

**COMMAND AND GENERAL STAFF COLLEGE  
ACADEMIC ETHICS POLICY  
(Effective Until Rescinded or Superseded)**

1. **PURPOSE.** To provide guidance for all Command and General Staff College (the College) staff and faculty on the College's Statement of Academic Ethics and Nonattribution Policy, and the procedures that must be followed when a possible ethics violation is discovered. This Bulletin also provides guidance to all Command and General Staff College students, both military and civilian, whether enrolled as resident or nonresident students, on the College's ethical standards and Nonattribution 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 (the College or CGSC). 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 Army Management Staff College (AMSC), the Department of Distant Education (DDE), the Professional Development Education (PDE) Brigades (Bdes), and the Total Army School System (TASS) Battalions (Bns).

b. After consultation with CGSC's Registrar, each School within the College may establish a supplement to this bulletin as necessary to address concerns unique to that school or directorate. A final copy of all supplements will be furnished to CGSC's Registrar.

3. **REFERENCES.**

a. AR 12-15, *Joint Security Cooperation Education and Training (JSAT)*, 3 January 2011.

b. AR 15-6, *Procedure for Investigating Officers and Boards of Officers*, 2 October 2006.

c. AR 350-1, *Army Training and Leader Development*, 18 December 2009.

d. AR 690-700, *Personnel Relations and Services (General)*.

e. CGSC Circular 350-3, *Department of Distance Education Policies and Procedures*, 30 July 2010

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f. CGSC Circular 350-1, *United States Army Command and General Staff College Catalog*.

g. CGSC Bulletin No. 12, *Command and General Staff College (CGSC) Academic, Academic Misconduct, and Student Dismissal/ Release Procedures*, 13 July 2009.

### 4. AUTHORITY.

a. Reference 3b provides authority for commanders of PDE Brigades to conduct investigations in accord with references 3c and 3f. The PDE Brigade Commander will make a recommendation through the Commander, Division Institutional Training (DIV (IT)), to the Deputy Commandant and Commandant, CGSC.

b. CGSC adjunct faculty, consulting faculty (MMAS program), Intermediate Level Education (ILE) 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 CGSOC Battalions/PDE Brigades

### 5. POLICY.

a. Statement of Academic Ethics. Professional ethics is 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 unfair advantage and is inconsistent with the professional ethics and integrity expected of military officers, civilians, and non-commissioned officers attending the College.

b. Academic Ethics is 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 their comments may be used by students and instructors throughout the course. However, when a guest speaker does invoke the use of the College's non-attribution

policy during their presentation, 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, or published writings. Because many guest speakers presentations are video taped 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. Violations. Serious breaches of academic ethics may be cause for academic disqualification or other adverse administrative action. Violations of this Bulletin will be processed in accordance with CGSC Bulletin No. 12.

b. The intent of all CGSC educational programs is to promote individual development. As a result, all student work is expected to be original work unless properly quoted and footnoted, or otherwise authorized by the student's instructor. This concept of 'individual work' is much different than that used in most military units. In an officer or non-commissioned officer's military unit, documents and/or briefings are generally prepared without regard for original work or proper citation to a source of copied material.

c. Key Definitions.

(1) Cheating. To act dishonestly, to violate rules, to practice fraud. The acts of stealing, lying, and plagiarizing are also considered cheating for purposes of this Bulletin. Examples of cheating include, but are not limited to, copying answers from another student during tests; copying examination answers from another mode of the course; removing test booklets from the examination room after completion of the test unless approved by the examination proctor; failing to turn in test booklets at the end of the test; or using crib notes or unauthorized materials when taking examinations.

(2) Unauthorized collaboration. If working jointly with others on a project or written assignment if that project or paper has been assigned as an individual project, for the sole purpose of acting dishonestly or practicing fraud. This may include 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/solutions during the examination or discussing the examination with a student who hasn't yet taken the examination; or receiving unauthorized assistance in preparing out-of-class assignments.

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(3) Plagiarism. To present the words, ideas, research, or works of another as your 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 the proper acknowledgment to the source.

d. Plagiarism policy. Plagiarism in any form is strictly prohibited. Students must document all print, online, and oral sources they use to complete written assignments. Plagiarism includes but is not limited to the following:

(1) Presenting as new and original an idea or product derived from an existing source;

(2) Presenting another's writing ideas as one's own;

(3) Copying words from a source without identifying those words with quotation marks and/or endnotes;

(4) Copying the words of another student **without documentation or attribution**;

(5) Borrowing another student's paper, handing in a paper purchased from an individual or agency, or submitting papers from study groups or organizational files;

(6) Providing or asking for unauthorized assistance on exams, individual projects, or group projects; and

(7) The direct lifting or transfer in whole or in part of computer based text from websites, computer disks, and databases without placing that text in quotes and properly footnoting the source.

e. Unauthorized Assistance. Unauthorized assistance is defined as any type of assistance with assigned work product by any source not specifically allowed by instructors or indicated in the course syllabus. Unauthorized assistance does not include receiving proof-reading assistance or format assistance from spouses, fellow students or faculty. Such formatting or proof reading assistance will be indicated in the assignment when it is turned in by the student. Examples of unauthorized assistance include the following:

(1) Possession of, or use of copies of solutions to practical exercises, examinations, lessons, or any other controlled issue material used in any CGSC resident or nonresident courses that have not been issued to them by the faculty

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conducting the course or courses in question. This includes materials used in prior years and in previous versions of the courses taught within CGSC.

(2) The transfer of any of the material listed in the above paragraph to anyone unless specifically authorized to do so.

(3) Assisting or receiving assistance from any person in completing practical exercises, examinations, or the graded course requirements unless such assistance is expressly authorized by the instructor.

(4) Using information from previous examinations, to include information contained in student's notes or information obtained from students in section/staff groups who have already completed the core curriculum lesson or elective course in question.

f. Writing Requirements. Students will write in accordance with ST 22-2 unless specifically instructed otherwise by the course or lesson instructor. Instructors must state specifically what type of help a student may receive from faculty, spouse, or other students for that course or lesson.

### g. Group Work.

(1) When an instructor assigns group work the concept of team work will apply. This means that brainstorming, sharing of ideas, joint authorship, and critiquing of each other's work is important and critical to a successful project. Each member of the group will do his or her fair share of the effort. Groups will not delegate all or most of the work on a project to one or two individuals. All group members will participate equally in the completion of the project.

(2) When an instructor assigns similar projects to several groups, each group will produce its own solution or work product. Collaboration between groups to produce a common solution is prohibited unless specifically permitted by the instructor. If an instructor approves collaboration with other groups, the instructor will specify, in writing, the nature and limits of the collaboration allowed. A group solution or project based in whole or in part on help or collaboration with another group must indicate all such assistance received by another group or individual. For example: "Our solution is based in part on a decision matrix develop by Major Smith's Group."

h. Proofreading. Part of the learning process is talking with fellow students and working on improving known weaknesses. As part of this learning process, ILE students may ask their spouse or another individual to proofread papers for simple

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punctuation, spelling errors, and clarity of expression. However, this assistance must be noted on the paper. This type of assistance may not include any comment or correction on the paper or project content or help with research.

i. Copyright Laws. Copyright laws are specific and demanding. All papers submitted by students and faculty will abide by all copyright laws and will not photocopy, duplicate tapes, or use other technologies in violation of these copyright laws. A violation of copyright laws may subject an individual to civilian and/or criminal penalties. For specific information on the use of copyrighted materials, contact the Combined Arms Research Library (CARL) at 758-3018.

j. Professional Standards. All members of the resident and nonresident College community, to include staff, faculty, and students, must maintain the highest professional standards and uphold the Army values.

(1) Instructors and authors are expected to do honest research and, when they publish for personal recognition, to attribute credit to those from whose work they borrow.

(2) Instructors, staff leaders, Staff Group Advisors (SGAs), and others 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 desiring help.

k. Evaluation Process. To preclude compromising the evaluation process, students and instructors will refrain from discussing or otherwise exchanging information on examinations or quizzes within the hearing of those students who have not yet taken the examination or quiz. The student evaluation process is designed to determine the assimilation and comprehension of each student for each course and to provide information for curriculum design and improvement. Deliberate or unintentional disclosure of examination or quiz content not only invalidates the evaluation process but could result in punitive action being taken against the person who disclosed the information.

l. Use of Computer language-analysis software.

(1) Some departments and instructors allow and encourage the use of spelling, grammar, and style checkers by students while working on their written assignments. Language-analysis software is a powerful tool for learning and a quality control for writing. This software, unlike the dictionary or composition text, "proofreads" writings and recommends changes based on "rules" set up for that program. It flags potential problems and offers recommendations; the writer makes the decisions. A writer may

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passively accept these recommendations, but a good writer recognizes the program's limitations as an analytic tool and bases decisions on personal knowledge. Because the final decision for accepting or rejecting the suggested change rests with the writer, CGSC does not require that students acknowledge the use of these programs in their written assignments.

(2) Students are authorized to use College computers located in the classrooms, Hoge Barracks, and CARL for written work. They may also bring a computer from home or rent one from the PX or a local vendor. However, personal computers may not be connected to the College LAN.

(3) Students are not authorized to use a personal computer belonging to another student under any conditions. This will prevent students from placing themselves accidentally in harm's way by unwittingly accessing another student's work.

### **7. RESPONSIBILITIES.**

a. The Deputy Commandant and Commandant, CGSC, are the final decision authorities and will take final action on any incident covered within this Bulletin and in accordance with CGSC Bulletin No. 912. This does not preclude PDE Brigade Commanders from taking interim actions as appropriate pending final action by the Deputy Commandant or Commandant, CGSC.

b. Staff Group Advisors (SGAs), instructors, and section leaders are responsible for ensuring each student is formally briefed on and acknowledges his or her understanding of the CGSC Statement on Academic Ethics and the CGSC Nonattribution Policy.

c. Section leaders, instructors, adjunct faculty, consulting faculty within the MMAS program, TASS Intermediate Level Education (ILE) Battalion instructors, and PDE Brigade instructors are responsible for providing students with the following specific guidance regarding permissible assistance:

(1) Kind and degree of assistance that is acceptable between students.

(2) What assistance documentation is required and how to document it on the assignment.

(3) What assistance others may properly provide on the use of computers.

d. School and department directors and commanders of TASS ILE Battalions and PDE Brigades will ensure that the CGSC Statement on Academic Ethics and the

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Nonattribution Policy are published in all future editions of CGSC Circulars 350-1, 350-3, and 350-5; the SGA Guide; and all respective school handbooks. Student handbooks should contain these statements and if not, they must be provided to students at the beginning of classes.

### e. Students.

(1) Students are expected to understand and abide by the CGSC Statement on Academic Ethics and the CGSC Nonattribution Policy.

If uncertain as to what is allowable, students are expected to ask the instructor, staff group leader, section leader, SGA, or supervisor.

(2) Students are expected to understand what study guides and study groups are and how to 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 subcourse 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 expected to comply with the rules set out in the Bulletin regarding individual and group work done at the College. Use the following reporting procedures when you suspect a violation of the provisions of this Bulletin:

### a. Resident instruction:

(1) Students will report suspected ethics violations to the SGA, section leader, or instructor.

(2) During the initial investigation process, all parties involved will ensure the rights of the suspected violator are protected. Prior to speaking to 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. You may use DA Form 3881 (Rights Warning Procedure Waiver Certificate) when taking the statement of a suspected violator, whether a military or civilian student.

(3) The SGA; course instructor, or the section leader will investigate the allegation to the point he or she believes, based on the information gathered, that a

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violation has probably occurred. He or she will then notify the department director, committee chief, or team leader who will inform the College chain of command. Legal advice will be obtained from the CGSC Legal Advisor as necessary.

(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. 12. Enclosures to the memorandum will include the allegation, a summary of the investigation, and copies of all available written statements. 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 an officer of their respective service when the student involved is a member of one of these Services.

### b. Nonresident instruction:

(1) Distance Learning. Adjunct faculty and ILE students enrolled in the DL option will report suspected violations of academic ethics to the Director, DDE.

(2) During the investigation process, all parties involved in the investigation will ensure compliance with CGSC Bulletin No. 12, applicable regulations, and the recognition of the rights of the suspected violators.

(3) Chief, Student Services, DDE will conduct a preliminary investigation into alleged ethics violations in accordance with local procedures and reference 3d above, and forward findings and recommendations to the Director, DDE.

(4) The Director, DDE, in conjunction with the directorates whose course work has been the subject of the alleged violations, will;

(a) Determine if an Academic Misconduct Board is warranted in accordance with CGSC Bulletin No. 12;

(b) If warranted, forward a memorandum to the Dean of Academics recommending that an Academic Misconduct Board be initiated in accordance with CGSC Bulletin No. 12. Enclosures to the memorandum will include a summary of the investigation and copies of all written statements.

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(c) Conduct investigations concerning adjunct faculty members. Forward findings to the appropriate division director.

(d) During the investigation process, all parties involved in the investigation will ensure the rights of the suspected violator are protected. Prior to speaking to 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. You may use DA Form 3881 (Rights Warning Procedure Waiver Certificate) when taking the statement of a suspected violator, whether a military or civilian student

(5) PDE Brigades.

(a) TASS ILE Battalion and PDE Brigade students who suspect academic ethics violations will report them to instructors or section leaders.

(b) Instructors and staff leaders will report all suspected violations to battalion commanders.

(c) 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 wrong doing or improper conduct, the battalion commander will follow the procedures outlined in CGSC Bulletin No. 12.

9. **PROPONENT.** The proponent for this bulletin is the CGSC Registrars Office. Send comments and suggested improvements to Commandant, US Army Command and General Staff College, 100 Stimson Ave, ATTN: ATZL-SWA-R, Fort Leavenworth, KS 66027-2301, 684-2544.

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W. Chris King, Ph.D., P.E.  
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