# Academic Integrity Checklist

Using this checklist will help you to avoid committing an academic integrity violation. Answering the statements as truthfully as possible will be the most helpful way to use this tool.

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| --- | --- |
| Assignment Name: |  |
| Student Name: |  |
| ID# |  |
| Signature: |  |
| Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I fully understand my instructor’s requirements for this assignment (when in doubt, please ask!). | Agree | [ ]  | Disagree | [ ]  |
| There is no section or component of my submission that I do not understand (if you do not understand your own work, it is likely not in your own words, and has been plagiarized). | Agree | [ ]  | Disagree | [ ]  |
| I have kept my research notes, lab-sheets, working documents and early drafts (you may be required to provide these to your instructor). | Agree | [ ]  | Disagree | [ ]  |
| My direct quotations have quotation marks and are cited. | Agree | [ ]  | Disagree | [ ]  |
| All ideas used from other sources include citations. | Agree | [ ]  | Disagree | [ ]  |
| Every entry in my bibliography/reference list relates to an idea/quote used in my submission. | Agree | [ ]  | Disagree | [ ]  |
| I have checked my work against my notes to be sure I have correctly referenced all direct quotes or borrowed ideas. | Agree | [ ]  | Disagree | [ ]  |
| Apart from material that is a direct quotation, everything else is in my own words. | Agree | [ ]  | Disagree | [ ]  |
| In paraphrasing the work from others, I put the complete idea into my own words. | Agree | [ ]  | Disagree | [ ]  |
| I have checked all citations for accuracy (i.e., page numbers, dates, web page addresses). | Agree | [ ]  | Disagree | [ ]  |
| I have asked an instructor or librarian about how to include any material I was unsure how to document. | Agree | [ ]  | Disagree | [ ]  |
| I have used one recognized Reference Style (i.e., APA, MLA, Chicago, etc.) consistently throughout my submission. | Agree | [ ]  | Disagree | [ ]  |
| I have accurately and completely described any data or evidence I have collected. |  |  |  |  |
| I did not share my work/answers/content with others in ways not explicitly authorized by my instructor. | Agree | [ ]  | Disagree | [ ]  |
| This is the first time I have submitted this material for a course. | Agree | [ ]  | Disagree | [ ]  |
| I have completed this assignment independently. | Agree | [ ]  | Disagree | [ ]  |

If you checked “Disagree” to any of the above statements, you are encouraged to revise or review your paper as appropriate.

Include a copy of your completed form with your submission.