

TOP TIPS FOR MAINTAINING ACADEMIC INTEGRITY

Understand It

Do Your Own Work

Manage Your Time

Be Honest with
Yourself

Minimize the Risks

Collaborate Ethically

Be Prepared to Do
the Work

Learn from Each
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TOP TIPS FOR MAINTAINING ACADEMIC INTEGRITY



UNDERSTAND IT

Showing academic integrity means pursuing your studies openly, honestly, and responsibly. You are responsible for following DC's Academic Integrity policy. If you don't know what is allowed, ask for clarification to avoid accidental mistakes.

BE HONEST WITH YOURSELF

Integrity goes beyond college – it guides your personal and professional ethics. You've invested time and money in college, so prioritize learning and growth. Before taking an academic risk for an assessment, ask yourself if your family would be proud of your actions.

MANAGE YOUR TIME

Procrastination can lead to stress and rushed decisions, making shortcuts tempting. Plan your schedule to balance school, work, family, and social activities to avoid last-minute panic and allow time to seek help if needed.

COLLABORATE ETHICALLY

Collaboration is an essential skill for college. Ensure everyone contributes fairly, hold teammates accountable, and review the final product. Genuine teamwork means supporting each other while maintaining integrity.

MINIMIZE THE RISKS

Gen AI tools are permitted under specific conditions – always follow your professor's guidelines. Understand that academic and life stressors, lack of confidence, or gaps in understanding can be risk factors for breaching academic integrity.

LEARN FROM EACH EXPERIENCE

College helps build skills and confidence. Accept feedback, reflect on both successes and failures, and focus on long-term academic and career goals. Every experience, good or bad, is an opportunity to improve.

BE PREPARED TO DO THE WORK

There are no shortcuts to earning your credential. Put in the effort, study effectively, and sharpen your academic writing skills, including paraphrasing, summarizing, and developing your vocabulary.

USE YOUR RESOURCES

Access the academic support available to you – professors, student advisors, the library, Access and Support Centre, and SALS, all available to you as partners in creating a culture of academic integrity at DC.

LEARN ABOUT REFERENCING

Citing sources correctly is essential in academic work. Acknowledge others' words and ideas with proper citations in text and in your reference list. Follow the rubric and keep track of your research to ensure accuracy.

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DO YOUR OWN WORK

Do not share or request work from others and only collaborate when your professor allows it. Use Gen AI tools responsibly to support your learning, but the work must still be your own. Your name will be on your credential, so earn it with integrity and hard work.