

**COMMAND AND GENERAL STAFF COLLEGE
ACADEMIC ETHICS POLICY**

1. PURPOSE. To provide guidance for all Command and General Staff College staff and faculty on the Statement of Academic Ethics and Non-attribution Policy, as well as compliance measures when a possible ethics violation is discovered. This Bulletin also provides guidance to all Command and General Staff College students, military and civilian, resident and nonresident, on the College's ethical standards and Non-attribution policy while enrolled in a Command and General Staff College School.

2. APPLICABILITY.

- a. This Bulletin applies to all students, staff, and faculty associated with the Command and General Staff College (CGSC or the College). This includes the Command and General Staff School (CGSS) at Fort Leavenworth and on the Satellite Campuses, the School of Advanced Military Studies (SAMS), the School for Command Preparation (SCP), the Department of Distance Education (DDE), and the Total Army School System (TASS) Brigade and Detachments.
- b. After consultation with the CGSC Registrar, each School within the College may establish a supplement to this Bulletin as necessary to address concerns unique to that school or directorate. All Schools will furnish a copy of any respective Supplement to the CGSC Registrar.

3. REFERENCES.

- a. Army Regulation (AR) 12-15 (Joint Security Cooperation Education and Training (JSAT))
- b. AR 15-6 (Procedure for Investigating Officers and Boards of Officers)
- c. AR 27-60 (Intellectual Property)
- d. AR 350-1 (Army Training and Leader Development)
- e. AR 690-700 (Personnel Relations and Services (General))
- f. CGSC Circular 350-1 (United States Army Command and General Staff College Catalog)
- g. CGSC Circular 350-3 (Department of Distance Education Policies and Procedures)
- h. CGSC Bulletin No. 912 (Command and General Staff College (CGSC) Academic Misconduct, and Student Dismissal / Release Procedures)
- i. Student Text (ST) 22-2 (Leader Communication)

4. AUTHORITY.

- a. Reference 3d provides authority for commanders of Total Army School System (TASS) Brigades to conduct investigations in accord with references 3b and 3h. The TASS Brigade Commander will make a recommendation related to disposition of founded academic misconduct through the Commander, Division Institutional Training (DIV (IT)), to the Commandant, CGSC through the Deputy Commandant.
- b. CGSC adjunct faculty, consulting faculty (Master of Military Art and Science (MMAS) program), Intermediate Level Education (ILE) Reserve Component (RC) instructors, and CGSC nonresident students conduct and receive nonresident training under CGSC authority and are therefore considered CGSC faculty and students. Consequently, this subjects them to the provisions of this Bulletin and gives the CGSC authority to review investigations and boards conducted by the TASS Brigade and Detachments.

5. POLICY.

- a. Statement of Academic Ethics. Professional and Academic Ethics are of paramount importance to the College. Work presented by students, faculty, and staff as their own will be their own work. To do otherwise results in an unfair advantage and is inconsistent with the professional ethics and integrity expected of military officers, non-commissioned officers, and civilians attending the College.
- b. Academic Ethics. Defined as the application of ethical principles in an academic environment, to include the giving and receiving of only authorized assistance, the conduct of legitimate research, and properly attributing credit to sources of information used in written submissions.
- c. Non-attribution policy. Full freedom of expression is encouraged during all academic endeavors at the College. The College wants students, faculty, and guest speakers to speak freely and openly about the many important subjects studied and presented at the College. Guest speakers are encouraged to speak openly to CGSC staff, faculty, and students without invoking the College's non-attribution policy so that students and instructors throughout the course may use their comments. However, when a guest speaker does invoke the College's non-attribution policy, nothing the speaker says during their presentation may be attributed to them by name, position, or title to any outside source, including news media, public forums (including internet and web-based discussion areas or comments), or published writings, including student work. Because many guest speaker presentations are recorded (either audio or audiovisual) for later use throughout the College, when a guest speaker requests application of the non-attribution policy, they will also indicate how long they want that policy to apply to their comments. If a media panel is present during the guest speaker's presentation, the non-attribution policy does not apply.

6. GENERAL GUIDANCE.

- a. Professional Standards. All members of the College community must maintain the highest professional standards and uphold the Army Values.

- (1) Instructors and authors are to do honest research and attribute credit to those from whose work they borrow.
- (2) Those called on to give extra instruction or tutorial assistance must be cautious not to compromise the spirit of academic ethics in their efforts to assist students.
- (3) The intent of all CGSC educational programs is to promote individual development. Therefore, all student work is to be original unless properly documented or otherwise authorized by the student's instructor. This concept of 'individual work' is much different than that used in most military units, where documents and/or briefings are generally prepared without regard for original work or proper citation to a source of copied material.

b. The following are authorized, and must be documented as indicated:

- (1) Use of Computer software. Most word processing and presentation software includes integrated reference programs such as dictionaries, thesauruses, grammar checks and plagiarism checks. Students may use these programs without citation in preparing class assignments.
- (2) Students may pay for typing and/or editing services. When used, students must document the assistance within the paper.
- (3) Students are encouraged to obtain assistance on papers, homework, and teaching assignments at the Ike Skelton Combined Arms Research Library (ISCARL) and Learning Resource Center (LRC). The faculty assigned to the ISCARL and LRC are familiar with ST 22-2 and assignments, and are well versed in the details of what is authorized and unauthorized assistance at CGSC. LRC faculty may proofread and assist students with the organization, style, and correctness of an assignment. They may also provide background on facts, concepts, and theories associated with the assignment to improve student understanding, as long as it does not include substance such as specific guidance or recommendations on how to answer the assignment. Any assistance in good faith from faculty at the ISCARL and LRC is authorized for students. When used, students must document the assistance within the paper.
- (4) CGSC faculty, classmates, and people outside the college (acquaintance, spouse, et al.) may proofread and assist students with the organization, style, and correctness of an assignment. They may also provide background on facts, concepts, and theories associated with the assignment to improve student understanding as long as it does not include substance, such as specific guidance or recommendations on how to answer the assignment. In all instances, the student may not accept assistance beyond that authorized by the instructions of the assignment or instructor, and the student must document the assistance within the paper.
- (5) Group Work
 - (a) The concept of teamwork will apply to all group work. This means that brainstorming, sharing of ideas, joint authorship, and critiquing of each other's work is important and critical to a successful project. All group members will participate equally in the completion of the project.

- (b) When an instructor assigns projects to several groups, each group will produce its own product. Unless specifically permitted by the instructor, collaboration between groups to produce a common solution is prohibited. When the instructor does authorize such collaboration, a group whose solution is based completely or in part on help from another group must document the assistance received.
- c. Violations. Serious breaches of academic ethics may be cause for academic disqualification or other adverse action. Violations of this Bulletin will be processed in accordance with CGSC Bulletin No. 912. The following are prohibited:
- (1) Cheating. To act dishonestly, to violate rules, to practice fraud. Cheating includes, but is not limited to:
- (a) Stealing or taking answers and/or lying about or misrepresenting the way in which solutions were received;
 - (b) Using unauthorized materials, including but not limited to crib notes, when taking examinations; copying answers from another student during tests; and removing test booklets from, or failing to return test booklets to, the examination room after completion of the test unless approved by the examination proctor;
 - (c) Possession or use of solutions and/or faculty-only materials for practical exercises, examinations, or any other controlled material used in any CGSC resident or nonresident course(s) (in any academic year) that have not been issued by the faculty conducting the course(s) in question;
 - (d) Possession or use of information obtained from students who have already completed the lesson or course in question, in any academic year;
 - (e) Borrowing another student's paper, handing in a paper purchased from an individual or agency, or submitting papers from study groups or organizational files;
 - (f) The transfer of any of the material listed in the above paragraphs to anyone unless specifically authorized to do so.
- (2) Instructors and/or students will not share information on an assessment, exam, graded assignment, etc., with, or within the hearing or visual range of, any student who has not yet taken the assessment, exam, submitted the graded assignment, etc.
- (3) Plagiarism. To present the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work that is prepared, in whole or in part, using another's work from published or unpublished sources, online or oral sources, or from commercial sources, without proper acknowledgment to that source. Plagiarism includes but is not limited to:
- (a) Presenting as original an idea or product derived from an existing source;
 - (b) Presenting another's ideas as one's own; copying the words of another individual (including another student) or entity without attribution or documentation; copying

words from a source without identifying those words with quotation marks and/or documentation; or,

- (c) The direct lifting or transfer, in whole or in part, of text without placing that text in quotes and properly documenting the source.
- (4) Unauthorized collaboration. Students will not work with others on individual assignments. Groups expected to work within the group will not work or consult any outside group or person. Unauthorized collaboration includes, but is not limited to, cooperating or allowing another student to copy one's answers during an examination, openly passing notes or discussing examination answers or solutions during the examination, or receiving unauthorized assistance in preparing out-of-class assignments.
- (5) Unauthorized Assistance. Defined as any type of assistance with an assigned work product by any source not specifically allowed by this Bulletin, the course syllabus, the assignment instructions, or the instructor.
- (6) Copyright Violation. Copyright laws are specific and demanding. Faculty and students will abide by all copyright laws as well as Department of Defense (DoD) and Army guidance. A violation of copyright laws may subject an individual to civil and/or criminal penalties. For specific information on the use of copyrighted materials, contact the Ike Skelton Combined Arms Research Library at (913) 758-3018.

7. RESPONSIBILITIES.

- a. The CGSC Commandant or Deputy Commandant are the final disposition authorities. In accordance with CGSC Bulletin No. 912, they will take final action on any incident covered within this Bulletin. This does not preclude the TASS Brigade Commander, or commanders of specific TASS detachments, from taking interim actions as appropriate pending final action by the Commandant or Deputy Commandant.
- b. Staff Group Advisors (SGAs), instructors, faculty advisors, and section leaders are responsible for ensuring each student is formally briefed and acknowledges his or her understanding of the CGSC Statement on Academic Ethics, the CGSC Academic Ethics Policy, and the CGSC Non-attribution Policy.
- c. Section leaders, instructors, adjunct faculty, consulting faculty within the MMAS program, and TASS Brigade and Detachment instructors, are responsible for providing students with the following specific instruction regarding authorized assistance:
 - (1) The type and degree of assistance that is acceptable between students;
 - (2) What assistance documentation is required and how to document it on the assignment; and,
 - (3) What assistance others may properly provide, including but not limited to assistance on the use of non-CGSC resources, computers, and web-based resources.
- d. School and department directors and commanders of the TASS Brigade and Detachments will ensure that the CGSC Statement on Academic Ethics and the Non-

attribution Policy are published in all future editions of CGSC Circulars 350-1, 350-3, and 350-5; the SGA Guide; ST 22-2, and all respective school handbooks. Student handbooks should contain these statements, and if not, SGAs must provide it to students at the beginning of classes.

e. Students.

- (1) Students are to understand and abide by the CGSC Statement on Academic Ethics, CGSC Academic Ethics Policy, and the CGSC Non-attribution Policy. If students are uncertain about what is allowable, they should ask the staff group leader, section leader, SGA, or supervisor.
- (2) Students are to understand what study guides and study groups are and how to properly use them. Study groups are encouraged. Students may prepare, transfer, and share study guides for use in preparing for graded requirements. No group sharing is allowed after anyone in the group has been issued a graded examination or exercise designated and issued for individual student completion. Students from other staff groups who have already completed the exercise and/or taken an examination may not assist other persons or groups who have not taken the examination or completed the exercise.

8. REPORTING PROCEDURES AND RESPONSIBILITIES. All faculty and students are to comply with the rules set out in this Bulletin regarding individual and group work done at the College. All individuals will use the following reporting procedures when they suspect a violation of this Bulletin:

a. Resident Instruction:

- (1) Students will report suspected violations to the SGA, section leader, or instructor.
- (2) During the initial inquiry and/or investigation process, all parties involved will ensure rights of the suspected violator are protected. Prior to questioning or requesting a written statement from an individual suspected of violating the provisions of this Bulletin, the individual doing the questioning will inform the suspected violator of his or her rights under Article 31, Uniform Code of Military Justice (UCMJ), or the civilian equivalent, as appropriate. DA Form 3881 (Rights Warning Procedure Waiver Certificate) should be used when taking the statement of a suspected violator, whether a military member or civilian.
- (3) The SGA, course instructor, or section leader will investigate the allegation to the point he or she believes, based on the information gathered, that a violation has likely occurred. He or she will then notify the department director, committee chief, or team leader, who will inform the College chain of command. All may obtain legal advice from the CGSC Legal Advisor as necessary. In the case of International Military Students (IMS), as part of notifying the College chain of command, the department director, committee chief, or team leader, will also notify the Director, International Military Student Division (IMSD), of any IMS suspected of a violation of this Bulletin.
- (4) If a school/department director reasonably believes that an ethics violation has occurred, he or she will forward a memorandum to the Dean of Academics

recommending that an AR 15-6 investigation be initiated in accordance with CGSC Bulletin No. 912. Enclosures to the memorandum will include the allegation, a summary of the preliminary inquiry, copies of all available written statements, and any other relevant documents. After receiving the information of the alleged violation, the Dean of Academics will determine if an AR 15-6, investigation will be initiated.

- (5) School/Department directors will notify the senior representative of the Air Force, Navy, or Marine Corps elements of any suspected violation by a student who is a member of their respective Services. The Director of Interagency Student Division will be advised of any suspected violation by an interagency student.

b. Nonresident Instruction:

- (1) Distance Learning. All DDE faculty, adjunct faculty, or special graders will report suspected violations of academic ethics to the respective course program manager for review and forwarding to the Director, DDE, for consideration.
- (2) All students enrolled in Command and General Staff Officer Course (CGSOC) Common Core-Distance Learning (CC-DL) or CGSOC Advanced Operations Course-Distance Learning (AOC-DL) will report suspected violations of academic ethics to their respective instructor or faculty advisor for processing through the course program manager to the Director, DDE, for consideration.
- (3) DDE Course Program Managers will conduct a preliminary inquiry into alleged ethics violations in accordance with local procedures and reference 3b above, and forward findings and recommendations to the Director, DDE.
- (4) The Director, DDE, will either submit a Request for a 15-6 Investigation to review the facts associated with the possible academic misconduct, or make a determination that the situation does not require further investigation. Additionally, the Director, DDE, will:
 - (a) Route any request for investigation through the Director, CGSS to the Dean of Academics. Include any evidence of the academic misconduct as enclosures.
 - (b) Provide 15-6 investigating officers when the Dean of Academics directs the appointment of a 15-6 investigating officer.
 - (c) Ensure all parties involved in the investigation will comply with CGSC Bulletin No. 912, applicable regulations, and recognize the rights of the suspected violators. This includes ensuring suspected violators are counseled IAW CGSC Bulletin 912 prior to being contacted by the Investigating Officer.
 - (d) Ensure that, prior to questioning or requesting a written statement from an individual suspected of violating the provisions of this Bulletin, the individual doing the questioning will inform the suspect of his or her rights under either Article 31, Uniform Code of Military Justice or the civilian equivalent. Use of DA Form 3881 (Rights Warning Procedure Waiver Certificate), is recommended when taking the statement of a suspected violator, whether a military or civilian student.

c. TASS Brigades and Detachments

- (1) TASS Brigade and Detachment students who suspect academic ethics violations will report them to instructors or section leaders.
- (2) TASS Instructors and staff leaders will report all suspected violations to battalion commanders.
- (3) TASS Battalion commanders will establish procedures for conducting a preliminary inquiry. This preliminary inquiry is to determine whether there is sufficient evidence to warrant an AR 15-6 investigation. This preliminary inquiry can be as simple as comparing the student's paper and the document that he or she is alleged to have plagiarized. If the preliminary inquiry supports a reasonable belief of wrongdoing or improper conduct, the battalion commander will follow the procedures outlined in CGSC Bulletin No. 912.

9. PROPONENT. The proponent for this bulletin is the CGSC Registrar. Send comments and suggested improvements to US Army Command and General Staff College, 100 Stimson Avenue, (ATZL-LSA-R), Fort Leavenworth, KS 66027-2301.

FOR THE DEPUTY COMMANDANT

JAMES B. MARTIN, Ph.D.
Dean of Academics

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