

## Discussing & Managing AHP Allegations: A Guide for Faculty

Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses (via syllabi, lectures, class announcements/reminders, and course design). Additionally, students involved in alleged Academic Honor Policy (AHP) violations have the right to be informed of all alleged violations and to be given access to all relevant materials pertaining to the case (Academic Honor Policy, 2022, p. 2–3).

Accordingly, please follow these best practices when discussing allegations with students in an educational and non–adversarial manner:

- 1) Email [fda-faculty@fsu.edu](mailto:fda-faculty@fsu.edu) to determine whether students have a prior record of AHP violations; if you need to consult about how to manage incidents (especially those involving privacy issues or evidence that divulges test questions/answers), then please email Katie-Dean Moore ([kd.moore@fsu.edu](mailto:kd.moore@fsu.edu)) and Joshua Morgan ([jlmorgan@fsu.edu](mailto:jlmorgan@fsu.edu)).
- 2) When virtual exam–proctoring methods are involved, please review any digital evidence to determine whether more clarification is needed or if misconduct allegations appear substantiated by a preponderance–of–the–evidence standard.
- 3) When notifying students about alleged violations, consider scheduling a Zoom meeting.
  - Zoom allows for meetings to be recorded and timestamped for accountability (**ask for students' consent** regardless of Zoom's recording alert functions).
  - Zoom also allows screensharing of evidence in a controlled environment, effectively accommodating students' due–process rights while protecting any sensitive content.
  - Email correspondence and/or in–person meetings are adequate alternatives; we recommend emailing post–meeting summaries to students after in–person meetings.
- 4) After speaking with students and reviewing the related evidence, please provide students with the [Quick Reference Guide](#) which outlines their resolution options (assuming the allegations have not been dismissed after gaining clarification).
- 5) Permit students at least five (5) class/business days (exclude holidays and university closures) to make their resolution decisions; advisors are available to them as well: <https://fda.fsu.edu/academic-resources/academic-honor-policy/hearing-advising>.
- 6) When students make their decisions, submit the proper [forms](#) and documentation (i.e., allegation evidence, syllabus, assignment rubrics, etc.) to Katie-Dean and Joshua.
- 7) Finally, please consult about how course–design enhancements could reduce academic misconduct and foster academic integrity (e.g., [The Center for the Advancement of Teaching](#), [The Office of Distance Learning](#), and/or [The Office of Faculty Development and Advancement](#) are happy to discuss prevention and learner–motivation best practices).

Email Katie-Dean ([kd.moore@fsu.edu](mailto:kd.moore@fsu.edu)) and Joshua ([jlmorgan@fsu.edu](mailto:jlmorgan@fsu.edu)) with any questions.

Please consult with these offices for further academic–integrity strategies:

[The Office of Faculty Development and Advancement](#)  
[The Office of Distance Learning \(Faculty Webpage\)](#)  
[The Center for the Advancement of Teaching](#)

