

FACULTY RESOLUTION (FORM A)

A Faculty Resolution does not initiate the formal processes for cases of Academic Misconduct.

At Macon State College, the **Record** of a Faculty Resolution for Violation of Academic Misconduct must be in the form of an email summary sent to the student at his/her College email address, the instructor's Chair/Dean, the Student Conduct Officer, and copied to the faculty member. The faculty member shall print and keep signed email, including copies of all documentation related to the violation and forward a copy of the same to the Student Conduct Officer in the Office of Student Affairs. Without an email to all designated receivers and a copy forwarded to the Office of Student Affairs, there is no Record.

Use the email Record template below and paste it into a blank email document.

Date Email Sent to Student: _____ Chair/Dean: _____
Student Conduct Officer: _____ Faculty Member: _____

TO: _____ (Student's Name)

Thank you for meeting with me _____ (date). I appreciate that we came to an agreement. As a summary of our conference to discuss evidence of the violation for _____ (assignment) in _____ (course).

The stipulations below outline this Faculty Resolution.

Your signature below verifies that you accept responsibility for the violation, accept the faculty penalty marked:

- a. Reduced grade on the assignment _____
- b. Reduced grade for the course _____
- c. Required taking of standardized test on plagiarism, cheating, and the Student Code of Conduct, administered by the Testing Center _____
 - a. Faculty member shall advise student to review "Part I: Responsibilities" found at www.maconstate.edu/studentlife/docs/studenthandbook.pdf.
 - b. Student shall present a copy of this email to the Testing Center in order to take the test.
- d. Any combination of a, b, or c _____

Your signature also means that you waive your hearing and appeal rights, and do not have any pending infraction.

Student Signature: _____

Date: _____ Macon State College ID#: 926- _____

Faculty Signature: _____

Date: _____

(Optional) Additional Faculty Signature Present (not Chair or Dean): _____