

Academic Honor Policy Resolution Form: Allegation of First Offense

Instructors should email FDA-AcademicIntegrity@fsu.edu to check if the involved student has a prior academic misconduct violation on record. This form is used to document first offenses. It should not be used when students have a prior record of academic misconduct or when the alleged violation is egregious (as defined in the [Academic Honor Policy](#).)

Part I: Completed by the Instructor

Student Name: _____ EMPLID: _____ Student FSU Email: _____

Instructor Name: _____ Instructor FSU Email: _____

Department: _____ Course: _____ Semester: _____

Select the Alleged Violation(s) from the Options Below:

- | | |
|---|--|
| ☐ 1. Plagiarism | ☐ 4. Fabrication, Falsification and Misrepresentation |
| ☐ 2. Cheating | ☐ 5. Multiple Submission |
| ☐ 3. Unauthorized Group Work | ☐ 6. Abuse of Academic Materials |
| | ☐ 7. Complicity in Academic Dishonesty |

Description of the Alleged Violation: _____ Date of the Incident: _____

☐ The alleged violation involved unauthorized use of Generative Artificial Intelligence.

[Proposed Sanction](#) & Rationale (e.g., grade penalties, ethics workshop by a deadline, etc.):

☐ Yes ☐ No The student should be eligible for early record expungement, if no further misconduct occurs prior to degree completion.

Important Notes for Instructors:

- Students have the right to review all evidence to make informed decisions regarding their resolution options.
- If a student fails to respond to your outreach about the allegations after 10 class days (excluding holidays and university closures), you may inform the student that you will be requesting an academic hold be placed on their account until a written response is received.
- If an incident cannot be resolved before final grades are due, then a placeholder grade of "Incomplete" should be assigned to maintain due process.
- Please send form to FDA-AcademicIntegrity@fsu.edu . Use of electronic forms is recommended. Signatures can be obtained using [DocuSign](#).

Instructor Signature: _____ Date: _____

Part II: Completed by the Student

Students do not need to sign this form immediately. They have 10 class days to consider the options below before they must respond to the instructor with a decision. Academic Honor Policy advising is available from the [University Student Ombuds Office](#) and from [Academic Honor Policy advisors](#).

Select One Resolution Option Below by Checking (✓) and Signing:

☐ Option #1 – Student Instructor Resolution:

I hereby accept responsibility for violating Florida State University's Academic Honor Policy, and I accept the instructor's proposed sanction(s). I understand that I may not drop the course, withdraw from the course, or change the letter-grading basis of the course.

☐ Option #2 – Disputing the Sanction:

I hereby accept responsibility for violating Florida State University's Academic Honor Policy. However, I do not agree with the proposed sanction(s) and hereby request a review of said sanction(s). I have emailed my statement and all supporting documentation to FDA-AcademicIntegrity@fsu.edu to explain why I believe the proposed sanction(s) is disproportionate to the offense. I understand that I may not drop the course, withdraw from the course, or change the letter-grading basis of the course.

☐ Option #3 – Academic Honor Policy Hearing:

I hereby deny responsibility for violating Florida State University's Academic Honor Policy, and I do not believe that I should be subject to any sanction(s). I hereby request a hearing to self-advocate for my perspective that no academic misconduct occurred. I understand that I may not drop the course, withdraw from the course, or change the letter-grading basis of the course, unless I am found "not responsible" for the allegations per the decision of the hearing panel.

Student Signature: _____

Date: _____