

To all UCLA Students:

UCLA is a community of scholars. In this community, all members including faculty, staff and students alike are responsible for maintaining standards of academic honesty. As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in your academic endeavors. You are evaluated on your own merits. Cheating, plagiarism, collaborative work, multiple submissions without the permission of the professor, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in suspension or dismissal.

Forms of Academic Dishonesty

As specified in the UCLA Student Conduct Code, violations or attempted violations of academic dishonesty include, but are not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic dishonesty (see below for detailed definitions).

While you are here at UCLA, you may find yourself in a situation where cheating seems like a viable choice. You may rationalize to yourself that "Everyone else does it" Well, they don't. And will that matter when YOU get caught? NO! If you are unsure whether what you are considering doing is cheating, just ask yourself how would you feel if your actions were public, for anyone to see? Would you feel embarrassed or ashamed? If the answer is yes, that's a good indicator that you are taking a risk and rationalizing it to yourself.

If after reviewing the information below, you are still unclear about any of the items – don't take chances, don't just take your well-intentioned friend's advice – ASK your TA or your Professor. Know the rules - Ignorance is NO defense. In addition, avoid placing yourself in situations which might lead your TA or Professor to suspect you of cheating. For example, during an exam don't sit next to someone with whom you studied in case your answers end up looking "too similar."

Alternatives to Academic Dishonesty

- * **Seek out help** – meet with your TA or Professor, ask if there is special tutoring available.
- * **Drop the course** – can you take it next quarter when you might feel more prepared and less pressured?
- * **Ask for an extension** – if you explain your situation to your TA or Professor, they might grant you an extended deadline.
- * **See a counselor** at Student Psychological Services, and/or your school, college or department – UCLA has many resources for students who are feeling the stresses of academic and personal pressures (please see the back of this sheet)

Remember, getting caught cheating affects more than just your GPA. How will you explain to your parents, family and friends that you have been suspended or dismissed? How will it affect your financial aid award and/or scholarship money? Will you be required to, and be able to pay back that money if you are no longer a student? If you live in the residence halls, where will you go if you are told you can no longer live there?

You have worked very hard to get here, so don't cheat! If you would like more information, please come see us at the Dean of Students' Office in 1206 Murphy Hall, call us at (310) 825-3871 or visit our Web site at www.ucla.edu/dos.

Cheating

- Unauthorized acquiring 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 material, 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
- Unauthorized use of someone else's data in completing a computer exercise
- Altering a graded exam or assignment and requesting that it be regraded

Plagiarism

Presenting another's words or ideas as if they were one's own

- 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 someone else's computer file as your own
- Unauthorized use of someone else's data in completing a computer exercise

Multiple Submissions

Submitting the same work (with exact or similar content) in more than one class without permission from the instructor to do so. This includes courses you are currently taking, as well as courses you might take in another quarter

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

- 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)

Fabrication

Falsification or invention of any information in an academic exercise

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

Places to go for help when you are feeling overwhelmed and need personal and/or academic assistance:

(In addition to the resources listed below, you can get assistance from a counselor in your college/dept., check out the current schedule of classes under "Academic Counseling" to find the location and phone number)

- * **Letters & Science Counseling Service**
A316 Murphy Hall: (310) 825-1965
www.college.ucla.edu
- * **Academics in the Commons** at Covell Commons: (310) 825-9315
free workshops on a wide variety of issues relating to academic & personal success
www.orl.ucla.edu (click on "academics")
- * **College Tutorials:** at Covell Commons: (310) 825-9315
free tutoring for ESL/math & science/composition/and more!
www.college.ucla.edu/up/ct/
- * **Lesbian, Gay, Bisexual and Transgender Resource Center**
220 Kinsey Hall: (310) 206-3628
www.ben2.ucla.edu/~lgbt/
- * **Office for Students with Disabilities**
A255 Murphy Hall: (310) 825-1501, TDD (310) 206-6083
www.saonet.ucla.edu/osd/
- * **Office of International Students and Scholars**
106 Bradley Hall: (310) 825-1681
www.saonet.ucla.edu/intl/Oiss/
- * **Student Legal Services**
70 Dodd Hall: (310) 825-9894
www.saonet.ucla.edu/slgs/
- * **Student Psychological Services**
4223 Math Sciences: (310) 825-0768
A3-062 Center for Health Sciences: (310) 825-7985
www.saonet.ucla.edu/sps.htm
- * **Women's Resource Center**
2 Dodd Hall: (310) 825-3945
- * **Dean of Students Office**
1206 Murphy Hall: (310) 825-3871
www.saonet.ucla.edu/dos/

HOW TO GET THE BETTER OF AN EXAM

Preparing for a test can be an anxiety-producing experience. Here are some suggestions to make the process more productive:

PREPARING FOR THE EXAM:

1. Review and/or rewrite your notes after each class. Reading them soon after class will make remembering them easier. Check for legibility and clarity.
2. Try condensing your notes to one page. This exercise will help you to organize the main ideas and to select the most important concepts and facts.
3. If you don't understand the material, see your professor or the teaching assistant(s) during office hours or make an appointment. You may also go to College Tutorials in 228 Covell Commons (206-1491) for assistance. The longer you wait, the less time you will have to prepare.
4. Prepare for the style of the exam being given. Multiple choice, matching, and true-false questions tend to test for recognition of facts; short answer and "fill-in-the-blank" questions tend to test your ability to recall material; essay and oral exams tend to test your ability to recall material; synthesize material, and create your own conclusions (from Karen Martin, "Organizing Examinations," UCLA, 1987).
5. Write some questions as if you were the professor. This exercise may help you to focus on the most important material under examination.
6. Budget your time. Include time to watch your favorite television program as you schedule your time - chances are you'll watch it anyway. If you budget time for it, you'll be able to watch it and still have adequate time to study (suggested by the Learning Resource Center, Miami University).

TAKING THE EXAM:

1. Do not sit next to your friends. Choose a desk in the exam room that is as remote as possible from students whom you know. It decreases distraction as well as the chance that copying may occur or be suspected. This is particularly important if you studied together.
2. Bring into the exam room only those materials, if any, which the instructor has expressly indicated are allowed. **Bringing in unauthorized materials, whether utilized or not, leaves you vulnerable to an allegation of cheating.**

AFTER THE EXAM:

1. When your exam is returned, see what you can learn by reviewing your incorrect answers. **If you wish to submit your exam for re-grading do not alter the original answers, since that could be interpreted as a dishonest attempt to receive additional credit.** Most instructors photocopy your original exams and quizzes in order to compare them with those submitted for re-grading. The few who do not do so have excellent memories.

Be advised that instructors are required by the Academic Senate to refer cases of suspected cheating to the Dean of Students' Office. Penalties for cheating include Suspension or Dismissal from the University.

BEFORE YOU BEGIN THAT PAPER

1. Be sure you understand the assignment. If you have ANY questions, do not hesitate to ASK me.
2. Be sure you understand the definition of PLAGIARISM:

To PLAGIARIZE is to “steal and pass off (the ideas or words of another) as one’s own without crediting the source; present as new and original an idea or product derived from an existing source,” (Webster’s New Collegiate Dictionary, Springfield: G. & C. Merriam Company, 1973, 870.).

Most of the time, you have to incorporate other writers’ words and ideas in an assignment. If I give you permission to consult those writers, go ahead, but be sure you cite them. If you aren’t sure how to use the material you have without plagiarizing, ASK ME or CHECK A WRITING GUIDE (you might try the *Style Sheet* from the Department of English, available in the ASUCLA Book Store) before submitting that work for credit.

3. Be sure you understand the CONSEQUENCES of plagiarism:

- a) When you plagiarize, you hand in work that is not your own for critical review. You do not learn anything because your work is not being reviewed. When you plagiarize, you sabotage the quality of your education.
- b) When you plagiarize, you steal, just as if you took a book from a store. Plagiarism is different in effect, however, because the University assumes that each degree represents that student’s original work. When you plagiarize, you undermine the value of a degree from UCLA.
- c) When you plagiarize, chances are good that you will be caught. If you are caught, chances are very good that you will be suspended from the University. Consider the impact on your financial aid? Your earning a degree? Your plans to attend graduate school? Your career plans?

4. If you’re stuck and can’t get through the assignment, there are legitimate alternatives to plagiarizing:

- a) Visit the College Tutorials, 228 Covell Commons (206-1491). There you can get one-on-one help with writing skills, grammar, topic development -- anything involved in writing a paper.
- b) Visit me or your teaching assistant -- make an appointment or go during office hours. There are not dumb questions when it comes to assuring that your work is honest.

5. If you know of someone who is plagiarizing an assignment, confront the person and/or tell me. Papers that are plagiarized will impact the grading curve. It is in your best interest if everyone does his or her own work.

Be advised that instructors are required by the Academic Senate to refer cases of suspected plagiarism to the Dean of Students’ Office. Penalties for plagiarism include Suspension or Dismissal from the University.