

Appendix A: Academic Dishonesty Sanction Guidelines

Faculty may consult with members of the Office of Student Judicial Affairs and Community Standards at any point in the process, (213) 821-7373.

Note: The Student Conduct Code provides that graduate students who are found responsible for academic integrity violations may be sanctioned more severely than Appendix A suggests.

| Violation | Recommended Sanction for Undergraduates* |
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| Copying answers from other students on any course work.** | F for course. |
| One person allowing another to cheat from his/her exam or assignment. | F for course for both persons. |
| Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor. | F for course. |
| Continuing to write after exam has ended. | F for course. |
| Taking exam from room and later claiming that the instructor lost it. | F for course and recommendation for further disciplinary action (possible suspension). |
| Changing answers after exam has been returned. | F for course and recommendation for further disciplinary action (possible suspension). |
| Fraudulent possession of exam prior to administration. | F for course and recommendation for suspension. |
| Obtaining a copy of an exam or answer key prior to administration. | Suspension or expulsion from the university; F for course. |
| Having someone else complete course work for oneself. | Suspension or expulsion from the university for both students; F for course. |
| Plagiarism — Submitting other's work as one's own or giving an improper citation. | F for course. |
| Submission of purchased term papers or papers done by others. | F for course and recommendation for further disciplinary action (possible suspension). |
| Submission of the same assignment to more than one instructor, where no previous approval has been given. | F for both courses. |
| Unauthorized collaboration on an assignment. | F for the course for both students. |
| Falsification of information in admission applications (including supporting documentation). | Revocation of university admission without opportunity to reapply. |
| Documentary falsification (e.g., petitions and supporting materials; medical documentation.) | Suspension or expulsion from the university; F for course when related to a specific course. |
| Plagiarism in a graduate thesis or dissertation. | Expulsion from the university when discovered prior to graduation; revocation of degree when discovered subsequent to graduation.*** |

*Assuming first offense

**Exam, quiz, tests, assignments or other course work.

***Applies to graduate students