



Graduate-Level English Syllabus Supplement

A. Policy Statements

Students must be accepted into an MGA graduate program or obtain permission of the Graduate Coordinator.

Graduate Studies Progression and Academic Standing: As explained in the [MGA Graduate Studies Catalog](#), students enrolled in a graduate degree program must maintain a minimum graduate program grade point average of 3.0 to remain in Good Academic Standing and be eligible for graduation. Graduate course grades of “C” or lower will not apply toward a graduate degree, but will be calculated in the overall grade point average. As per the Graduate Studies catalog, a course may only be repeated for credit once, and no more than two courses within a program of study may be repeated.

For MGA Institutional Policies Please See Following Link: <https://www.mga.edu/center-excellence-teaching-learning/syllabi-policies.php>

Withdrawal Policies. Students are encouraged to read the [withdrawal policy found in the MGA Graduate Studies Catalog](#) before dropping/withdrawing from the class (you are limited to 5 no-penalty withdrawals). Students may withdraw from the course and earn a grade of “W” up to and including the “Last Day to Withdraw” date:

- Thursday, August 14, 2025 for Short Session I
- Tuesday, August 19, 2025 for Full Session
- Thursday, October 9, 2025 for Short Session II

After “The Last Day to Withdraw” date, students who withdraw will receive a grade of “WF.” A WF is calculated in the GPA as an “F.” Instructors may assign “W” grades for students with excessive absences (beyond the number of absences permitted by the instructor’s stated attendance policy). Students may withdraw from a maximum of five courses throughout their enrollment at Middle Georgia State. Beyond the five-course limit, withdrawals result in “F” grades.

The Writing Center:

The Writing Center offers free assistance with writing for any MGA student in any course, including dedicated tutors for graduate students. While consultants do not give content or proofread, they provide readers with useful feedback and support when drafting and revising.

The Writing Center has physical locations in Macon and Cochran, as well as online video conferencing for all. You can make appointments for any of these at www.mga.edu/WritingCenter.

Link to Brightspace/D2L help:
<https://www.mga.edu/d2l/help.php>.

Link to IT helpdesk for computer issues: <https://www.mga.edu/technology/index.php>.

Link to online Library Help: <https://www.mga.edu/library/>.

C. Definition of Plagiarism

Plagiarism is considered academic misconduct. It is a serious academic offence and should be avoided as it will result in possible course grade penalties and even referral to the Student Conduct Officer. The best way to avoid plagiarizing the work of others is to know the definition: The following definition of plagiarism expands upon the Student Code's description of plagiarism and has been adopted as standard by the English Department. For further explanation and illustrations, refer to the English Department's "Plagiarism Definition," available online at https://www.mga.edu/arts-letters/english/docs/Plagiarism_Definition.pdf.

1. It is plagiarism to copy another's words directly and present them as your own without quotation marks and direct indication of whose words you are copying. All significant phrases, clauses, and passages copied from another source require quotation marks and proper acknowledgment, down to the page number(s) of printed texts.
2. It is plagiarism to paraphrase another writer's work by altering some words but communicating the same essential point(s) made by the original author without proper acknowledgment. Though quotation marks are not needed with paraphrasing, you must still acknowledge the original source directly.
3. Plagiarism includes presenting someone else's ideas or factual discoveries as your own. If you follow another person's general outline or approach to a topic, presenting another's original thinking or specific conclusions as your own, you must cite the source even if your work is in your own words entirely. When you present another's statistics, definitions, or statements of fact in your own work, you must also cite the source.
4. Plagiarism includes allowing someone else to prepare work that you present as your own.
 - a Note: this includes using AI or electronic essay-writing services to prepare work you present as your own, unless the use of AI is specifically allowed or required by the assignment.
5. Plagiarism applies in other media besides traditional written texts, including, but not limited to, oral presentations, graphs, charts, diagrams, artwork, video and audio compositions, and other electronic media such as web pages, PowerPoint presentations, and online discussion postings (Revised 5/16/2023)

Updated 12 June 25