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.

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://pc.fsu.edu/academics/academic-honor-policy)

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: lstackhouse@fsu.edu

I recommend that the student 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.)

Instructors and Students: Contact 850-770-2190 or lstackhouse@fsu.edu for assistance