Work for Grade Policy Statement
Department of Economics and Business
26 August 2012

The following departmental policies apply to all cadets enrolled in ECBU courses and supplement the Institute's Work for Grade Policy:

1) Cadets enrolled in ECBU courses may seek help from the Writing Center on papers written in this department. Such assistance must be consistent with the Institute's Work for Grade Policy.

2) Cadets enrolled in ECBU courses may use tutors and peers to assist in the general understanding of course material in preparation for tests and exams without citing Help Received.

3) Cadets enrolled in ECBU courses may use electronic spell, style, and grammar checkers without citing Help Received. The use of calculators, whether pre-programmed or programmable, may be authorized by professors within the department in their individual syllabi.

4) Cadets enrolled in ECBU courses may use tutors and peers to assist in the completion of work for grade only if authorized in writing by the professor of that course. Such assistance must be detailed in the cadet's Help Received statement, and the grade may be lowered depending on the amount of help received.

5) Peers may provide critical comments to cadets enrolled in ECBU courses only if authorized in writing by the professor of that course. Such assistance must be detailed in the cadet's Help Received statement, and the grade may be lowered depending on the amount of help received.

6) Cadets enrolled in ECBU courses may not share electronic files with other cadets unless authorized in writing by the professor of that course. Any electronic file generated as part of an individual assignment must originate with the cadet responsible for the assignment or with the professor. Cadets are not authorized to use a template of an assignment created by another cadet.

7) If the cadet's Help Received statement is not detailed and specific, as required in the Institute's Work for Grade Policy (see item (2) in bold letters below), the professor may assume that the help was total and may grade accordingly.

In all written work for grade, the cadet must include the words "HELP RECEIVED" conspicuously on the document. He or she must then do one of two things: (1) state "none," meaning that no help was received except as documented in the work; or (2) explain in detail the nature of the help received. In all oral work for grade, the cadet must make the same declaration before beginning the presentation. Admission of help received may result in a lower grade but will not result in prosecution for an honor violation.

Specifically, statements such as "Help Received from Cadet _____." are not acceptable.

Col. Floyd H. Duncan
Department Head and Professor