

Academic Honor Policy Resolution Form: Allegation of Second Offense or Egregious 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 refer cases for Academic Honor Policy Hearings or Administrative Case Resolutions. It should be used when a student has a prior record of academic misconduct or when the alleged violation is egregious (as defined in the [Academic Honor Policy](#).)

To Be 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.):

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.

Instructor Signature: _____ Date: _____