USC — Academic Integrity

- Members of the USC community are expected to be honest and forthright in their academic endeavors.
- To falsify the results of one's research, to present the words, ideas, data, or work of another as one's own, or to cheat on an examination corrupts the essential process by which knowledge is advanced.
- When students accept their offer to USC they are also accepting to abide by the Student Conduct Code as it is outlined in *SCampus.*
- This is a higher standard of conduct than expected in the general community because we are TROJANS.

- When USC confers a degree, it is acknowledging students' academic success and their ability to be a positive, honest, and outstanding citizen within society.
- In failing to uphold academic standards students cheat themselves and others out of learning, degrade the value of their education, and diminish the prestige of the USC education.
- Ignorance of these expectations is not an acceptable justification for violating the Student Conduct Code.

SOME COMMON FORMS OF ACADEMIC DISHONESTY (See *SCampus § 11.00*)

Plagiarism

- Submitting material authored by another and represented as the student's own work.
- Acquiring work from any source and presenting it as the student's own work.

- Copying work or ideas in verbatim or near verbatim form and not correctly referencing the source.

Cheating

- Use of unauthorized assistance.
- Allowing another student to copy work.
- Resubmitting substantially the same work that was produced for another assignment without the knowledge and permission of the instructor.
- Possessing notes or other materials not explicitly allowed by the professor during an exam.
- Talking with fellow students during exams.
- Looking at another student's exam.
- Continuing to write after the allotted time period.
- Taking a test for someone else or permitting someone else to take a test for you.

Unauthorized Collaboration

- Working with others unless expressly permitted by the instructor.
- Providing a copy of an exam or answer key to others.
- Sharing with another a solution to homework or other assignments.

Falsifying Academic Records

- Attempting to change, altering, or being an accessory to changing a grade in a grade book, work submitted on a test or a final project, a "supplementary grade report," or other official academic records of the university which relate to grades.
- Submitting work which is false, invented, or does not represent work completed by the student.
- Alteration or misrepresentation of official records including: academic transcripts; exam papers altered for re-grading; Dr's notes; and letters of recommendation.

POSSIBLE CONSEQUENCES FOR ACADEMIC DISHONESTY

- Inability to withdraw or drop class
- "F" in the course
- Permanent notation on transcript
- Removal from an academic unit

- Suspension or expulsion from the University
- Revocation of admission or degree
- More severe penalties for second offense and /or graduate students

RECOMMENDATIONS TO AVOID ACADEMIC DISHONESTY

- Don't procrastinate – Be prepared for exams and assignment due dates.
- Avoid sitting next to your friends during exams.
- Avoid taking additional materials to exams.
- Protect your work.
- Don't do it!
- Report cheating to the faculty.
- Don't take advantage of another students' work.
- Read the *SCampus*- University Governance. Be aware of what constitutes academic dishonesty.

- Make sure you understand the specific standards for an assignment or class.
- Don't ask your friends for homework or unauthorized assistance.
- Discourage dishonesty among other students.
- Check the course syllabus for a section dealing with academic dishonesty for that course. There may be special requirements. If there is no written section in the syllabus, ask the instructor what his or her expectations are, particularly concerning collaboration and citation.

RESOURCES

- **Your Professor and TA**: if you are unsure of expectations ask for clarification and report academic dishonesty.

- **The Writing Center**. The Writing Center offers tutoring for writing papers and improving writing skills for students at all levels. THH 310, (213) 740-3691. www.usc.edu/schools/college/writingcenter/

- **The Writing Program**: The Writing Program has principal responsibility for preparing USC students to write successfully in their academic and professional careers and for ensuring that they meet the university's composition requirement. PIC 208, (213) 740-1980, http://www.usc.edu/dept/LAS/writing/about.html

- **Writing 140 Course Book**: provides students with information including citation methods and what constitutes academic dishonesty.

- *SCampus*: This student guidebook contains the Student Conduct Code, other policies applicable to students, and information about university resources available to assist students in their pursuit of academic success. *SCampus* is available in printed form at Topping Student Center or electronically at http://www.usc.edu/go/scampus.

- **Office of Student Judicial Affairs and Community Standards**: FIG 107, (213) 821-7373, http://www.usc.edu/student-affairs/SJACS/index.html

- **The Center for Academic Integrity at Duke University**: www.academicintegrity.org

- **APA style**: http://www.apastyle.org/elecref.html & **MLA style**: http://www.columbia.edu/cu/cup/cgos/idx_basic.html. Ask your instructor what method of citation you should use.

- **The Undergraduate Student Code of Academic Ethics**: http://www.usc.edu/dept/student_senate/ethics/

Some material adapted with approval from: University of Oregon, Office of Student Life– Academic Dishonesty

Office of Student Judicial Affairs and Community Standards
Figueroa Building (FIG) 107
Phone: (213) 821-7373
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