



FLORIDA STATE UNIVERSITY PANAMA CITY

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: (Circle the number(s) corresponding to the policy violation; see <https://pc.fsu.edu/academics/academic-honor-policy>)

- | | | | |
|------------------------|--------------------------------|--------------------------------------|---|
| 1. Plagiarism | 2. Cheating | 3. Unauthorized Group Work | 4. Fabrication, Falsification & Misrepresentation |
| 5. Multiple Submission | 6. Abuse of Academic Materials | 7. Complicity in Academic Dishonesty | |

Description of the alleged violation:

Date of alleged violation:

Proposed sanction:

Check reason for referral:

Prior Record

Student does not accept responsibility

Egregious offense

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.)

The instructor should attach all documentation of alleged violation (e.g., paper, exam, etc.) and the student's supporting documentation and send them to: the Associate Dean, Students & Strategic Initiative, Irvin Clark, iclark2@pc.fsu.edu. Mail Code: 99

Instructors and students: contact the Associate Dean, Students & Strategic Initiative, Irvin Clark, iclark2@pc.fsu.edu for assistance.