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

Date:                      Complainant’s Name:
Student’s Name:            Complainant’s Phone #: x _____ - ____________________
Student’s GW ID#: G        Complainant’s Univ. Email:
Student’s Univ. E-Mail:    Acad. Dept. & Course #:
Student’s Academic Level (circle 1): 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 in order to discover whether or not a student has ever had a prior 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, or if a proposed sanction(s) includes suspension or expulsion.

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

☐ Cheating                    ☐ Fabrication                  ☐ Plagiarism
☐ Falsification and Forgery of University academic documents ☐ 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 the Office of Academic Integrity with 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:

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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 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:
950 24th Street, NW, Suite 109, City Hall, 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.
ACADEMIC INTEGRITY SUGGESTED GUIDANCE FOR STUDENTS

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 your Faculty Member to provide you 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:
  o TELE: (202) 994-6757 - EMAIL: RIGHTS@GWU.EDU

- Students should review the “Code of Academic Integrity” available on our website:
  o HTTP://STUDENTCONDUCT.GWU.EDU/CODE-ACADEMIC-INTEGRITY

- Students may also consult with an advisor, which could include family members or other individuals

☐ 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, Facilitating Academic Dishonesty

☐ UNDERSTAND what the potential sanction(s) are and how they may affect your academic status within the course, within the academic college, or at the University

☐ UNDERSTAND whether or not the alleged violation(s) must be addressed through a hearing

☐ UNDERSTAND what an Academic Integrity Council hearing is and what its procedures are

☐ UNDERSTAND what your rights as a student are in a hearing

☐ SIGN & SUBMIT the Charge of Academic Dishonesty Form to the Office of Academic Integrity or your faculty 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
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 TO 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) MAY HAVE A PREVIOUS “CODE OF ACADEMIC INTEGRITY” VIOLATION BY CONTACTING OUR OFFICE AT (202) 994-6757 OR VIA EMAIL AT RIGHTS@GWU.EDU

☐ **WRITE** UP 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, facilitating academic dishonesty
- Propose a sanction consistent with the nature of the violation, your syllabus, academic college regulations, and university recommendations

☐ **PRESENT** THE COMPLETED CHARGE OF ACADEMIC DISHONESTY FORM ALONG REVIEW THE EVIDENCE OF THE ALLEGED VIOLATION(S) COLLECTED TO THE STUDENT IN 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 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 BUSINESS DAYS
- Any final deadline established for the student will be directed for them by the office of academic integrity, in consultation with the faculty member

☐ **SUBMIT** THE SIGNED AND COMPLETED CHARGE OF ACADEMIC DISHONESTY FORM TO THE OFFICE OF ACADEMIC INTEGRITY, ALONG WITH ANY EVIDENCE ASSOCIATED TO THE ALLEGED VIOLATION(S)
- In person – 950 24th Street, NW, Suite 109 - City Hall
- Via email – 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”