

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
- 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 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

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[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]

