

Academic Honor Policy (AHP): Advising FAQs

Questions & Answers

Q1. What are my responsibilities regarding handling an AHP allegation?

- A Being proactive and professional is the best approach to handling a violation. Proactivity means checking your emails regularly and gathering evidence (early) that supports your claims. Professionalism means responding to any accusations in a respectful and organized manner. Showing a high degree of self-awareness about how your behaviors may have contributed to the allegations helps you to gain listeners' empathy. Consider how to reduce behaviors that might convey unjustified entitlement.

Q2. Can I avoid going through a formal AHP process and handle the allegations more informally?

- A Only a conversation with your instructor that convinces them that your circumstances deserve an educational re-do opportunity or allegation dismissal will lead to no record of academic misconduct. Keep in mind that it is your responsibility to ask for such accommodations considerately. If the instructor clearly outlined how to complete an assignment, then you cannot reasonably expect an informal accommodation when you failed to follow instructions.

Q3. I have a logical explanation and/or proof that I did not commit a violation; how should I share this context?

- A Consider sharing this information with your instructor as soon as possible and providing any relevant evidence. Waiting to disclose critical information during a hearing or long after an allegation is made only drains your time and mental/emotional energy. While sharing this information may not lead to an informal resolution, your proactive communication will prove that you engaged in effective and timely communication.

Q4. How does having a record of academic misconduct affect graduate and/or professional school applications?

- A The answer to this question varies. Some admission committees, like those for legal and medical programs, will likely inquire into students' misconduct during their prior higher-education experiences. Other programs may not have a consistent policy of inquiring about such misconduct. Regardless, there is precedent of students with single violations who still submit competitive applications and obtain admittance into their desired programs. Admittance is not a guarantee just because you are honest and remorseful!

Q5. Should I disclose to potential graduate and/or professional schools that I have a violation on my record?

- A This question can only be answered by you, the student. As a general life lesson about sharing difficult news or mistakes, it is typically more admirable—and easy to recover from—personally disclosing your own story of misbehavior rather than getting caught omitting or avoiding difficult (yet honest) truth telling.



Academic Honor Policy (AHP): Advising FAQs

Questions & Answers

Q6. Do I have to disclose an unresolved Academic Honor Policy case to graduate and/or professional schools (i.e., I haven't received a "responsible" or "not responsible" decision yet)?

A No; however, an unresolved case can have long-term effects depending on when the allegations were discovered (and whether your hearing date is postponed or expedited for some reason). You are the best person to manage any logistical considerations regarding graduate and/or professional school applications.

Q7. What are the consequences if I don't disclose a violation to potential graduate and/or professional schools?

A Consequences will vary. As stated previously, personally disclosing a violation typically results in better outcomes than hoping your record will not be discovered by graduate and/or professional schools.

Q8. How do I disclose a violation to potential graduate and/or professional schools?

A Consider submitting an [application addendum](#) in which you honestly disclose your academic misconduct and provide evidence of your improved ethical skills. You need to convey to admission committees that you have engaged in positive development that will help you to reduce the likelihood of future problems. The [FSU Career Center](#) can help you to conceptualize addendum drafts and obtain feedback about them. Usually, these documents are one page in length (be concise when writing your addendum).

Q9. This situation has brought up some difficult emotions for me; what resources can help me cope well?

A FSU has various resources to help you with academic or personal concerns:

- The Office of Accessibility Services: <https://dsst.fsu.edu/oas>
- The Center for Health, Advocacy, and Wellness: <https://chaw.fsu.edu/topics>
- Case Management Services: <https://dsst.fsu.edu/cms/services-offered>
- Therapeutic Clinics: [The University Counseling Center](#), [The Human Services Center](#) and/or [Center for Couple & Family Therapy](#)
- The Academic Center for Excellence's [Personal Academic Consultations](#) and [tutoring](#): <https://ace.fsu.edu/>
- The Career Center: <https://www.career.fsu.edu/>
- The Reading-Writing Center: <https://wr.english.fsu.edu/reading-writing-center>
- FSU Libraries' [Citation Guides](#) & [Citation Management Resources](#): <https://www.lib.fsu.edu/>

Q10. I was found "not responsible." What does this mean regarding my assignment/course grade?

A After being found "not responsible," the related assignment(s) should be graded according to the assignment instructions and the quality with which you fulfilled the assignment. If you don't believe your work has been graded fairly, then you can use the Grade Appeal System: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>

