A Student's Guide to Student Support and Judicial Affairs

A word about our philosophy
We believe that University students learn from experience as well as from coursework, and have the capacity not only for intellectual growth, but also for developing character and personal integrity.

OSSJA works with the UC Davis campus community to preserve academic integrity, promote responsible behavior, and facilitate student learning.

Our website – os*ja.ucdavis.edu*
Our site contains useful information about what the rules are and how the disciplinary system works. Download the *Code of Academic Conduct* as well as helpful handouts about plagiarism, unauthorized collaboration, and tips to avoid academic misconduct.

Student Grievances
Do you have a complaint and do not know where to turn? OSSJA provides information and advice about campus grievance processes and student rights and responsibilities, including privacy rights and protection from sexual harassment and other discrimination.

Students of Concern
Are you concerned about the well being of a fellow student? Contact Student Support and Judicial Affairs. You are not getting the student in trouble. OSSJA coordinates efforts among campus resources to prevent a distressed student from "falling through the cracks."

Student Leadership Opportunities
Students play a critical role in maintaining academic integrity on campus. If you are seeking a significant leadership opportunity in this area, consider applying to the Campus Judicial Board (CJB). Each year, 12 students are selected to serve on the CJB. Board members conduct outreach to fellow students, serve on formal disciplinary hearing panels, and help advise students. Applications for the CJB are available early Winter Quarter.

Preserving Integrity at UC Davis

Maintaining an environment of honesty and integrity is the shared responsibility of all members of our academic community. Students are expected to uphold standards of excellence, fairness, and integrity under the UC Davis *Code of Academic Conduct*.

- As a UC Davis student, it is your responsibility to **know the rules**.
- UC Davis students are expected to **behave honestly** at all times. In addition, students should behave in such a way that others won't think they are cheating. For example, during a test, students are not allowed to talk, use cell phones, look around the room, or have notes out – even if they have no intention of cheating! This is because such behavior creates the appearance of dishonest activity and therefore arouses suspicion.
- Do what you can to **prevent academic dishonesty** by others**.** Cover your answers while taking a quiz or exam. Never give or lend your work to another student.
- **Read the class syllabus and directions for exams and assignments.** Don't assume that rules for one class will be the same for another.
- **Talk to your instructor** if you have questions about course material or course rules.
- **Report cheating if you see it.** You can make a report to your instructor or OSSJA and still remain anonymous.

Being honest and fair

Take pride in being honest when completing your work. Seeking an unfair advantage over other students reflects poorly on your character and the value of your degree.

Remind yourself about the importance of honesty. Stress, time pressure, grade expectations, a desire to help friends and life can lead to making a poor choice that could impact your student standing.

Think before you act-

- ✓ Seek help from campus resources if you are stressed.
- ✓ Consider how your friends and family would feel if they knew that you engaged in a dishonest act

Some Tips to Avoid Trouble

- **Always cite your sources and don't copy** from the Internet.
- **Keep your eyes on your own paper and don't talk** during exams.
- **Make sure all notes and other materials are put away** out of sight in a backpack before an exam begins.
- **Plan ahead** so that you are not rushing to complete an assignment.
- **Seek help** during office hours or from the other campus resources.
- Don't let others pressure you to do things that are wrong.

What could lead to a referral to OSSJA?
An instructor will refer you when he/she has a reasonable suspicion of academic misconduct. Examples include, but are not limited to:

- **Dishonesty involving exams**
  i.e.: looking at others' exams, copying or sharing answers, using cheat sheets or other materials not allowed during the exam, altering your exam in any way and submitting the exam for re-grading.
- **Unauthorized collaboration**
  Unauthorized collaboration means working together with other students on graded assignments without permission of the instructor. Don't assume you can work together. Ask the instructor if you are not sure. It is okay to study together and help each other learn, but being able to work together on any graded assignments is determined by the instructor.
- **Plagiarism**
  Plagiarism means borrowing and using words, ideas, information, images, etc., from any source without appropriate citations. If you borrow words directly, you must quote and identify your source. If you borrow someone's idea, you must explain this information in your own words and identify your source.
- **Receiving or providing excessive help on graded assignments**
  Do not allow a friend to edit or fix the grammar on your paper. Do not use a solutions manual or the completed work of student who took the class before to complete your work.

How to contact us:
Student Support and Judicial Affairs
3200 Dutton Hall
(530) 752-1128
sja@ucdavis.edu
http://ossja.ucdavis.edu

Do not hesitate to contact us or visit if you:

- have questions about the correct rules for completing academic work.
- want advice about preventing academic dishonesty by other students.
- have questions about the student disciplinary process.
- are concerned about the well-being of a fellow student.
- have suggestions about how to improve our services.

Other Resources for help

- **Student Academic Success Center**
  Small group and individual tutoring for writing and classes, assistance with English as a Second Language (ESL), and workshops on study skills. FREE to UC Davis students. **http://success.ucdavis.edu**
- **Student Health and Counseling Services**
  Not feeling well? Stressed? Don't know how to deal with personal problems? Have a crisis? Don't hesitate to seek help. **http://shcs.ucdavis.edu**