Office of Judicial Affairs
Academic Integrity at UCSB: A Student’s Guide

All members of the UCSB community share the responsibility of upholding academic integrity at the University. Academic dishonesty is a serious act that erodes the University’s mission, cheapens the learning experience, and the value of one’s degree. It is expected that all UCSB students will support the ideal of academic integrity and that they will be responsible for the integrity of their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student’s own efforts unless otherwise permitted by an instructor. It is also the responsibility of each student to know the campus rules regarding academic misconduct - ignorance is not an excuse. Below are common types of academic dishonesty:

Cheating
Cheating includes, but is not limited to:
1. Copying from others during an examination
2. Sharing answers for a take-home examination
3. Using illegal notes during an examination
4. Taking an examination for another student
5. Asking or allowing another student to take an examination for you
6. Tampering with an examination after it has been corrected, then returning it for more credit than deserved
7. Submitting substantial portions of the same academic work for credit in more than one course, without consulting with the second instructor (and the first instructor if the courses are concurrent at UCSB)
8. Preparing answers or writing notes in a blue book before an examination
9. Allowing others to do the research and writing of an assigned paper (for example, using the services of a commercial term paper company)
10. Sending messages to another student during an examination using technology such as hand held portable internet and messaging devices

Plagiarism/Internet Plagiarism
Plagiarism is academic theft. It is the use of another’s idea or words without proper attribution or credit. An author’s work is his/her property and should be respected by documentation. Plagiarism from the internet is no different from traditional plagiarism, and is in fact often far easier to catch with the use of technology available to instructors and administrators. It is a good idea to ask each instructor how they require sources to be noted and what constitutes “common knowledge” in their field to avoid possible problems.

Credit must be given:
1. For every direct quotation
2. When a work is paraphrased or summarized in whole or in part in your own words
3. For information which is not common knowledge (it appears in several sources about the subject)

UCSB History Professor Sears McGee advises: “Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given.” Each professor should announce his/her specific requirements to guide students in their research. Students who do not receive such guidance from their professors should request it from each of their course instructors.

Collusion
Any student who helps another student cheat is subject to campus discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur.