

Academic Honor Policy Resolution Form: Allegation of Second Offense or Egregious 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.

Note: This form is used by instructors to refer cases to Academic Honor Policy Hearings or Administrative Case Resolutions. It should be used when the student has a prior record of academic misconduct or when a first offense is egregious (as defined in the Academic Honor Policy).

To Be 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.):

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.).
- 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 to prompt the required response.
- 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.

Instructor Signature: _____ Date: _____

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