

**Middle Georgia State University
Office of Student Affairs
Academic Infraction Form**

ACADEMIC INFRACTIONS

Professors may use this form to document resolution agreements with students. **The case is not official** until the instructor has submitted the following via the online reporting form – https://cm.maxient.com/reportingform.php?MiddleGAState&layout_id=10. In addition to this form, professors must include the following:

- Assignment in question (full document submitted by the student)
- Supporting documentation (i.e Turnitin reports, similar source documents or links)
- Course Syllabus

This resolution becomes a record in the Office of Student Affairs, but does not become a part of the student’s academic record or transcript, except in cases of suspension or expulsion.

For online classes, the professor can complete the form and send it to the student’s MGA email account, copying the dean/chair and studentconduct@mga.edu. The student will respond via email to the instructor indicating his/her acceptance or denial of responsibility, as noted below. An email template is available for professors.

Professors are encouraged to address and resolve any alleged infractions with a student, providing appropriate sanctions as well as a learning opportunity and resources to prevent recurrences. If it is determined that the student had prior academic infractions, student conduct officers may initiate additional charges or sanctions.

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 or link to the Student Code of Conduct - <https://www.mga.edu/student-conduct/index.php>
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 student will contact studentconduct@mga.edu to request a preliminary conference within five (5) College business days of the signed date.

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

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

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

Alleged Violation (check the appropriate violation(s); if unsure, consult with Student Conduct or review Academic Dishonesty violations found at <https://www.mga.edu/student-conduct/code-of-conduct-violations.php>)

 Plagiarism Cheating Other forms of acad. dishonesty Record falsification

Sanction (*in accordance with the course syllabus*): _____

Student signature: _____ **Date:** _____

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