



THE JOINT STAFF
WASHINGTON, DC

Reply ZIP Code: 20318-7000

27 February 2014

MEMORANDUM FOR DIRECTORS OF THE JOINT FUNCTIONAL SCHOOLS (JFS),
DEPUTY DIRECTORATE FOR JOINT EDUCATION & DOCTRINE, JOINT STAFF

SUBJECT: Academic Integrity

1. The faculty, staff, and students of Joint Targeting School, Joint Interoperability Division, and the Joint Deployment Training Center (the Joint Functional Schools or JFS) are individually and collectively expected to adhere to the highest standard of integrity and academic responsibility. These high standards are consistent with Joint Force values of values of *duty, honor, courage, integrity, and selfless service* as set forth in Joint and Service doctrine.
2. Enclosure 1 is the DD JED JFS Academic Integrity policy. It is applicable to all DD JED JFS and addresses academic integrity in broad terms of Instructor responsibilities, Student responsibilities, and Procedures governing academic dishonesty. School Directors are responsible for its implementation.
3. This policy is effective upon signature. Any previous versions are hereby canceled.

A handwritten signature in black ink, appearing to read "Jerome M. Lynes".

JEROME M. LYNES
Deputy Director
for Joint Education and Doctrine
Joint Staff J-7

JS J7 DD JED Joint Functional Schools Academic Integrity Policy - 27 Feb 2014

This guidance focuses on academic integrity at JFS organizations and reflects the Department of Defense and Chairman of the Joint Chiefs of Staff's commitment to a zero tolerance policy for academic dishonesty across military education and training programs. All JFS organizations are expected to read, disseminate and comply with the guidance as stated below.

Concerning Academic Integrity

Academic integrity is a commitment, even in the face of adversity, to principles of behavior and integrity that enable JFS participants to translate ideals into action. JP 1 defines *integrity* as the quality of being honest and having strong moral principles. Integrity is the bedrock of our character and the cornerstone for building trust. Integrity is built upon continuous conversations about how these values are to be embodied in institutional life. As these conversations connect with institutional mission statements and everyday policies and practices, a climate of integrity is sustained and nurtured across JFS organizations. Academic integrity policies and procedures, with faculty and student support, encapsulate these values and promote the learning process and the pursuit of truth.

Breaches of Academic Integrity

Breaches of academic integrity are not tolerated in JFS organizations. Breaches include, but are not limited to: falsification of professional or academic credentials; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work or assisting another student to do work without prior authority; unauthorized collaboration; multiple submissions; and plagiarism.

Unauthorized collaboration is defined as students working together on an assignment for academic credit when such collaboration is not authorized in the syllabus or by the instructor. This includes copying on tests, papers submitted that were created by another person, agency, or essay writing service, utilizing electronic devices to look answers up without the express authorization of the instructor, using unauthorized materials, and working in groups on projects which are intended for individual work, as well as seeking to obtain unauthorized access to the assignment or test answers.

Plagiarism is the theft of the intellectual work of another person and passing it off as one's own, or the use of the intellectual work of another person without providing proper credit to that person. While most commonly associated with writing, all types of scholarly or academic work, including but not limited to computer code, speeches, slides, music, scientific data and analysis, government publications, and electronic publications are intellectual work, the use of which requires proper credit to the original source.

Specific examples of plagiarism include:

- Using another person's exact words without quotation marks and a footnote/endnote.
- Paraphrasing another person's words without a footnote/endnote.
- Using another person's ideas without giving credit by means of a footnote/endnote.
- Using information from the internet, a web page, or a government publication without giving credit by means of a footnote/endnote. (For example, if a student copies or uses material from Wikipedia into a paper, even if that material is not copyrighted, that section must be properly cited to show that the original material was not the student's.)

**JS J7 DD JED Joint Functional Schools
Academic Integrity Policy - 27 Feb 2014**

Processing of Potential Violations of Academic Integrity

All reported academic incidents will be appropriately investigated and determination of the outcome made by the respective Director of each school. At the end of the investigation, any individual found culpable of academic dishonesty will have their chain of command notified of the date, context of the violation, and severity of the action. Administrative sanctions of the violations may include but are not limited to disenrollment and immediate return to home unit; suspension and denial or revocation of completion certification or diploma. Following notification of the appropriate sanction, a follow-up letter will be submitted to the individual's chain of command. School Directors will keep DD JED informed, consulting as needed.

Sanctions for Violations of Academic Integrity

Sanctions for violating the academic integrity standards include but are not limited to disenrollment, suspension, denial or revocation of certificates; rejection of the work submitted for credit, a letter of admonishment, termination of employment or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniform Code of Military Justice.

Implementation of Guidance

This guidance shall not be interpreted to limit the responsibility and authority of JFS Directors to establish and enforce ethical standards within their organizations. However, local policy and procedures for implementing this guidance must include criteria that includes, but are not limited to, how the student is notified of any alleged breach; timelines for the academic review board; the process for reviewing cases; how the decision will be enforced; how and where the signed document will be retained. Once developed, procedures are required to be discussed along with this overarching guidance with each faculty member. Faculty members will be responsible for promulgating this guidance to students as part of the course orientation.

Prior to the official course start, students will be required to read and acknowledge compliance by signing a receipt form. Faculty members will collect signed copies.

STUDENT

I have read and fully understand the Joint Staff J-7 JFS Policy Directive on Academic Integrity.

STUDENT NAME:

SIGNATURE:

DATE: