

Faculty - This template can be used for online classes, and sent to the student's MGA email account. It is important to note that situations may vary, so if you have questions or concerns, please don't hesitate to contact me. I would also ask that you copy me on the email so I can easily add it to the record of the case.

In addition to this email, please complete the [online Academic Infraction Reporting Form](#), and attach all supporting documents (i.e. the assignment in question, any supporting documentation such as the Turnitin.com report and your course syllabus).

~Michael

[Student]

It is alleged you violated the _____ (enter course) syllabus by [state alleged violation i.e. cheating or plagiarism] on [specifically name the assignment] As such, you have been charged with the following violation of the MGA Student Code of Conduct:

Acts of dishonesty. Prohibited behavior includes, but is not limited to:

- A. Cheating (as defined in part 1, #15 of the MGA Student Code of Conduct)
- B. Plagiarism (defined in Part 1, #16 of the Student Code of Conduct)
- C. Other forms of academic dishonesty, which include, but are not limited to:
 1. submitting course assignments that are not the student's own work
 2. failing to follow class or test taking policy as instructed by the faculty member and/or in the course syllabus
 3. duplicate submission of the same paper in different classes without prior permission by both instructors
 4. academic fraud
 5. attempts to influence grading

{NOTE – A, B, C1 and C2 are the typical violations. If you feel the other alleged violations may have occurred, let's discuss before sending the email. Remember, we have to effectively demonstrate the alleged behavior was more likely to have occurred.}

Per the course syllabus and in consultation with the Student Conduct Officer, the sanction for academic misconduct is the [sanction in accordance with the stated sanction in the course syllabus].

{NOTE – Your sanction may be less than what is stated in your syllabus, but this should also be noted and should then be used for any other cases until noted to all students and/or changed in your syllabus. Sanctions within a course should be consistent for all students in a given semester.}

Your options are as follows:

Email Template for Academic Misconduct

1. Accept responsibility for the behavior, waive your hearing and appeal rights, and accept the sanction as offered.
2. Deny responsibility for this allegation and request a hearing before a hearing officer or panel of the Student Conduct Board.

If you choose to deny responsibility and request a hearing, you will need to contact [Dr. Michael Stewart, Assistant Vice President of Student Affairs](#), who will further advise you of your adjudication options.

If you requested a hearing, the panel would make a decision as to whether it is more likely than note that a violation of the Code of Conduct has occurred. If they determined that a violation did not occur, the assignment would be sent back to the department chair and asked to be graded. If they determined a violation did occur, they will also issue a sanction which could be equal to the original, or it could be greater or lesser than the original sanction.

Please also note that if I have not received a response from you by [definitive date, typically 1-2 days from the date the email is sent], an administrative hold may be placed on your account which will prevent you from registering for classes, receiving your grades or transcripts, and potentially impact financial aid, until such time as you respond to the allegation.

If you fail to respond completely, the charge and sanction may stand as is with further notation that appropriate notice was given.

Please note that this incident does not become a part of your academic record, beyond the impact on your final grade in the class. A conduct file related to this incident is kept separately from your academic records in the Office of Student Affairs, but does not transfer with any academic record. This file can only be released with your written permission or with a court order.

For further information about the student conduct process, you can go to <https://policies.mga.edu/policy-manual/section-4-student-affairs/4-1-student-handbook-code-of-conduct/index.php#page=46>