

Academic Integrity at UCSB: A Student's Guide

All members of the academic community share responsibility for the academic integrity of the UCSB community. Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University's educational and research roles and cheapen the learning experience as well as the value of one's degree. This is true for perpetrators as well as the entire community. 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 no excuse.

Common Types of Academic Dishonesty:

Cheating

Cheating is the unauthorized use of information or study guides in any academic exercise unless otherwise permitted by the instructor. Cheating includes:

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 to perform any of the above acts 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.

Procedures

Academic misconduct violates University Regulation 102.01: "Dishonesty such as cheating, plagiarism, altering graded examinations for additional credit, or having another person take an examination for you. Discipline for academically dishonest behavior is exercised on two levels:

1. The professor of the course has the authority to handle an incident of student misconduct directly, by any of the following means: a) written or verbal reprimand, b) assignment of additional work, c) reexamination, d) exclusion from the course (i.e. failing the entire course), e) lowering the grade. If the professor elects to impose any or all of these remedies he/she must notify both the student and the department chairperson and submit a Faculty Report Form for Academic Misconduct to the Office of Judicial Affairs. This form is available from the Office of Student Life or may be downloaded from the OSL website.
2. If the professor chooses to do so, s/he will recommend that action be taken by the Student-Faculty Committee on Student Conduct. Administrators and Staff members are also encouraged to report incidents of student misconduct, should they know of a conduct code violation. The Office of Judicial Affairs will investigate allegations referred to the Committee. The Associate Dean will interview the reporting party, all witnesses, and any person(s) alleged to have violated University regulations. All persons accused will be informed in writing of the nature of the charge, his/her rights, and the procedures to be followed. If the preliminary investigation does not result in the withdrawal of the charges, either the Student-Faculty Committee on Student Conduct or a University hearing officer will hear the case. Persons involved in the conduct hearing process have the following rights and responsibilities:



The Student:

1. Shall be served with a written notice of the specific charges, the time and place of the hearing, and a copy of the procedures, which will govern the hearing at least five calendar days prior to the hearing.
2. May be accompanied by an advisor or an attorney. However, students will be expected to speak for themselves.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the committee or hearing officer begins deliberations.
4. Shall have the right to produce witnesses and confront and question all witnesses.

The Hearing Body:

1. Shall base its finding upon the preponderance of evidence.
2. Shall make all decisions by majority vote.
3. Shall submit its findings and recommendations within five working days following the conclusion of the hearing.
4. Shall keep summary minutes of the hearing, which will be available to the student upon request within seven working days following the hearing.

The student shall be mailed written notice within five working days following the hearing informing him/her of any recommendations made as a result of the hearing body's deliberations, including recommending sanctions, if applicable. Student appeals must be made in writing and submitted within ten working days after notification of the imposition of sanctions by the Dean of Students or Vice Chancellor, Student Affairs.

Sanctions

Individuals found guilty of violating University policies or regulations may receive the following sanctions:

Warning:

Written notice to the student that continued or repeated violations of specified policies or regulations may be cause for further disciplinary action.

Disciplinary Probation:

Suspension of a recommended sanction for a period of time during which any other violation would be cause for immediate implementation of the previously suspended sanction.

Loss of Privileges and Exclusion from Activities:

Specific exclusions or loss of privileges will be at the Dean's discretion and will be for a specified academic term or terms.

Suspension:

Termination of student status for a specified term or terms.

Dismissal:

Termination of student status for an indefinite period. Students who are dismissed may not return to UCSB without the express permission of the Chancellor.

Maintenance of Disciplinary Records

Disciplinary records will be maintained in the Office of Judicial Affairs for five years and then destroyed unless the Dean of Students determines there is good reason to retain the records beyond that date.

In order to insure that minor and non-recurring infractions do not negatively impact the student's academic career beyond UCSB, the committee of jurisdiction will review all disciplinary records in order to determine whether the student's records should be expunged. A student may petition for such review two years from the date of the initial sanction was imposed, or upon graduation from the University, whichever comes first. It is fairly common for potential employers, governmental agencies, or other institutions of higher education to solicit information about a student's conduct while attending UCSB. If the student has signed a release form accompanying such a solicitation, the Office of Judicial Affairs will review the disciplinary records file to determine if the student has been found guilty of misconduct. In those cases where the student has such a record the information will be provided to the requesting party.

Responsibilities

All citizens of the academic community have a responsibility to insure that scholastic honesty and integrity are safeguarded and maintained. Cheating and plagiarism are unfair, demoralizing and demeaning to all of us. Students are expected to:

1. Refrain from cheating and plagiarism.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify professors during an examination (or immediately after) about any observed incident of cheating.

This publication focuses solely on those codes of conduct related to academic dishonesty. For a more detailed discussion and further information about the University regulations and procedures concerning all forms of misconduct, see "Student Conduct and Discipline," Chapter VII, UCSB Policies and Campus Regulations Applying to Campus Activities, Organizations and Students. Copies of this document are available, free of charge, in the Office of Student Life (893-4569). They may also be found on the world wide web at www.sa.ucsb.edu/osl