The following school policies apply to all students attending course offerings (this includes resident and on-site students and students taking online courses where applicable) by the AFIT School of Systems and Logistics. Our intent is to create an environment in which all students can receive the maximum benefit from this educational experience.

For ease of reference the policies are listed by subject alphabetically.

Your instructor will review each policy during the course orientation. If you have any questions or concerns about what is expected of you, talk to your instructor. Our goal is to help you become a more knowledgeable, more capable professional.

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**Academic Freedom, Non-Attribution and Academic Integrity**

All students must be familiar with and adhere to the standards of academic freedom, non-attribution and academic integrity. Below are the definitions for these terms:

**Academic Freedom**

- You may express your opinions concerning current or proposed policies, regulations and procedures openly, honestly, and professionally
- You may not attack the character, personality or other personal attributes of any individual
- "Academic freedom must be tempered by good judgment to refrain from making offensive remarks, unfounded opinions, or irresponsible statements." (AUI 36-2308)

**Non-Attribution**

- What you say in class will not be attributed to you if and when your thoughts or ideas are repeated outside of class
- "All guest speakers, students, and permanent-party personnel are prohibited from divulging the identity of any particular speaker, whether a guest speaker, faculty member, or student, for the purpose of attributing to that speaker any specific remarks or statements, including but not limited to offensive remarks and irresponsible statements" (AUI 36-2308)

**Academic Integrity** - "Uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity" (AUI 36-2309)

- You are "prohibited from engaging in plagiarism, cheating, misrepresentation, unprofessional relationships, or any other act constituting a lack of academic integrity" (AUI 36-2309)
- **Plagiarism** - "the act of appropriating the literary composition of another, parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one's own mind" (AUI 36-2309)
- **Cheating** - "the act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another's examination; using texts, notes, issued materials, or other references not authorized for examinations or other assigned work; knowingly permitting another student to copy one's writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school" (AUI 36-2309)
- **Misrepresentation** - "the act of making an assertion or omission to intentionally deceive or mislead" (AUI 36-2309)
• **Unprofessional Relationships** - “relationships are deemed unprofessional, whether pursued on or off duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests” (AUI 36-2309)

Per Air University instructions and AFIT Policy, “failure to observe” these policies "may result in disciplinary action including, but not limited to: "failure of an assignment or course, administrative disciplinary action; dismissal or disenrollment from AFIT; and prosecution under the UCMJ, as appropriate."

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**Disaster Preparedness**

Your instructor will inform you of any severe weather alerts. In the event of a tornado warning, you are to proceed to the area within the building designated as a tornado shelter. Your instructor will tell you where this area is located during your course orientation. In the event of a fire alarm, you must evacuate the building and move a safe distance away from the structure. Your instructor will also review evacuation procedures during the course orientation.

Possible Drills Conducted:

- Fire
- Tornado

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**Attendance**

You are required to be in class during all class sessions. Students attending resident or on-site offerings are assigned full-time to AFIT for the duration of the course. In accordance with DoDI 5020.16, your supervisor should relieve you from all job responsibilities during the duration of the course.

The instructor will tell you the start and end times for all class sessions, breaks and lunch. Absences from class will normally not be approved except in cases of emergencies. During class, the instructor may approve excused absences on a case-by-case basis. After class hours, the class leader may also grant an excused absence in the event the instructor cannot be reached.

- All students, including students attending synchronous on-line (satellite downlink) course offerings, are considered to be assigned to AFIT during the time they are scheduled to attend class
- Students attending any live classroom course offering (resident or on-site) are considered to be assigned to AFIT full-time for the duration of the course

**EXCUSED ABSENCES** are granted by either:

- the course director
- the instructor(s) responsible for the block(s) of instruction that will be missed
- or a person officially designated by the course director may excuse a student from attending class

**NOTE:** Emergency Leave is granted through AFIT/MS.
WHAT IS AN EXCUSED ABSENCE:

- automobile accidents,
- illness or
- other emergencies

To the maximum extent possible the student should make every effort to obtain approval prior to the occurrence of the absence. Please be prepared to provide the following information:

- the nature of the emergency
- the intended destination of the individual, if the individual is leaving the local area
- a phone number and point of contact where the individual can be reached during the emergency.

UNEXCUSED ABSENCE EXAMPLES include social occasions or work related requirements from student’s home base.

GROUND FOR DISMISSAL FROM COURSE OFFERINGS:

- Any unexcused absence from a course offering. The student's supervisor will be notified as soon as possible once it has been determined that a student is absent from class without excuse.
- Any absences, excused or unexcused, that result in missing more than 5% of the course material.
- Any student behavior:
  o that is disruptive to the class
  o hinders the learning experience of the other students
  o violates official policy
- Student behavior that is grounds for dismissal
  o Habitually coming late to class or returning late from class breaks
  o Reading newspapers during classroom instruction
  o Surfing the web or answering e-mail on laptops during classroom instruction
  o Excessively rude comments directed at the instructor or other students
  o Incidents of sexual harassment or prejudice
  o Failure to achieve the learning objectives of the course as evidence by performance on student evaluation instruments
- Generally, a student who is failing a course will be allowed to continue in the course as long as:
  o the student would benefit from the additional instruction
  o the additional cost to continue the enrollment is reasonable
  o the student’s presence would not be detrimental to the learning of the other students
- The decision to dismiss, however, is at the sole discretion of the Dean of the School
Care of Facilities

- All government employees have the responsibility for the care and preservation of government property and facilities
- Food and drink may or may not be allowed in the classroom. The instructor will advise
- If drinks are allowed in a classroom, all drinks must be kept in covered containers at all times
- All trash must be placed in appropriate containers
- Students must remove all materials/personal items at the end of each class day
- The school is not responsible for any materials/personal items left in the classroom at the end of the day

Dress Code

This dress code pertains to all attending live classroom course offerings IAW HQ AETC guidance.

- Air Force Students may wear any authorized uniform combination
- Sister Service Students may wear any authorized uniform combination
- Civilian personnel (government or contractor)– business casual
- International/Foreign Students - appropriate authorized uniform combinations

Grades

The SAT/UNSAT grading scale is used.

- Satisfactory - passing
- Unsatisfactory – failing
- INCOMPLETE – indicates a student has not completed all course requirements
  - The instructor will specify the remaining activities to be performed and the time allotted for the requirements to be met
  - If these activities are not accomplished in a satisfactory manner within the time allotted, the student will receive a failing grade

During the course orientation, the instructor will discuss:

- how student performance will be evaluated
- the standard used to determine student grades

All course requirements must be met for a student to satisfactorily complete a course.

Harassment

Any form of harassment towards any faculty, staff or student of the School of Systems and Logistics will not be tolerated, under any circumstances. Harassing comments made to any student or faculty member
in class ARE NOT covered under the Academic Freedom policies.

These forms of harassment are against public law, policy and AF regulation:

- due to race
- due to religion
- due to national origin
- due to gender

Further Information

- A hostile environment is detrimental to the learning process
- Any behavior that is disruptive to the class or hinders the learning experience of the other students will lead to dismissal from the course
- Students, faculty and staff are expected to behave professionally at all times

AFIT policy is that learning requires a supportive environment and no harassment of a personal nature will be tolerated.

Medical Treatment

Applies only to students TDY to Wright-Patterson, AFB

Students with medical emergencies may use the WPAFB Hospital. Civilian students will need to present two copies of their TDY orders to the hospital prior to receiving treatment. Military and DoD Civilian students will need to present their ID card. DoD Civilian students, your insurance will be billed for medical care received at the Wright-Patterson Medical Center. Civilians will be required to supply any insurance billing information as applicable, and will pay the balance not covered by your insurance.