

ACADEMIC HONOR POLICY HEARING REFERRAL

Note: This form is used by instructors to refer cases to Academic Honor Policy (Step 2) hearings. It should be used when the student has a prior record of academic dishonesty or when a first offense is so egregious that disciplinary sanctions (probation, suspension, dismissal, etc.) should be considered. Students who accept responsibility but not the sanctions should be offered a "referral to contest the sanction." Courses in which there are Academic Honor Policy charges may not be dropped.

Student Name: _____ EMPLID: _____ Student Email: _____
(EMPLIDs are 9 digits.)

Instructor Name: _____ Instructor Email: _____

Department/College: _____ Course: _____ Semester: _____

Alleged Violation: (Check number of code violation – see <https://fda.fsu.edu/AHP>)

1 2 3 4 5 6 7 8

Description of Alleged Violation:

Date of Alleged Violation: _____

Proposed Sanction:

Check reason for referral:

- Prior record
- Student does not Accept Responsibility
- Egregious Offense Requires Consideration of Disciplinary Action

The instructor should attach all documentation of alleged violation (paper, exam, etc.), the syllabus for the course, and specific instructions for the assignment to this form and send to:

Office of Faculty Development and Advancement
115 Westcott
fda-faculty@fsu.edu
Mail Code 1480

Instructors should contact the Office of Faculty Development and Advancement for assistance at 850-644-6876 or fda-faculty@fsu.edu.

Students should contact the Office of Student Conduct and Community Standards for assistance at the [Academic Honor Policy Adviser Request Form](#) or sccs@fsu.edu.