Academic Integrity

- Members of the USC community are expected to be honest and forthright in their academic endeavors.
- 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.
- 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.
- 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 university academic records.
- Submitting work which is false, invented, or does not represent work completed by the student.
- Misrepresentation of official records including: academic transcripts; exam papers altered for re-grading; Dr's notes; forged signatures; and letters of recommendation.

POSSIBLE CONSEQUENCES FOR ACADEMIC DISHONESTY

- Inability to withdraw or drop class
- "F" in the course
- Notation on transcript
- Dismissal from an academic program
- Suspension or expulsion from the University
- Revocation of admission or degree
- More severe penalties for graduate students and/or second offense

RECOMMENDATIONS TO AVOID ACADEMIC DISHONESTY

- Be prepared for exams and assignment due dates - Don't procrastinate.
- Avoid sitting next to your friends during exams.
- Avoid taking additional materials to exams.
- Protect your work.
- Report cheating to the faculty.
- Take full advantage of your educational opportunities – Learn the material.
- Read the *SCampus* - Student Conduct Code. 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.
- Demonstrate your integrity.
- Encourage honesty among other students.
- Read the course syllabus.
- Ask the instructor what his/her expectations are, regarding citation style and working with other students.

RESOURCES

- **Your Professor and TA**: If you are unsure of expectations ask for clarification and report academic dishonesty.
- **USC Libraries**: http://www.usc.edu/libraries/about/reference/research_guides/
- **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/
- ***SCampus***: This guidebook contains the Student Conduct Code, policies applicable to students, and resources available to assist students in their pursuit of academic success. http://web-app.usc.edu/scampus/
- **The Undergraduate Student Code of Academic Ethics**: http://www.usc.edu/dept/student_senate/ethics
- **American Psychological Association (APA) style**: http://apastyle.apa.org/
- **Modern Language Association (MLA) style**: http://www.mla.org/style
- **Chicago/Turabian style**: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Student Judicial Affairs and Community Standards (SJACS)
Figueroa Building (FIG) 107
213.821.7373 sjacs@usc.edu
www.usc.edu/student-affairs/SJACS/index.html