

ACADEMIC INTEGRITY

Key Tips for Students



DO'S



01

Know the Rules

Read and understand your college's Academic Integrity Policy. Not knowing the rules is not an excuse.

02

Paraphrase with Purpose

Practice paraphrasing source material. Visit your college's writing center to strengthen this skill.

03

Cite Everything

Whether you quote, summarize, or paraphrase—always give credit to your sources.

04

Follow Exam Rules

Know what is allowed: notes, devices, collaboration—your instructor will let you know.

05

Take It Seriously

Cheating and plagiarism can lead to course failure, suspension, or expulsion. It's not worth the risk.

DON'TS



01

Don't Misuse AI or Homework Sites

Tools like ChatGPT, Course Hero, and Chegg should not be used to copy or upload coursework.

02

Don't Ask Someone to Do Your Work

Whether it's a friend or a website, it's considered cheating.

03

Don't Copy & Paste Without Quoting

Using a source's exact words without quoting is plagiarism—even if it's "just a few sentences."

04

Don't Let Tools Do the Work for You

Online paraphrasing or citation generators can help—but they're just guides, not substitutes.

05

Don't Reuse Past Work Without Permission

If you want to reuse your own past work for another class, get permission from both instructors.

