1. **Read/review the GW Code of Academic Integrity**
   a. Focus on GW’s definition of academic dishonesty (p. 1 of the Code), as well as understand what are the potential sanctions for an alleged violation (p. 3 of the Code - Sanctions).
   b. Please note that included within the definition of Cheating, students may not submit a paper or portions of a paper in more than one course unless they have the consent of both respective instructors.
   c. Academic Integrity violations are considered permanent disciplinary records at GW, even if the violations are not accompanied with a transcript notation.
   d. Individuals found responsible for a violation that carries with it a sanction of failure of a course will receive a transcript notation reading, “Academic Dishonesty” and the date of the violation. Individuals who are suspended or expelled will also receive a transcript notation. Students may petition the Provost and Executive Vice President for Academic Affairs or designee to have these transcript notations after designated periods of time reflected within the “Code.”
   e. Contact the [Office of Academic Integrity](#) with any questions.

2. **Read all syllabi carefully at the beginning of each term.** Ask your professor if you have questions about class expectations about the completion of course assignments and examinations, including levels of collaboration during group work, standards for citations/references, and behavior during exams and other projects. Refer to the syllabi during the course term to reassure your understanding.

3. **Know the GW resources relating to academic integrity and academic success:** [Office of Academic Integrity](#), [Office of Student Rights and Responsibilities](#), [Safe Assign](#), [Writing Center](#), [Disability Support Services](#), [GW Tutoring Initiative](#), [Colonial Health Center – Mental Health Services](#), academic advisors, [GW CARE network](#), [GW librarians](#), etc. Many academic integrity cases arise when students are trying to rush through papers or other assignments.

4. **When writing research papers, use RefWorks or other free citation tools** available on the GW Libraries’ website to organize their citations and references.

5. **Be sure to stow away technology such as smart phones, watches, study guides,** etc. during examinations. Professors may believe you are using such devices/resources to cheat on “closed book” examinations and assignments. Perception can lead to suspicion.

6. **Follow all examination directions.** Be sure to read Blackboard, your syllabus, and all examination instructions very carefully. If you have questions about behavioral expectations, ask your professor or TA to clarify.

7. **Clarify the type of style/citation standards class will use for written assignments,** and use the GW and other resources to learn more about these standards. Useful citation resources are included on: [GW Library’s page](#) and the [Writing Center’s page](#).

8. **Students are afforded procedural rights under the GW Code of Academic Integrity.** Be sure to contact the [Office of Academic Integrity](#) to learn about your rights and responsibilities under the Code.