National Defense University
POLICY

NDUP 5760.O1B

SUBJECT: NATIONAL DEFENSE UNIVERSITY SCHOLARSHIP PRESERVATION AND DISSEMINATION POLICY

REFERENCES:
- (A) NATIONAL DEFENSE UNIVERSITY INSTRUCTION (NDUI) FOR RECORDS MANAGEMENT PROGRAM (RMP), DATED MAY 26, 2014 (HTTPS://PORTAL.NDU.EDU/PAGES/RECORDS-MANAGEMENT.ASPX)
- (B) NDU REGULATION 360-1, DATED OCTOBER 11, 1990 (HTTPS://PORTAL.NDU.EDU/POLICIES%20INSTRUCTIONS%20AND%20GUI DANCE/FORMS/ALLITEMS.ASPX).

1. <u>PURPOSE</u>. The purpose of the NDU Scholarship Preservation and Dissemination policy is to support the preservation and dissemination of knowledge intrinsic to advanced joint education, national security, strategic leadership, and leader development through the formal collection, archiving, and storage of all NDU student and faculty research papers, along with core and elective course syllabi in the NDU Library archives. This policy will enhance the University's ability to support sharing and dissemination of knowledge, and to support preserving and archiving the University's intellectual legacy for future generations.

2. <u>CANCELLATION</u>. This Regulation supersedes all previous NDU Scholarship Preservation and Dissemination research paper archive, access, and relief policy guidance.

3. <u>APPLICABILITY</u>. All NDU students, faculty, and staff.

4. <u>BACKGROUND</u>. NDU (faculty, students, and staff) engages in scholarship that leads to the discovery, creation, integration, application, sharing, and dissemination of knowledge. To support preservation and dissemination of this knowledge, a revised policy is required.

   a. Faculty Background: Faculty and staff papers or products (course syllabi, academic tools or instruments, articles, pamphlets, books, etc.) are normally published for both internal

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and external audiences. The University receives copies for preservation through normal distribution.

b. Student Background: The library receives selected research papers from the colleges and components each year; however, there are no clear guidelines specifying which papers should be submitted. For example, the library receives only a small percentage of the total number of research papers (60 papers from over 7000 students) per year representing all colleges and components of NDU. With the recent addition of the Independent Strategic Research Project (ISRP) and current capstone writing requirements, there are multiple types of research papers eligible for archiving. These papers include:

    i. Individual Strategic Research Project (ISRP) and thesis papers: Every NDU student, enrolled in a masters-degree-producing course, must complete a research project covering a strategic topic. These products may be presented as a narrative or a narrative with bullets or graphics.

    ii. Prize-Winning Papers (research and term papers): These papers have been recognized by various organizations and/or military support associations. This group also includes papers chosen as "best paper" in a seminar or a core course.

    iii. Extended Research Papers: This category of research allows students to be exempt from course papers, certain electives, or both. Students must formally request this option and a faculty member or authorized individual will direct the research process.

c. Faculty may discard "course papers" six months past the conclusion of the academic year. "Course papers" refers to graded documents not included in paragraph 4b (above). These papers are typically less than ten pages and focus on secondary learning objectives.

5. DEFINITIONS. For the purposes of this policy, scholarship is defined as engagement in discovery, creation, integration, application, sharing, and dissemination of knowledge, which contributes to the education, professional development, and career-long growth of national security leaders.

a. Faculty and Staff Scholarship: For the purposes of this policy, faculty scholarship takes the form of products for teaching (e.g., syllabi), research and strategic support, outreach, service, and professional development products developed by faculty.

b. Student Scholarship: For the purposes of this policy, student scholarship takes the form of research papers or projects and is defined as: A form of academic writing composed by students in colleges and universities. A research paper requires students to locate information about a topic (that is, to conduct research using primary sources), take a stand on that topic, and provide support (or evidence) for that position in an organized report.

6. <u>POLICY</u>. This policy is in accordance with NDU Regulation 360-1, dated 11 October 1990.

7. <u>RESPONSIBILITIES</u>. Each organization or college submits research papers at the conclusion of their course or academic year. The NDU Library Director receives and stores all papers electronically. Staff and faculty members will submit course syllabi and other teaching tools to the library to support research efforts.

8. <u>PROCEDURES</u>.

    a. Students will sign a waiver or release form specifying distribution limits (see example at Appendix A). If students chose not to limit distribution of their work, research papers will be available through the normal cataloging process.

    b. The NDU Library will receive and store papers and syllabi electronically within a searchable data base and archived indefinitely. Additionally, certain papers can be stored in restricted locations with limited access. At the conclusion of each academic year (AY), or approximately June, each college will submit all required research and appropriate term papers electronically to the NDU Library.

    c. Students seeking to release or publish a paper, external to NDU, must adhere to NDU regulation 360-1, dated October 11, 1990. External publications receive a security and policy review regardless of the publishing venue (hard copy, electronic, or if published on online).

    d. College Deans are responsible for the submission of course syllabi and other supporting documents for each core and elective course.

    e. The Office of Academic Affairs will assist with coordination and monitoring of this process.

9. <u>INFORMATION REQUIREMENTS</u>.

    a. Students: Upon introduction of the NDU writing program and associated requirements, students will be informed that their research papers will be archived in the library and made available for future research within the NDU community (pending any restrictions).

    b. Faculty: Assist each student in creating a quality research product.

    c. Faculty and Staff: Faculty and staff will be informed of archival requirements during introductory sessions. An informational update will be provided annually to faculty and staff.

    d. Exceptions: Certain sensitive scholarship products may be exempt from the archive process or remain restricted (see Appendix A).
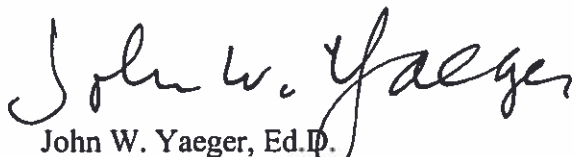
i.   Students will determine with the advice of their faculty or research director.

ii. Staff and Faculty will determine with the advice of their Dean or Director.

10. <u>RELEASABILITY</u>. UNLIMITED. This policy is approved for public release and is available on the Intranet and Internet from the NDU Website at https://portal.ndu.edu/Policies%20Instructions%20and%20Guidance/Forms/AllItems.aspx.

11. <u>NDU PROPONENT</u>. Office of Academic Affairs.

12. <u>EFFECTIVE DATE</u>. This policy is effective January 1, 2015.

13. <u>REVISIONS</u>. Submit recommended policy/regulation changes to NDU – Academic Affairs, 300 5th Avenue SW, Suite 309, Washington, D.C. 20319-5066.

John W. Yaeger, Ed.D.
Provost and Vice President for Academic Affairs

Appendix 1.

Release of Research Papers and Teaching Tools

When signed, this document limits or restricts distribution of your archived products (includes research papers, presentations, syllabi, etc.). NDU would prefer that all academic products and instructional tools be archived with the library to preserve and provide to future researchers. However, some topics may be considered too sensitive or inappropriate for open access. A copy of this form should accompany all archived research products (papers, presentations). Absence of this form will indicate that the writer does not wish to restrict access in any way.

I (print your name), _____ wish to restrict access to my research paper under the follow condition (circle one):

    a) For 25 years after graduation

    b) Never release

    c) Release under the following conditions:

Date: _____   Signature: _____