

Email Template for Academic Misconduct

Faculty – By adapting the highlighted sections, the following email template can be used for any class and sent to the student’s MGA email account.

We do not recommend changing or adding other language outside of adapting the highlighted sections as this template is crafted to adhere with due process procedures and assure students have been advised of their rights.

It is important to note that situations may vary, so if you have questions or concerns, please don’t hesitate to contact either us via:

- email at [studentconduct@mga.edu](mailto:studentconduct@mga.edu)
- Teams
- Phone at 478-227-3985 during regular business hours (please note this is Dr. Stewart’s Google Voice number as his direct line is currently not working.

We also ask that you copy [studentconduct@mga.edu](mailto:studentconduct@mga.edu) on any email to a student so it can be easily added 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 full assignment in question (no screenshots of limited sections of the paper), any supporting documentation such as the Turnitin.com report and your course syllabus.

A couple of final notes:

- The typical violations are:
  - Cheating (which includes the unauthorized use of any assistance including AI during an assignment or exam)
  - Plagiarism
  - Other forms of academic misconduct (i.e. not following instructions or policy as outlined in the course syllabus)
- If you feel the alleged violation does not fit any of these, please reach out and let’s discuss. It is important that we are able to effectively demonstrate the alleged behavior was more likely than not to have occurred.
- Your sanction may be less than that stated in your syllabus. However, this should be noted and then be used for any other case in that class. Sanctions within a course should be consistent for all students within a given semester.

*~Michael Stewart*

*Associate Vice President for Student Affairs*



## Email Template for Academic Misconduct

[Student]

It is alleged you violated the \_\_\_\_\_ (enter course) syllabus by [state specific behavior it is alleged the student engaged in] on [specifically name the assignment]. As such, you have been charged with the following violation of the MGA Student Code of Conduct:

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

- A. Cheating
- B. Plagiarism
- C. Other forms of academic dishonesty

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

Your options to adjudicate this matter are:

1. Accepting responsibility for the behavior, waiving your hearing and appeal rights, and accepting the sanction offered.
2. Denying responsibility for this allegation and requesting a preliminary meeting with a Student Conduct Officer, with the possibility of a hearing before a hearing officer or panel of the Student Conduct Board.

You may schedule a meeting with me to discuss this or you may request a preliminary meeting with Student Conduct. To request a meeting with a Student Conduct Officer, please email [studentconduct@mga.edu](mailto:studentconduct@mga.edu).

During any preliminary meeting, you will have the opportunity to review the alleged violation, the documentation in the case, and your adjudication options, as noted above.

If you choose to have a conduct hearing, the Student Conduct Officer will schedule a hearing before either a hearing officer or hearing panel, who would make a decision as to whether it is more likely than not that a violation of the Code has occurred.

If it is determined that a violation did not occur, the assignment(s) would go back to the dean or department chair and would be graded on their own merit.

If it is determined that a violation did occur, the hearing officer or hearing panel would issue a sanction based on the nature of the violation and any prior history of academic infractions.

Please note that if neither I nor Student Conduct receives a response from you by [DEFINITIVE DATE, typically 1-2 business days from the date the email is sent], the charge and sanction will stand, with a notation that “the student failed to respond” and that appropriate notice was provided.

Please note that student conduct violations do not become a part of a student’s academic transcript, beyond the impact on your final grade in the class.

Student conduct records are kept separately from academic transcripts. Student conduct records can only be released with a student’s written permission or by court order.

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For further information about the student conduct process, you can go to <https://www.mga.edu/student-conduct/academic-conduct-procedures.php>