

Academic Integrity Checklist

When working on an assignment, there are many different things to consider, and it can sometimes be overwhelming. This checklist is a useful tool to remind you of some of these things which can help you complete your work with academic integrity. If you are unsure about anything, reach out to your instructor as they are here to help!

	I understand the assignment requirements and have checked that I completed the assignment according to the assignment instructions and rubric.
	I understand the difference between an individual assignment and a group assignment. If it is an individual assignment, I have completed it on my own
	This is original work developed by myself.
	This is the first time that I am submitting part or all of this assignment to a course
	I did not share any part of my assignment with other students, unless permitted by my instructor.
	I have used the reference and formatting style required by my instructor (e.g. MLA , APA , Chicago).
	I have added a references list on a separate page as per the assignment requirements.
	I have checked my assignment to make sure I have included all necessary in-text citations and their references.
	I have paraphrased all material correctly. I communicated my understanding of the material rather than just rearranging the words.
	I have included quotation marks around direct quotes and the proper in-text citation (including page or paragraph number).
	If I used Artificial Intelligence tools such as ChatGPT, I made sure it was allowed by my instructor and have acknowledged its use. (The library has guides on how to cite Artificial Intelligence, here is an example using APA.)
	I understand what types of help are appropriate and permitted. If someone helped me with the assignment, it was only appropriate and allowed assistance, such as KPU peer tutors , The KPU Learning Centre , a librarian , or my instructor.
	I have double-checked my work and have asked for help from KPU tutors or librarians where needed.
	I understand the importance of upholding Academic Integrity as per Kwantlen Polytechnic University's Academic Integrity Policy .

Adapted from https://library.rrc.ca/ld.php?content_id=36923456 and https://spark.library.yorku.ca/wp-content/themes/glendonits-spark-20151125/resources/Academic_Integrity_Checklist.pdf

Name: _____

Signature: _____

Date: _____