

**Office of Academic Integrity**  
**Academic Integrity Council – Charge of Academic Dishonesty Form**

Date:	Complainant’s Name:							
Student’s Name:	Complainant’s Phone #:							
Student’s GWid:	Complainant’s Univ. Email:							
Student’s Univ. Email:	Acad. Dept. & Course #:							
Student’s Academic Level:	Freshman	Sophomore	Junior	Senior	Graduate	Doctoral	Non-Degree	

According to the “[Code of Academic Integrity](#),” academic dishonesty is defined as cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.

**Important Information for Individuals Initiating an Academic Integrity Charge Against a Student:**

Prior to completing this form, please contact the Office of Academic Integrity at (202) 994-6757 to determine whether or not a student has a previous violation of the “Code of Academic Integrity.” Please note that a Hearing Panel of the Academic Integrity Council must be convened for a second or any subsequent offense; if librarians or members of the administration initiate the charges; or if a proposed sanction includes suspension or expulsion.

**Type(s) of Academic Dishonesty:**

Please indicate the appropriate type(s) of the alleged violation(s) as defined within Article II, Section 1 (b) of the “Code of Academic Integrity”:

- |   |                                     |               |
|---|-------------------------------------|---------------|
| 1) Cheating   | 2) Fabrication                      | 3) Plagiarism |
| 4) Falsification and Forgery of university academic documents | 5) Facilitating Academic Dishonesty |               |

**A. Alleged Violation**

**Please describe in detail the alleged violation(s) of the “Code of Academic Integrity,” including the type of academic dishonesty, specific academic work product, and date of submission.** Please attach and submit documentation associated to the alleged violation(s) to this form.

**B. Sanction Recommendation**

**Please identify a sanction recommendation(s). For more information, see the guidelines in Article III, Section 5 of the “Code of Academic Integrity.”** Note: All sanctions, except failure of the assignment in question shall be marked on the student’s permanent record as a transcript notation which reads “Academic Dishonesty.” Proposed sanctions of suspension or expulsion require an Academic Integrity Council hearing.

**C. Witnesses**

Please list any witnesses and their phone numbers and/or email addresses:

Witness (Full Name): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Witness (Full Name): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Witness (Full Name): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**D. Signature**

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

**E. Course of Action Determination by Accused Student or as Required within the "Code of Academic Integrity"**

Please check one:

**For An Alleged First-Time Violation(s) of the "Code of Academic Integrity":**

I wish to contest the alleged violation(s) of the "Code of Academic Integrity" against me and/or the proposed sanction. I wish to have this matter referred to the Academic Integrity Council.

I wish to accept the alleged violation(s) against me and understand that I am "in violation" of the "Code of Academic Integrity." Additionally, I agree to the proposed sanction.

**Required Academic Integrity Council Hearing Panels for Alleged Violation(s) of the "Code of Academic Integrity":**

As a librarian or a member of the administration has initiated the alleged violation(s) charge, a Hearing Panel of the Academic Integrity Council must be convened to address the alleged violation(s).

As the proposed sanction for the alleged offense includes suspension or expulsion, a Hearing Panel of the Academic Integrity Council must be convened to address the alleged violation(s).

As the alleged violation(s) of the "Code of Academic Integrity" is a second or subsequent offense, a Hearing Panel of the Academic Integrity Council must be convened to address the alleged violation(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student's Local Phone and Email

Copies of this form, signed or unsigned by the student, should be sent to the Office of Academic Integrity:

812 20<sup>th</sup> Street, NW

Washington, DC 20052

Once received, our office will process all paperwork and notify relevant parties.

If any party has a question or concern in relation to the "Code of Academic Integrity" and its disciplinary procedures, please contact our office at (202) 994-6757 or via email at [rights@gwu.edu](mailto:rights@gwu.edu).

**THE GEORGE WASHINGTON UNIVERSITY**

WASHINGTON, DC

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**Office of Academic Integrity**  
**Suggested Guidance For Students**

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Ensure that you understand your rights & responsibilities in relation to an alleged violation of the "[Code of Academic Integrity](#)"

**Ask, Consult/Meet, Understand, Sign & Submit, Participate**

**Ask** the faculty or staff member for a copy of the *Charge of Academic Dishonesty Form*; **Ask** them to review the evidence of the alleged violation(s).

**Consult** and/or **Meet** with the Office of Academic Integrity to discuss what your rights & responsibilities are in relation to the alleged violation(s).

- Students should contact our office to set up an appointment or to ask questions:
  - Phone: (202) 994-6757
  - Email: [rights@gwu.edu](mailto:rights@gwu.edu)
- Students should review the "[Code of Academic Integrity](#)" available online.
- Students may also consult with an advisor, which could include family members or another individual.

**Understand** what specific alleged violation(s) of the "[Code of Academic Integrity](#)" you are being charged with: Cheating, Fabrication, Plagiarism, Falsification and Forgery of University Academic Documents, and/or Facilitating Academic Dishonesty.

**Understand** what the potential sanction(s) are and how they may affect your academic status within the course, within the academic school or college, and at the university.

**Understand** whether or not the alleged violation(s) must be addressed through an Academic Integrity Council Hearing.

**Understand** what a Hearing is and what its procedures are.

**Understand** what your rights are as a student in a Hearing.

**Sign & Submit** the *Charge of Academic Dishonesty Form* to the Office of Academic Integrity or the faculty or staff member.

- This indicates your acknowledgement of how the alleged violation(s) of the "[Code of Academic Integrity](#)" will be addressed by the university.

**Participate** in any meetings or Hearings requested and/or required of you through the Academic Integrity Disciplinary Process.

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**Office of Academic Integrity**  
**Suggested Guidance For Faculty & Staff**

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Help ensure the standards of the "[Code of Academic Integrity](#)" by following these six suggested steps for addressing alleged violations:

**Collect, Verify, Write, Present, Allow, Submit**

**Collect** information associated with the alleged violation(s) of the "[Code of Academic Integrity](#)" (documents, papers, emails, etc.). You may also consult with colleagues or our office about the alleged violation(s).

**Verify** if the student(s) has a previous "[Code of Academic Integrity](#)" violation by contacting the Office of Academic Integrity at (202) 994-6757 or via email at [rights@gwu.edu](mailto:rights@gwu.edu).

**Write** a [Charge of Academic Dishonesty Form](#) for each individual student involved.

- Identify the applicable violation(s): Cheating, Fabrication, Plagiarism, Falsification and Forgery of University Academic Documents, and/or Facilitating Academic Dishonesty.
- Propose a sanction consistent with the nature of the violation, your syllabus, academic college regulations, and/or university recommendations.

**Present** the completed *Charge of Academic Dishonesty Form* and any documentation of the alleged violation(s) to the student at an in-person meeting, if possible.

- Walk the student through the alleged violation(s) and the proposed sanction in a constructive conversation about the importance of Academic Integrity within the classroom.
- Refer the student to our office so that they can understand their rights and the university's Academic Integrity Disciplinary Process

**Allow** the student time to consider a course of action in relation to the alleged violation(s), typically **at least three (3) business days**.

- The Office of Academic Integrity, in consultation with the faculty or staff member, will direct any final deadline established for the student.

**Submit** the signed and completed *Charge of Academic Dishonesty Form* to the Office of Academic Integrity, along with any documentation associated to the alleged violation(s).

- In Person: 812 20th Street, NW
- Via Email: [rights@gwu.edu](mailto:rights@gwu.edu)
- Via Fax: (202) 994-3051

Upon Submission, the Office of Academic Integrity will proceed with the Elected Action of the Student or the Action Mandated by the "[Code of Academic Integrity](#)"