**FSU Academic Honor Policy Flowchart (AHP)**

1. **Instructor Suspects Violation**
   - Instructor Meets with Student
   - Instructor Asks OFDA if Student Has Prior Violations
   - Prior Violation
   - Academic Honor Policy Hearing
   - Found responsible
   - Academic or Disciplinary Sanctions (as appropriate)
   - Appeal to Committee
   - Provost Approval (Final Action)

2. **Instructor Meets with Student**
   - No record
   - Instructor Suspects Violation

3. **Charges Dropped**
   - by Instructor
   - Student Accepts Responsibility & Sanction(s)
   - Signed Step 1 Agreement Sent to OFDA

4. **Student Accepts Responsibility But Contests Sanction(s)**
   - AHP Referral to Contest Sanction Form sent to OFDA for Final Decision

* Faculty and instructors must inform their Chair/Dean about alleged violations
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.