

## Academic Integrity

As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in all of your academic endeavors. You are evaluated on your own merits, so be proud of your accomplishments, and protect academic integrity at UCLA.

## Forms of Academic Dishonesty

As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty (See *University of California Policies Applying to Campus Activities, Organizations, and Students, 102.01*).

**Cheating** - the failure to observe the expressed procedures of an academic exercise, including but not limited to:

- ◆ Unauthorized acquisition of knowledge of an examination or part of an examination
- ◆ Allowing another person to take a quiz, exam, or similar evaluation for you
- ◆ Using unauthorized materials, information, or study aids in any academic exercise or examination – textbook, notes, formula list, calculator, etc.
- ◆ Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise
- ◆ Unauthorized use of another person's data in completing a computer exercise
- ◆ Altering a graded exam or assignment and requesting that it be re-graded

**Fabrication** - falsification or invention of any information in an academic exercise, including but not limited to:

- ◆ Altering data to support research
- ◆ Presenting results from research that was not performed
- ◆ Crediting source material that was not used for research

**Plagiarism** - the presentation of another's words or ideas as if they were one's own, including but not limited to:

- ◆ Submitting, as your own, through purchase or otherwise, part of or an entire work produced verbatim by someone else
- ◆ Paraphrasing ideas, data, or writing without properly acknowledging the source
- ◆ Unauthorized transfer and use of another person's computer file as your own
- ◆ Unauthorized use of another person's data in completing a computer exercise

**Multiple Submissions** - resubmission of a work that has already received credit with identical or similar content in another course without consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of instructors

**Facilitating Academic Dishonesty** - participating in any action that compromises the integrity of the academic standards of the University; assisting another to commit an act of academic dishonesty, including but not limited to:

- ◆ Taking a quiz, exam, or similar evaluation in place of another person
- ◆ Allowing another student to copy from you
- ◆ Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other discussion sections of the same course)

## Procedures When Academic Dishonesty is Suspected

When a student is suspected to be involved in academic dishonesty, the Academic Senate requires that the instructor report the allegation to the Office of the Dean of Students. The instructor will file a report and provide supporting information such as a copy of the exam or paper in question.

If it is alleged that you engaged in academic dishonesty, don't panic! Read the allegations carefully. You will have the opportunity to provide clarification during your interview(s) with the Dean.

If you admit culpability, and if the Dean concludes that there is sufficient information to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in the [UCLA Student Conduct Code](#). Sanctions for violation of University policies regarding academic dishonesty may include suspension or dismissal. If the matter cannot be resolved between the Dean and the student, the Dean may refer the case to the Student Conduct Committee for a hearing.

## Promoting Academic Integrity: Proactive Strategies

- ◆ Take the time to produce quality work that you can be proud of, and be thoroughly prepared for examinations.
- ◆ During an exam, don't sit next to someone whom you know and/or have studied with, in case your exams end up looking "too similar."
- ◆ Discourage academic misconduct among other students.
- ◆ During examinations, focus on your work, and do not look in the direction of other students. Take the initiative to shield your work to prevent other students from copying.
- ◆ Do not allow others to use your computer, user ID, or password.
- ◆ Resist the temptation to share rough drafts, previously written papers, or participate in peer editing without the consent of your instructor.
- ◆ When using class notes for an assignment, ask yourself: Did this information come from me? **Always** document where and from whom you got your information (e.g., other students, professor, class text, web site).
- ◆ What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? **When in doubt, ASK!** Check your course syllabus or speak with your instructor.

## Helpful Resources

- ◆ Modern Language Association  
[www.mla.org](http://www.mla.org)
- ◆ American Psychological Association  
[www.apastyle.org](http://www.apastyle.org)
- ◆ UCLA Department of English  
[www.englishwww.humnet.ucla.edu](http://www.englishwww.humnet.ucla.edu)
- ◆ UCLA Writing Programs  
[www.humnet.ucla.edu/wp](http://www.humnet.ucla.edu/wp)
- ◆ Writing Success Program (105, Student Activities Center)  
[www.communityprograms.ucla.edu/SRC.html](http://www.communityprograms.ucla.edu/SRC.html)
- ◆ Your instructor (stay after class or go to office hours)
- ◆ Counselors for your College, School, or Department
- ◆ Lesbian, Gay, Bisexual & Transgender Resource Center (B36, Student Activities Center )  
[www.lgbt.ucla.edu](http://www.lgbt.ucla.edu)
- ◆ Office for Students with Disabilities (A255, Murphy Hall)  
[www.saonet.ucla.edu/osd](http://www.saonet.ucla.edu/osd)
- ◆ Dashew Center for International Students & Scholars (106, Bradley Hall) [www.intl.ucla.edu](http://www.intl.ucla.edu)
- ◆ Student Legal Services (A239, Murphy Hall)  
[www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)
- ◆ Counseling & Psychological Services (Wooden Center West)  
[www.saonet.ucla.edu/sps](http://www.saonet.ucla.edu/sps)
- ◆ Graduate Writing Center (B11, Student Activities Center)  
[www.gsrc.ucla.edu](http://www.gsrc.ucla.edu)
- ◆ Ombuds Office (105, Strathmore Building)  
[www.saonet.ucla.edu/ombuds](http://www.saonet.ucla.edu/ombuds)
- ◆ Graduate Division (1237, Murphy Hall)  
[www.gdnet.ucla.edu](http://www.gdnet.ucla.edu)

Remember, you are a member of a community of scholars, and UCLA is counting on you. Don't compromise the value of your degree. Protect academic integrity at UCLA.



### True Bruins RAISE The Bar Through:

#### Respect

True Bruins respect the rights and dignity of others. They listen carefully, communicate clearly and remain open to diverse perspectives.

#### Accountability

True Bruins maintain accountability for their conduct and commitments. When they face adversity, they reflect thoughtfully and make ethical choices.

#### Integrity

True Bruins conduct themselves with integrity, understanding that the quality of our UCLA experience reflects the quality of our work and service to the community.

#### Service

True Bruins are leaders on campus and in the community. They make a positive impact on the world through public service.

#### Excellence

True Bruins strive for excellence in all that they do, in both work and service.

#### Sources

UCLA Student Conduct Code  
[Truebruin.ucla.edu](http://Truebruin.ucla.edu)

Portions of this brochure adapted with permission from Student Academic Honesty for Ohio University Students, 1994

The Office of the Dean of Students is an integral part of the Division of Student and Campus Life – a Student Affairs service.

## Office of the Dean of Students *A Department of Student Affairs*



Your portal to the UCLA experience...

## Student Guide to Academic Integrity



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