



## 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

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

Portions of this brochure adapted with permission from Student Academic Honesty for Ohio University Faculty & Teaching Associates and the University of Florida's Academic Honesty Faculty Guide.

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

## Other Resources

International Center for Academic Integrity  
[www.academicintegrity.org](http://www.academicintegrity.org)

Turnitin.com  
[www.Turnitin.com](http://www.Turnitin.com)

Office of Instructional Development  
[www.oid.ucla.edu](http://www.oid.ucla.edu)

Academic Senate  
[www.senate.ucla.edu](http://www.senate.ucla.edu)

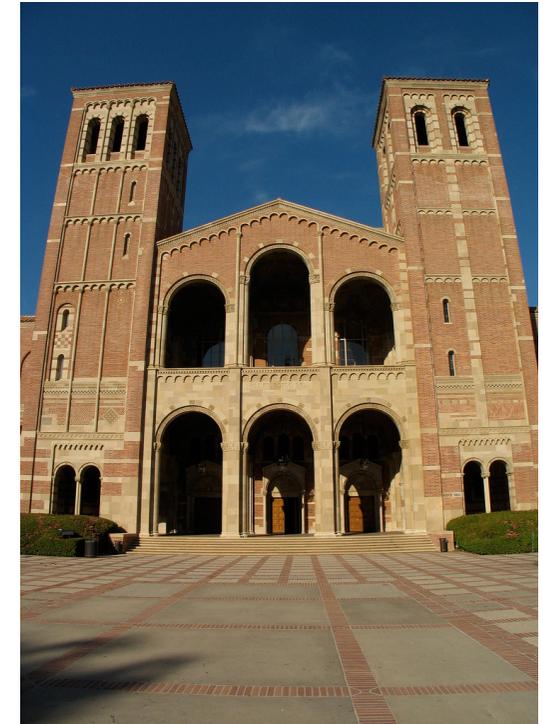
UCLA Ombuds  
[www.ombuds.ucla.edu](http://www.ombuds.ucla.edu)

Graduate Division  
[www.gdnet.ucla.edu](http://www.gdnet.ucla.edu)

Your Departmental:  
Chair, Dean, or Student Affairs Officer



## Faculty and Teaching Assistant Guide to Academic Integrity



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Academic integrity at UCLA is fundamental to maintaining the highest standards of quality, institutional integrity, and freedom of expression. When an act of academic dishonesty occurs, the educational process is disrupted, trust is compromised and values are called into question, which can produce anxiety for all involved.

## TECHNIQUES FOR PREVENTION

Faculty members have found some of the following suggestions beneficial when addressing the topic of academic integrity.

- ◆ Outline your expectations for academic integrity at the beginning of each quarter. Encourage an open dialogue with your students.
- ◆ Reaffirm the importance of academic integrity within the educational process.
- ◆ Create an environment that encourages academic honesty and fairness.
- ◆ Address academic integrity in the class syllabus and throughout the quarter.
- ◆ Follow-up on cases where you suspect academic dishonesty.
- ◆ Invite an Assistant Dean of Students to come and speak directly to your class.
- ◆ Have you discussed *collaboration*? By outlining your expectations both verbally and in your syllabus, students can be clear on what is allowed and what is not.
- ◆ Support Teaching Assistants and students who suspect academic dishonesty has occurred.
- ◆ Clearly articulate your policies governing the use of the internet.

## PROTECT ACADEMIC INTEGRITY

Creating a climate that is conducive to the honest exchange of ideas assists students in their pursuit of quality scholarship. While enforcement is important, you also play a major role in prevention.

## SUGGESTED CLASSROOM TECHNIQUES

One of the best methods of promoting academic integrity is preventing the opportunity for dishonesty.

- ◆ Use multiple forms of an exam – collating the exam pages in different orders (page 2 before page 1, etc.), printing the same page on different color paper so it appears that the pages are in a different order, mixing up the order of the questions on a given page.
- ◆ Maintain control of exams by collecting all of them after each exam or rewriting exams each quarter. (Some organizations keep test files).
- ◆ Keep exams in a secure place; try to eliminate “waste” copies that may surface later.
- ◆ Utilize proctors to assist in large classes.
- ◆ Avoid utilizing undergraduate students to type or duplicate examinations.
- ◆ Before an exam, tell students not to sit near friends with whom they have studied, in case their exams end up looking “too similar.”
- ◆ Remind students that the use of cell phones, pagers, smart phones, and other similar devices are not permitted in the classroom during an exam.
- ◆ Tell students that you will be using plagiarism detection software.
- ◆ Collect blank blue books before the exam begins and redistribute them to students.
- ◆ Seat students in every other seat (space permitting).

## IF YOU SUSPECT CHEATING IS OCCURRING

- ◆ Let the student finish the exam, do not take the examination away from them.
- ◆ Address the suspicious activity. You may ask them to move to another seat, and/or take away a cheat sheet or other materials they may be using.
- ◆ Flag the examination when it is turned in so that you can examine it more closely to determine whether academic misconduct occurred.
- ◆ Write down a detailed narrative as soon as possible.

## PROCEDURES WHEN ACADEMIC DISHONESTY IS SUSPECTED

When a student is suspected to have engaged in academic dishonesty, Academic Senate regulations require that the instructor report the allegation to the Office of the Dean of Students. Remember that the Academic Senate does not permit punitive grades. For more information, see the *University of California Academic Senate Manual, Los Angeles Division, Regulations Section 4. Grades A-306*.

When the matter is referred to the Office of the Dean of Students, the instructor can expect the following to occur:

- ◆ Upon receipt of a referral, the Dean will review the complaint and ask the faculty member for any necessary supporting materials that may not have been included with the original referral (e.g., blue book notes, paper, exams, scantrons).
- ◆ The accused student will be sent a letter of allegation and a copy of the UCLA Student Conduct Code. The student will then have five days to contact the Office of the Dean of Students for the purpose of scheduling an interview.
- ◆ In the event that the student does not contact the Office of the Dean of Students within the five day period, the Dean shall place a hold on the student’s records.
- ◆ During the interview(s), the student will be informed of the allegation and given the opportunity to accept or deny responsibility.
- ◆ If the student accepts responsibility, the Dean may impose one or more appropriate sanctions.
- ◆ If the student denies the allegation, and if the Dean concludes that there is sufficient information such that a Student Conduct Committee could find that the student has violated the Student Conduct Code, the Dean will refer the case to the Student Conduct Committee for a hearing.
- ◆ If a sanction of suspension or dismissal is imposed, the student may submit a written appeal of the sanction to the Vice Chancellor of Student Affairs within five days.
- ◆ Referring a case to the Office of the Dean of Students ensures that similar offenses receive similar sanctions, that students have an opportunity to be heard, and that students are educated regarding proper conduct. It also enables the Dean to detect repeat violators.