
Office of Academic Integrity
Suggested Guidance For Faculty & Staff

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.

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: Mitchell Hall, 514 19th St NW
- Via Email: rights@gwu.edu
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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](#)"