



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

NDU-VPAA

28 May 2025

**MEMORANDUM FOR NATIONAL DEFENSE UNIVERSITY**

**SUBJECT: Non-Attribution Policy, Directive-Type Memo 25-08**

**1. References:**

- a. Chatham House Rule, <https://www.chathamhouse.org/about-us/chatham-house-rule>
- b. 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments, Association of American University Professors Policy Documents and Reports, 1995.
- c. Middle States Commission on Higher Education, Philadelphia, PA, Standards for Accreditation and Requirements of Affiliation, 14<sup>th</sup> Edition.
- d. National Defense University (NDU) DTM 25-07, Academic Freedom Policy.
- e. DoDI 5230.09, Clearance of DoD Information for Public Release, 25 January 2019.
- f. NDU Regulation 360-1, Public Affairs, 11 October 1990.
- g. National Defense University (NDU) DTM 25-05, Academic Integrity Policy.

2. NDU maintains a non-attribution policy to encourage open and candid academic exchange with NDU faculty, staff, students, non-NDU speakers, and senior leaders. All attendees of class lectures and presentations at NDU will honor the speaker's right to not have expressed views or opinions attributed to them outside of the NDU environment without their explicit permission. This off-the-record policy protects external speakers from public access to their remarks and ensures information gained in these settings is for academic purposes only.

a. It is important to understand that an academic climate of non-attribution or Chatham House Rule provides a sense of collaboration, fairness, and protection that promotes freedom of expression in the classroom, lectures, videos, online education forums, workshops, exercises, face-to-face dialogs, or any other exchange of verbal, telecast, and written communicate within the university framework. It also enables the intellectual development of students as the policy protects the rights of students so they may challenge each other and ask any question pertinent to the discussion. For further guidance on Chatham House Rule, see reference (a).

b. Under some circumstances, it may be desirable to record a guest speaker's comments or presentation for future educational use. The recording of guest speakers requires written, formal

consent by the speaker prior to the engagement.

3. Elements supporting non-attribution are:

a. **Academic freedom.** A cornerstone of NDU's core values and principles promoting student and faculty rights to express their ideas and challenge the ideas of others without fear of retribution. While aspects of academic freedom are protected by the First Amendment, the principle pre-dates the US Constitution. It is a right afforded to faculty members as a group for freedom in teaching, research, scholarship, internal criticism, and debate. It further serves as the basis for faculty input in institutional governance and derives from shared professional expertise and training. See references (b), (c), and (d) for further guidance.

b. **Freedom of speech.** This time-honored tradition requires profound individual responsibility and good judgement. Academic freedom provides the climate to pursue and express ideas, opinions, and issues related to the university purpose, free of undue limitation, restraint, or coercion by the organization and external environment. This is not meant to restrict discussions of controversial subjects; however, good judgement and discretion must be a guiding standard. NDU is a professional institution comprised of the finest faculty, staff, and students with the highest values. It is also understood that NDU is a family at large whose members should refrain from making unreasonably offensive or irresponsible statements either verbally, pictorially, or in writing. The university respects the right of students, faculty, and staff to freely express themselves, but they shall do so in a professional and collegial manner with respect and dignity for each other.

c. **Academic integrity.** Academic integrity requires that authors follow university and program instruction publication, and lecture procedures. Authors shall pursue facts from trusted sources, safeguard information (classified, unclassified, and personal identification information), and submit work for internal review before publication. Reference (e) describes procedures for the release of information that is officially endorsed by academic institutions, as well as those acting in a private capacity not associated with their official duties. See reference (f) for specific NDU internal review processes for the public release of faculty, staff, and student publications. Additionally, see reference (g) for further guidance on academic integrity.

d. **Online Delivery of Instruction.** The need to conduct some of our educational deliveries in a virtual manner presents unique challenges to our traditional practice of non-attribution policy. We must safeguard freedoms of expression but also have situational awareness of the audience and active education and control measures to ensure adherence to the non-attribution policy.

(1) **Recording of Class Sessions by Students.** Students are prohibited from recording class sessions and distributing class recordings.

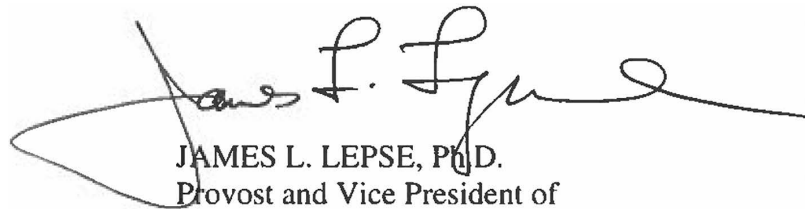
(2) **Recording of Class Sessions by Instructors.** Recording asynchronous online class sessions and faculty presentations are appropriate. This allows students to review content after class and provides a viewing opportunity for students who are unable to attend class. It is the responsibility of all NDU faculty to ensure that all personnel being recorded are aware of the voice and video recording and that the video and associated material are not reproduced or placed in the public domain. This means each faculty member must use NDU's official learning management system (Blackboard or MS Teams) to record and post content. It is prohibited to place recordings on the

Internet, give or sell them to others who may also copy and make them available. Recording synchronous sessions, which include student discussions or guest lectures, warrants further caution. Instructors should prepare to stop recording at certain points in the class to protect privacy, sensitive content, and the free expression of ideas without negative attribution, and to eliminate the possibility of stifling the discussion. As with in-person guest speakers, the recording of on-line guest speakers requires written, formal consent by the speaker prior to the engagement.

(3) All employees and students must adhere to DoD and NDU regulations, policies, and practices to ensure network security and minimize the compromise of personal, academic, and organizational information. Use of any unauthorized material or the inclusion of suspect web/internet material could introduce malware or malign actors into the NDU network jeopardizing security. The command has confidence that everyone will use their professional judgement when accessing and using material on the internet. However, if there is any doubt, then first ask the Information Technology Division (ITD) about the security of a site or action.

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

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

A handwritten signature in black ink, appearing to read "James L. Lepse", is written over a large, faint, stylized graphic that resembles a large, thin, horizontal oval or a stylized letter 'L'.

JAMES L. LEPSE, Ph.D.  
Provost and Vice President of  
Academic Affairs