

Instructions: Second-Offense or Egregious Academic Honor Policy Resolution Form

This form should 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 the First-Offense form.
- B) If yes, there are prior violations for the student or the allegation is egregious, complete the AHP Hearing Referral Form (Second-Offense or Egregious).

Step 2:

The course instructor of record completes *Part 1* of the form and includes any applicable evidence.

Step 3:

The course instructor emails the completed form and all supporting evidence to FDA-AcademicIntegrity@fsu.edu. An AHP Administrator will then use the documents to draft and send a Charge Letter to the student and copy the course instructor.

Step 4:

The student will have a chance to submit any counter-evidence to FDA-academicintegrity@fsu.edu.

Step 5:

An AHP Administrator will contact the course instructor and student to schedule a date and time for the Academic Honor Policy hearing.

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