

National Defense University Academic Integrity Standards

Office of Academic Affairs
August 2, 2011

Integrity is one of six Guiding Principles at National Defense University. The Integrity Principle states that the University shall always foster and promote a culture of trust, honesty, and ethical conduct. This statement on academic integrity applies to all components of the National Defense University, establishes a clear statement of zero tolerance for breaches of academic integrity and promotes consistent treatment of similar cases across the University on academic integrity and the integrity of the institution. This document shall not be interpreted to limit the authority of the University President or the Vice President for Academic Affairs. This policy contains statements on academic integrity as it applies to students and participants at National Defense University.

Breaches of Academic Integrity

Breaches of academic integrity are not tolerated. Breaches include, but are not limited to: falsification of professional or academic credentials; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work or assisting another student to do work without prior authority; unauthorized collaboration; multiple submissions; and plagiarism.

Falsification of professional or academic credentials: Students are required to provide accurate, documented, and verifiable information on their educational and professional background. A student admitted to the University on the basis of false credentials is subject to sanctions up to and including disenrollment.

Unauthorized collaboration is defined as students working together on an assignment for academic credit when such collaboration is not authorized in the syllabus or by the instructor. This includes papers submitted that were created by another person, agency, or essay writing service.

Multiple submissions are instances in which students submit papers or work (whole or multiple paragraphs) that were or are currently being submitted for academic credit to other courses either within National Defense University or at other institutions. Such work may not be submitted for academic credit at National Defense University without the prior written approval of the instructor of the course for which the paper or work is being submitted.

Plagiarism is the theft of the intellectual work of another person and passing it off as one's own, or the use of the intellectual work of another person without providing proper credit to that person. While most commonly associated with writing, all types of scholarly or academic work, including but not limited to computer code, speeches, slides, music, scientific data and analysis, government publications, and electronic publications are intellectual work, the use of which requires proper credit to the original source.

Specific examples of plagiarism include:

- Using another person’s exact words without quotation marks and a footnote/endnote.
- Paraphrasing another person’s words without a footnote/endnote.
- Using another person’s ideas without giving credit by means of a footnote/endnote.
- Using information from the internet, a web page, or a government publication without giving credit by means of a footnote/endnote. (For example, if a student copies or uses material from Wikipedia into a paper, even if that material is not copyrighted, that section must be properly cited to show that the original material was not the student’s.)

Sanctions for Violations of Academic Integrity

Sanctions for violating the academic integrity standards include but are not limited to disenrollment, suspension, denial or revocation of degrees or diplomas, a grade of no credit with a transcript notation of "academic dishonesty;" rejection of the work submitted for credit, a letter of admonishment, termination of employment or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniform Code of Military Justice.

Processing of Potential Violations of Academic Integrity

National Defense University is committed to establishing, maintaining, and enforcing a high level of academic integrity throughout the entire University community. For any suspected violations of this policy, the component in which the case originated will notify the Office of General Counsel and the Office of Academic Affairs immediately and consult with both prior to taking any action as well as during the processing of the case.

When the identification of a breach to the academic integrity directive is made after a student departs the University, the Office of Academic Affairs will consult with the Office of General Counsel and the component to decide on the appropriate course of action.

Each College/component should insert specific guidance to students on completing and collecting signed copies. For example: “After you have read the attached, meet with your Faculty Advisor to discuss the statement. Signed copies of the statement must be turned into John Paul Jones in room 13 by July 4, 1776.” The College/component should include criteria that includes, but are not limited to, how the student is notified of any alleged breach; timelines for the academic review board; the process for reviewing cases; how the decision will be enforced; how and where the signed document will be retained.

I have read and fully understand the National Defense University's Policy Directive on Academic Integrity.

STUDENT NAME: _____

SIGNATURE: _____ DATE _____

I have reviewed the National Defense University's Policy Statement on Academic Integrity with the above student and am confident that he/she fully understands the policy.

ADVISOR'S NAME: _____

SIGNATURE: _____ DATE _____