

Academic Honor Policy Resolution Form: Allegation of First Offense

Please read the instructions before completing the form: <https://fda.fsu.edu/ahp#forms>

Instructors should email FDA-AcademicIntegrity@fsu.edu to check if the involved student has a prior academic-misconduct violation on record.

Note: This form is used to document first-offense resolutions between students and instructors. It should not be used when students have a prior record of academic misconduct or when the alleged violation is egregious (as defined in the Academic Honor Policy).

Part I: Completed by the Instructor

Student Name: _____ EMPLID: _____ Student Email: _____
(i.e., 9-digit ID) (i.e., FSUID@fsu.edu)

Instructor Name: _____ Instructor Email: _____

Department: _____ Course: _____ Semester: _____

Select the Alleged Violation(s) from the options below:

1. [Plagiarism](#)
2. [Cheating](#)
3. [Unauthorized Group Work](#)
4. [Fabrication/Falsification](#)
5. [Multiple Submission](#)
6. [Abuse of Materials](#)
7. [Complicity](#)

Description of the Alleged Violation: _____ Date of the Incident: _____

[Proposed Sanction & Rationale](#) (e.g., grade penalties, ethics workshop by a deadline, etc.):

The student should be eligible for early record expungement if no further misconduct occurs prior to degree completion: YES NO

Important Notes for Instructors:

- Students have the right to review all evidence (e.g., Turnitin reports, Testing Center videos & reports, redacted comparisons of concerning submissions, GroupMe threads, relevant email/Canvas correspondence, etc.) to make informed decisions. See the next page for an explanation of the resolution options.
- If a student fails to respond to your outreach about the allegations after 10 class days (excluding holidays and university closures), you may inform the student that you will be requesting an academic hold on their account until a written response is received.
- If an incident cannot be resolved before final grades are due, then a placeholder grade of "Incomplete" should be given to maintain due process.
- Please send all forms to FDA-AcademicIntegrity@fsu.edu. Use of electronic forms is required; please do not print the form to complete or deliver hard copies. Signatures can be obtained using [DocuSign](#).

Instructor Signature: _____ Date: _____

Part II: Completed by the Student

You do not need to sign this form immediately; you have 10 class days to consider your options before you must respond to your instructor with a decision.

Academic Honor Policy advising is available via the following resources: <https://undergrad.fsu.edu/student-ombudsman-office> & <https://fda.fsu.edu/academic-resources/academic-honor-policy/hearing-advising>

Select One Resolution Option Below by Checking (✓) & Signing Your Choice:

Option #1 – Student & Instructor Resolution:

I hereby accept responsibility for violating Florida State University's Academic Honor Policy, and I accept the instructor's proposed sanction(s). I understand that I may not drop the course, withdrawal from the course, or change the letter-grading basis of this course.

Student Signature: _____ Date: _____

Option #2 – Disputing the Sanction:

I hereby accept responsibility for violating Florida State University's Academic Honor Policy. I do not, however, agree with the proposed sanction(s) and hereby request a review of said sanction(s). I have emailed my statement and all supporting documentation to FDA-AcademicIntegrity@fsu.edu to explain why I believe the proposed sanction(s) is disproportionate to the offense. I understand that I may not drop the course, withdrawal from the course, or change the letter-grading basis of this course.

Student Signature: _____ Date: _____

Option #3 – Academic Honor Policy Hearing:

I hereby deny responsibility for violating Florida State University's Academic Honor Policy, and I do not believe that I should be subject to any sanction(s). I hereby request a hearing to self-advocate for my perspective that no academic misconduct occurred. I understand that I may not drop the course, withdrawal from the course, or change the letter-grading basis of this course—unless I am found "not responsible" for the allegations per the votes of the hearing panelists.

Student Signature: _____ Date: _____