At the University of California, Riverside (UCR) honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The academic culture requires that each student take responsibility for learning and for producing work that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments. Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course to avoid the serious charge of academic misconduct.

CHEATING
Examples include but are not limited to:
• copying from another student's examination, quiz, laboratory work, or homework assignment
• possession or use of pre-prepared notes or other resources, during an examination
• allowing others to conduct research or to prepare work for you
• submitting for academic advancement an item of academic work that you have previously submitted for academic advancement

PLAGIARISM
Includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts. Plagiarism means using another's work without giving credit. Examples include but are not limited to:
• copying information from computer-based sources, i.e., the Internet
• allowing another person to substantially alter or revise your work and submitting it entirely as your own

UNAUTHORIZED COLLABORATION
Examples include but are not limited to:
• working with other students to do work, review books, or develop a presentation or report without permission or direction from the instructor to do so
• making information available to a student who did not attend the class
• submitting a group assignment, or allowing that assignment to be submitted, representing the project is the work of all of the members of the group when less than all of the group members assisted substantially in its preparation

FACILITATING ACADEMIC DISHONESTY
Examples include but are not limited to:
• intentionally or knowingly helping or attempting to help another student to commit an act of academic misconduct
• permitting your academic work to be represented as the work of another
• signing in or substituting for another student in order to meet an academic requirement
• providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation

INTERFERENCE OR SABOTAGE
Examples include but are not limited to:
• destroying, stealing, changing, or damaging another's lab experiment, computer program, term paper, exam, or project

FABRICATION
Examples include but are not limited to:
• falsifying the results of any academic work or fabricating any data or information
• falsifying, altering, or misstating the contents of documents or other materials related to academic matters

FAILURE TO COMPLY WITH RESEARCH
REGULATIONS: Failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety

RETALIATION: Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith**.**

ACADEMIC MISCONDUCT PROCEDURES
If a faculty member, teaching assistant, or other instructional personnel suspects an act of academic misconduct has occurred in a course, s/he must communicate with the student regarding the alleged act of misconduct and the information upon which the allegation is based within 30 business days of the alleged act.

TAKING RESPONSIBILITY
If you *do not dispute the facts upon which the charges are based (admit responsibility)*, Student Conduct & Academic Integrity Programs will follow up with you in writing to formally advise student of the academic sanctions assigned by the instructor as well as appropriate disciplinary sanctions assigned by the University.

DISPUTING RESPONSIBILITY
If you *dispute the facts upon which the charges are based (deny responsibility),* Student Conduct & Academic Integrity Programs (SCAIP) will conduct an Administrative Review to determine responsibility. You will be notified of the policy allegedly violated; the factual basis for the charges; and asked to schedule a meeting with a conduct officer. If it is determined that *more likely than not* you are responsible for academic misconduct, you will be given academic sanctions recommended by the faculty member as well as appropriate disciplinary sanctions assigned by the University. Grades are usually delayed by the instructor pending the final outcome of an Administrative or Committee Review. *NOTE:* When allegations are deemed to be egregious or you have been previously found in violation of academic misconduct, the case is referred to the Academic Integrity Committee in the instructor's College, for a review.

HELPFUL RESOURCES

The resources below offer *guidelines* for avoiding plagiarism and illustrations of correct and incorrect citation.

Avoiding Plagiarism. Purdue University, Online Writing Lab.
http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Plagiarism: What It is and How to Recognize and Avoid It.
 Indiana University. Writing Tutorial Services.
http://www.indiana.edu/~wts/pamphlets/plagiarism.pdf

Using Sources. Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center.
https://my.hamilton.edu/academics/resource/wc/Using_Sources.PDF

STUDENT CONDUCT RECORDS

A conduct file is retained in SCAIP for seven (7) years from the date the incident is resolved. Student conduct records may be released only to the student, other UCR officials who have a legitimate need to know, and others permitted by law. Students must sign a *Student Conduct Records Release Authorization Form* if s/he wishes to allow access by any other person(s) to information in their file. The form can be found at: http://conduct.ucr.edu.

STUDENT RESPONSIBILITY

Students are expected to respond to directives from SCAIP and/or the College Academic Integrity Committees. A student may bring any information and/or documentation that pertain to the alleged violation, including witnesses. The student may have an advisor present with him/her at any stage of the conduct process; however, the advisor may not speak for or represent the student during the process. As all SCAIP correspondence is sent to the student's local address, students must maintain their address on file with the UCR Registrar or at www.growl.ucr.edu.

MISSION STATEMENT FOR STUDENT CONDUCT & ACADEMIC INTEGRITY PROGRAMS

Student Conduct & Academic Integrity Programs (SCAIP) supports the diverse educational community at UCR by serving as a resource and providing outreach on issues of student conduct. We ensure student development and success through consistent enforcement of student conduct policies and the commitment to a safe, secure, and supportive environment.
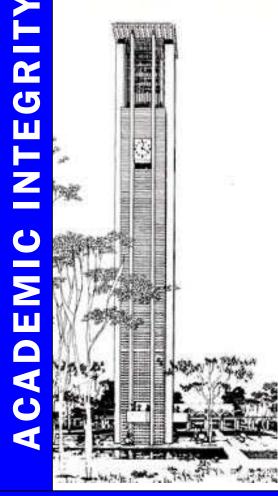The SCAIP mission is completed through the following:

- Draft, interpret, publicize, disseminate, and enforce standards of behavior and related student conduct policies and procedures;
- Promote academic integrity and responsible conduct;
- Provide a means to report concerns regarding behavior of UCR students;
- Assure due process rights are afforded to students who participate in the student conduct process;
- Facilitate learning experiences and opportunities for ethical growth and development for students who participate in the discipline, grievance, and conflict resolution processes;
- Foster respect for others and for the University's work of teaching, research, and service;
- Provide a voice for students, faculty, and staff in the student conduct process via the conduct review committees;
- Serve as a resource for the campus community, including students, faculty, and staff.

UC RIVERSIDE
UNIVERSITY OF CALIFORNIA

Student Conduct
& Academic Integrity Programs

900 University Avenue
104 Costo Hall Riverside, CA 92521
(951) 827-4208
http://conduct.ucr.edu

UCR

ACADEMIC INTEGRITY

Student Guide