

**ACADEMIC HONOR POLICY  
HEARING REFERRAL**

*Note: This form is used by instructors to refer cases to Academic Honor Policy (Step 2) hearings. It should be used when the student has a prior record of academic dishonesty or when a first offense is so egregious that disciplinary sanctions (probation, suspension, dismissal, etc.) should be considered. Students who accept responsibility but not the sanctions should be offered a "referral to contest the sanction." Courses in which there are Academic Honor Policy allegations may not be dropped.*

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Student Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_ Student Email: \_\_\_\_\_  
(EMPLIDs are 9 digits.)

Instructor Name: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Department/College: \_\_\_\_\_ Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Alleged Violation: (Check number of code violation – see <http://jda.fsu.edu/content/download/21140/136629/AHPFinal2014.pdf>)

1                    2                    3                    4                    5                    6                    7                    8

Description of Alleged Violation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Proposed Sanction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check reason for referral:

- Prior record
- Student does not Accept Responsibility
- Egregious Offense Requires Consideration of Disciplinary Action

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*The instructor should attach all documentation of alleged violation (paper, exam, etc.), the syllabus for the course, and specific instructions for the assignment to this form and send to:*

**Office of Faculty Development and Advancement  
115 Westcott—Mail Code 1480**

*Instructors should contact the Office of Faculty Development and Advancement (644-6876) for assistance.  
Students should contact the Dean of Students Department (644-2428) for assistance.*