



DON'T GET BUSTED:

UCLA POLICY & ACADEMIC INTEGRITY

what's academic integrity?

"Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." *

5 do's & 5 don'ts

5 THINGS TO DO

Talk to your professor or T.A. if...

1. ☐ You're unclear about the assignment
2. ☐ You're having problems getting started
3. ☐ You're having problems with your research
4. ☐ You're unsure about group work policies
5. ☐ You're thinking about turning in the same assignment for more than one class, or turning in something that you already turned in for a previous class

5 THINGS NOT TO DO

The big 5 of academic dishonesty to avoid...

1. ☐ Cheating
2. ☐ Plagiarizing: claiming someone's words or ideas as your own
3. ☐ Multiple submissions: submitting the same work for more than one class without permission
4. ☐ Fabricating: making up or altering information/data
5. ☐ Facilitating: helping someone engage in academic dishonesty

resources

FROM THE DEAN'S OFFICE

- ☐ Student Guide to Academic Integrity
<http://www.deanofstudents.ucla.edu/Student%20Guide%20edit1.pdf>
- ☐ FAQ-UCLA Student Discipline Q & A with the Dean of Students Office
<http://www.deanofstudents.ucla.edu/faq2.htm>
- ☐ UCLA Student Conduct Code
<http://www.deanofstudents.ucla.edu/studentconductcode.pdf>
- ☐ Before You Begin That Paper
<http://www.deanofstudents.ucla.edu/Begin%20that%20Paper.pdf>

OTHER CAMPUS RESOURCES

- ☐ General Study Skills from the Academic Advancement Program
<http://www.college.ucla.edu/up/aap/tutoring/index.html>
- ☐ Academic Workshops in Covell Commons from the Office of Residential Life
<http://www.college.ucla.edu/up/aaitc/covell.html>
- ☐ One-on-one writing tutorials for international students
<http://www.internationalcenter.ucla.edu>
- ☐ Look for more workshops and sign-ups through <my.ucla>

A NOTE ON PLAGIARISM...

It's possible to plagiarize unintentionally & unknowingly – and get in trouble for it. Avoid unintentional plagiarism by...

- ☐ *always* including complete and accurate citations for all of your sources
- ☐ *always* clearly distinguishing between your thoughts and words and those of others
- ☐ knowing what's considered "common knowledge" in your field & cite everything that's not (ask if you're unsure)
- ☐ *never* copying and pasting from online sources (or copying from anything) without proper documentation

* ☐ From: Center for Academic Integrity. *The Fundamental Values of Academic Integrity*. Office of College Relations at Oakton Community College. Des Plaines, IL, 1999.

