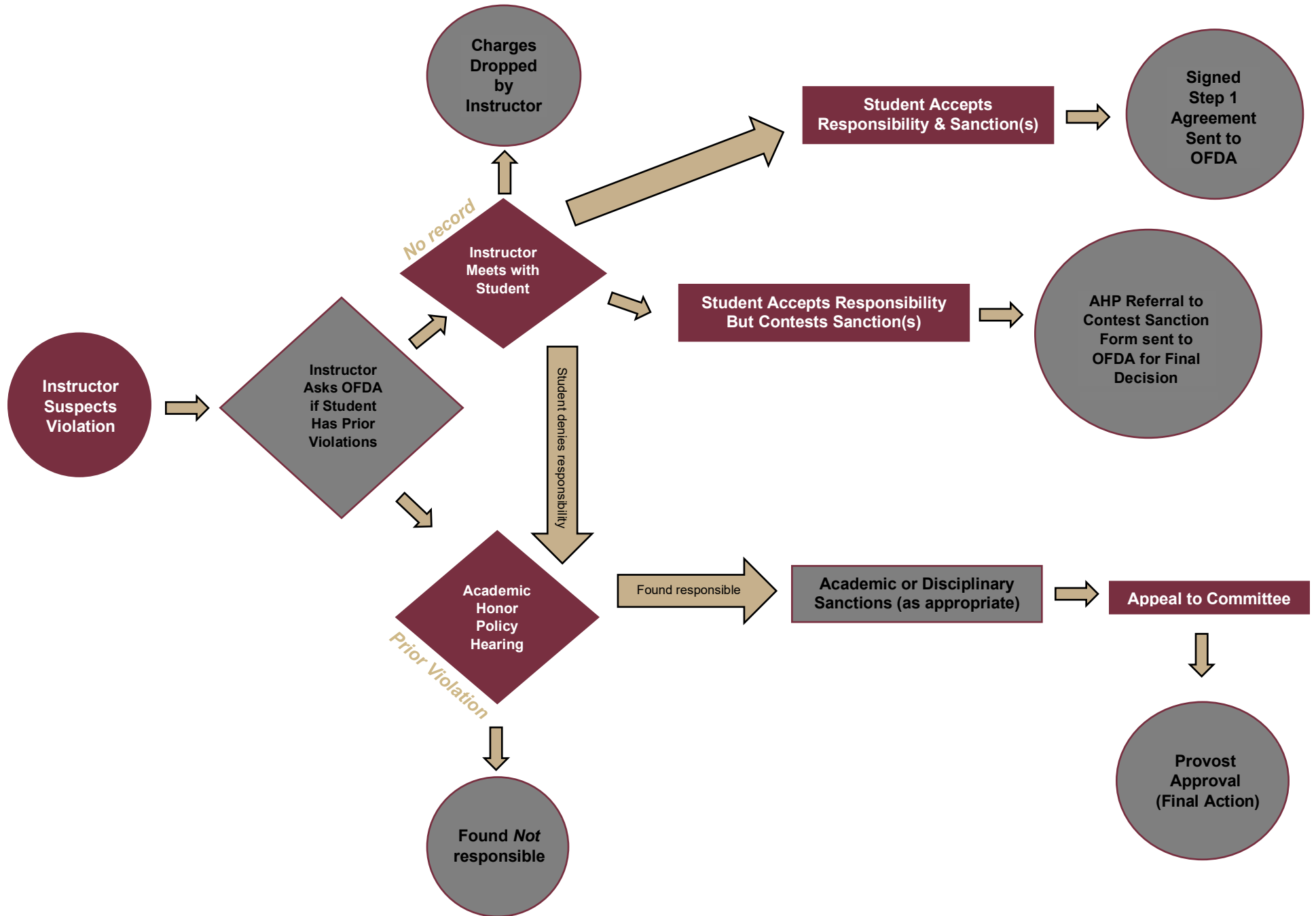


FSU Academic Honor Policy Flowchart (AHP)



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, 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 be more than likely to have 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 be more than likely to have 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.

