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](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:________________________

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**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:_________________________________________

Form revised July 2015