

## **Academic Honor Policy – Quick Reference Guide for Students FSU Panama City**

Students have three options if there is an alleged violation of the Academic Honor Policy:

1. Students can sign a “**Step 1 Agreement.**” This means that the student takes responsibility for violating the Academic Honor Policy and accepts the sanction proposed by the instructor. Signed forms will be sent to the Associate Dean of Academic Affairs, Holley Academic Center A311, by the instructor of record.
2. Students can sign a “**Referral to Contest Sanction**” form. This means that a student accepts responsibility for the alleged violation but contests the sanction. The student will need to write a statement containing information about why the sanction is too harsh or disproportionate to the alleged violation. This statement, along with the relevant form and supportive documentation, should be sent to the Associate Dean of Academic Affairs, Holley Academic Center A311, by the instructor of record.
3. Students can sign a “**Step 2 Hearing Referral**” form. This means that a student does not accept responsibility for the alleged violation. The student will need to write a statement containing evidence showing that they did not violate the Academic Honor Policy. This statement, along with the relevant form and supportive documentation, will be sent to the Associate Dean of Academic Affairs, Holley Academic Center A311, by the instructor of record. The case will then go to a hearing.

If the alleged violation is considered egregious or if the student has a prior Academic Honor Policy violation, the case will automatically be referred to a Step 2 Hearing.

**NO grade penalty may be imposed for academic dishonesty without following the Academic Honor Policy process.**

Any record of a resolved Academic Honor Policy case where the student has been found “responsible” (Including “Step 1 Agreements”) will be maintained in a confidential database for five (5) years (longer for dismissals or expulsions). Academic Honor Policy violations are not posted on transcripts, except in cases of dismissal or expulsion.

For additional information, please go to: <https://pc.fsu.edu/academics/academic-honor-policy>.

Students can also consult with an Associate Dean regarding any of the above information by calling 850-770-2100.