“With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Accordingly, when accusations of academic dishonesty occur, The Office of the Dean of Students is charged with investigating and adjudicating suspected violations. Academic dishonesty, includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct.” *Source: The Office of the Dean of Students*

Students are expected to be aware of the University policy on academic integrity in the UCLA Student Conduct Code [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu)

Please note sections on (1) cheating (2) plagiarism (3) unauthorized study aids [http://www.studentgroups.ucla.edu/dos/assets/documents/StudentGuide.pdf](http://www.studentgroups.ucla.edu/dos/assets/documents/StudentGuide.pdf)

**Violation of course policy involving plagiarism, cheating or possession of course materials during examination will be referred to the Dean of Students** who will be encouraged to take strong action. **Do not cheat!** The penalties can be very harsh. Do not believe it if you hear that “everyone does it.” You generally do not hear about the punishments because they are kept confidential. If you are found responsible by the Dean of Students for violating course policy, cheating on any course materials, helping someone else or being helped, a zero will be assigned for the entire assignment, and no exceptions will be made! Past examples of penalties also include loss of an entire term of credit and suspension for several terms. If you plan to apply to graduate or professional school, such a negative mark on your record may be a major obstacle to admission.

No cell phones or smart watches are allowed during the final exam. They must be left in your backpack and turned off or submitted to the designated TA/Proctor. Students may not use cell phones as a clock to keep time or as a calculator. All backpacks and personal items (including hats) must be left at the front of the room during exams.

**Enrollment**

If you are not enrolled in a course but would like to add, you should continue to monitor the Schedule of Classes in case someone drops the course. If you have other enrollment concerns, please go to the Life Sciences Core Office located in Hershey Hall, room 222, where you can talk to the staff. Neither the Instructor nor the LS Core Office provides PTEs to distribute.

**Changing Section Enrollment**

Switching enrollment in lab section is not allowed after the first week of the course. If you would like to switch your enrollment during the first week and there are no spots available, you must find another student to switch with you. Both students must go to the LS Core Office to make the switch official. Attendance and participation in lab sections are mandatory.

**Required Documentation for Lab Absences**

If you have missed a lab section, you must email the lab staff ([rachels@lifesci.ucla.edu](mailto:rachels@lifesci.ucla.edu) and [rhondam@lifesci.ucla.edu](mailto:rhondam@lifesci.ucla.edu)) as soon as possible to make arrangements to submit proper documentation excusing your absence. We verify all documentation and can only approve alternate accommodations for students who are ill, experience an emergency or are participating in a University sponsored activity.