

**USC**

UNIVERSITY OF  
SOUTHERN CALIFORNIA

F

See Me!

EXAMINATION  
BLUE BOOK

NAME *Joe College*

SUBJECT *Trojan Integrity Quiz*

INSTRUCTOR *Judicial Affairs and Community Standards*

EXAM SEAT NO.

SECTION

DATE

GRADE

# TROJAN INTEGRITY

## A Guide to Understanding and Avoiding Academic Dishonesty

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### Introduction

One key value at USC, as in all academic communities, is academic integrity: honesty in all academic endeavors. Those who fail to uphold these standards not only suffer severe grade consequences, but also cheat themselves and others out of learning, degrade the value of their degree, and diminish the prestige of a USC education.

### What is Academic Dishonesty?

What constitutes academic dishonesty at the University of Southern California is spelled out in the student handbook, *SCampus*. It includes, but is not limited to: plagiarism, cheating on exams, unauthorized collaboration and falsifying academic records. Abbreviated definitions follow:

**Plagiarism:** Using someone else's work in any academic assignment without appropriate acknowledgment (such as paraphrasing another's ideas or copying text, phrases or ideas from a book, journal, electronic source or another person's paper, without acknowledgment).

**Cheating on Exams:** Unauthorized use of external assistance during an examination (such as using crib notes, talking with fellow students, or looking at another person's exam).

**Unauthorized Collaboration:** Preparing academic assignments with another person without faculty authorization (such as discussing or sharing work on homework or projects).

**Falsifying Academic Records:** Alteration or misrepresentation of official or unofficial records including academic transcripts, applications for admission, exam papers, registration materials, medical excuses or lab attendance forms.

### What are the Consequences?

In addition to a grade penalty ranging from a "zero" on an assignment to an "F" in the course, the student may also face the following sanctions: dismissal from an academic unit, revocation of admission, suspension from the university, revocation of degree and expulsion from the university.

### What is the Procedure?

If a student is accused of academic dishonesty, the student has an opportunity to meet with the faculty member to discuss the basis for the allegation. The faculty member may assess an academic penalty for the course and must report the action to the Office for Student Judicial Affairs and Community Standards, and he or she may recommend additional sanctions.

If the student denies the allegation, he or she has an opportunity for a review of the matter. Such a review may be conducted by an administrator or a panel. Refer to *SCampus* for the official statement of policies and procedures.

The decision from the review may be appealed to an appellate body. The decisions rendered by the appeals panel are final.

### What are Your Responsibilities?

- Don't do it! Remember that a poor grade on an assignment or exam is better than failing the course and facing suspension or expulsion.
- Report cheating to the faculty.
- Protect your work from others, and do not take unfair advantage of other students' work.
- Prepare yourself. Learning to budget time to ensure optimal preparation for an exam or assignment is an absolutely essential tool to success at any university.
- Know exactly what constitutes academic dishonesty. Read *SCampus*, talk to your professors and TAs.
- Make sure you understand the specific standards for an assignment or class. If you don't know, ask your professor or TA.
- Don't sit next to friends during an exam. It may put you or them in a compromising position.
- Get help. Extensive campus resources including the Center for Academic Support, Student Judicial Affairs and Community Standards and The Writing Center are available, but you have to take the first step.
- Discourage your friends and classmates from committing acts of academic dishonesty by providing them with support, information and a good example: you!

# ***Don't Do This!*** **An Academic Integrity Quiz**

*So that you don't cheat yourself out of the best possible education at USC, you need to learn what constitutes academic dishonesty. Take the following quiz to test your present knowledge.*

**1** You realize that another student is looking at your test paper. You don't know the second student, but you don't make any effort to cover your paper. We know the other student is cheating but are *you* guilty of academic dishonesty?

**2** The final exam in your class is a take-home test. The professor's instructions state that you may only consult the following resources: library books, class notes, texts, and the professor or TA. You and your roommate discussed one of the questions, but you wrote your own answer. Is this a problem?

**3** You have been ill and have fallen behind in your classes. You want to ask your professor for an "incomplete" in his class, but you're not sure whether he'll be convinced.

You didn't see a doctor while you were ill, but you have a doctor's excuse from a previous illness which you could alter with little difficulty. After all, you were sick, weren't you?

**4** You are enrolled in a large lecture class. Due to the size of the class, the professor has two teaching assistants who grade the tests. As the professor hands back the results of the first test, she encourages all students to check their papers carefully, with the instruction to resubmit any test which may have been incorrectly graded.

Looking over your paper, you noticed that you inadvertently left out one sentence which changed the meaning of your answer. Since you knew the material at the time of the test, you pencil in the omitted sentence and resubmit the paper for grading. Is this a problem?

**5** You have been working on a major class project when you find related material on a student web page. The solution is for the problem as assigned in the course during a previous semester, but it would form a good basis for solving the current problem. Is it wise to copy the solution and use it?

**6** It is late at night and your paper is due at 9:00 a.m. the next day. You used a lot of material from a couple of books, but you didn't quote anything and, therefore, you didn't include any footnotes. Is this plagiarism or just sloppy work?

**7** You have had a tough semester and are having trouble focusing on a term paper you must write. You have acquired "research material" — a paper from the internet on your topic — that will get you started with information and organization. With all the other pressures, it seems tempting to make a few minor changes and turn the paper in. Should you?

**8** You came to USC to major in Esoterica because the university has one of the best departments in the nation. However, the introductory course has been a bit tedious and you haven't kept up with the reading like you should have.

It is now the first midterm, and because you are unprepared you are thinking of taking a few crib-notes in the back of your blue book. After all, you just need to have the 'intro' class on your record so that you can get on to the important stuff, right?

*(Answers on Back)*

# Don't Do This!

## Quiz Answers

**1** Yes. Even though you and the other student didn't work together, once you became aware that the other student was looking at your paper, it was your responsibility to take steps to make it difficult for him to cheat.

**Recommended Sanction:** 'F' for the course for both students.

**2** Yes, it is called collusion. Studying together before the test would have been all right, but once you had the test and knew the questions, the professor expected you to do all the thinking about the answers by yourself.

**Recommended Sanction:** 'F' for the course

**3** Not a good idea. Documentary falsification is dishonesty, whether or not the falsification supports "the truth." Faculty have a tendency to check on medical excuses, so apart from undermining your own integrity you stand a good chance of being caught.

Students often neglect the obvious in this kind of case: talk to your professor. He or she may be able to offer suggestions or alternatives for relieving your situation.

**Recommended Sanction:** 'F' for the course

**4** Yes. Unfortunately, the professor cannot grade your good intentions. Tests submitted for regrading may not be altered in any way. By the way, professors are encouraged to photocopy exams before returning them to students and therefore can clearly track any new markings on exams submitted for regrading.

**Recommended Sanction:** 'F' for the course and recommendation for further disciplinary action (possible suspension)

**5** Instructors expect individual, original work in response to assignments. Copying from previous semester's assignments, solutions manuals or other sources defeats the educational purpose of the assignment. It is unacceptable for students to obtain solutions, copy assignments or collaborate with others without the knowledge and permission of the instructor.

**Recommended Sanction:** 'F' for the course

**6** This is plagiarism. Submitting someone else's work for credit as if it were your own is plagiarism. If you are unsure about when to use quotations and footnotes, be sure to talk to your professor before submitting the paper.

**Recommended Sanction:** 'F' for the course

**7** Don't! Faculty have an uncanny ability to spot papers that were not written for their classes or which are not your work, and the consequences to you are severe. In fact, don't acquire (borrow, download or purchase) a paper for "research purposes." You almost certainly can come up with better material yourself, and you avoid the temptation of doing the wrong thing at the last minute. Researching term papers is an integral part of your university education — don't short-change yourself.

**Recommended Sanction:** 'F' for the course; suspension from university

**8** This is never a good idea. First, you cheat yourself out of important knowledge you will need later. If the course is graded competitively, you cheat others as well. And if you are caught (notes in a blue book is a well-known form of cheating) you may defeat your purpose.

**Recommended Sanction:** 'F' for course

This surely won't be your last quiz at USC, but it *is* one you have absolute control over passing — by avoiding behavior that is academically dishonest. As you can see, what comprises academic dishonesty is not always obvious. If you are ever in doubt, ask your professor, TA, or refer to the publication *Trojan Integrity: A Guide for Avoiding Plagiarism*, also produced by the Office for Student Judicial Affairs and Community Standards. The official policies of the university are in the *SCampus*.

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