

George Mason University

THE HONOR COMMITTEE

Instructions for completing an Accusation Packet

1. **The Fact Sheet.** Please complete this form as thoroughly as possible. It is critically important that the proper person be identified when an accusation is made. IF AT ALL POSSIBLE, INCLUDE THE ACCUSED PERSON'S MASON ID NUMBER. This will not always be possible when a student is accused by another student, but faculty members are asked to take the ID number from the class list.
2. **The Testimony Form.** Please complete all sections of this more. Be sure to include the date of realization of a violation of the Honor Code as well as the specific charge you are bringing against the student (see the Honor Code).

Complete the description of the violation in the space provided. You may attach an additional sheet if necessary.

If the violation occurred in a classroom setting (i.e. a quiz or test), complete the diagram on page two of the form. Please be sure to complete all relevant questions on page two. Also, please sign and date both page one and page two of the form.

3. **Professor Penalty Recommendation Form.** This form is to be completed by the course instructor only. Students filing charges should disregard this form. The Honor Committee will contact the instructor directly to secure this information.

The faculty member should note that it is also possible for the Honor Committee to impose a non-academic sanction such as community service. If you feel that such a penalty would be appropriate, please mention that fact on the recommendation form.

4. **Evidence.** Please include a copy of any evidence you may have (e.g. the test, paper, etc.). Keep the original for your own records.

**THIS PACKET SHOULD BE COMPLETED AND RETURNED TO
THE DEAN OF STUDENTS OFFICE**

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as soon as possible.

The Honor Code specifies time limits for the filing of charges.