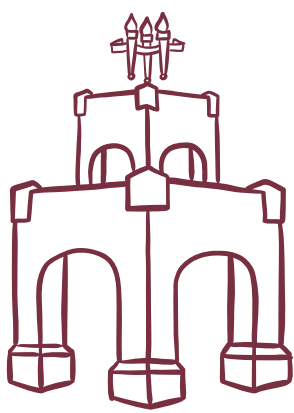


ACADEMIC HONOR POLICY

Quick Reference Guide for Instructors- Navigating an Allegation

Initial Action Steps



- 1 **Check for Prior Violations**
Contact FDA-AcademicIntegrity@fsu.edu to see if the student has a prior violation.
- 2 **Inform Department Chair or Dean**
Instructors must inform the chair or dean. Teaching assistants must seek guidance from their supervising faculty member. Adjunct instructors must seek guidance from their department chair.
- 3 **Contact the Student**
Instructors must share and discuss the evidence with the student, in as private and confidential a setting as possible.
- 4 **Instructor Decision**
After the discussion, the instructor may drop the charge if it appears unsubstantiated or move forward with an allegation.

Instructors may not give an academic sanction (e.g., 0 on an assignment) without going through the Academic Honor Policy process.

Student Without Prior Violation

Complete the First Offense Form and submit to FDA-AcademicIntegrity@fsu.edu

Option 1: Student Instructor Resolution

The student accepts responsibility for the violation and agrees to the sanction(s) proposed by the instructor.

Option 2: Disputing the Sanction(s)

The student accepts responsibility for the violation but contests the severity of the proposed sanction(s).

Option 3: Hearing Referral

The student denies responsibility for the alleged violation.

10 Day Decision Window

Provide the student with 10 class days from receiving the evidence to review and select their resolution pathway.

Student With Prior Violation or Egregious Violation

Complete the Second or Egregious Offense Form and submit to FDA-AcademicIntegrity@fsu.edu.

Second+ Offenses or Egregious Violations

If the student has a prior violation on record or if the current offense is determined to be egregious, the case is referred for a hearing.

Egregious Violations

The decision regarding whether an allegation is egregious is made by an administrator in the Office of Faculty Development and Advancement and the instructor. Examples of egregious violations include:

- Coercing others to provide exam questions or answers
- Operating an organized scheme to violate the Academic Honor Policy
- Violating the policy while fulfilling a graduate milestone.

Enrollment Information

Once an allegation is initiated or while it is in process, the student is not permitted to drop or withdraw from the course, or request a grading basis change. Instruct the student that they must continue participating in the course during the entire Academic Honor Policy process.

If a final decision is not made in an Academic Honor Policy case before the end of the term, the grade of "Incomplete" must be assigned until a decision is made.

If a student is not responsive after their 10 day decision window, the Instructor may contact FDA-AcademicIntegrity@fsu.edu for an academic hold to be placed on the student's account.



RESOURCES

Visit www.academicintegrity.fsu.edu for more information.