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** 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 with 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”