

## Academic Honor Policy - Quick Reference Guide for Students

Students have three options if there is an alleged violation of the Academic Honor Policy:

- 1) Students may sign a **Step 1 Agreement**. This means that a student takes responsibility for violating the Academic Honor Policy and accepts the sanction proposed by the instructor. Signed forms will be sent to the Office of Faculty Development and Advancement by the instructor of record.
- 2) Students may sign a **Referral to Contest Sanction Form**. This means that a student accepts responsibility for the alleged violation but contests the sanction. The student will need to write a statement containing information about why the sanction is too harsh or disproportionate to the alleged violation. This statement, along with the relevant form and supportive documentation, should be sent to the Office of Faculty Development and Advancement by the instructor of record.
- 3) Students may decide to not accept responsibility for the alleged violation and present evidence showing that they did not violate the Academic Honor Policy. In this case, instructors will complete a **Step 2 Hearing Referral** and the case will go to an Academic Honor Policy hearing.
  - If the alleged violation is considered egregious, or if a student has a prior Academic Honor Policy violation, ***the case will automatically be referred to a Step 2 hearing.***
  - NO grade penalty may be imposed for academic dishonesty without following the Academic Honor Policy process.
  - Any record of a resolved Academic Honor Policy case where the student has been found *responsible* (including Step 1 Agreements) will be maintained in a confidential database for 5 years (longer for dismissals or expulsions). Academic Honor Policy violations are not posted on transcripts – except in cases of dismissal or expulsion.

For additional information, please visit <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

Students may also consult with a representative in the Office of Student Conduct and Community Standards regarding any of the above information by calling (850) 644-5136 or emailing [sccs@fsu.edu](mailto:sccs@fsu.edu)

