



# INTEGRITY

## *an essential piece of the puzzle*

Integrity means being honest and living up to moral and ethical principles. It is an essential ingredient of a successful college career. UC Davis has a tradition of honor and integrity extending over the past 95 years. Our *Code of Academic Conduct* places shared responsibility on students and faculty for upholding this tradition. University and campus standards of conduct for students promote a respectful, ethical, and safe campus environment, and ensure every student a fair opportunity to pursue academic excellence.

### Examples of Academic Misconduct

#### Cheating, including:

- \* receiving or providing unpermitted help on an exam; copying or sharing test answers; engaging in unauthorized communication about or during an exam; giving test questions to one who hasn't taken the exam
- \* using unauthorized material during an exam
- \* submitting an altered exam for regrading
- \* taking a test for another or having a ringer take a test
- \* continuing to work on an exam when time is up
- \* stealing others' work

**Plagiarism**, including using others' work (e.g., words, ideas, pictures, or data) from any source (Internet, books, articles, etc.) without giving credit. Others' words must be put in quotation marks and cited, and others' ideas must be cited even if paraphrased in the student's own words.

**Fabrication**, including fabricating or falsifying data, results, or references, e.g., in reports or papers submitted for class or in a thesis or dissertation.

**Providing False Information**, including giving forged excuses to postpone or avoid assignments or to add or drop classes; or signing another's name or having another sign in to a class.

**Unauthorized Collaboration** or assistance, including working with others on graded work without the instructor's permission (e.g., on in-class or take-home tests, papers, labs, or assignments).

**Re-Using Work Without Permission**, e.g., submitting the same work in more than one course or re-using work submitted in another course or for a different purpose, without the current instructor's permission.

**Unfair or Disruptive Conduct**, e.g.,

- \* talking or "wandering eyes" (not keeping eyes on one's own paper) during an exam; talking in class
- \* leaving unauthorized notes, books, or other materials out or visible during an exam
- \* having an unauthorized device on or out during an exam or class (e.g., cell phone, PDA, computer)
- \* exiting the room without permission

### Examples of Other Misconduct

- \*Physical assault, including sexual assault
- \*Conduct that threatens health or safety of the student him or herself or others
- \*Threats of violence
- \*Possession or use of weapons or explosives
- \*Stalking
- \*Sexual harassment
- \*Hazing
- \*Use, possession, or distribution of alcohol in violation of law or policy
- \*Illegal use, possession, or distribution of other controlled substances
- \*Forgery, alteration or misuse of I.D. or records
- \*Providing false information to the University
- \*Dishonesty, such as theft (including identity theft), fraud, or possessing stolen property
- \*Misuse of, damage to, or unauthorized entry to property or equipment
- \*Violation of policies regarding use of email or other electronic or computing resources
- \*Obstruction or disruption of teaching, research, or other University activities
- \*Failure to follow official directions
- \*Violation of disciplinary sanctions or conditions
- \*Violation of residence hall rules

Students who commit crimes are subject to arrest and criminal prosecution as well as campus disciplinary action. Students may be disciplined for off-campus conduct that threatens safety or security or involves University property, functions, or activities. See SJA publication *Off-Campus Jurisdiction* at <http://sja.ucdavis.edu/policies.html>

### Student Responsibilities

UC Davis campus standards include the *UC Standards of Conduct for Students* and the *UC Davis Code of Academic Conduct*. Both require honesty and fairness in all academic work.

#### Students must

- **Be honest at all times, and do their own work** to help them develop their skills, knowledge, and abilities.
- **Act fairly and treat others with respect.** If students have problems, they must seek help.
- **Know the rules.** Ignorance is no defense. Students who have questions about whether their conduct may violate the *Standards of Conduct* (e.g., what constitutes plagiarism or the extent of permitted collaboration on a lab), must seek guidance from the instructor, the Learning Skills Center, or Student Judicial Affairs (SJA).
- **Uphold campus standards.** If a student witnesses academic dishonesty or other misconduct harmful to students or the University, s/he should report it to faculty, staff, or SJA. Reports may be confidential.

**Students who violate the rules are subject to discipline** (e.g., Probation, Suspension, or Dismissal).

As members of our academic community and society at large, students have both rights and responsibilities, and must comply with law, University policies, and campus regulations. The University's *Standards* prohibit conduct or attempted conduct that does or could impair or obstruct its mission of teaching, research, learning, and public service. Student Judicial Affairs administers the student disciplinary system for the UC Davis campus.

Visit our web site at <http://sja.ucdavis.edu/> to access the following publications:

- \* [Avoiding Plagiarism...](#)
- \* [Unauthorized Collaboration...](#)
- \* [The Code of Academic Conduct](#)
- \* [Why Integrity Matters](#)

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