

and Community Standards for up to seven years. Expulsion, suspension, revocation of admission or degree will result in permanent student conduct files.*

SUMMARY OF ACADEMIC INTEGRITY REVIEW PROCESS

1. The instructor believes that an academic integrity violation has occurred.
2. a. The instructor or university official makes a reasonable attempt to meet with the student and discuss the incident.
- b. The instructor or university official forwards a report of the alleged violation to the Office of Student Judicial Affairs and Community Standards.
3. The Office of Student Judicial Affairs and Community Standards sends written notification of the complaint to the student with a copy to the reporting party and the academic unit.
 - a. If further review is not required, the student will be notified of the opportunity to meet with a review officer from the Office of Student Judicial Affairs and Community Standards. Further review of the matter may be requested by the student. If the student does not request further review, then the proposed sanctions will be applied.

b. If further review is necessary (e.g., because additional sanctions are recommended or because further review is requested), the student must meet with a review officer from the Office of Student Judicial Affairs and Community Standards. The student then may:

- i. accept a Voluntary Administrative Review by not disputing the allegation, waiving the right for further review and accepting the findings of the hearing officer or body. The Administrative Review is completed through a written form signed by both the student and review officer.
 - ii. deny the allegation and request further review of the matter. A Summary Administrative Review may be conducted by a designated review officer or the matter may be referred to a review panel, as appropriate. If the student is referred to a review panel, a review officer will arrange a date, time and place for the review, send a letter of notice to the student and convene a panel for review according to the written notice provided to the student.
4. Sanctions which may be assessed include but are not limited to: grade sanctions (e.g., "F" in course) and dismissal from the academic department. In addition, sanctions of suspension or expulsion from the university may be assessed through a review process when requested by the instructor, requested

by the academic or administrative unit in which the violation occurred or when indicated by university standards (such as the seriousness of the misconduct or the existence of previous academic violations by the student). See Appendix A.

5. The decision from the review may be appealed within 10 business days of receipt of the written decision.

6. When it is determined that the student is responsible for a violation of university standards by any of the above processes, a disciplinary record of the matter will be maintained in a confidential student file by the Office of Student Judicial Affairs and Community Standards for up to seven years. Expulsion, suspension, revocation of admission or degree will result in permanent student conduct files.

*This information summarizes extensive materials from the Student Conduct Code. Readers should note that this summary is not authoritative in speaking to issues of review process. Sections 12, 13, 14 and 15 of the code should be consulted.

The Student Conduct Code articulates violations that are most common and readily identifiable. Conduct violating university community standards that is not specifically mentioned may still be subject to disciplinary action.

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11.00 Behavior Violating University Standards and Appropriate Sanctions

General principles of academic integrity include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Faculty members may include additional classroom and assignment policies, as articulated on their syllabus.

The following are examples of violations of these and other university standards.

11.11

- A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- B. The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.

C. Improper acknowledgment of sources in essays or papers.

Note: Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is prepared or submitted by another person on the student's behalf, the student is expected to proofread the results and is responsible for all particulars of the final draft.

11.12

- A. Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as his/her own work.
- B. Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship

to the class, whether obtained in class, via email, on the Internet or via any other media.

11.13

- A. Any use or attempted use of external assistance in the completion of an academic assignment and/or during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are examples of unacceptable examination behaviors: communicating with fellow students during an exam, copying or attempting to copy material from another student's exam; allowing another student to copy from an exam; possession or use of unauthorized notes, calculator, or other materials during exams and/or any behavior that defeats the intent of an exam or other classwork; and unauthorized removal of exam materials.
- B. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

11.14

A. Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.

B. Unauthorized collaboration on a project, homework or other assignment. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question or expressly permitted by the instructor.

11.15

A. Attempting to benefit from the work of another or attempting to hinder the work of another student.

B. Any act which may jeopardize another student's academic standing.

11.16

Using an essay, term paper or project more than once without permission of the instructor(s).

11.17

Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

11.18

Taking a course, any course work or exam for another student or allowing another individual to take a course, course work, a portion of a course or exam in one's stead.

11.19

A. Using university computer, network and word processing systems to gain access, alter and/or use unauthorized information.

B. Misuse of university computer systems or access to those systems as articulated by the university's Computing Policies (including improper downloading of material, see page 158).

11.20

Fabrication: Submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

11.21

Any act which gains or is intended to gain an unfair academic advantage may be considered an act of academic dishonesty.

11.31

Dishonesty, such as furnishing false information to any university official, faculty member or office. This includes, but is not limited to, furnishing false information in academic petitions or requests, financial aid documents, student employment documents, financial statements or other documents or intentionally evading university officials and/or obligations to the university.

11.32

Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the university community or at university sponsored or related events.

11.33

Unauthorized entry, presence in or use of university premises, facilities or property.

11.34

A. Forgery, unauthorized alteration or unauthorized use of any university document, records, keys or instruments of identification, or of documents or records related to functions of the university.

B. Unauthorized presentation of oneself as a representative of the university for the purpose of gaining or attempting to gain privilege, convenience, goods or services.

C. Possession, manufacture or distribution of false or altered instruments of identification within the university community.

11.35

Theft (or attempted theft) of property or of services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources.

11.36

A. Causing physical harm to any person in the university community or at university-sponsored activities.

B. Causing reasonable apprehension of harm to any person in the university community or at university-sponsored activities.

Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

11.37

Destroying, damaging or defacing the property of others, whether in the university community or at university-sponsored activities or assignments.

11.38

Behavior which disrupts or interferes with normal university or university-sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, university administration, public safety, or fire, police or emergency services or other authorized activity. (Also see Policy on Free Expression and Dissent, page 157.)

11.39

Failure to comply with directions of university officials acting in the performance of their duties while in the university community or at university-sponsored activities, or resisting or obstructing such university officials in the performance of their duties, including failure to carry and/or provide upon request appropriate USC student identification.

11.40

Unauthorized use, possession or dissemination of alcohol in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, page 167.)

11.41

Use, possession or dissemination of illegal drugs or drug-related paraphernalia in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, page 167.)

11.42

Behavior which disrupts or interferes with the freedom of expression of others in the university community or at university-sponsored activities. (Also see Policy on Free Expression and Dissent, page 157.)

11.43

Participation in or promotion of a disturbance of the peace or unlawful assembly in the university community or at university-sponsored activities as well as violating published USC guidelines regarding amplification equipment and noise. (Also see Policy on Free Expression and Dissent, page 157.)

11.44

A. Engaging in disruptive or disorderly conduct in the university community or at university-sponsored activities.

B. Engaging in a lewd, indecent or obscene behavior in the university community or at university-sponsored activities.

C. Encouraging or permitting others to engage in misconduct prohibited within the university community. Failing to confront and prevent the misconduct, notify an appropriate university official of the misconduct, or remove oneself from the situation.

11.45

Initiating or causing to be initiated any false report, warning or threat, such as that of fire, explosion or other emergency in the university community or at university-sponsored activities.

11.46

A. Misusing or damaging fire safety equipment or other emergency equipment in the university community or at university-sponsored activities.

B. Failure to evacuate during a fire alarm, whether the alarm is activated falsely, as a drill, or in a genuine emergency.

C. Inappropriate use of flammable substances or equipment, or use of such items without proper authorization.

11.47

A. Unauthorized use or possession of firearms or replicas, ammunition, explosives, knives, flammable substances or other weapons in the university community or at university-sponsored events.

B. Unauthorized use or possession of fireworks in the university community or at university-sponsored events.

11.48

Violating rules and regulations pertaining to the operation of bicycles, mopeds and/or vehicles, roller skates, rollerblades, scooters and skateboards in the university community property. (Also see Bicycle Policy, page 178; Motorized Scooter and Motorcycle Policy, page 180; Roller Skates, Rollerblades, Scooters, Skateboards and Other Coasting Devices Policy, page 180.)

11.49

Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code. This includes further violations during a period of disciplinary probation.

11.50

A. Violating regulations or policies governing residence in university owned or administered property (e.g., rules outlined in the USC Housing Contract and Residential Education policies).

B. Violating standards or policies established for social greek letter organizations, including but not limited to the Greek Recognition Standards.

C. Violating any policies, rules or regulations of the university including but not limited to administrative rules of campus offices.

D. Violating the Policy Concerning Group Responsibility for Student Organizations (including social greek letter organizations). This policy can be found in *SCampus* (page 169) or from the Office for Fraternity and Sorority Leadership Development and in the Office of Campus Activities.

11.51

A. Comments or actions which are individually directed and which are harassing, intimidating or threatening or interfere with work or learning. (Also see Sexual Harassment Policy, page 162.)

B. Photographing, filming, digitally recording, streaming or attempting to capture or stream audio, video or other recordings of any individual(s) in the university community in bathrooms, showers, residences, locker rooms or other areas where there is an expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all individuals subject to such recordings. This section does not apply to surveillance or recording activities authorized by the university or law enforcement entities.

11.52

Any act chargeable as a violation of local, state or federal law may be cited as a violation of the University Student Conduct Code, whether or not charges are brought by civil authorities, when such act(s) occur on university premises, or at university sponsored

activities or events, or when such conduct adversely affects the university community and/or the pursuit of its objectives.

11.53

A. Sexual misconduct. Engaging in non-consensual sexual conduct or lewd, indecent or obscene behavior, which is sexual in nature, within the university community or at university-sponsored activities.

B. Sexual assault. Non-consensual actual or attempted intercourse, sexual touching, fondling and/or groping.

C. Rape. A sexual assault is classified as rape when vaginal, anal or oral penetration takes place without the consent of the person penetrated.

Students should understand that the following circumstances apply to any of the above listed standards or any other kind of sexual assault by an individual student or in concert with others:

- Forced sexual activity and behavior which is not consensual is defined as sexual misconduct or assault whether the assailant is a stranger or an acquaintance of the complainant;
- Intoxication of the accused does not diminish his/her responsibility for a sexual misconduct or assault;
- In situations where the complainant is incapable of giving consent, which includes but is not limited to when the complainant is prevented from resisting due to consumption of alcohol or drugs, the accused is responsible for misconduct if the accused sexually assaults the complainant. (See Sexual Assault Policy, page 159.)

11.54

Engaging in behavior prohibited by the Policy Against Hazing (see page 166).

11.55

Any act that intimidates or threatens a student, staff or faculty member because of his/her intent to file, filing or proceeding with a police, USC Department of Public Safety or Student Conduct incident report or review.

Note: Culpability is not diminished for acts in violation of this code that are committed under the influence of any illegal drugs or controlled substances such as alcohol.

11.80 SANCTIONS

Sanctions for violations of the university Student Conduct Code are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct records at the university and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to promote the educational well-being of students and to

protect the educational environment of the university and the safety of its community.

All academic integrity violations will result in an academic consequence. Failure to comply with the terms of any imposed sanctions may be considered an additional violation.

When a student's enrollment is cancelled as a result of disciplinary action resulting in marks of "W" on the student's academic transcript, the university's policy is not to refund tuition or fees for the cancelled enrollment.

One or more of the following sanctions may be imposed for violations of university regulations.

11.81

Expulsion from the University: Permanent termination of student status. A permanent notation will appear on the student's transcript. The student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; may not receive a USC degree; and is barred from university premises. If the expulsion becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

11.82

Suspension from the University: Termination of student status for a specified but limited period of time. During the period of suspension, the student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activities; and is barred from university premises. A restriction will be placed prohibiting the student from performing any registration transactions during the period of suspension. The restriction will not be removed, and the student will not be allowed to perform registration transactions, until the stated period of suspension has expired and all disciplinary obligations have been met. A notation will appear on the student's academic transcript indicating the dates of suspension. Upon earning a degree from the university, the suspension notation may be omitted from the transcript at the sole discretion of the university. In some cases, suspensions may be permanently noted on the transcript. During the period of suspension, the student may not complete academic work elsewhere that may be counted toward the completion of a USC degree.

Violation of the conditions of suspension, university policies or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the university. Normally after the suspension, the student will be on disciplinary probation for a specified period of time. If the suspension becomes effective during a semester for which the student currently is enrolled, the student's enrollment