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
  
  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”