

### **Instructions: First-Offense Academic Honor Policy Resolution Form**

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).

#### **Directions for completing the form:**

##### **Step 1:**

The instructor of record contacts the [Office of Faculty Development and Advancement](#) to check for prior Academic Honor Policy Violations.

- A) If no prior violations, instructors complete this First Offense form.
- B) If yes, there are prior violations for the student or the allegation is egregious, complete the AHP Hearing Referral Form.

##### **Step 2:**

The instructor of record completes *Part 1* of the form and includes any applicable evidence, including whether or not the instructor recommends the student for early expungement, if eligible later. This written input from the instructor will be the primary consideration taken into account when the FDA Office determines whether a student's record will be expunged early.

##### **Step 3:**

The course instructor sends the form to the student via [DocuSign](#).

##### **Step 4:**

The student has 10 university business days to complete *Part 2* of the form. If the student has questions, they may contact the instructor to arrange a meeting. If a student fails to respond with a resolution within the 10 day time period, an academic hold may be placed on the student's account.

##### **Step 5:**

The instructor receives the completed form via [DocuSign](#) and emails it to the [Office of Faculty Development and Advancement](#) for processing.

**Thank you for doing your part to follow the Academic Honor Policy and protect students' due-process rights.**