

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 (see list below)

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.deanofstudents.ucla.edu.

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)

*** Counseling and Psychological Services**

Wooden Center West: (310) 825-0768

www.caps.ucla.edu

*** 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**

Student Activities Center, B36: (310) 206-3628

www.lgbt.ucla.edu

*** Office for Students with Disabilities**

A255 Murphy Hall: (310) 825-1501, TDD (310) 206-6083

www.osd.ucla.edu

*** Dashew Center for International Students and Scholars**

106 Bradley Hall: (310) 825-1681

www.internationalcenter.ucla.edu

*** Student Legal Services**

A239 Murphy Hall: (310) 825-9894

www.studentlegal.ucla.edu

*** Dean of Students Office**

1206 Murphy Hall: (310) 825-3871

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