Academic Honor Policy - Quick Reference Guide for Students

Students have three options if there is an alleged violation of the Academic Honor Policy.

1. Students can sign a **"Step 1 Agreement."** This means that a student takes responsibility for violating the Academic Honor Policy and accepts the sanction proposed by the instructor. Signed forms will be sent to the Office of Faculty Development and Advancement, MC 1480, by the instructor of record.

2. Students can sign a **"Referral to Contest Sanction Form."** This means that a student accepts responsibility for the alleged violation but contests the sanction. The student will need to write a statement containing information about why the sanction is too harsh or disproportionate to the alleged violation. This statement, along with the relevant form and supportive documentation, should be sent to the Office of Faculty Development and Advancement, MC 1480, by the instructor of record.

3. Students can decide to not accept responsibility for the alleged violation and present evidence showing that they did not violate the Academic Honor Policy. In this case, instructors will complete a **Step 2 Hearing Referral** and the case will go to a Step 2 Academic Honor Policy hearing.

   If the alleged violation is considered egregious, or if a student has a prior Academic Honor Policy violation, the case will automatically be referred to a Step 2 hearing.

   Any record of a resolved Academic Honor Policy case where the student has been found "responsible" (including "Step 1 Agreements") will be maintained in a confidential database for 5 years (longer for dismissals or expulsions). Academic Honor Policy violations are not posted on transcripts, except in cases of dismissal or expulsion.

For additional information, please go to: http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy.

Students can also consult with a representative in the Dean of Students Department by calling 850/644-2428 regarding any of the above information.