DEPARTMENT OF THE ARMY
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

OCT 0 5 2017

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #8 – Academic Integrity Policy

1. Purpose. To ensure an environment of intellectual integrity in the learning and evaluation processes.

2. Academic integrity is expected and required of all students. Students are responsible and accountable for personally upholding that integrity. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined in accordance with this policy.

3. Cheating offences include, but are not limited to, the following:

a. Copying from another student in a test or examination situation.

b. Copying and submitting in whole or in part the work of another in an assignment, report, project, etc. as one's own.

c. Copying and submitting in whole or in part, electronic files or data created by another person without the instructor's permission.

d. Using unauthorized material or aids in a test or examination situation.

e. Possessing unauthorized material or aids in a test or examination situation.

f. Claiming to have completed assigned tasks that were, in fact, completed by another person.

g. Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.

h. Allowing another person to take a test or examination in one's place.

i. Altering or falsifying academic records in any way.

j. Submitting false medical, academic or other documentation required.

k. Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.

l. Aiding or abetting anyone in a cheating offense.

m. Using any electronic device during testing procedures.

n. Copying any portion of an electronic examination.

4. When a student is suspected of cheating, the instructor or course director who suspects the student of cheating will, at the earliest opportunity, investigate the situation and forward the findings to the AFMS Academic Review Board for review and determination of disciplinary actions if required.

5. If the student is found guilty, the AFMS Academic Review Board will recommend a variety of disciplinary actions to the Commandant, which may include informal counseling up to dismissal from the course.

6. Students may appeal any disciplinary action through the Commandant, which will be arranged by the Director of Administration.

7. My point of contact for this action is MAJ Augustus Tutu at comm: (703) 805-4488, email: augustus.o.tutu.mil@mail.mil.

GEORGE LEWIS
Colonel, U.S. Army
Commandant