

ACADEMIC HONOR POLICY

Quick Reference Guide for Instructors- Proposing Sanctions



Balancing Education and Accountability

Important Reminder: The Academic Honor Policy is educational in nature. When proposing sanctions, faculty and instructors must balance that educational aspect with student accountability.



Step 1: Prior Check

Reach out to the Office of Faculty Development and Advancement (FDA) at FDA-AcademicIntegrity@fsu.edu, to determine if the allegation is for a first offense or not. Whether a student has a prior violation should be considered in proposing a sanction.

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

The following sanctions are available and may be imposed singly or in combination:

- Additional academic work, including re-doing the assignment
- A reduced grade (including "0" or "F") for the assignment
- A reduced grade (including "F") for the course
- Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, development of an academic plan with the assistance of the Academic Center for Excellence, participation in ethics workshops, interviews with appropriate faculty or administrators, or writing educational or reflective essays. Fees may be charged to cover the ethics workshops.

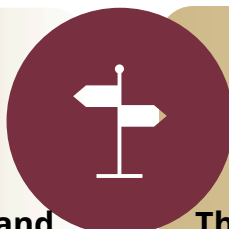
Instructors are encouraged to contact FDA-AcademicIntegrity@fsu.edu if they would like guidance on proposing sanctions or to understand the available sanction options.



Factors to Consider for Sanction Selection:

Under the principle of responsible freedom, faculty and instructors have significant discretion in proposing sanctions that reflect the unique context of their course and academic environment. Because assignments, content areas, and course policies vary widely, there is no single formula. However, these are areas to think about to guide your decision:

- The seriousness of the violation and the specific student's circumstances
- Potential opportunities for student learning
- Consistency with past offenses for similar violations
- Seeking departmental guidance from your department chair to see if there are general guidelines or practices already in place within your department related to sanctions



Student With Prior Violation or Egregious Violation

The following sanctions are available and may be imposed singly or in combination:

- Additional academic work, including re-doing the assignment
- A reduced grade (including "0" or "F") for the assignment
- A reduced grade (including "F") for the course
- Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, development of an academic plan with the assistance of the Academic Center for Excellence, participation in ethics workshops, interviews with appropriate faculty or administrators, or writing educational or reflective essays. Fees may be charged to cover the ethics workshops.
- Restitution, letter of accountability, or other restorative acts
- Disciplinary Probation - a period of time during which any further violation of the Academic Honor Policy puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion. Restrictions that may be placed on the student's activities during this time period include but are not limited to: participating in student activities; representing the University on athletic teams or in other leadership positions; and participating in practice for athletic or other competitions.
- Suspension - Separation from the University for a specific period, not to exceed two years
- Expulsion - Separation from the University without the possibility of readmission. Expulsion is noted on the student transcript.
- Withholding of diplomas, transcripts, or other records for a specified period of time
- Suspension of degree, in cases where an offense is discovered after the degree is posted
- Revocation of degree, in cases where an offense is discovered after the degree is posted

RESOURCES

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