

**DEPARTMENT OF VETERANS AFFAIRS  
ACQUISITION ACADEMY  
Frederick, Maryland**

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**October 21, 2014**

**MEMORANDUM: 003A5-14-04**

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**VAAA ACADEMIC INTEGRITY POLICY**

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1. **PURPOSE:** This Policy describes academic integrity and the consequences for violations at the Veterans Affairs Acquisition Academy (VAAA).
2. **SCOPE:** This policy applies to all students (VA employees, interns, contractors, and other government agency employees) of the VAAA.
3. **ACADEMIC INTEGRITY:** Academic integrity is an essential element of the VAAA's holistic training environment. Students at the VAAA are afforded a unique opportunity to apply their technical and general business skills, as well as leadership and interpersonal skills, to the completion of courses that reflect the actual workplace environment. In order to attain maximum benefit from the learning environment, students must ensure that the work submitted reflects their individual effort. Providing or receiving assistance to complete coursework prevents VAAA and instructors from accurately assessing a student's development. Thus, it is assumed that work submitted for course completion shall be uniquely his or her own unless expressly designated to be completed in groups. It is also expected that students be responsible for maintaining the academic integrity of their peers, and shall not provide unwarranted assistance to their peers or be a party to any violations of academic integrity.
4. **ACADEMIC INTEGRITY VIOLATIONS:** The following list of actions is intended to demonstrate what might constitute a violation of the VAAA expectations for academic integrity, but is not all-inclusive. Any violation that VAAA perceives to be at odds with its expectations for academic integrity may be documented in reports and submitted to a student's supervisor and organization:
  - a. Plagiarism of any kind (i.e., copying or excerpting the work of others and submitting it as their own)
  - b. Accepting or providing assistance on an assignment submitted for course completion credit, unless that assignment is designated to be completed in groups
  - c. Forging a signature to certify another student's attendance of a course
  - d. Using, sharing, or reproducing any course materials (such as assignments, presentations, cases, or formal assessments) without the expressed consent of the instructor or the author
  - e. Cheating of any kind on an exam, assessment, exercise or other course activity

5. **CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY:** Due to the significant investment that VA, the VAAA, and the Program Offices are making in those who participate in training, VAAA reserves the right to remove students from a course or program due to deviations from or violations of the expectations described. A decision by VAAA to remove a student may be made entirely at the discretion of VAAA, although every effort will be made to engage the Program Offices and the student to prevent such an eventuality.

VAAA considers the compromise of academic integrity to be a serious matter and violations will have serious consequences determined in conjunction with a student's supervisor and organization, the appropriate VAAA Vice Chancellor, and potentially human resources. Violations of academic integrity will be addressed at the time of the violation and disciplinary actions may be taken at the discretion of VAAA in collaboration with all involved parties. Disciplinary action beyond the academic impact will be determined by the student's organization. Students who violate expectations for academic integrity may also be subject to a suspension period during which they may not register for additional VAAA courses. This will be determined by the appropriate VAAA Vice Chancellor in coordination with the VAAA Office of the Registrar.

6. **DISCIPLINARY FILES AND RECORDS:** A disciplinary action will result in the development of a student's disciplinary file. The record will be retained for three years by the VAAA Office of the Registrar.

7. **REFERENCES:**

- **VA Core Values and Characteristics Quick Reference**

[http://vaww.va.gov/UPDATEDVA\\_ICARE\\_Core\\_Values\\_Quick\\_Reference\\_Final\\_508.pdf](http://vaww.va.gov/UPDATEDVA_ICARE_Core_Values_Quick_Reference_Final_508.pdf)

8. **RESCISSION:** None. Initial VAAA policy.

/s/  
Melissa Starinsky  
Chancellor