

## 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

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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: [aanyfanti@fsu.edu](mailto:aanyfanti@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.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: This agreement becomes a confidential student record of academic dishonesty.)

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**Instructors:** Contact the Vice Rector for Academic Affairs for assistance at 317 0367 or [aanyfanti@fsu.edu](mailto:aanyfanti@fsu.edu)

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