



Change in Eligibility

Change in Eligibility: If a student's eligibility changes (e.g., employer, pay grade, rank), he or she must notify the Office of Student Services immediately. A student's enrollment will be suspended until a review of eligibility is conducted. A student may be required to submit a new application and supporting documents to prove eligibility.

The NDU CIC will periodically review eligibility of active students. Failure to properly notify the Office of Students Services will be considered an integrity violation and a student will be referred to Dean of Students and Administration for review. In cases where course credit is earned after eligibility ceases, course credit may be revoked and/or the student may be held liable for tuition owed.

Military Reserves or National Guard: Members in the Military Reserves or National Guard who do not meet the above employment criteria (e.g., government affiliation) may apply for admission based on their Military Reserve or National Guard status and must maintain eligibility while enrolled in coursework. Education and grade/rank minimum requirements apply regardless of employer.

MINIMUM ELIGIBILITY CRITERIA

- 1. U.S. Government Affiliation** Federal government civilian employees, military officers, non-federal government employees (state and local government), and private sector employees approved by the Joint Staff.
- 2. Education** All applicants must possess a Bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution.
- 3. Pay Grade/Rank, Experience** Federal civil service pay grade of GS-13 or equivalent/military officer rank of O-4 or above. Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade, working in a field relevant to the CIC curriculum, and be approved by the Joint Staff.
- 4. English Language Proficiency** International students whose native language is not English are required to demonstrate their English proficiency by passing an English comprehension test with an ECL of 90. Exceptions can be made for applicants whose university degree is from a regionally accredited U.S. institution, or whose home country is on the DSCA Country Exemption List. Contact the NDU CIC Office of Student Services for further details.

SECTION ONE: Employment Category

Employment Category (i.e. Primary employer for eligibility purposes, see Minimum Eligibility Criteria)

DoD Civilian - Government Civilian employed by a DoD agency

Non-DoD Government Civilian – Any Non-DoD Federal, State, or Local government employee

Private Sector Civilian – Private Sector/Contractor employees working in a field relevant to the iCollege curriculum

Active U.S. Military and Uniformed Services – Active Military Officer (full-time active duty assigned to a U.S. armed forces component or U.S. uniformed service, excluding members of the Military Reserve and National Guard)

Active Military Reserve or National Guard – Member of the Military Reserve or National Guard.

SECTION TWO: Biographical Information

Name (use full legal name)

Title First Name Last Name

Middle Name Suffix

SECTION THREE: Employment

Employer Name (Department/Agency)

Work Address City

State Country Postal Code

E-mail Phone

SECTION FOUR: Certification and Academic Integrity Statement

COLLEGE POSITION STATEMENT ON ACADEMIC INTEGRITY

The NDU CIC has a zero tolerance policy toward falsification of online identity, plagiarism and other forms of academic dishonesty, and will enforce the National Defense University Statement on Academic Integrity as summarized below. Students should consult the NDU website at <http://www.ndu.edu/aa/policies.cfm> for the complete and/or most current NDU academic integrity policy.

Academic dishonesty includes, but is not limited to: falsification of professional and 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.

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 degrees or diplomas, a grade of F with a transcript notation of "academic dishonesty," rejection of the work submitted for credit, a letter of admonishment, or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniformed Code of Military Justice. Negative academic actions may be disclosed to the student's sponsoring service or organization, as well as to investigators for employment or security clearances. The authority for decisions and actions rests at the NDU CIC.

I certify that I have read this application and instructions and that, to the best of my knowledge, the information given is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the NDU CIC.

I agree to notify the NDU CIC Office of Student Services of any changes to the above information including, but not limited to biographical and employment information. Additionally, I agree that I have read and understood the statement on academic integrity and violations of the same.

Signature

Date

ver Sept 8 2023