

ACADEMIC HONOR POLICY: **Hearing Referral Form**

Note: This form is used by instructors to refer cases to Academic Honor Policy Hearings. It should be used when the student has a prior record of academic dishonesty or when a first offense is *egregious* as defined in the Academic Honor Policy (not by the instructor's opinion). Students who accept responsibility but reject the sanctions should be offered a "Disputing the Sanction" form. *Students may not drop, withdraw from, or change the grading basis of courses involving Academic Honor Policy allegations.*

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Student Name: _____ EMPLID: _____ Student Email: _____
(EMPLIDs are 9 digits)

Instructor Name: _____ Instructor Email: _____

Department/College: _____ Course: _____ Semester: _____

Location of Incident: _____

Alleged Violation: (Mark/ check the number(s) corresponding to the policy violation; see <https://fda.fsu.edu/AHP>)

1 2 3 4 5 6 7

Description of the Alleged Violation:

Date of Alleged Violation:

Proposed Sanction:

Check reason for referral:

Prior Record Student does not Accept Responsibility Egregious Offense

The instructor should attach all documentation of alleged violation (paper, exam, etc.), the syllabus for the course, and specific instructions for the assignment to this form and send to: fda-faculty@fsu.edu

I recommend that the student to have the opportunity to expunge their record if no further misconduct occurs prior to degree completion: YES NO

Instructors are welcome to provide more context for their above recommendation on a separate document.

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Instructors: Contact 850-644-6876 or fda-faculty@fsu.edu for assistance

Students: Contact an Academic Honor Policy Advisor via this webpage: <https://fda.fsu.edu/academic-resources/academic-honor-policy/hearing-advising>