



– WASHINGTON, D.C. –

# STUDENT HANDBOOK

2017 – 2018  
Academic Year





# **STUDENT HANDBOOK**

2017 – 2018 ACADEMIC YEAR

## FOREWORD

The Daniel Morgan Graduate School of National Security (DMGS) Student Handbook serves as a reference guide for the policies and procedures that support the institutional expectations and academic integrity of DMGS, as well as District of Columbia and federal laws. The policies and procedures of the Handbook are structured to support the education, development, safety, and success of every student. An electronic copy of the Student Handbook can be found on the DMGS website and a hard copy will be available in the library.

### **Daniel Morgan Graduate School**

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***Brigadier General Daniel Morgan***

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## SECTION 1: INTRODUCTION

### PURPOSE OF THE STUDENT HANDBOOK

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The objective of this Student Handbook is to explain the policies and procedures of Daniel Morgan Graduate School as they relate to the student body and the pursuit of academic excellence. Students are responsible for being familiar with the content of this Handbook. The DMGS 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 School may 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 DMGS Handbooks and the DMGS Academic Catalog are available in the DMGS Research Library.

### DMGS MISSION STATEMENT

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The Daniel Morgan Graduate School educates and prepares future leaders to develop actionable solutions to global and domestic security challenges.

### DMGS VISION STATEMENT

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

### HISTORY OF DANIEL MORGAN & DANIEL MORGAN GRADUATE SCHOOL

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The Daniel Morgan Graduate School is named for Brigadier General Daniel Morgan who served in the Continental Army during the American Revolution. His first foray into the military came when Major General Edward Braddock called upon the local teamsters to aid in transporting provisions by wagon. After watching a skirmish that ended with Braddock's men in a humiliating defeat, Morgan decided to enlist in the Virginia rangers to help do his part. Through his own courage and determination, he rose to the rank of Captain then later to general officer after participating in a number of hard-fought engagements. On January 17, 1781, he distinguished himself as an exceptional tactician at the Battle of Cowpens, South Carolina where he defeated British Lieutenant Colonel Banastre Tarleton.

Daniel Morgan's battlefield successes were largely shaped through his ability to motivate his men and his brilliant use of strategy and intelligence. He was an expert Revolutionary combat officer known for his loyalty to his soldiers, friends, and country. Daniel Morgan has been described as an excellent tactician, superb leader, and outstanding commander. The Battle of Cowpens, for which he is most famous, is considered the tactical masterpiece of the War of Independence. His lifetime example of service to his country, self-improvement through learning, innovation in the face of adversity, and a determination to forge successful outcomes under the most difficult circumstances exemplify the principles of the Daniel Morgan Graduate School.

Since the tragic events of 9/11, the national security, intelligence, and defense communities have expanded significantly to meet the challenges presented by state and non-state actors. Fourteen years later, a significant number of what then were entry-level personnel, have advanced in their agencies and are now

serving in administrative positions. Additionally, attrition and retirement require professionally qualified personnel to join the community.

There continues to be an unfulfilled requirement for a Washington DC-based graduate school to accelerate the learning, training and research competencies of aspiring men and women committed to serving in the national security workforce.

With an experienced faculty and a crafted curriculum, the Daniel Morgan Graduate School seeks to become the leading institution to educate and train graduates to fulfill the future leadership required to meet the expectations of the national security community in the years to come.

## **GOVERNANCE OF DANIEL MORGAN GRADUATE SCHOOL**

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DMGS is governed by a Board of Trustees which exercises authority over financial, academic, and general policies of the institution. The DMGS President reports directly to the Board of Trustees and serves as an ex-officio member. The Board of Trustees currently consists of six regular members, including one student and is led by Abby S. Moffat, Chairman of the Board. The Board meets on a quarterly basis with the option of additional meetings if deemed necessary by the Chairman and/or the DMGS President.

## SECTION 2: NEW STUDENT ORIENTATION

### NEW STUDENT ORIENTATION

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All new DMGS students are required to attend a New Student Orientation (NSO) program at a designated time prior to the start of their first semester on campus. 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 and is given plenty of time to meet with the assigned advisor. If a student did not pre-register over the summer this will be when their course schedule is finalized. Students will also use this time to get orientated with the layout of the campus, get to know new and current students; meet additional faculty and staff; and have the chance to learn how to navigate Washington DC. The NSO schedule will vary from semester to semester. A calendar of events will be provided in advance to the appropriate students.

### DISTRICT OF COLUMBIA: VACCINATION REQUIREMENTS

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Prior to arrival for NSO any and all 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
- An exemption will be obtained when a responsible person objects in good faith and in writing, to the Daniel Morgan Graduate School Compliance Officer, that immunization would violate the student's religious beliefs. 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.

Medical exemptions may also be allowed if a physician provides a detailed letter indicating that immunizations are medically inadvisable.

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>

In addition DMGS recommends that students who have traveled abroad receive a TB test prior to coming to campus. Ideally, the test should be completed before the student begins coursework.

## SECTION 3: THE ACADEMIC EXPERIENCE

This section of the Student Handbook is a brief overview of the Academic Experience at DMGS. You are strongly encouraged to read the Academic Catalog as it contains more in depth information regarding academic and classroom expectations of a DMGS graduate student. The following information is included to allow for the Student Handbook to be a well-rounded resource for all students.

### REGISTRATION

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Students must have their faculty advisor's 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 advisor 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.

### FACULTY ADVISING

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The School is dedicated to maintaining a positive learning environment. It is DMGS 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 advisor 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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Please see the Academic Catalog and the DMGS Thesis Manual for further details.

### ACADEMIC ADVISING & MENTORING

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To ensure that students can maximize their classroom success as they work toward graduation, all DMGS students are strongly encouraged and expected, to seek out academic advising at least once a semester,

or more, depending on the student's particular needs. These advising sessions can provide students with insight about what they are learning, areas of potential struggle, and what classes would most benefit their ideal professional career. Academic advisors, or program advisors, will be assigned to students during their respective New Student Orientation.

Students are strongly encouraged to seek out a mentor in their chosen career field. Mentors can be a faculty member, a staff member, a member of the Board of Advisors or other practitioner. All DMGS instructors are scholar practitioners with extensive professional experience throughout the fields of National Security, Intelligence, and Information Operations. Mentors can play a critical role in the advancement of your education by tying it to real life experiences while simultaneously helping you prepare for a career search from an insider's perspective.

Successful advising and mentor relationships are characterized by clear expectations, open communication, and a willingness to work together to establish a foundation for academic and professional success.

## **ACADEMIC STANDING**

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DMGS students must maintain a minimum semester and cumulative GPA of 3.00 to be eligible for continued enrollment and to meet graduation requirements.

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 Probation regardless of his or her overall GPA. The 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 notice is issued and academic advising is required because every course in the DMGS 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 DMGS. 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 DMGS.

## **ACCESS TO TRANSCRIPTS**

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A hold may be placed on a student's academic record for a variety of reasons. Once a hold is placed, the student can neither register nor obtain a copy of his or her transcript. A registration or transcript hold may be attached if the student has an outstanding financial obligation to DMGS, has failed 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 School 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.

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

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Whenever a student is absent from a class with advance notice due to an involuntary absence, DMGS can record the classroom session upon request. Alternatively, and with advance notice, DMGS can stream the class to the absent student. All recorded classes will be maintained in the DMGS Library. Students may then review them on site upon their return to the School. These files may not be removed from the Library under any circumstances.

Just as a student is required to attend every class session listed in the academic calendar, a student cannot substitute taped or streamed classes for more than two (2) classes without prior approval. Class participation is paramount at DMGS as active learning is central to DMGS's mission in the classroom. In a class that is usually conducted face-to-face, recorded classes represent only one part of the interactive and intimate dynamic that DMGS prides itself on giving to students.

If students find themselves in the position of needing more than two (2) involuntary absences, it is in the student's best interest to withdraw from the course, pursue an Incomplete (I) with the instructor's permission, or to take a leave of absence. For additional information regarding this process, please see the Academic Catalog.

## **CLASS ATTENDANCE**

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One credit hour equals fifty (50) minutes of classroom instruction and ten minutes of break time. Every class will contain 150 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 DMGS 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 shall 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 student or unauthorized person who appears in the classroom without approval from the Dean, whose name is not on the Class List is in violation of DMGS policy and will be removed. Permission to "sit in" on classes is authorized at DMGS under the DMGS "Auditing a Course" policy as set out herein. There are no exceptions to this policy.

### **LEAVE OF ABSENCE**

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Any student who seeks a leave of absence for personal reasons, (non-medical related), including federal employment and/or military status changes, must complete and submit a Leave of Absence Request Form to the Office of the Registrar. The completed form must include the signature of the student's academic advisor so that all necessary academic parties are aware.

Students are able to submit a Leave of Absence request at any point during the semester prior to the last day of classes. If a student finishes one semester/academic year but needs to delay starting coursework for the next semester a Leave of Absence Request is required. Failure to notify the Registrar of a Leave of Absence at any point will result in administrative withdrawal. 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.

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 Registrar and the student's professors are in agreement that a passing grade or an incomplete can be awarded than the appropriate grade or incomplete will be noted.

### **MEDICAL LEAVE OF ABSENCE**

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Any student who requires a Medical Leave of Absence must submit a Medical Leave of Absence Request Form to the Office of the Registrar. Please see the Appendix for a hard copy of the form or log in to SONIS for an electronic copy. Students requiring a Medical Leave of Absence may be required to submit any necessary medical documentation along with the Leave request form for the necessary leave of absence to be approved.

Depending on the circumstances, the Registrar may accept notification by phone or email 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 Registrar. Approved periods of medical leave will act to extend the time required to complete degree and certificate requirements.

In certain Leave of Absence cases, the student may decide to fully withdraw from DMGS. The Registrar, the Dean of Graduate Studies, and the student's program advisor 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 rather than a complete withdrawal. Should an extended leave be granted, the returning student will re-enter their program and continue working toward academic 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 Registrar so that the re-entry process can be initiated prior to the student's first class back.

## **WITHDRAWAL FROM COURSES OR THE SCHOOL**

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Students admitted to DMGS are expected to make regular and consistent progress toward the completion of their degree program. However, the institution understands that in extenuating circumstances a student may find it necessary to completely withdraw from some or all classes.

Students may request a withdrawal from some or all classes at any time between the first and the last day of classes for the semester. To withdraw from all courses, students must complete the Withdrawal Form available from the Office of the Registrar; please see the Appendix for a hard copy of the form or log in to SONIS for the electronic copy. This form should be signed, dated, and returned to the Registrar for the withdrawal to be properly recorded.

In certain 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 withdrawal by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

Notation of withdrawal and the effective date will be posted on the student's academic record. Instructors and appropriate DMGS offices will be notified of the names of students who withdraw.

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

## **HOLIDAYS**

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DMGS offices are closed on select holidays. However, classes will be held on selected holidays as noted by an asterisk (\*). DMGS 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)

- Veteran's 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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DMGS 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 religious 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.

## **STUDENT CLASSROOM BEHAVIOR**

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Overall student success does not just pertain to the quality of instructor presentations or the subject matter at hand but it also includes the active participation of the student pursuing the degree. Class meetings are designed to enhance comprehension of the subject, allow for discussion and the exchange of ideas, and for critical thinking. Below are the following general ways that each individual student can contribute to a positive learning environment not only for themselves, but for their peers and instructors.

### **Respect**

Respectful behavior within the classroom is not just encouraged but expected each and every class. This type of behavior includes the willingness to hear out various viewpoints, even when you disagree; an acceptance for everyone in who they are regardless of race, gender, sexual orientation, ability, religion, political beliefs, or other basis. All communication, written and verbal, should be rooted in the utmost respect and there will be zero tolerance of hate speech, sexual harassment, gender demoralization, etc. If such behavior occurs in the classroom it will be handled in full accordance with the DMGS Student Code of Conduct procedures and potential consequences as set out elsewhere in this Handbook and any subsequent policies.

### **Attendance**

Students are expected to be ready for class to begin on time; being late is disrespectful to the professor and fellow classmates. Being late also diminishes the amount of time spent on the subject matter and hinders everyone's educational capacity. Chronic lateness is unacceptable thus may also be penalized by a reduction of the final grade.

### **Class Preparation & Participation**

Every student is expected to be fully prepared for class which means having read the necessary readings and bringing any and all necessary materials for your own success.

Class participation is a requirement for successful completion of course work and as such all students are expected to be in class each scheduled session and to participate in a positive manner. This means paying attention to lectures, asking questions, participating in discussions, and more.

### **Class Decorum**

Students are expected to be their best selves while in class and not contributing to a negative environment. 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 other stated consequences that are outlined in the Student Code of Conduct section in this Handbook.

## **RECORDING OF LECTURES AND CLASSES**

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Daniel Morgan Graduate School 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 School.

In certain circumstances, the Dean of Graduate Studies may issue written authorization to a member of the staff to record a particular event or class. A faculty member may authorize the recording of his or her own classes. Under certain circumstances, these authorized recordings may be archived by the DMGS Library. Access to these recordings are strictly limited and when granted permit playback only in authorized locations at DMGS. 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.

## **STATEMENT OF ACADEMIC FREEDOM**

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The Daniel Morgan Graduate School 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 4: ACADEMIC HONESTY

### HONOR CODE

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Every member of the DMGS educational community is required to uphold the following academic understanding:

*“In accordance with the honor and integrity that is expected of the men and women who serve the United States National Security community I will not lie, cheat, steal, or violate other academic expectations, nor will I tolerate the dishonesty of others while pursuing my degree that would bring harm to the educational experience for myself or my fellow classmates.”*

### 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. DMGS 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 permitted 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.

## **STUDENT REPORTING PROCEDURES**

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If a DMGS student has discovered or believes in good faith to have knowledge of an alleged case of academic dishonesty, they must inform the faculty member involved or the Dean of Graduate Studies. Students are **NOT** to investigate cases of academic dishonesty themselves.

Faculty and/or select members of the DMGS administration will investigate the matter and respond accordingly.

### **Reporting the Incident**

To formally file a report for an academic dishonesty infraction the following reporting procedures are expected to be followed:

**Documentation:** Students are strongly encouraged to document academic dishonesty infractions when they happen. In reporting an incident, provide the following information:

- Date and time of infraction;
- Name of student(s) committing alleged infractions;
- Names of any observers of the infraction; and
- Details of the infraction: what happened and where,

Documentation should be given:

- To the appropriate faculty member;
- To the Dean of Graduate Studies ;
- To the President of DMGS should the accused be a member of the faculty

Reporting is essential so that:

- An accurate determination can be made as to whether an act of academic dishonesty occurred
- The behavior stops and is rectified;
- Others are not affected by the behavior; and
- The behavior can be addressed before it becomes more severe or pervasive.

All documentation should be passed along to the appropriate party in a timely manner so that the infraction at hand can be investigated and adjudicated appropriately. Delaying the process will only allow for additional academic dishonesty infractions to continue.

### **Confidentiality**

Reports of academic dishonesty will be taken seriously and handled sensitively by the DMGS faculty and administration; however, absolute confidentiality is not promised, nor can it be assured. The investigation of any report will require limited disclosure of pertinent information to any and all necessary parties, including the defending student. Individuals involved in reports or investigations will be expected to maintain strictest confidentiality. Disclosure of any details of the incident or investigation will be on a need-to-know basis.

## **ADJUDICATION AND DISCIPLINARY ACTION**

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All findings by the Disciplinary Committee (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 Dean of Graduate that he or she: The Dean will inform the student of the Committee’s recommendation. A student may appeal the Committee’s decision to the President. The decision of the President is final.

- issue a warning;
- compel students to re-accomplish an assignment;
- fail students in the class where the issue arose;
- place students on academic probation;
- withhold DMGS-granted scholarships; or
- suspend and/or dismiss students from the school.

## SECTION 5: DEPARTMENT OF STUDENT SERVICES

### WHAT IS STUDENT SERVICES?

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The Department of Student Services encompasses all aspects of the DMGS student learning experience and personal development beyond the academic classroom. Students can seek out assistance with Student Services regarding housing accommodations, career services, personal development, new student orientation, and more during their time at DMGS. Student Services also oversees, in conjunction with other offices, the confidentiality of student information, and disability/medical accommodations. Student Services also offers an informal way to resolve issues or disputes on campus not related to the formal investigations under the Student Code of Conduct.

Student Services is also the home base of various student led organizations and honor societies that align with the mission, vision, and educational core of DMGS. Student Services strives to host multiple social events a semester that include athletic events, trips to museums, and more while fully taking advantage of all that the greater Washington, DC area has to offer. The Director of Student Services encourages all students, new and returning, to introduce themselves, participate in services offered, and get involved in multiple ways to begin building a strong professional and social network for their time at DMGS that will lead to continued success long after graduation.

### INDIVIDUALLY IDENTIFYING INFORMATION

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DMGS' mission is to educate, train, and develop experts and leaders for the national security and intelligence communities.

DMGS may enroll professional students from those communities whose employment and personal information must remain confidential. Officially enrolled DMGS 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. Any and all such information will not be publicly discussed in class or on campus.

### FERPA

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The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record. FERPA prohibits DMGS from the improper disclosure of personally identifiable information derived from education records without the written consent of the student; this means that no one, including parents, employers, etc., can access your educational information without your express written permission. DMGS fully complies with all FERPA regulations. The Registrar serves as DMGS' FERPA compliance officer.

### DISABILITY: LAWS, SERVICES, AND SUPPORT

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#### Disability Law

DMGS 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 statues 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.

**Disability/Medical Support & Services at DMGS**

All spaces occupied by DMGS at 1620 L Street, NW, Washington, DC 20036 are in compliance with ADA standards.

DMGS is committed to ensuring that qualified students with documented disabilities are provided with an equal opportunity to participate in the various educational and social activities of DMGS. The Local and Federal legislation, stated above, mandates that DMGS provide reasonable and fair accommodations that afford all students an equal opportunity. To ensure that the appropriate **reasonable accommodations** can be provided, students may be required to provide documentation from a medical professional and to sit down with the Director of Student Services to discuss any and all possible options. Once the Director of Student Services is aware that accommodations are needed and the proper course of action identified, any and all necessary steps will be taken accordingly.

A student who discloses a disability, whether accommodations are needed or not, can expect their information to remain confidential.

## Student Rights & Responsibilities

Every student with disabilities at DMGS has the right to:

- Equal access to courses, programs, services, jobs, activities, and facilities available through DMGS;
- 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 Graduate School and its programs without regard to accommodations. 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.

*Students with disabilities have a responsibility to:*

- Meet DMGS'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.

## CAREER AND INTERNSHIP SERVICES

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Career and Internship Services are available to any and all students regardless of their place in the career search. The Department of Student Services is available for resume and cover letter review, mock interviews, and overall career search preparation. Student Services provides various workshops and seminars around finding a job, bringing in recruiters, participating in Shadow Days, finding and appropriate internship and attending career fair(s) each semester. Students are encouraged to start their career search as soon as possible due to a competitive job market and extensive security checks upon receiving a job offer in the intelligence and national security fields. Students will receive updates regularly via their DMGS email address and are encouraged to set up appointments with the Director of Student Services for when they want to take advantage of the services offered.

## STUDENT ORGANIZATIONS

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***Student Government Association (SGA):*** SGA is an integral part of the DMGS community. It serves the student body as the essential interface between students and the DMGS administration. Every enrolled student at DMGS has the right to vote for SGA candidates. Students interested in running for SGA should refer to the SGA Constitution and Bylaws to determine their eligibility. The primary mission of the SGA is to provide a platform that enables students, through their SGA representatives, to have a positive influence on DMGS policies, procedures, and academic curriculums. The SGA also plays an impactful role in student social activities in conjunction with the Department of Student Services.

Elections to the SGA Senate are generally held in the first month of the Fall Semester in accordance to the SGA Constitution and Bylaws.

**Order of the Sword and Shield:** The Order of the Sword and Shield (Omicron Sigma Sigma) is the first academic and professional honor society dedicated exclusively to homeland security, national security, intelligence, emergency management, and all protective security disciplines. The mission of The Order of the Sword and Shield is to promote critical thinking, high scholarship and professional development; to further enhance the ethical standards of the protective security professions; and to cultivate a high order of personal living. DMGS inducted its first members into The Order of the Sword and Shield in the spring of 2017 and will continue to induct new members selected by the National Office each Spring Semester. To be considered for induction into the Order of the Sword and Shield students must have completed 15 hours of coursework, maintain a G.P.A. of 3.5 or higher, receive a letter of academic recommendation, submit a transcript for review, and pay for the application fee.

**Sigma Iota Rho:**

The Daniel Morgan Graduate School of National Security is privileged to host a local chapter of Sigma Iota Rho, the international studies National Honor Society with over 170 chapters. The Eta Zeta Chapter at Daniel Morgan seeks applicants of high academic standing and good character, with a focus on international affairs and an interest in contributing to the Daniel Morgan community. Benefits of membership include:

- Citation of this honor on your school transcript
- Eligibility for financial awards
- Access to a passworded internship board
- Participation in Sigma Iota Rho events and activities
- Access to the Sigma Iota Rho LinkedIn network
- Ability to purchase logo merchandise, including a special insignia shawl for your graduation regalia
- And perhaps most importantly, a useful indicator to potential employers of your academic excellence in the field of international affairs

You must have a GPA of at least 3.4 and credits for three graduate courses in order to apply. Sigma Iota Rho's Eta Zeta Chapter is an equal opportunity organization.

**SOCIAL ACTIVITIES**

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The Department of Student Services recognizes that an integral part of the graduate school experience is connecting with members of the school community outside of the academic classroom. Activities such as athletic events, happy hours, cultural events, and much more will regularly be planned for students to participate in as they wish. Students will be notified via DMGS email and throughout postings in the academic hallways of the campus. Any ideas for social activities should be emailed to the Director of Student Services.

## SECTION 6: LIBRARY AND RESEARCH

### DMGS RESEARCH LIBRARY

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The DMGS Library contains an extensive collection of resources to support both the research and classwork for our graduate-level programs. The library serves all registered DMGS students as well as members of the instructional and administrative staffs, and is located in Suite 1030 on the tenth floor at the L Street location. It is staffed Monday-Friday from 9AM to 5PM. However, your DMGS badge allows access to the library during off hours for research, collaboration and study.

### THE LIBRARY COLLECTION AND SERVICES

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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 testimonies;
- World and Current events;
- Emerging Threats and Priorities; and
- Terrorism and Counterterrorism.

DMGS Library users also have access to a variety of digital and print resources, including numerous periodicals, JSTOR online libraries, the Strategic Defense and Security Studies Collection, and current newspaper releases of the *New York Times*, *Wall Street Journal*, *Washington Times*, and *Washington Post*. In addition, the library facilitates interlibrary loans and document delivery services to current students, faculty, and staff. The Library Reserve Shelf Service gives students access to all current course materials and readings on site. Materials designated as Reserve do not circulate for the duration (usually a semester) of this status, but photocopying is permitted to the legal limit.

Students, faculty, and staff may borrow circulating material upon registration using their DMGS 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). Material may be borrowed during non-staffed hours by using the After-Hours Checkout log located at the circulation desk, and all transactions will be posted on the following business day by the library staff.

## RESEARCH SUPPORT AND EDUCATION

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

Personalized and group instruction in online searching, content evaluation, current awareness, bibliography creation, and selection and use of relevant resources; and,

Creation of bibliographic, current awareness, and FAQ materials.

## 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—

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 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.

## SECTION 7: DMGS STUDENT CODE OF CONDUCT

### STATEMENT OF PURPOSE

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The success of the student body underlies the primary mission of DMGS. A significant driver of that success is the responsibility of the student. The Student Code of Conduct exists to help guide students during their time at DMGS to make decisions that will lead to a more positive educational environment for all and to a successful career in the future. The behaviors demonstrated by students throughout their academic career should be in line with the mission and values of DMGS. The Student Code of Conduct outlines behaviors that conflict with the DMGS mission and values. The following pages are the expectations and policies set forth for all members of the student body and the sanctions that could be imposed should a student be found responsible for violating the Student Code of Conduct in any aspect.

### JURISDICTION

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The Student Code of Conduct applies to any and all students who are enrolled at DMGS, regardless of full time or part time status, until they have successfully graduated from the institution or have formally withdrawn from the course of study. The Student Code of Conduct applies to all behaviors that occur while on campus or during a DMGS sanctioned events. The Student Code of Conduct is also applicable to any and all off campus behavior that is brought to the attention of DMGS. Any DMGS student who resides in housing through the relationship between DMGS and WISH are bound to **both** the DMGS Codes of Conduct and the WISH policies, rules and regulations.

### FEDERAL AND LOCAL LAWS AND STATUTES

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All members of the DMGS Community are subject to all applicable federal and local laws. If a student is found in violation or allegedly found in violation of a federal or local law or statute and DMGS is made aware of the situation DMGS can and will enforce all aspects of the Student Code of Conduct that are applicable. Members of the DMGS community are responsible for making themselves aware of all federal and local laws that may apply. Any claims of unawareness or ignorance of the law are not acceptable excuses for violations of the Code of Conduct.

### DMGS STUDENT CODE OF CONDUCT ORGANIZATIONAL STRUCTURE

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The DMGS Student Code of Conduct is enforced by all members of the faculty, staff, and students of the school community. For the purpose, the DMGS Student Code of Conduct comprises behavioral violations. Following a formal allegation of violation of the Code of Conduct, the procedures followed by DMGS will be administered by the Compliance Officer and when appropriate, will be handled in conjunction with the Title IX Coordinator, HR Department and the Dean of Graduate Studies. Any violations of the Honor Code will be handled in accordance to the policies and procedures outlined in Section 11 of the Student Handbook and in the Academic Catalog.

### LIST OF POTENTIAL VIOLATIONS

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The following behaviors outlined below are a summary of what will not be tolerated as acceptable of a DMGS graduate student. This list is illustrative, not exhaustive. And, many of these examples may be overlapping, for example, bias often overlaps with discrimination. If a behavior occurs that is not

listed below but a member of the faculty, staff, or a fellow student, feel that a Student Code of Conduct transgression has occurred, the necessary steps will be taken to adjudicate the issue in an appropriate manner. Additionally, simply because a claim is made under one of the non-exclusive examples below, does not mean other violations may not be found for the same or similar behavior.

**Alcohol:** Alcohol will only be allowed on the premises and consumed during DMGS sanctioned events. Any alcohol consumed during DMGS sanctioned events must be in accordance with local age limitations. Other than the sanctioned events, no alcohol is allowed to be consumed at the DMGS premises.

**Bias Related Conduct:** Any acts, real or perceived, of behavior (written, verbal, physical) toward another individual(s) that is 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 of said individual are prohibited.

**Defacement, Damage, and/or Destruction:** The purposeful act of destroying or altering property that does not belong to you and without permission; this can be another individual's property or DMGS' property.

**Discrimination:** Discrimination can be the taking of an action or the non-taking of an action (or, in certain circumstances, non-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.

**Disorderly Conduct:** Conduct by a student that causes others to be disrupted and/or disturbed and could potentially bring harm to another individual.

**Drugs:** DMGS and the building campus it is located within is completely illegal drug free.

**False Testimony:** Intentionally giving false information to a DMGS faculty or staff member during the course of a DMGS Code of Conduct or Academic Honesty investigation. False information includes, but is not limited to, misrepresenting facts, intentionally omitting significant facts, and/or lying.

**Federal laws:** Any and all federal laws are to be strictly adhered to, both while on campus, and off campus.

**Firearms/weapons:** There is a zero tolerance for any sort of firearm or weapon of any sort on DMGS' campus.

**Harassment:** A behavior, one time or consistent, that is carried out against an individual that is physical, verbal, and/or electronic in nature that is meant to cause emotional or physical damage; intimidate; force a course of action against a person's well-being or interest; and/or incite violence. Harassment interferes with an individual's professional or academic pursuits and creates an unwelcome and hostile environment. Harassment also includes requiring an individual to perform certain requests or duties for a more favorable decision.

**Incivility:** An action, both verbal and non-verbal, toward another individual that is blatantly disrespectful in nature.

**Local laws/statutes:** All District of Columbia, Maryland, and Virginia laws are to be adhered to at all times. If a student is found responsible for a violation of any local laws or statutes while at DMGS and the institution is notified, additional sanctions may be applied in addition to ramifications set forth by the

appropriate entity.

**Physical Assault and/or Battery:** An action, actual or threat of action, to be taken against another individual that involves touching, physical force, or the use of objects that can cause bodily injury of any degree or presents the fear of bodily harm to occur.

**Retaliation:** Any action (written, verbal, physical) toward another individual(s) that is based on an individual(s) filing a complaint, whether Academic Honesty or Student Code of Conduct violation, or participating in the investigation of a complaint.

**Sexual Misconduct** includes: Sexual Harassment, Sexual Assault, and any and all behaviors, real and perceived, by an individual to be of a sexual nature.

**Sexual harassment** occurs when someone is subjected to unwelcome sexual comments, jokes, innuendo, or advances, requests for sexual favors, sexually motivated physical contact and other verbal, physical or visual conduct of a sexual nature of any kind. Sexual harassment exists when there is no explicit or implicit sexual demand made or a term or condition of an academic related decision; or, when such conduct directly interferes with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

**Sexual assault** is a forced act of a sexual nature and/or sexual contact that occurred without the express permission/consent of the individual or the individual was coerced into a sexual act by the use of force, threats of force or intimidation, knocked unconscious, or drugged. If an individual is not functioning in a capacity to give consent (under the influence of drugs or alcohol; or physically unconscious) and a sexual act is engaged upon this is also sexual assault. Consent is deemed as permission freely and consciously given from one individual to another indicating that engagement in sexual activity is welcome.

**Smoking:** DMGS and the building campus it is located within is completely smoke free. Any individual who chooses to smoke must do so at least twenty five (25) feet away from the entrance door.

**Stalking:** A series of unwanted acts of communication, written, verbal, and in person, that creates a hostile environment for an individual, causes a level of fear for their safety and others in their life, to feel emotional (fear, disturbed, and/or alarmed) and physical distress.

**Theft/Conversion:** The conscious act of taking an item(s), belonging to another individual, DMGS, or affiliated entity.

## **STUDENT REPORTING PROCEDURES**

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If a DMGS student has discovered or endured a violation of the Student Code of Conduct they must inform the Director of Student Services to try to informally resolve the matter or to the Compliance Office and/or Title IX Coordinator immediately. Students are **NOT** to investigate cases of Student Code of Conduct violations themselves. This process will be undertaken by the Compliance Officer or Title IX Officer's office(s) and any necessary personnel and the appropriate courses of action will be taken in a timely and efficient manner.

## **Reporting the Incident**

To formally file a report for a Student Code of Conduct violations the following reporting procedures are expected to be followed:

**Documentation:** Students are strongly encouraged to document Student Code of Conduct violations when they happen. In reporting an incident, provide the following information:

- Date and time of infraction;
- Name of student(s) committing alleged infractions;
- Names of any observers of the infraction; and
- Details of the infraction: what happened and where,

Documentation should be given to:

- To the Compliance Officer;
- To the Title IX Coordinator in instances of Sexual Misconduct (Harassment/Assault)

Reporting is essential so that:

- An accurate determination can be made as to whether an alleged violation of the Student Code of Conduct occurred;
- The behavior stops and is rectified;
- Others are not affected by the behavior; and
- The behavior can be addressed before it becomes more severe or pervasive.

All documentation should be passed along to the appropriate party within ten days of the infraction so that Student Code of Conduct violations can be investigated and adjudicated appropriately and in a timely fashion. Delaying the process will only allow for the behavior to continue and negative situations to persist.

## **Confidentiality**

Reports of all alleged Student Code of Conduct violations be taken seriously and handled sensitively by the DMGS faculty and administration; however, absolute confidentiality is not promised, nor can it be assured. The investigation of any report will require limited disclosure of pertinent information to any and all necessary parties, including the defending student. Individuals involved in reports or investigations 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 the appropriate DMGS staff or faculty member, the administration is obligated to initiate an investigation and will investigate allegations of Student Code of Conduct violations as promptly and thoroughly as possible. The designated individual (if applicable) will work with the Compliance Officer and or Title IX Coordinator to obtain all facts regarding the infraction and to document the exact words or actions that were used, the circumstances and frequency of the violation or unwelcome behaviors, and any actions taken by the recipient of the alleged violation. The Compliance Officer will oversee the investigation; in certain cases the President of DMGS may also be brought in to oversee an investigation.

## HEARING PROCEDURE

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The Student Code of Conduct Hearing Board includes Dean of Graduate Studies, DMGS Special Counsel and the Director of Admissions.

The Hearing Board has the authority to adjudicate all matters relating to the DMGS Student Code of Conduct as outlined in these policies. For matters of academic dishonesty, please refer to the Academic Dishonesty section or the Academic Catalog for policies and procedures.

The Hearing Board will convene whenever a violation of the Student Code of Conduct is reported by a member of the DMGS faculty, staff, student or other individual participating in a DMGS program. Again, the issue should be reported and noted by the Compliance Officer or the Title IX Coordinator. The Hearing Board will hear all complaints that are brought forth in relation to the Code. All parties, the complainant(s) and the defending student(s), will have a chance to present to the Hearing Board their perspective of the incident; with the exception of extenuating circumstances, both parties will be expected to participate in the same hearing procedure. Complainants and defending students will be allowed to present their perspectives without the other party present unless deemed otherwise.

In the case of a claim against a student, the accused student may select a student advocate peer to speak for their interests. That student peer attends the Hearing Board on an incidental basis; multiple student peers may serve over the course of the academic year, if necessary. The accused student may use their discretion as to whether they would like to include a student advocate peer to attend the Hearing Board. The student advocate must be enrolled at DMGS (part-time or full-time) and must be able to speak to the alleged incident of academic dishonesty in order to attend the Hearing Board.

All decisions made by the Hearing Board will be made within forty-eight (48) hours the initial meeting. Decisions will be delivered to the student via email from the Chair of that particular Hearing Board.

## DISCIPLINARY ACTION

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Violation of any portion of the DMGS Student Code of Conduct where a student is found responsible by the appropriate committee can and will result in the appropriate sanctions being issued including but not limited to written warnings, fines, suspension, and/or dismissal from DMGS. In cases of discrimination, harassment, and/or sexual misconduct (to include sexual harassment and sexual assault) disciplinary action includes referral of the matter to the appropriate civil or law enforcement authorities within the District of Columbia, Maryland, or Virginia.

## APPEALS

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If the accused student wishes to appeal the Council's decision, the President of DMGS will consider the appeal. In order for an appeal to take place, the President must receive a summary of the Council's proceedings from the Chair of the Hearing Board. The accused student must provide a written appeal to the Dean of Graduate Studies within one week of the Hearing Board's decision. This appeal details why the student disagrees with the Hearing Board's decision and how the student intends to rectify, address, or resolve the accusation, if the student agrees that the accusation is valid. The Dean will make a decision within one week of receiving the Chair's summary. The President's decision is final.

## **ROLE OF DMGS DIRECTOR OF STUDENT SERVICES**

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The Daniel Morgan Graduate School Director of Student Services may act outside of the formal DMGS 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 DMGS process, the Director of Student Services is here to serve you and help mediate or negotiate your situation.

The Director of Student Services is a neutral, independent and informal resource to facilitate fair, equitable and timely resolutions to concerns and problems raised by students. The Director of Student Services does not take part in any formal DMGS grievance procedure unless where required, in which case students will be informed in advance.

While most meetings with the Director of Student Services are confidential, they are not privileged. Confidentiality will not be held in matters where danger or harm to individuals is an imminent possibility.

## SECTION 8: 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 Graduate School is an access-controlled campus. Each individual who is authorized access to the School campus will be issued a Daniel Morgan Graduate School Access Card (DMGSAC). 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.

### DMGS ACCESS CARD

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A DMGSAC is issued to every DMGS student requiring regular access to the DMGS campus and it serves as the primary identification card at DMGS. The DMGSAC 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 DMGS forms and elsewhere. It is also utilized to track a variety of activities at DMGS 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 DMGSAC on his or her person at all times while they are on DMGS premises.

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

Should a situation arise in which the DMGSAC is inoperable, damaged or misplaced, the student so affected must immediately contact the Dean or Ombudsman to secure a temporary replacement card. Should the card be lost or stolen, the employee must immediately contact the Dean or Ombudsman 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.

### MEDICAL EMERGENCIES

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Should a medical emergency occur on the DMGS campus, dial 911 and report the address as 1620 L Street, NW, 7<sup>th</sup> Floor, Washington, DC 20036.

The contact telephone number at DMGS 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).

### DMGS WEAPONS POLICY

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Firearms carried by unauthorized personnel are off limits not only in the DMGS 7<sup>th</sup> and 10<sup>th</sup> floor suites, but

the entire building. Should an unauthorized firearm be discovered on the DMGS premises or anywhere else in the building, please inform the Facility Security Manager, Director of Operations, or Facilities Manager who will then contact the building management immediately.

### **ACTIVE SHOOTER PLAN**

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Shootings have become common in the United States. DMGS abides by the Run, Hide, and Fight strategy. If there is an active shooter in the facility, we encourage students and staff to evacuate to a secure location immediately. If you are unable to flee from danger, barricade yourself in a room or locate the best possible place away from the shooter. If you are unable to flee or hide, defend yourself physically and/or attempt to disable the shooter. If the shooter has been subdued, restrain the shooter and contact the D.C. Metropolitan Police Department immediately.

### **FIRE EVACUATION PLAN**

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Anyone discovering a fire within the DMGS 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 DMGS premises. Fire exit signs showing the direction to take are easily visible throughout the campus. Once DMGS's premises have been evacuated, only the most senior DMGS officer present may authorize employees to re-enter.

Fire extinguishers are located throughout the DMGS facility.

### **INCLEMENT WEATHER POLICY**

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Should severe weather conditions develop in the DC Metro Area, students are advised that DMGS 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, DMGS will also email a closing notice to all students and other members of the School community.

DMGS closing decisions are made by the DMGS President or designated senior DMGS 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 DMGS 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, earthquakes, hurricanes, and tornados. In the event of security emergencies as determined by DMGS 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.

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

## ACKNOWLEDGEMENT OF RECEIPT - STUDENT HANDBOOK

(To be maintained in Student's DMGS 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 Student Handbook is intended to provide me with a general overview of DMGS's policies and procedures.

I acknowledge that DMGS 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 DMGS email at any time, at DMGS's sole discretion. Nothing in this Handbook negates the right of DMGS to change, supplement, or rescind its practices, procedures, policies, or benefits.

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Student's Signature

Date

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Faculty Advisor's Signature

Date





**1620 L Street NW  
Seventh Floor  
Washington, DC 20036**

**(202) 759-4988  
dmgs.org**