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 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 forgering 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 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 – 812 20th Street, NW – Building YY
  - 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”