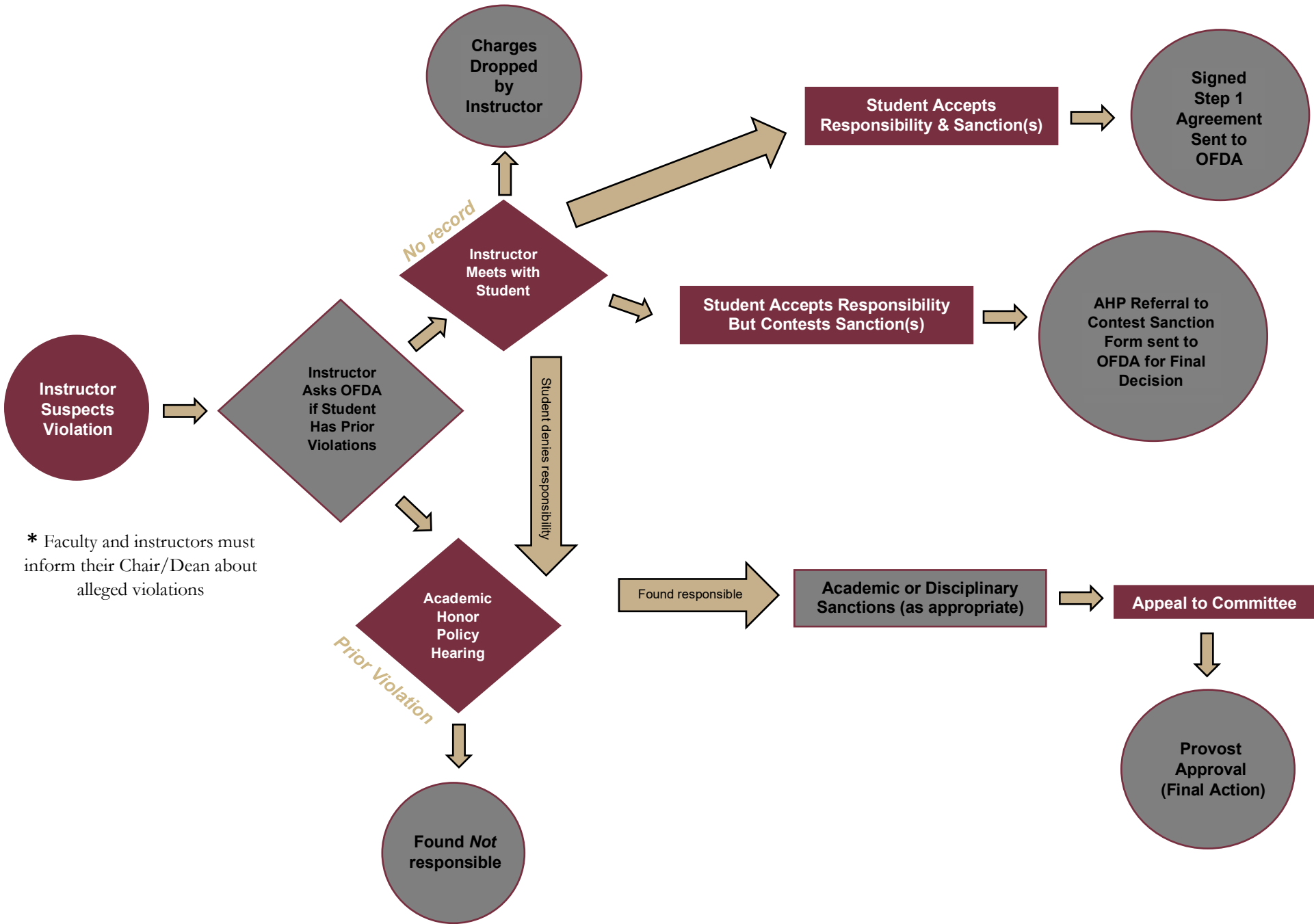


FSU Academic Honor Policy Flowchart (AHP)



Glossary of Terms

(Alphabetical Order)

- **Academic Honor Policy Hearing** – An educational, non-adversarial process in which the accusing instructor and the accused student present their perspectives of what may have occurred regarding an alleged violation(s); hearing panels include a chairperson from OFDA, 2 faculty representatives, and 2 student representatives; panelists make a *responsible* or *not responsible* decision based on a preponderance of evidence standard.
- **Academic Sanctions** – The consequences decided by a hearing panel that are intended to improve students' ethical decision making and resource knowledge; examples may be found on pages 5-7 of the [Academic Honor Policy](#).
- **Accept Responsibility** – When a student both acknowledges that they have committed an Academic Honor Policy violation and agrees to adhere to the sanctions decided by the instructor; this acceptance of responsibility leads to a formal student-instructor agreement called a *Step 1 Agreement*.
- **Appeal to Committee** – A student may appeal the decision of an Academic Honor Policy hearing; a standing four-person committee will review the case and decide the outcome (Provost breaks any tie decisions); the burden of proof to show that an error occurred during the Academic Honor Policy hearing is on the student.
- **Charges Dropped by Instructor** – The instructor may choose to not move forward with a Step 1 Agreement or an Academic Honor Policy hearing; this typically occurs after the student and instructor have consulted informally about the incident.
- **Contests Sanction(s)** – A student may acknowledge having violated the Academic Honor Policy while disagreeing with the sanctions outlined by the instructor; this situation would lead to the completion of a *Referral to Contest Sanctions Form*.
- **Denying Responsibility** – A student may state that they did not commit an Academic Honor Policy violation and that they will not accept the sanctions decided by an instructor; this situation would lead to the completion of a *Step 2 to Hearing Referral Form* and the scheduling of an Academic Honor Policy hearing.
- **Disciplinary Sanctions** – The consequences decided by a hearing panel that are intended to deter students from committing further violations or finding themselves in compromising circumstances; examples may be found on pages 5-7 of the [Academic Honor Policy](#).
- **Not Responsible** – A decision made by a hearing panel that declares the student to have more than likely not violated the Academic Honor Policy.
- **Office of the Vice President for Faculty Development & Advancement (OFDA)** – The office responsible for facilitating Academic Honor Policy hearings and maintaining related records; also conducts academic integrity outreach presentations for students and faculty/staff.
- **Record** – Documentation noting that a student has a prior history of being found responsible for violating the Academic Honor Policy.
- **Responsible** – A decision made by a hearing panel that declares the student to have more than likely violated the Academic Honor Policy.
- **Violation** – Any action or attempted action going against the behavioral expectations outlined in the Academic Honor Policy; ignorance of the Academic Honor Policy is not a valid reason for avoiding sanctions/consequences of unauthorized behavior.



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