations wherein the book collections of accomplished members of the Intelligence and Defense communities may be available for donation or accession as intact collections. Such acquisitions reflect the unique intellectual interests and acumen of the donor, enhance the donor's legacy and provide students with access to otherwise rare sources of

knowledge. The Academy regularly seeks additions to the Library collections from government archives via digital acquisitions and deaccession activities.

## **INTELLIGENCE DECLASSIFIED**

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Students and interns at DMA also have access to Intelligence Declassified (ID), a separate repository for an exclusive collective of digitized original source material.

The ID collection consists primarily of declassified documents from the CIA CREST system held at the National Archives and Records Administration in College Park, Maryland as well as from digital sites worldwide. This collection is supplemented with declassified documents from agencies across the U.S. Intelligence Community and the Department of Defense, as well as declassified material from the archives of foreign governments and intelligence services. The collection also contains select native language material of immediate import to researchers in counterterrorism.

## **LIBRARY CIRCULATION POLICY**

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Students, faculty and staff may check out circulating material upon registration using their DMA access card. Materials marked for circulation may be checked out for a period of four weeks with up to two renewals (provided the item has not been placed on hold by another patron). No more than eight items may be checked out to an individual library patron at any time. The Library Reserve Service offers options for supplementary course materials; contact the Library Director for information about placing materials on reserve. Materials designated as Reserve do not circulate for the duration (usually a semester) of this status, and limited photocopying is permitted in accordance with appropriate copyright guidelines (see Section 15). Reference materials do not circulate; exceptions to this policy are determined by the Library Director.

## **RESEARCH SUPPORT AND USER EDUCATION**

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Students at Daniel Morgan have access to professional assistance for their research activities. In addition to the Director, the Library is supported by DMA's full-time and adjunct faculty and subject matter specialists who develop services and collections that fit research needs, and provide project consultation.

Additionally, students can use research time more efficiently by receiving specialized user education. The Library Director will assist students at all stages of the research process, and will work with students to find useful reference works, online indexes, and other sources, and

illustrate the best ways to locate and use these tools to find the relevant information students need quickly.

The Academy's Library Director provides assistance and training to students when, where and how they need it, including:

- Library Orientation for all incoming students;
- Tutorials on how to search the digital primary source repositories and the library's catalog system;
- Personalized and group instruction in online searching, content evaluation, and selection and use of relevant resources; and
- Creation of bibliographic, current awareness, and FAQ materials.

## SECTION 17: COPYRIGHT POLICIES

### COPYRIGHT COMPLIANCE NOTICE

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Students are responsible for complying with the provisions of the U.S. Copyright Act. The Library of Congress provides information regarding this law online: [www.copyright.gov](http://www.copyright.gov) For student reference:

Circular 92

#### **Copyright Law of the United States**

*And Related Laws Contained in Title 17 of the United States Code, December 2011*

#### **§ 107 · Limitations on exclusive rights: Fair use\***

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include –

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

\*The Visual Artists Rights Act of 1990 amended section 107 by adding the reference to section 106A. Pub. L. No. 101-650, 104 Stat. 5089, 5132. In 1992, section 107 was also amended to add the last sentence. Pub. L. No. 102-492, 106 Stat. 3145.

## RECORDING OF LECTURES AND CLASSES

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Daniel Morgan Academy explicitly prohibits the unauthorized transmission, recording, and/or videotaping of any lecture or other presentation by any means whatsoever. Any student violating this prohibition will be issued an Academic Honesty Violation and will be referred for disciplinary action up to and including dismissal from the Academy.

In certain circumstances, the Dean of Graduate Studies may issue written authorization to a member of the staff to record a particular event. A faculty member may authorize the recording of one or more lectures by DMA staff with the written approval of the Dean of Graduate Studies. Under certain circumstances, these authorized recordings may be archived by the DMA Library. Access to these recordings are strictly limited and when granted permit playback only in authorized locations at DMA. Transmission and/or recording of these playbacks are strictly prohibited.

The Dean of Graduate Studies, at the request of a particular faculty member, may authorize the recording of certain academic lectures for accommodation purposes under ADA or for other mandated purposes. Such recordings, when made available to authorized students, may not be shared with unauthorized individuals.

## SECTION 18: STUDENT GOVERNMENT

The Student Government Association (SGA) is an integral part of the Academy community. It serves the student body as the essential interface between students and the Academy's administration. Every student who is matriculated at DMA is automatically a member of the SGA. The primary mission of the SGA is to provide a platform that enables students, through his or her SGA representatives, to have a positive influence on Academy policies and to serve as the representative of the student body at large on committees whose charter is to hear and adjudicate issues affecting students and faculty alike.

Elections for SGA will generally be held between 3-6 weeks after the start of the Fall Semester.

## SECTION 19: EMERGENCIES AND CAMPUS SECURITY

### ACCESS TO THE CAMPUS

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Access to the 1620 L Street, NW Building may only be made through the main entrance. Individuals arriving after the building closing hour on any given day must contact reception by telephone to request that a security officer come to the lobby to escort them to the campus.

Daniel Morgan Academy is an access-controlled campus. Each individual who is authorized access to the Academy campus will be issued a DMAAC. Visitors will be issued a visitor access card. Certain areas of the campus are access-restricted. The entire campus is monitored by security and audio-visual equipment. Students are required to notify reception or faculty support when they have an appointment that requires access to a restricted area.

### MEDICAL EMERGENCIES

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Should a medical emergency occur on the DMA campus, dial 911 and report the address as 1620 L Street, NW, Seventh Floor, Washington, DC 20036.

The contact telephone number at DMA is 202-759-4988. A first aid kit is located in the Student Lounge area. The nearest emergency room facility is the George Washington University Hospital located at 900 23<sup>rd</sup> Street, NW Washington, DC (202 715-4000).

### FIRE EVACUATION PLAN

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Anyone discovering a fire within the DMA campus, should immediately dial 911. On discovering a fire, the individual should verbally announce the word "FIRE" and call for an evacuation of the premises. A local (building only) fire alarm box is located on the seventh floor of 1620 L Street, N.W. Washington, D.C.

Once a fire has been detected and/or an alarm sounds and flashes, evacuation must be made quickly and calmly through exit doors clearly marked on DMA premises. Fire exit signs showing the direction to take are easily visible throughout the campus. Once DMA's premises have been evacuated, only the most senior DMA officer present may authorize employees to re-enter.

Fire extinguishers are located throughout the DMA facility.



## INCLEMENT WEATHER POLICY

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Should severe weather conditions develop in the DC Metro Area, students are advised that DMA will comply with the announced closing by the Office of Personnel Management ([www.opm.gov](http://www.opm.gov)). Because OPM at times does not announce a closing until the early morning hours, DMA will also email a closing notice to all students and other members of the Academy community.

DMA closing decisions are made by the DMA President or designated senior DMA officer based on the fact situation as it is known the evening before the next day's classes whenever possible. Closings during the school day are made based on ongoing weather conditions. Should a closing be required, the DMA community will be advised by email. Every effort will be made to ensure that emails are sent in a timely manner.

If an emergency closing is required, and classes are cancelled, the Office of the Dean of Graduate Studies, on the next available workday, will develop an alternative schedule for make-up classes. Students will be notified by email and at the next regularly scheduled class when the make-up will occur.

## SHELTER IN PLACE PROCEDURES

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Sheltering in place will be implemented in cases of violent weather, in the event of security emergencies as determined by DMA or by local or federal authorities or when either accidental or intentional releases of hazardous materials that may affect the outside environment are detected and/or made known. This procedure is usually in effect for a relatively short duration of 15 minutes but can last up to several hours. Notifications will be announced by all means available.

DMA's Shelter in place location is the Main lecture hall adjacent to reception; this location can accommodate all staff and students.

### **PROCESS THROUGH JLL BUILDING MANAGEMENT:**

An announcement will be made by the property management staff to proceed to designated shelter in place locations. Designated floor wardens will direct all staff to the shelter in place locations and await further instructions. Building Management will close all doors and windows. Building engineers will shut down the HVAC system, exhaust and roof ventilators in order to create neutral pressure and help prevent outdoor air from entering the facility. **DO NOT** use elevators during shelter in place. Building engineers will shut down the elevators as soon as possible. Exterior doors will be closed and a sign will be placed on the main entry informing all

of a shelter in place procedure being under way. Listen to all local emergency management officials by staying tuned to local media and emergency messages.

### **THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT AS PART OF THE HIGHER EDUCATION ACT OF 1965**

DMA is required to publish a report by October 1st every year that contains three (3) years' worth of campus crime statistics and certain security policy statements including sexual assault policies which ensure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. This report may be found on the DMA website, in hard copy in the Library and is made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. A copy of the statistics must also be provided to the U.S. Department of Education. For more information, see the following:

[\(http://clerycenter.org/\)](http://clerycenter.org/) and/or

[http://rems.ed.gov/docs/ED\\_CampusSafetyAndSecurityReportingGuide.pdf](http://rems.ed.gov/docs/ED_CampusSafetyAndSecurityReportingGuide.pdf)).

DMA's Clery Disclosure data is available on the DMA website.

## ACKNOWLEDGEMENT OF RECEIPT - STUDENT HANDBOOK

(To be maintained in Student's DMA File)

I acknowledge that I have received a copy of the Student Handbook. I understand that I am responsible for reading and complying with the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of DMA's policies and procedures.

I acknowledge that DMA may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with notice of such action being delivered initially to all students via DMA email at any time, at DMA's sole discretion. Nothing in this Handbook negates the right of DMA to change, supplement, or rescind its practices, procedures, policies, or benefits.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor's Signature

\_\_\_\_\_  
Date