

Middle Georgia State University Office of Student Affairs Faculty Resolution/Student Infraction & Complaint Form

Faculty should contact the Office of Student Affairs (478-757-7383 or michael.stewart@mga.edu) to determine if student has any prior infractions, before completing either Section A or B.

SECTION A: ACADEMIC INFRACTIONS

This resolution becomes a record in the Office of Student Affairs, but does not become a part of the student's academic record, except in cases of suspension or expulsion. **A record of the case is not official until the instructor has forwarded the completed form, all supporting documentation (i.e. paper, assignment, source document), and a copy of the course syllabus to the Office of Student Affairs.**

For online classes, the instructor will complete the form and send it to the student's college email account, copying the dean/chair and the Student Conduct Officer. The student will respond via email to the instructor indicating his/her acceptance or denial of responsibility, as noted below.

A list of sanctions and the complete Student Code of Conduct can be found at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45. The Code of Conduct includes information related to the student's due process rights and student conduct procedures.

Faculty members are encouraged to address any possible academic infractions with a student when it is determined to be the first alleged offense. The faculty member may choose from two options (please check one):

Faculty Resolution - allows the instructor to address potential academic violations of the Student Code of Conduct at a lower level while still providing a learning opportunity as well as appropriate sanctions for a first offense.

College Resolution - initiates the formal processes for cases of Academic Misconduct and allows the student the opportunity to have his/her case heard at an administrative hearing or hearing panel.

When meeting to discuss possible infractions, the student will:

1. Have an opportunity to review the complaint and any additional documents related to the complaint.
2. Be given a copy of the Student Code of Conduct or directed to it online (see link above).
3. Respond to the complaint and select from adjudication options (choose by initialing):
 - a. ____ **Accepts responsibility**, accepts the sanction, and waives his/her hearing and appeal rights.
 - b. ____ **Denies responsibility** and requests a preliminary conference with Student Conduct Officer within five (5) College business days.

Student Name: _____ **Student ID#** _____

Professor/Instructor: _____ **School/Dept.** _____

Campus: _____ **Term:** _____ **Course:** _____ **CRN:** _____ **Date of alleged infraction:** _____

Description of Alleged Infraction (*i.e. plagiarism, cheating, failure to follow test taking policy*): _____

Summary of evidence (*attach supporting documents, information, or statements*) _____

Sanction (*A period of Student Conduct Probation may also be imposed by the Student Conduct Officer*): _____

Student signature: _____ **Date:** _____

Instructor or Conduct Officer signature: _____ **Date:** _____

SECTION B: BEHAVIORAL INFRACTIONS

Faculty, staff and students are encouraged to address any behavior that is a violation of the Student Code of Conduct and the concept of civility. In cases where the complainant is not comfortable addressing the behavior, he/she may file a formal written complaint. While anonymous complaints may be addressed, formal charges may not be pursued as the charged student has a right to address his/her accuser.

Any and all behavioral infractions should be documented and reported to the Office of Student Affairs. Again, this resolution becomes a record in the Office of Student Affairs, but does not become a part of the student's academic record, except in cases of suspension or expulsion. **A record of the case is not official until the instructor has forwarded the completed form, all supporting documentation (i.e. paper, assignment, source document), and a copy of the course syllabus (if relevant to the behavior) to the Office of Student Affairs.**

When meeting with the Student Conduct Officer to discuss possible infractions, the student will:

1. Have an opportunity to review the complaint and any additional documents related to the complaint.
2. Be given a copy of the Student Code of Conduct or directed to it online at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45, which includes information about the student's due process rights and the student conduct procedures.
3. Respond to the complaint and select from adjudication options (choose by initialing):
 - a. **Accepts responsibility**, accepts the sanction, and waives his/her hearing and appeal rights.
 - b. **Denies responsibility** and requests a preliminary conference with the Student Conduct Officer within five (5) College business days.

Student Name: _____ **Student ID#** _____

Complainant: _____ **School/Dept.** _____

Campus: _____ **Term:** _____ **Location of alleged infraction:** _____ **Date of alleged infraction:** _____

Description of Alleged Infraction (*i.e. Residence Life violation, disruptive behaviors, etc.*): _____

Summary of evidence (*attach supporting documents, information, or statements*) _____

Sanction (*A defined period of Student Conduct Probation may also be imposed by the Student Conduct Officer*): _____

Student signature: _____ **Date:** _____

Instructor or Conduct Officer signature: _____ **Date:** _____

FOR OFFICE OF STUDENT AFFAIRS/STUDENT CONDUCT OFFICER USE ONLY

Form/All Documentation received by Student Affairs/Student Conduct Officer: _____

Hearing Requested? YES NO If yes, date requested: _____

Hearing Scheduled (Date/Time/Location): _____

Added to Student Conduct Database: _____ **by:** _____

Notes/Comments: