



# The Medical College of Georgia Office of Academic Affairs

Approved on: November 4, 2014  
Effective on: immediately  
Last Approval/Revision: June 3, 2025  
Expires: upon revision

Applicable to: all students  
Approved by: COC  
Category: Learner Interactions  
Context:

## Student Mistreatment Policy

### Process and procedures:

A student who believes they have experienced mistreatment is encouraged, but not required, to consult with their campus leadership, if comfortable, to assist in determining whether an identified or anonymous report should be made.

### Reporting Mistreatment

If you or someone you know is in an emergency situation that requires or could require medical, psychological or police services, please call 911, or the MCG Police at 706-721-2911 on the Augusta campus, the UGA police at (706) 542-2200 on the AU/UGA Medical Partnership campus, or the Georgia Southern Armstrong Campus police at (912) 478-5234 on the Savannah campus.

### Mechanisms to Report Mistreatment

1. **MCG Mistreatment Online Reporting Form:** This form can be found using the "Report Mistreatment" button on both the Office of Academic Affairs and Office of Student Affairs websites; the reporting form can also be accessed on D2L. The direct link is: <http://www.augusta.edu/mcg/students/studentmistreatment.php>. This form and process provide MCG students, faculty, staff, and house staff with a web form for reporting acts of student mistreatment and abuse that may occur at MCG, either named or anonymously.
2. **Augusta University Ethics Reporting Hotline:** Phone at (800) 576-6623 or online <https://secure.ethicspoint.com/domain/media/en/gui/76590/index.html>
3. **End-of-Module or end-of-Clerkship:** Evaluations in one45.
4. **Augusta University [Sexual Misconduct/Title IX Reporting Form](#)**
5. **In person:** Students can report mistreatment to their campus leadership, specifically deans for student affairs or campus associate deans, course/clerkship/module directors and/or the Vice Dean for Academic Affairs who will then forward the complaint for resolution (see next section).

### Resolution of Mistreatment Reports

#### Mistreatment Response Team (MRT)

All reports from all sources and mechanisms of reporting are required to come to the MRT for inquiry and resolution. The MRT committee assigned to investigate and resolve complaints, is comprised of the following administrative positions:

\*DISCLAIMER: Printed version of this document is unofficial for reference only; official version can be found online: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>



## **The Medical College of Georgia Office of Academic Affairs**

- Associate Dean for Student Affairs, or Student Affairs Administrative Designee (Chair)
- Associate Dean for Curriculum, or Curriculum Office Administrative Designee
- Associate Dean for Faculty Development, or Faculty Development Administrative Designee
- Administrative Designee from the Office of Faculty Affairs
- Administrative Designee from Athens Medical Partnership Campus
- Administrative Designee from Savannah Medical Partnership Campus
- Regional Campus Associate Dean or Administrative Designee from each Regional Campus
- Administrative Designee from the Office of Graduate Medical Education with GME involvement in the Complaint

### **Process**

1. If a complaint involves gender discrimination or sexual harassment/assault, the chair of the MRT reports it to the Title IX office for investigation.
2. For non-Title IX complaints, the MRT chair notifies all involved parties, including but not limited to faculty, students, course/module directors or supervisors, and relevant AU offices. The chair also schedules a meeting for the committee to meet with the individuals.
3. After meeting with the involved individuals, the MRT discusses all variables and develops recommendations to resolve the case.
4. The case summary and recommendations are sent to the Vice Dean for Academic Affairs and the Senior Associate Dean for Evaluation, Accreditation, and CQI for tracking, reporting, and oversight by the Curriculum Oversight Committee (COC).
5. The Vice Dean for Academic Affairs presents mistreatment case statuses monthly to the COC, where they undergo review and voting.
6. Cases are closed by the Vice Dean after recommendations have been satisfactorily completed.