
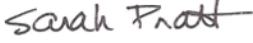


**To:** USC Faculty and Staff

**From:** Gene Bickers, Vice Provost for Undergraduate Programs   
Sally Pratt, Vice Provost for Graduate Programs 

**Date:** September 9, 2014

**Subject:** Statement on Academic Conduct and Support Systems for Syllabi and Websites

It is crucial that USC students, faculty, and staff are aware of policies and resources related to the university's standards of academic work and behavior, and can access relevant information easily. To this end, the university has mandated that the Statement on Academic Conduct and Support Systems below be included on course syllabi and posted on school and program websites. This replaces the earlier, more narrowly focused statement used on syllabi for some time. We urge you to post the new statement as soon as possible and begin including it in course materials as the opportunity arises, with full implementation expected by the beginning of spring semester 2015.

The statement can be cut and pasted from the "Syllabus Template" on the Academic Records and Registrar website [http://www.usc.edu/dept/ARR/curriculum/curriculum\\_handbook/index.html](http://www.usc.edu/dept/ARR/curriculum/curriculum_handbook/index.html) or the "Statement on Academic Conduct and Support Systems" on the Graduate School website <http://www.usc.edu/schools/GraduateSchool/>. It must be used verbatim. This ensures that the policy is reflected uniformly across the university, and makes the cutting and pasting simpler as well. The statement can be placed anywhere on a syllabus. It should be linked to the home page by means of a tab or button clearly marked "Academic Conduct and Support Systems," or reproduced on the home page in full. If you have any questions, please contact Gene Bickers, [bickers@usc.edu](mailto:bickers@usc.edu), or Sally Pratt, [pratt@usc.edu](mailto:pratt@usc.edu).

Cc: Michael Quick, Executive Vice Provost

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### **Statement on Academic Conduct and Support Systems**

#### **Academic Conduct**

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards* <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct/>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu/> or to the *Department of Public Safety* <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>. This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage [sarc@usc.edu](mailto:sarc@usc.edu) describes reporting options and other resources.

### **Support Systems**

A number of USC's schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu/> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.