



**DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON DC 20319-5066**

NDU-VPAA

28 May 2025

MEMORANDUM FOR NATIONAL DEFENSE UNIVERSITY

SUBJECT: Academic Integrity Policy, Directive-Type Memo 25-05

1. Reference. NDU Instruction 1000.02, *NDU Student Disenrollment Policy*, 18 July 2016.

2. This statement on academic integrity applies to all components of the National Defense University (NDU). The purpose of this broad university policy is to establish a clear statement for zero tolerance for academic dishonesty and to promote consistent treatment of similar cases across the University on academic integrity and the integrity of the institution. This document should not be interpreted to limit the authority of the NDU President or the Provost and Vice President for Academic Affairs (VP-AA). This policy applies to NDU faculty, staff, students, and other academic participants.

3. Academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to:

a. **Falsification of professional and academic credentials.** Faculty and students are required to provide accurate and documentable information on their educational and professional background. If a student is admitted to the University with false credentials, they will be sanctioned. Faculty members presenting false credentials may face disciplinary actions.

b. **Unauthorized assistance.** Students using, accessing, or providing assistance when such assistance is not permitted per the course or assignment instructions are in violation of this policy. Unauthorized assistance includes students working together on an assignment for academic credit when such collaboration is not authorized in the syllabus or directed by the instructor. It also includes use of artificial intelligence software, generative or otherwise when such use is expressly disallowed or limited in the syllabus or assignment instructions.

c. **Multiple submissions.** Instances in which students submit papers or work (whole or multiple paragraphs) that were or are currently being submitted for academic credit at other institutions constitute multiple submissions. Such work may not be submitted for NDU credit without prior written approval by both the NDU professor/instructor and the other institution. It is also a violation of this policy to submit the same work, in whole or part, for multiple assignments, courses, or electives during the academic year. Students should seek clarification with faculty and/or advisors if they have questions.

d. **Plagiarism.** Plagiarism is the unauthorized use, intentional or unintentional, of the intellectual work of another person or machine (e.g., AI Generative tools like ChatGPT) without providing proper credit to the author. While most associated with writing, this prohibition includes all types of

scholarly work, including computer code, speeches, slides, music, scientific data and analysis, and electronic publications. Plagiarism may be more explicitly defined as:

(1) Using another person's or machine's exact words without quotation marks and a footnote/endnote.

(2) Paraphrasing another person's or machine's words without a footnote/endnote.

(3) Using another person's or machine's ideas without giving credit by means of a footnote/endnote.

(4) Using information from the web without giving credit by means of a footnote/endnote. (For example: If a student/professor/instructor/staff member enrolled or assigned to NDU copies a section of material from a source located on the internet (such as Wikipedia) into a paper/article/book, even if that material is not copyrighted, that section must be properly cited to show that the original material was not the student's).

(5) Using Generative Artificial Intelligence (GenAI) in preparing assignments or scholarly work without disclosure. GenAI-generated content (text, images, analysis, code, or other material) must be cited or attributed in some manner. Users will indicate what tool was used and how it contributed.

4. As with students, NDU faculty and staff are expected to adhere to the highest standards of academic integrity and responsibility. Publications, presentations, and curriculum must give credit to the intellectual property of others. Any academic dishonesty will not be tolerated and will be appropriately sanctioned.

5. 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, or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniformed Code of Military Justice (UCMJ).

6. The University is committed to establishing, maintaining, and enforcing a high level of academic integrity throughout the entire NDU community by implementing a very strict academic integrity policy. For any suspected violations of this policy (student, faculty, or staff), the component in which the case originated will notify the Office of General Counsel and the Office of Academic Affairs immediately and consult with each before any action is taken and during the processing of the case. Cases in which a student is suspected of violating the academic integrity policy will be processed in accordance with the procedures set forth in the reference. Cases in which a faculty or staff member is suspected of violating the academic integrity policy will be processed according to applicable civil service rules, administrative service rules or regulations, and/or the Uniform Code of Military Justice. A member of the faculty or staff accused of dishonesty in scholarly work will be called before a board within the component to assess the situation and make a recommendation to the component head. When the identification of academic dishonesty is made after a student, faculty, or staff member departs the University, the Office of Academic Affairs will consult with the

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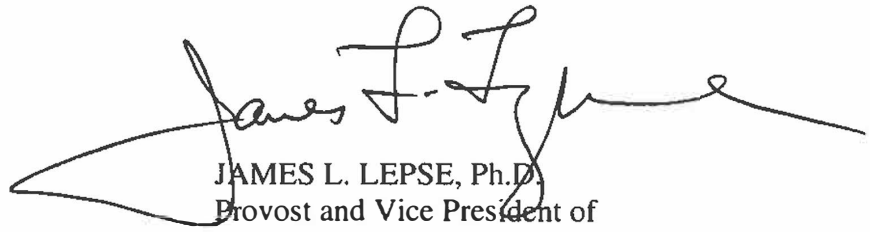
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Office of General Counsel and the component to decide on the appropriate course of action.

7. Student shall acknowledge their understanding and compliance with this policy during the onboarding process via NDU Connect.

8. Components may develop policies and procedures to further acknowledge, enforce, and comply with this NDU policy.

9. For questions regarding this policy, contact Dr. Brian Buckles, Associate Provost Academic Programs & Faculty Affairs, via email at brian.buckles@ndu.edu or telephone at 202-685-4315 as appropriate.



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