

Course Catalog



The Death Investigation Academy course catalog is published to familiarize students with the Death Investigation Academy, our eligibility requirements, policies, programs, student rights, responsibilities and methods for accessing important services. We have made every effort to ensure accuracy in the preparation of the handbook to provide pertinent and accurate information. From time to time we revise policies and procedures. We post the changes on our website at ditacademy.org and we send an email notification to students. We recommend students periodically check our website for the most up-to-date information. If you have any questions regarding this document, please contact the

Death Investigation Academy

Welcome to our community.

1. Academy Mission and Vision

1.1 Mission, Vision, and Goal

The Death Investigation Academy is a professional training organization that empowers professionals with real-world applicable training to enhance their professional credentials and skill sets. The Death Investigation Training Academy was founded to play an integral role in the death investigation community. The need for quality accredited training is in short supply and high demand. Using a combination of classroom training, live on site scenario exercises, and web-based training, the Death Investigation Training Academy is filling the need of 21st-century investigators.

Academy Vision-Mission-Purpose

Vision

To be the leader in the area of death investigation training and standards development.

Mission

To foster a community and a culture of professional Medicolegal Death Investigators.

Purpose

To create a meaningful legacy by making a significant impact in the world around us by enriching the lives of our students and our culture.

2. Accreditation and Authorization

Missouri Department of Public Safety

The Death Investigation Academy is recognized as an approved provider of continuing education with the Missouri Department of Public Safety POST commission.

American Board of Medicolegal Death Investigator

The Death Investigation Academy has met the requirements of the ABMDI to provide basic and continuing education through their approval and accreditation process. Each of our training programs are reviewed and approved by their training board.

Missouri Dept of Education (Pending)

The Death Investigation Academy is now certified to operate with the Missouri Department of Education as a proprietary school. The central focus of the Proprietary School Certification Program is consumer protection. This is accomplished through the establishment of standards for school operation and monitoring of those operations to ensure students are treated in a fair and equitable manner and receive education and training consistent with the published objectives of the instructional programs and the school.

3. Governance, Administration, and Faculty

3.1 Governance

An independent board oversees the certification process of the Academy. The board plays an active role in guiding the Academy, from helping to shape the mission, goals, and strategic plan, to actively reviewing, contributing to and having oversight on our certifications.

Members of the board represent varying constituencies and bring wide-ranging perspectives to their service in assisting the Academy to achieve its mission and goals. The Academy Certification board members are listed below:

- Anita Brooks – Common Trauma Expert
- Dottie Owens – Coroner Ada County ID
- Paul Parker – LA County Coroner Assistant Director
- Todd Thorne – Supervising Criminalist, Wisconsin
- Darren Dake – ABMDI investigator and trainer

3.2 Administration

Administrators for the Death Investigation Academy provide leadership to carry out plans and activities in support of the Academy's goals and objectives. Academy administrators create and design appropriate processes and services to support students and the learning environment.

Darren Dake

COO/Academy Director

Tammy Dake

Admissions / Credentialing / Administration

Anita Brooks

Content Editor

Angie Tutterrow

Digital Marketing and I.T

3.2 Faculty

All of our instructors are either currently in or recently retired from the discipline in which they are teaching. All instructors are third-party accredited in their field and hold credentials as certified instructors. The Academy employees' instructors from around the country specializing in many different fields to provide students with the best online and classroom education possible.

4. Admission Policy

4.1 Admission Classifications

*Admissions Classifications *

Students are grouped into two different classifications: Certification-Seeking or Non-Certification Seeking.

4.2 Certified Seeking Students

Certification Seeking Applicants are students that would like to become certified. To apply and enroll as a certified seeking student, the individual must be 18 years of age or older and meet the eligibility requirements for the certification you are attending.

Also, a person convicted of a felony, any crime of moral turpitude, or misdemeanor relating to honesty, theft, embezzlement, fraud, or the like shall be ineligible to become a certified professional with the Death Investigation Academy. The applicant must successfully pass the prescribed background check, which may include a criminal background check and examination process. Falsification or omission of information on the application form will be reason enough to disqualify an applicant from becoming or remaining a certified professional.

4.3 Non-Certified Seeking Students

Non-Certification Seeking Applicants need to be at least 18 years or older and have no requirements as it relates to educational experience or professional work experience. These students might include those needing continuing education credits for a current position or organization, or an individual interested in the field of death investigation and wanting to further his or her knowledge.

4.4 International Students

International students are able to attend the courses if they meet the eligibility requirements for the course. **All of the courses, materials, and presentations are delivered in the English language.**

5. Academy Institutional Policies

5.1 Policy Statement

Any action(s) reported or observed by a student, faculty or staff member in violation of the Academy's Code of Conduct or Institutional Policies should be reported to the Academy Director.

5.2 Notice of Non-Discrimination

The Death Investigation Academy considers students, employees, applicants for admission or employment, and those seeking access to Academy programs on the basis of individual merit. The Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

5.3 Academic Integrity Statement

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the Academy's educational mission and the students' personal, professional, and intellectual growth.

Death Investigation Academy students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. You can view our complete academic honesty policy on our web site.

5.4 Student Code of Conduct

The purpose of this document is to provide clarification about the Death Investigation Academy's Code of Ethics for our students, instructors, and certified professionals. Readers should be mindful that no explanation could cover every circumstance or situation, and therefore, the guidance contained herein is intended to show how the code of ethics should be interpreted.

Ultimately, it is the students and members themselves responsibility to act by the utmost highest ethical considerations when dealing with the public and in their professional capacities.

Keep private any confidential information gained in her/his professional work, (in particular, as it pertains to client lists and client personal information). Not collect, give, sell, or transfer any personal information (such as name, e-mail address, Social Security number, or other unique identifiers) to a third party without prior client consent.

Shall not engage in any illegal or unethical conduct or any activity which would constitute a conflict of interest.

Protect the intellectual property of others by relying on her/his innovation and efforts, thus ensuring that all benefits vest with its originator.

Will comply with lawful orders of the courts and will testify to matters truthfully and without bias or prejudice.

Disclose to appropriate persons or authorities potential dangers to any clients or the public, that she/he reasonably believes to be associated with a particular set or type of electronic transactions or related software or hardware.

Provide service in their areas of competence, being honest and forthright about any limitations of her/his experience and education. Ensure that she/he is qualified for any project on which he/she works or proposes to work by an appropriate combination of education, training, and experience.

Use the property of a client or employer only in ways properly authorized and with the owner's knowledge and consent.

Disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

Ensure the proper management for any project he/she leads, including adequate procedures for promotion of quality and full disclosure of risk.

Conduct herself/himself in the most ethical and competent manner when soliciting professional service or seeking employment, thus meriting confidence in her/his knowledge and integrity.

Will reveal all material matters discovered during an investigation, which, if omitted, could cause a distortion of the facts.

Ensure ethical conduct and professional care at all times on all professional assignments without prejudice.

5.5 Consequences of Plagiarism

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the Death Investigation Academy's educational mission and the students' personal, professional and intellectual growth. Academy students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Basic Rules:

Do NOT share or disseminate course materials or examinations with others. Do not use additional resources and materials during examinations.

Definitions of Academic Dishonesty

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.

Examples include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized copying of examination materials or utilizing unauthorized copies of past examinations for another course is strictly prohibited.
- Unauthorized collaborating on research assignment or examination.
- Using unauthorized notes during an online examination.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same assignment to two classes without consulting the other instructor.
- Preparing answers, copying prep review quizzes, copying prior examinations, or writing notes, which is to be utilized during an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.

Plagiarism is the act of presenting another person's ideas, research or writing as your own.

This includes but is not limited to:

- Copying another person's actual words without the use of quotation marks and footnotes.
- Presenting another person's ideas or theories in your words without acknowledging them.
- Using the information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments.
- Purchase and submission of papers from "paper mills," internet vendor sites, and other sources.

Obtaining an Unfair Advantage:

- Stealing, reproducing, copying, circulating or otherwise gaining prior access to course materials or examination materials. • Depriving other students of stealing, destroying, defacing or concealing library materials. • Copying, Digital Recording / Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam. • Intentionally obstructing or interfering with another student's work. • Sharing your homework assignments with others to include posting or re-posting your assignments to the public. • Engaging in activities that intentionally create an unfair advantage over another student's academic work.

Falsification of Records and Official Documents: • Forging signatures of authorization

- Falsifying information on an official exam application.

Collusion:

- Lending assistance or failing to report witnessed acts of academic misconduct.

5.6 Dress Code

Dress code for onsite Academy classes is business casual while within a classroom setting. For offsite and mock scene training appropriate dress for weather and circumstance will be required. Instructors will communicate dress code changes when circumstances warrant.

5.7 Attendance Policy

Attendance is critical to successful completion of the program. The Academy's attendance policy is as follows:

Online Programs:

The Death Investigation Academy online programs are self-study & self-paced. You are free to attend at your own convenience.

It is encouraged that you attend any live online sessions scheduled by instructors. This will be a time of additional training, clarification, and questions. Most sessions are recorded and available for playback if you miss the live session.

Academy location courses

Training conducted at the Academy location, or any offsite location where the Death Investigation Training Academy is conducting training and issuing certificate and/or CEU credits, students must be present 100% of the time to receive the hours or certification.

If any portion of the program or training is missed the student will be required to make up the training at a later date or take online course covering that material before credit can be given.

Cancellation Policy:

The Death Investigation Academy makes every attempt to complete all of our scheduled classes, however, we may have to postpone or cancel any class because of insufficient paid enrollment, host agency request, or for any unforeseen circumstance, such as weather or illness. The Death Investigation Academy is not responsible for any travel costs or fees incurred by the student for any canceled or postponed class. A student may request to be withdrawn from any class by emailing support@deathinvestigation.training at least two weeks prior to the start of the class.

Online Programs

Students will receive a full refund of tuition to any online training program prior to the start of the course if it is a date specific course. For all open enrollment courses no refund will be given.

Onsite Training

In most instances training programs held at the Academy location will not be eligible for tuition refund. However, if a student notifies the Academy prior to the start of the course that they will be unable to attend, their paid tuition will be held on account and can be applied to any other onsite program within one year.

Host Agency Training

If tuition is paid to a hosting agency their refund policy will apply and not the Academy policy.

5.8 Limitations in Enrollment**Student Enrollment Limitations and Priorities**

The purpose of this policy is to establish reasonable limitations on enrollments of Academy classes. Enrollment in specific programs or programs may be limited as follows:

1. Programs are limited to 25 students.
2. Enrollment may be limited to students meeting eligibility requirements as outlined in the Course Syllabus.
3. Low enrollment courses may be canceled, and tuition refunded
4. Enrollment may also be limited due to the following legal or practical considerations:
 - Health and Safety Concerns
 - Facility Limitations
 - Faculty Workload
 - Availability of Qualified Instructors
 - Funding Limitations
 - Regional Planning Constraints
 - Legal requirements imposed by statutes, regulations or contracts

6. Tuition and Fee

6.1 Tuition and Fees

Enrollment into Online Programs

The student will register for the online program via the course landing page. The student is enrolled in the program as soon as payment is made. The student will receive an email giving them access to their account. They follow the account instructions on the email and may begin their course immediately.

Some online courses have specific starts dates for all students. For those programs the student is enrolled when registration is paid, and the course will open and begin on the date scheduled.

Enrollment into Resident Programs

The student will choose the date and time of the resident program they wish to attend on the course landing page and register for the program at that time. Once enrolled the student will receive a confirmation email indicating their spot is reserved with the program details (location, airport, hotel, times and dates of the program). The student's course materials will be provided at the location of the training program.

Fees

Students are responsible for the cost of their Course(s). Sometimes an employer may cover the cost of the course or reimburse the student for the course. The course is to be paid for before the student is granted access to the course. Payment or a student tuition payment plan (agreement) must be in effect at the time of enrollment.

Student Tuition Payment Plan (Agreement)

The Death Investigation Academy offers students the ability to pay for specific course tuition via an automatic payment plan. The payment plan is usually 3 equal payments. The first payment is required upon enrollment. This will activate the student's course and give them access to the course. The next payments will automatically be withdrawn from the card they used for initial payment and will bill on the date purchased for the following months until the course is paid in full. There is no credit check. Payment plans and the payments made toward the tuition are the responsibility of the student.

Non-Payment or Failed Payment

If a student fails a payment at any time during the payment plan terms as agreed upon during enrollment, they will be given a 7-day grace period to pay their outstanding payment. If the student fails to pay as agreed upon, they will be removed from their program and will not be able to enroll in any new courses until the outstanding debt is paid in full. The Academy may withhold official transcripts until the debt is paid in full and satisfied.

Employer / Government / Agency Payment Agreements

The Death Investigation Academy works with employers and government agencies around the world which submits payments on behalf of the student for attendance in our programs. These payment agreements are not to be construed or confused with a student tuition payment plan agreement and are separate in nature.

Travel

Students are responsible for the costs of hotel, food, and travel to attend any of the resident programs. These amounts are to be paid directly to the hotel, etc at which the residential program is being conducted.

Financial Aid

At the present time, the Academy does not administer federal financial aid or their sources of financial aid programs. The Academy recommends student's check with their employers regarding tuition reimbursement or assistance programs for which they may be eligible.

Cancellation Policy:

The Death Investigation Academy makes every attempt to complete all of our scheduled classes, however, we may have to postpone or cancel any class because of insufficient paid enrollment, host agency request, or for any unforeseen circumstance, such as weather or illness. The Death Investigation Academy is not responsible for any travel costs or fees incurred by the student for any canceled or postponed class. A student may request to be withdrawn from any class by emailing support@deathinvestigation.training at least two weeks prior to the start of the class.

-Online Programs

Students will receive a full refund of tuition to any online training program prior to the start of the course if it is a date specific course. For all open enrollment courses no refund will be given.

-Onsite Training

In most instances training programs held at the Academy location will not be eligible for tuition refund. However, if a student notifies the Academy prior to the start of the course that they will be unable to attend, their paid tuition will be held on account and can be applied to any other onsite program within one year.

-Host Agency Training

If tuition is paid to a hosting agency their refund policy will apply and not the Academy policy.

6.2 Scholarship Offerings

Currently the Death Investigation Academy has no scholarship offerings.

7. Grading

7.1 Grading

The following tables list the grades that are used at the Death Investigation Training Academy and show how they are calculated to determine the grade point average (GPA).

Compared to other respondents, a smaller proportion of respondents outside the U.S. and Canada selected the promotion of certification by co-workers, peers, or supervisors among the primary reasons for pursuing certification. However, a higher proportion of respondents outside the U.S. and Canada indicated they pursued certification to stay current in the investigative and intelligence industry.

Letter Grades and Grade Point Equivalents

| | | |
|----|-----|------------|
| A | 4.0 | 93.0-100.0 |
| A- | 3.7 | 90.0-92.9 |
| B+ | 3.3 | 87.1-89.9 |
| B | 3.0 | 83.0-87.0 |
| B- | 2.7 | 80.0-82.9 |
| C+ | 2.3 | 77.1-79.9 |
| C | 2.0 | 73.0-77.0 |
| C- | 1.7 | 70.0-72.9 |
| D+ | 1.3 | 67.1-69.9 |
| D | 1.0 | 60.0-67.0 |
| F | 0.0 | below 60.0 |

Grading Scale:

Excellent (A, A-).

Very good (B+, B, B-).

Average (C+, C).

Poor (C-, D+, D).

Failure (F)

We also utilize the following marks as well

- I – Incomplete
- W – Student Withdraw
- AU – Audit
- P/CR/S – Passing / Credit / Satisfactory (C- or Better)
- NC/U – No credit/Unsatisfactory
- NG – No Grade Assigned
- TR – Credits accepted as transfer

8. Examinations

8.1 Examination Overview

The Death Investigation Academy administers several industry renowned certification examinations. In addition to benchmarking a student's classwork knowledge acquisition against industry job standards, students will also earn an industry-leading certification as a result of their successful study. Death Investigation Academy exams are closed book and are taken online. The successful completion of a final exam is required at the end of the program for the student to become Certified in the course.

Students who have questions regarding scheduling a proctored exam should email support@deathinvestigation.training or call 888-556-0177 ext. 709

8.2 Remote Proctor Exams

The Death Investigation Academy utilizes ClassMarker which is an online exam service for all courses which require a proctored exam. This secure, cloud-based testing service allows students to take secure exams at their convenience while maintaining Academy integrity. Proctor testing locations are found in the students living area and are usually conducted through a local college, university, library, or testing center. It is the responsibility of the student to find a testing location and then forward that information to the Academy for verification.

Examination login and security information will be sent to the exam proctor a few days prior to the student's exam appointment time. At no time will this information be given to the student.

Students should be prepared to show two (2) forms of personal ID. Both must have a signature, and both must be current. One of the two must have the student's photo. The ID bearing both a signature and photo must be government-issued.

8.3 Exam License Time Limit

The student will have 1 year from the time of purchase to complete their exam. If they do not complete the exam within 1 year, they will be required to purchase another exam license in order to obtain the Certification. The Student may request in writing via email to support@deathinvestigation.training to request an extension if needed.

8.4 Exam Application

Each student will submit an exam application that will ask for their educational and professional background that is required for the Certification to ensure they meet the eligibility requirements.

9. Online Academic Progress

9.1 Satisfactory Academic Progress

Monitoring Academic Progress

Success & progress is tracked through our learning management system. Both students and Academy staff can access student progress at any time from within our LMS.

Student progress and interaction with the course is tracked by geolocation, login credentials, and time spent within the course.

Student progress made during the course of the program is recorded in our LMS system. Our system records the date and time a lesson is completed to the student record. The student can view their progress from within the course dashboard. They can see how many lessons have been completed and how many are left. They can click on that to see the overall percentage as well of course completion.

As the student progress through the training program each lesson completed is marked in the system as complete (along with the date and time stamp) and the student can see the percentage of completion as they move through the program. Our system will place a green check mark next to the lesson as that lesson is successfully completed.

Videos within the course are locked and cannot be randomized, students must progress through the course in the order presented. After one video or section is completed the next one will unlock and allow the student to proceed. Videos cannot be fast-forwarded until they have been watched at least one time.

The student is required to take a quiz at the conclusion of each module or section and must obtain an 80% or better to pass (If they do not reach an 80% competency or better the student can re-take these quizzes as many times as they wish to improve their overall competency). Once passed the quiz will display the results of the quiz and indicate if the quiz has been passed or failed. This provides real-time feedback to the student as they progress through the program. Quizzes must be successfully passed to allow the student to proceed to the next section.

Consequences for Failure to Maintain Academic Success

Students that fail to meet academic success and successful completion of the program will not be granted certification or certificate of completion (if a non-certified course).

10. Withdraw, Leave of Absence, and Reinstatement

10.1 Withdraw and Cancellations

Please note: If we believe that you are abusing our refund policy, in our sole discretion, we reserve the right to suspend or terminate your account and refuse or restrict any and all current or future use of the company's products, without any liability to you.

If a refund is processed, you no longer have rights to any of the materials, downloads, learnings, or utilizing the learnings in any fashion.

Cancellation Policy:

The Death Investigation Academy makes every attempt to complete all of our scheduled classes, however, we may have to postpone or cancel any class because of insufficient paid enrollment, host agency request, or for any unforeseen circumstance, such as weather or illness. The Death Investigation Academy is not responsible for any travel costs or fees incurred by the student for any canceled or postponed class. A student may request to be withdrawn from any class by emailing support@deathinvestigation.training at least two weeks prior to the start of the class.

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-Host Agency Training

If tuition is paid to a hosting agency their refund policy will apply and not the Academy policy.

11. Due Process & Student Rights

11.1 Due Process and Student Rights

Any charge, accusation, or allegation that is to be presented against a student, if proved, may subject a student to disciplinary action. The allegation(s) must be submitted in writing, in complete detail and within twenty-four hours of the alleged offense, to the Chief Academic Officer and/or Academy Director by the individual, organization or department making the allegation. Due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning.

The Academy Director or designee is responsible for the administration of disciplinary procedures at the Death Investigation Academy. Allegations of violations of Academy policy are accepted for consideration only when the

apparent infractions are observed on Academy property or other locations where the Academy provides services. Infractions of federal, state or local laws occurring off campus shall be the concern of the civil authorities except when such actions:

1. directly affect the health, safety or security of the Death Investigation Academy community;
2. affect the Academy's pursuit of its educational purposes, or
3. occur as a direct result of an Academy connected disruption.

When disruptive or unruly behavior occurs in a classroom or scene, the instructor may immediately require the student who is responsible for the disruption to leave the classroom. It is the student's responsibility to contact the instructor prior to the next scheduled class meeting. It is the instructor's responsibility to meet with the student as soon as possible after the request for the meeting and to meet before the next scheduled meeting if the student has made the request for a meeting. The meeting may occur over the phone or any other electronic medium if both the student and the instructor agree. Different acts constitute a variety of sanctions. The alleged acts presented are reviewed on a case-by-case basis by the Academy Director. The Director, upon reviewing the allegations, shall determine the corrective action to be taken, which may include dismissal of the student from Academy programs.

12. Conditions for Dismissal for Unsatisfactory Conduct

12.1 Grievance Policy and Right to Information

Students have a right to know how they are being evaluated and graded in a course and to know what is being required of them. The following are the policy and procedures allowing students to seek review of their grades on the all Death Investigation Academy certification programs.

The Academy actively seeks to foster a collegial and cooperative atmosphere among students and faculty. All faculty members and students are expected to act in a supportive and understanding manner. In this spirit, the Academy expects that open communication between students and faculty will be the norm and that this will help to avert misunderstandings.

However, there may be occasions when contention arises between students and faculty members. In these cases, students may file grievances/appeals as described below.

1. Send an email to support@deathinvestigation.training with as much information and documentation as possible. Applicants should include their full name, registered email address, dashboard ID, instructor's name, and any other contact information appropriate.
2. The administration will contact the plaintiff to confirm the complaint has been received within five days.
3. The Academy administration will then review the situation as documented and contact all applicable parties to discuss the problem.
4. Within 15 days, the administration will compile the information and present it by e-mail to the COO and CAO along with recommendations on how to remedy the situation in a fair manner.

5. The Academy Director will send the student or advisor an e-mail response within 15 days with an explanation of the reasons for their decision. The decision of the Academy Director will stand as final.
6. Students that are dissatisfied with the resolution offered by the school may contact the Missouri Department of Higher Education at (573) 571-2361 for information on filing a formal complaint against the school.

12.2 Academic Dishonesty Occurs When

When a student violates any portion of the Academy's Code of Conduct (See Section 5, Academy Policies) or the following:

- Because students are unfamiliar with the Academy policy. Behavior that is considered collaborative in one environment or culture may be considered cheating elsewhere
- Because of societal pressure to "succeed at any cost." Students focus on grades instead of the learning process.
- Because of desperation. Poor time management and study skills often lead to a lack of preparation for exams and an inability to meet deadlines.

12.3 Avoiding Academic Dishonesty

- Read and familiarize yourself with the Academy's academic policies.
- Communicate upfront. Let study partners know where you stand on academic dishonesty. If you work on group projects, be clear that you do not expect your work to be copied. A typist or editor must discuss any changes with you before making them on your papers.
- Learn Time-Management and Study Skills. Allow adequate time for studying and writing papers. Acts of academic dishonesty are often desperate attempts to cover-up lack of preparation.
- Seek Help. If you are overwhelmed by course content, visit the professor during office hours to discuss your concerns.
- Withdraw from the Course. If you are doing poorly in a course or if a crisis has caused you to fall too far behind, consider dropping the course.
- Reexamine Goals. Be sure that the goals you set and follow are your own. Do not be pressured by family and friends into a career that does not make the best use of your abilities.

To protect the value of your Death Investigation Academy Credentials and Certifications.

Students who are dishonest in obtaining their grades may not succeed on the job; employers will come to believe that Academy students do not have the knowledge/skills to perform their work. You can help to prevent this by reporting acts of academic dishonesty.

If you observe cheating during an exam or know of students who have an unfair advantage, it is your obligation to report these occurrences to the ethics board. You can do so by sending an email to support@deathinvestigation.training ; they will investigate your allegations while maintaining confidentiality. Remember, you are the one being hurt if these injustices are allowed to continue.

12.4 Penalties for Academic Dishonesty

Engaging in acts of academic dishonesty can end a student's educational career and jeopardize future career goals. Death Investigation Academy is committed to maintaining an atmosphere of academic integrity.

Students should know that faculty and staff do follow routine practices that readily detect acts of academic dishonesty. Faculty are experts in their field of study and are often familiar with the source of plagiarized material.

Techniques for detecting cheating are used during online examinations. All alleged cases of academic dishonesty are subject to due process. When misconduct has been proven, the following sanctions are applied. A disciplinary file becomes a part of the student's permanent record.

1. Removal of the charges against the student.

2. First Substantiated Offense:

Admonition: An oral or written statement to a student that he/she is violating or has violated Institute rules and may be subject to more severe disciplinary action.

3. Subsequent Substantiated Offense:

Expulsion: Termination of the student's status with the Institute to include any and all credentials (or potential credentials if not issued yet), CLEE credits or certificates earned shall be revoked indefinitely.

Any student that has been expelled from the Academy for academic dishonesty are excluded from attending Academy courses for a period of twelve months before they can reapply.

12.5 Academic Misconduct

Generally, disciplinary action shall be limited to conduct which adversely affects the pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of dishonesty, including cheating, plagiarism, and knowingly furnishing false information to the Institute, forgery, alteration, or use of Institute documents or instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other Institute activities.
3. Physical, psychological and/or verbal abuse or the threat of such abuse of any person on Institute premises or at Institute activities. This includes hazing, sexual harassment, and sexual assault.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding or damaging property or facilities of the Academy, or threatening to do so, or refusing to depart from any property or facilities of the Academy upon direction by Academy officials or other persons authorized by the Academy Director.
6. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such, except where specifically authorized within the regulations of the Academy.
7. Possessing, using, selling or distributing any types of illegal drugs.
8. Possessing on Academy property or at any Academy activity any dangerous chemical or explosive elements or component parts thereof, or rifle, shotgun, pistol, revolver or other firearm or weapon not used for lawful Academy studies without legal authorization

9. Physically detaining or restraining other persons or removing such persons from places where they are authorized to remain or in any way obstructing the free movement of persons or vehicles on Academy premises or at Academy activities.
10. Violating any local, state or federal laws.
11. Theft or attempted theft of Academy or personal property on Academy premises.
12. Unauthorized entry into or presence in any Academy building or facility.
13. Violation of Academy policy on the use of any tobacco products, including smoking, and vaping.

12.6 Penalties for Academic Misconduct

Disciplinary Actions

Disciplinary actions are determined by the Academy Director or designee after review of the alleged misconduct:

1. Removal of the charges against the student.
2. Admonition: An oral or written statement to a student that he/she is violating or has violated Academy rules and may be subject to more severe disciplinary action.
3. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
4. Disciplinary dismissal from the Academy: Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.

12.7 Disciplinary Records

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the Academy Director, and will not be available to unauthorized persons on campus or to any person off campus without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Educational Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

13. Educational Resources

13.1 Facility & Equipment

Our Facility

The Death Investigation Training Academy is located at 116 South Smith Street in Cuba, Missouri 65453. The office is in a professional building that is equipped with a classroom, lab environment, multiple offices, restrooms, and a multipurpose room.

Equipment Used

The Academy employs a lot of different instructional resources to learn our programs. We offer video-based tutorials, lectures, reading assignments, hands-on scenario, web resources, and more that are carefully scripted to maximize your learning experience.

13.2 Technology Requirements

To benefit from the unique features that the Death Investigation Academy provides, students will need to possess or have access to a computer with the following:

- Personal Computer (MAC or PC).
- A standard web browser like Firefox or Chrome (the most up to date version)
- Microsoft Office Software like Word, Excel, PowerPoint, or Keynote (if MAC)
- Adobe PDF Reader
- Webcam
- Internet Access
- Headphones with Microphone
- Up-to-date Java and Flash

14. Student Services

14.1 Student Centered

The Death Investigation Academy is a “you” Institute. Everything that we do is centered on your success. We have coach and mentors to help you choose the programs you need to be successful in your career. We have learning support specialists waiting to help — both online and in person — if you need extra assistance with any program or subject.

14.2 Transcript Services

Official transcripts of CLEE credit hours earned at the Death Investigation Academy are issued by the Certification Department. Transcripts may be requested by emailing support@deathinvestigation.training . A \$35 fee is required for each transcript. Transcripts will not be processed for students with outstanding financial debt to the Academy. These debts include courses that have not been paid in full.

14.3 Confidentiality of Student Records

The Death Investigation Training Academy preserves the confidentiality of all student records and guarantees every eligible student the right to inspect and review his/her own educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), sec. 438. Ferpa prohibits disclosure of personally identifiable student information without students consent or unless authorized by federal law.

The Death Investigation Training Academy will not share any student records unless we have in writing (via email) from the student that they approve their records to be shared. The student must submit the request to The Death Investigation Training Academy, and it must include their name, course(s) completed and the person that they wish to share the information with and their name, email, position.

Per certification Standards- The Death Investigation Training Academy will provide enrollment and exit data on each student through the Proprietary Student Record Application System. An ID will be used to maintain the student’s privacy.

14.4 Academic Advising

The Academy has representatives that are able to assist students by providing information about the courses, policies, procedures, and eligibility requirements that the students may have. The advisor can suggest courses and what might be a good fit for the student, but it is the student's responsibility to complete their certification.

14.5 Course Assessment

The course assessment is the final exam. The student will be required to complete and pass the final exam. Learning Management System (Law Enforcement Learning) is the learning system the Academy uses. All students will be required to use this system for their course. When they purchase the course, they will log into the system and use the student dashboard that will house all of their courses.

14.6 Career and Employment Services

The Death Investigation Academy does not help the student with finding employment.

14.7 Study Help

The Death Investigation Academy is committed to helping its students succeed. If there is a student that is having difficulties in their course they can get on chat and speak with someone, usually within a few minutes. If it is during non-business hours, they will be helped at the beginning of the next business day via email. If that will not work, the student may speak to the instructor by setting up a meeting. The instructors are usually able to help the student within 24-48 hours.

14.8 Textbooks and Study Materials

Online Courses

All of our online courses have everything needed within the course at the time of purchase. The courses have the manuals, videos and tests included in course.

Classroom onsite Training

Usually everything the student will need is included in the tuition fee and provided on the first day of class. If any optional books or reference material is suggested, students will have the opportunity to purchase that prior to class.

14.9 Educational or Travel Visas

The Death Investigation Training Academy serves students in all states and many countries around the world, both through online as well as classroom training. Although students do not need to reside in the United States to complete the program, the Academy is not involved with securing educational or travel visas for international students. Students should be prepared to make the necessary accommodations before applying to Academy programs.

14.10 Change of Personal Information

Students are responsible for notifying the Academy of any and all changes to their contact information. Students should keep the contact information in their Academy portal accounts up to date. To change to personal information in the Academy portal, students must log into their Academy portal account, then click on account information where they can update all common information such as physical address and email address, work and home phone numbers, job titles, etc.

15. Contact Information

15.1 Academy Contact Information

Academy offices are open 9:00 a.m. – 4:00 p.m. CST, Monday through Friday. Each student is assigned a Student Coach & Mentor who can answer most questions. However, contact for any topic is listed below.

General Questions can be emailed to support@deathinvestigation.training

Office main phone number is: 1-888-556-0177

Our mailing address is: PO Box 571

Cuba, MO.65453

16. Educational Programs

16.1 Educational Options

Class Preparation Online Programs

Everything the student needs is available online. They will need a computer or tablet that has access to the internet. We have found that the most updated version of Google Chrome works the best for our students.

Class Preparation Resident Programs (Instructor-Led)

The only thing the student needs is a laptop computer to bring to the course for which they enrolled. Everything else will be provided.

Change of Program (Online Programs)

Students can change programs by requesting it to the Academy. They will be able to change as long as they have not completed more than 5% of the course and meet eligibility of the new course. The student will also have to fill out a new enrollment agreement for the new program.

Change of Program (Resident Programs)

Students can change programs up to two weeks for the original course is scheduled.

They will be able to change to a course that is equal or lesser value for free. If the cost of the course they are changing to is more than the course purchased, they will be required to pay the difference.

16.2 Academy Programs and Learning Tracks

The Death Investigation Academy offers two types of programs: Certified Courses and Non-Certified Courses.

Certified Courses

The Academy offers Certified courses. When a student completes one of our Certified Courses, they are certified in that field and will have the diploma and transcripts that prove that they have completed the training and are proficient in that field of study.

Non-Certified Courses

The Academy offers courses for students that are not certified. The student will get a certificate of completion at the end of the course to prove they have completed the training.

General Education

Course Requirements: The Academy has eligibility requirements for the Certified Courses. Each course has a different requirement that will be listed in the course description. The Non-Certified Courses do not have any eligibility requirements for education or work experience.

All Courses Certified and Non-Certified are delivered in English.

In addition, a person convicted of a felony, any crime of moral turpitude, or misdemeanor relating to honesty, theft, embezzlement, fraud, or the like shall be ineligible to become Certified by the Academy.

Applicant must provide a copy of the certified transcript of education ONLY if using college degree rather than experience to qualify. Applicant must successfully pass the prescribed background check, which may include a criminal background check and examination process. Falsification or omission of information on the application form will be reason enough to disqualify an applicant from becoming certified.

16.3 Training Delivery Methods

The Death Investigation Academy offers both online and resident-based programs.

Online Programs

Online programs take place entirely online including the exam. They are self-study and accessible 24/7/365 and can be accessed anywhere you have a good internet connection.

Resident Programs

Resident programs take place in person at the Academy facility or hosted location and are live instructor-led programs.

16.4 Requirements for Certification

Students must complete each program in its entirety and receive a passing grade (90%) on each quiz as well as the final exam. Once these are completed, they will fill out an exam application. After the exam application is reviewed and approved, the student will be allowed to set for the online proctored certification exam. A student must achieve a passing score (above 90%) to receive full certification in the program.

16.5 Requirements for Non-Certification

Students must complete the course in its entirety and receive a passing grade (above 90%) on the final quiz.

16.6 CLEE and Continuing Education Credits

CLEE credits are measured by program length, with one 50 – minute period equal to one CLEE credit. One-half credit increments (equal to 25 minutes) are permitted after the first credit has been earned and time is rounded down to the nearest full or half credit.

CLEE and continuing education credits are granted as regulated by the Missouri DPS POST commission and the American Board of Medicolegal Death Investigators (ABMDI).

16.7 Course Description Key

This section contains a course description key of the information found available within the course syllabi and course landing pages offered at the Death Investigation Academy.

Title of Course

The title of the course, as well as the certification or certificate of completion, earned upon successful completion.

Cost

The cost to enroll in the course/program.

Language

The language the course/program is taught in.

Skill Level

The course levels are determined by Basic, Intermediate, and Advanced. The courses will list what level they are within the Course Description.

Program Duration

The duration of the course/program in hours and/or days.

Continuing Education Credits

This is the number of CLEE credits that are awarded upon successful completion of the program.

CLEE

Stands for Continuing Law Enforcement Education

Eligibility Requirements (if applicable)

This covers the eligibility requirements necessary to attend the course/program.

Description

This is the course description, what you will learn during the program.

Renewal

If the program is a certification program this will cover how long the certification is active and when you would need to renew your certification.

