

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

1. **PURPOSE.** To provide guidance to all Command and General Staff College (CGSC or the College) students, staff, and faculty on the CGSC Academic Ethics and the Non-attribution Policy, as well as reporting procedures and responsibilities.

**2. APPLICABILITY**

a. This Bulletin applies to all students, faculty, staff, and graduates of the Command and General Staff School (CGSS), the Satellite Campuses, the School of Advanced Military Studies (SAMS), the School for Command Preparation (SCP), the Department of Distance Education (DDE), the Total Army School System (TASS) Brigade and Detachments and the Sergeants Major Academy (SGM-A).

b. After consultation with the Registrar, each School within the College may also establish policies to supplement this Bulletin for their own school. All Schools will furnish a copy of any 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 (Professional Writing - The Command and General Staff College Writing Guide)

#### **4. POLICY**

a. Academic Ethics are of paramount importance to the College. All academic work based on ideas and contributions of others must be properly attributed. Work presented by students, faculty, and staff as their own will be their own individual work. This concept of “individual work” differs significantly from traditional staff work, which often reuses previously prepared material without attribution. In an academic environment, this same practice provides an unfair advantage and is inconsistent with the professional ethics and integrity expected of military officers, noncommissioned officers, and civilians.

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 the proper attribution of credit to the original source.

c. Non-Attribution Policy. Students, faculty, and guest speakers are encouraged to speak freely and openly about the subjects studied and presented at the College and within the schools. In order to ensure freedom in the classroom from censorship, when a speaker invokes 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. If the presentations are recorded, the speaker will also indicate how long they want the 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.

#### **5. GENERAL GUIDANCE**

a. Professional Standards. All members of the College must maintain the highest professional standards and uphold the Army Values. Members must conduct honest research and attribute credit properly.

b. Collaboration is the coin of the realm Adult Learning in general and in Professional Military Education in particular. The collective knowledge of a classroom enables the most productive learning environment but there is a clear distinction

between collaboration and academic misconduct. Students assigned to group work or called to provide tutorial assistance must be cautious not to compromise the spirit of academic ethics in their efforts to assist other students. Brainstorming, sharing of ideas, joint authorship, and critiquing of each other's work is important and critical to a successful project. Any collaboration must be authorized by the instructor or the assignment and each group will produce its own presentation, briefing or paper as required. A group whose solution is based on help from another group must document the assistance received.

c. Students and faculty are prohibited from sharing information on an assessment, exam, or graded assignment, with or within hearing distance of any student who has not yet taken/submitted the assessment, exam, or assignment.

d. Students are encouraged to obtain assistance from the Ike Skelton Combined Arms Research Library (ISCARL) and Learning Resource Center (LRC). No prior authorization is required and LRC faculty may proofread and assist students with the facts, concepts, and theories associated with the assignment. However, students must document the assistance within the paper. Students that receive assistance for typing and/or editing services outside of CGSC must receive prior authorization from the instructor and must document the assistance within the paper. In all instances, the student may not accept assistance beyond that authorized by the assignment or the instructor.

## **6. VIOLATIONS**

a. Plagiarism. Plagiarism is defined as intentionally presenting the words, ideas, research, or works of another as one's own without proper attribution to that source. This includes but is not limited to: copying the words of another individual (including another student) or copying from a source without quotation marks and citations in footnotes or endnotes; using products derived from an existing source without proper attribution; and using material purchased from an individual or agency, from a study group, or from organizational files; using unattributed material generated by artificial intelligence. Significantly, some instances of plagiarism are not the product of intentional actions but of ignorance or carelessness. In those cases, a Director/Commandant may opt to apply informal corrective measures rather than formal administrative measures.

b. Education Technology Sites. It is a violation to upload or download course materials to online education technology sites, pay-to-use academic sites, sharing websites, flash card creation, quiz/test producing or similar online sites designed for the exchange of academic materials. Course materials include, but are not limited to,

assignments, quizzes, tests, papers, study guides and outlines. This prohibition extends beyond graduation or withdrawal from class. Uploading to, downloading from, or use of any material from such sites is a violation of this policy.

c. **Unauthorized Collaboration.** It is a violation to work with others on individual assignments. Groups expected to work independently will not work together. Unauthorized collaboration includes, but is not limited to, cooperating with or transferring, sending, receiving, posting, uploading, downloading of any course materials. It also includes the passing of notes or discussing examination answers or solutions without prior approval from the instructor or receiving unauthorized assistance in preparing out-of-class assignments. The definition of course material includes, but are not limited to, assignments, quizzes, tests, papers, and outlines.

d. **Unauthorized Assistance.** It is a violation to give or receive any type of assistance on an assigned work product, to include sharing, sending, receiving, posting, uploading, or downloading relevant course material and assignments from any source not specifically allowed by the assignment, the faculty, or this Bulletin. This includes possession or use of information obtained from any student in any academic year students who has already completed the lesson or course in question. This also includes possessing crib notes when taking examinations; copying answers from another student during tests; and removing test booklets after completion of the test, unless approved by the examination proctor. It also includes the possession of faculty-only materials for practical exercises, examinations, or any other controlled material used in any CGSC resident or nonresident course in any academic year that have not been issued by the faculty conducting the course.

e. **Copyright Violations.** Copyright laws include policies and regulations from the Department of Defense (DoD) and/or Army guidance. A violation of copyright laws may subject an individual to civil and/or criminal penalties. Students are obligated to consult with the staff of the Ike Skelton Combined Arms Research Library (CARL), at (913) 758-3018 or local learning resource centers regarding the use of copyrighted materials.

f. **Artificial Intelligence (AI).** Artificial Intelligence tools like ChatGPT and other copilots are not prohibited in the schools of the Command and General Staff College. On the contrary, College leadership encourages the exploration of AI uses as well as their potential misuses and limitations. Keep in mind that large language models (LLM) like ChatGPT have been known to supply inaccurate information and fake citations. Moreover, per this Bulletin, you are required to submit original work for all assessments. That means citing all external sources used in research and writing. If a student uses AI-generated text it, too, must be cited and the citation must include how it was applied

in your work. Because the prompts applied to the search tool can be used to assess critical thinking, the inclusion of the prompt in the citation is a specific requirement. This includes the use of iterative prompts. An intentional failure to cite your use of AI or using unattributed AI-fabricated information is a violation of this Policy and could result in consequences up to and including dismissal.

## **7. RESPONSIBILITIES**

### **a. Faculty and Staff.**

(1) 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 Commandants/Directors of CGSC schools, 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.

(2) All faculty and staff associated with the College are responsible for ensuring each student is formally briefed, views recorded video guidance as assigned, and signs an acknowledgement that they have reviewed and understand the CGSC Academic Ethics Policy and Non-attribution Policy. Briefings should explain the type and degree of assistance that is acceptable and how to document it on the assignment. Prior to instruction, faculty and staff will ensure that each student's signed acknowledgment is sent to the Registrar's Office for electronic storage. As an exception, the School for Command Preparation will require students to read the course completion memorandum and the SCP Non-attribution policy as part of the pre-course assignment.

(3) In addition, faculty and staff associated with the CGSS, DDE, MMAS program, and TASS Brigade must ensure every student watches an online video, as assigned, prior to beginning a program.

### **b. Students.**

(1) Students must understand and abide by the provisions of this policy. Students have a continuing obligation to consult with faculty and staff if they are uncertain about what is allowed.

(2) Students are obligated to report any knowledge of a suspected academic violation to the faculty and staff. It is a violation of this policy to willfully fail to report suspected academic misconduct.

## **8. REPORTING PROCEDURES AND RESPONSIBILITIES**

### **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 protect the rights of all subjects. A DA Form 3881 (Rights Warning Procedure Waiver Certificate) should be used when taking the statement of a suspect, whether a military member or civilian.

(3) The SGA, course instructor, or Seminar/Team leader will investigate the allegation and determine if a violation may have occurred. If they believe that a violation may have occurred, they will then notify, through their school chain, the director of the department that owns the curriculum. The director will ascertain whether there has been a violation and, if so, 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, the Director of the International Military Student Division will also be notified. In the case of Sister Service elements, the senior representative of the respective Service will also be notified. In the case of an interagency student, the Deputy Director, Command and General Staff School, will be notified.

(4) If a department director reasonably believes that an ethics violation has occurred, they will forward a recommendation to their school director/Commandant who will forward to the Dean of Academics in accordance with CGSC Bulletin No. 912.

### **b. Nonresident Instruction:**

(1) Distance Learning. DDE faculty and Team Leaders will investigate the allegation and determine if a violation may have occurred. Team, leaders will report suspected violations to the DDE Chief of Academic Operations for review and forwarding to the Director, DDE for consideration. This applies to CGSOC Common Core – Asynchronous Distance (CC-ADL), the Advanced Operations Course – Distance Learning (AOC DL), and the Sergeants Major Course – Distanced Learning.

(2) The Distance Education Program Manager/Chief of Academic Operations will conduct a preliminary inquiry into alleged violations and forward a request for investigation to the Commandant, SGM-A/Director DDE for review.

(3) If the Director, DDE or Commandant, SGM-A, reasonably believes that an ethics violation has occurred they will submit a request for investigation in accordance with CGSC Bulletin 912. The Director or Commandant will submit a recommendation for an investigating officer.

c. TASS Brigades and Detachments

(1) TASS brigade and detachment faculty and staff will report all suspected violations to battalion commanders. Students who suspect academic ethics violations will report them to instructors or section leaders.

(2) TASS battalion commanders will conduct a preliminary inquiry to determine whether there is sufficient evidence to warrant an AR 15-6 investigation. 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

DAVID G. COTTER, Ph.D.  
Dean of Academics

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**Appendix A**  
**Academic Ethics Policy**  
**Memorandum of Acknowledgement**

I, \_\_\_\_\_ [insert name], a student in a school of the United States Army Command and General Staff College, affirm that I have reviewed the attached CGSC Bulletin 920, Academic Ethics Policy, viewed the assigned online presentation as required (CGSS), and understand the terms describing plagiarism, unauthorized and authorized collaboration, unauthorized assistance, the prohibition on the use of education technology sites, and copyright violations.

I acknowledge and understand that breaches of academic ethics may be cause for adverse action, including dismissal without an opportunity to reenroll. I further understand that violations of CGSC Bulletin 920 will be processed in accordance with CGSC Bulletin No. 912, Command and General Staff College (CGSC) Academic Misconduct, and Student Dismissal / Release Procedures. I acknowledge that if after my graduation it is determined that I had violated this Bulletin, my graduation credit may be withdrawn. For the SGM-A withdrawn credit includes revocation of the LWD BA (if awarded) and any earned certificates. For CGSOC, withdrawn credit includes MEL-4/JPME-I certification and any master's degree (MMAS or MOS). For AMSP, withdrawn credit includes the 6S Additional Skill Identifier and the MAMO degree. For ASLSP, withdrawn credit includes MEL-1 certification and the MASS degree. I understand that I have a continuing obligation to seek clarification concerning academic ethics and will contact my instructor and/or faculty advisor.

I hereby acknowledge that I have read and understand this entire document and that I sign below freely and voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

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Name, Rank/Grade, and Branch of Service