

ACADEMIC HONOR POLICY STEP 1 AGREEMENT

Before attempting to reach a Step 1 Agreement, call the Office of Faculty Development and Advancement at 644-6876 to check the student's record.

Note: This form is used to document Step 1 agreements between instructors and students. It should not be used when students have a prior record of academic dishonesty, when the alleged violation is so egregious that disciplinary sanctions (probation, suspension, dismissal, etc.) should be considered, and when students accept responsibility for the violation but want to challenge the proposed academic penalty. Courses in which there are Academic Honor Policy allegations or a Step 1 Agreement may not be dropped.

Student Name: _____ EMPLID: _____ Student Email: _____
(EmplID's are 9 digits)

Instructor Name: _____ Instructor Email: _____

Department/College: _____ Course: _____ Semester: _____

Location of Incident _____

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:

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.

I hereby agree that I have violated Florida State University's Academic Honor Policy in the manner described above and agree to the proposed sanction. I understand that I cannot drop this class.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

(Note: This agreement becomes a confidential student record of academic dishonesty.)

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

The instructor should send this form to:

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