

Closing a Case Protocol

Last Updated: 03/27/2018

A closed case is one in which all assigned sanctions have been completed and approved by the conduct officer. Once all of the sanctions have been approved and all appropriate documentation has been uploaded to Advocate, the case should be closed accordingly. NOTE: If closing the case because No Action is required, review No Action Protocol (see *No Action*).

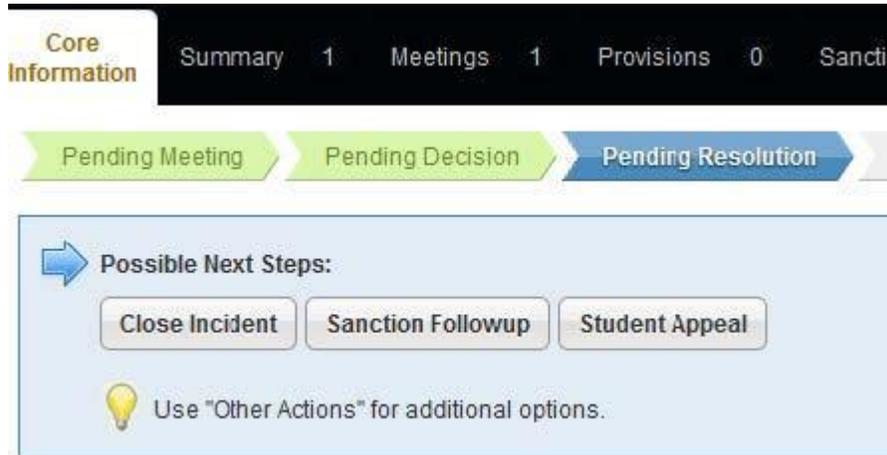
Only the Senior Coordinator for Student Conduct should close a conduct case in Advocate – The Hearing Officer for the case will mark sanctions complete, upload all sanctions to the documents section of the students case in Advocate, and send the sanctions completed email to the student. Once complete, the Hearing Officer will email the Case Manager for review. Once reviewed, the Case Manager will close the case.

Review Case in Advocate

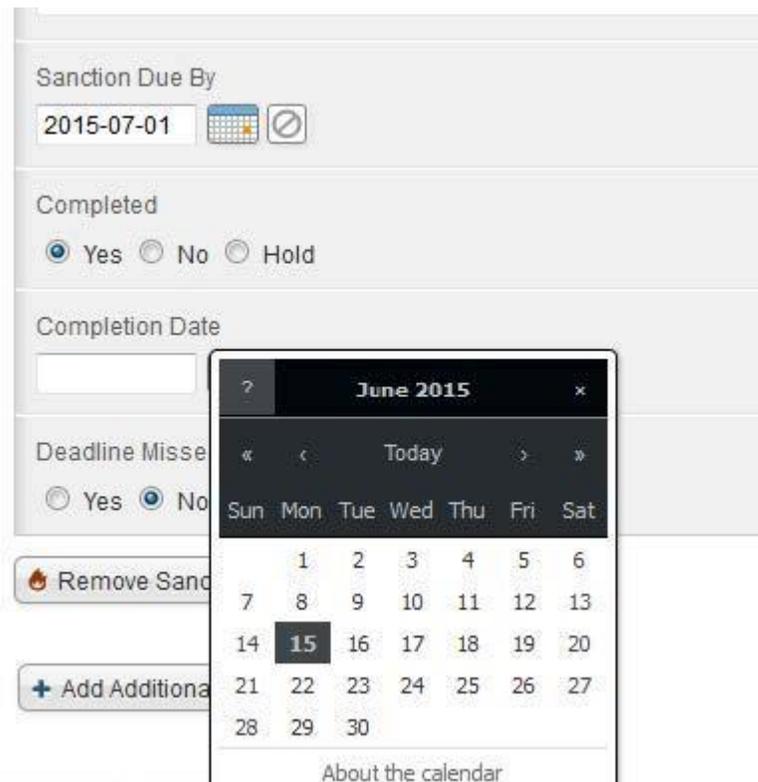
- Ensure all sanctions are marked complete in Advocate (**see Appendix I for instructions**)
- Ensure all sanctions have been uploaded to the documents section of the student's case in Advocate

Appendix I: Reviewing and Marking Sanctions as Complete in Advocate

From the “Core Information” tab of the student’s incident report, click on the “Sanction Follow Up” button.



Locate the sanction you would like to edit, and under “Completed”, mark “Yes”. Choose the date the sanction was completed and choose this date as the “Completion Date”.



Under “Deadline Missed” click whether the student turned in their sanction after the Sanction Due By date and click “Submit”. *NOTE: Advocate will automatically fill this information, but double check to make sure that it is correct.*

Sanction Due By
2015-07-01  
Completed
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Hold
Completion Date
2015-06-15  
Deadline Missed
<input type="radio"/> Yes <input checked="" type="radio"/> No

 Remove Sanction

+ Add Additional Sanction

 Submit  Save & Create Letter  Cancel

Appendix II: Closed Case Email/Letter in Advocate

Find the incident information in Advocate either via the student's name or the incident number under "Current Reports" and click on the magnifying glass.

Incident Reports

- Current Reports
- Archived Reports
- Draft Reports
- Legacy Reports
- Sanctions
- Provisions
- Incident Scores
- Security Reports
- CARE Network

Keywords

Searches the student's name, e-mail address, student

Apply Search Clear Save Defaults More Filters

Batch Options Create New Incident Report Items 1-20 of:

Actions	IR # and Students/Student Groups	Student ID
	00326-2015 (Processing) Douglas Ray Bell	810295545

Click on the "Letters" tab at the top of the page.

Provisions 0 Sanctions 1 Letters 0 Appeals

Click on the "Create New Letter" button.

		#00326-001-2015	Meeting Up
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+ Create New Letter Items 1-2 of 2

In the "Template Letter" dropdown, scroll and select "Sanction Complete" letter.

Notification Letter

Letter Template	CSB Hold-No Sanction Submitted
Subject	CSB Notice of Decision Not in Violation
Recipient(s)	CSB Notice To Appear
	Hold (Informal Sanctions)
	Hold (No Appointment)
	Hold (No Show)
	Hold Reminder (Formal Sanctions)
	Hold Reminder (Informal Sanctions)
	Hold Reminder (No Appointment)
	Hold Reminder (No-Show)
	Informal Resolution Agreement
	Interim Suspension
	No Action
	Notice of Hearing (Formal)
Recipient Student Group(s)	Notice to Appear
	Parental Notification
	RAP Meeting Follow-Up
	RAP Parental Notification
	RPR Notice of Decision: Not in Violation
	Sanction Complete

Review the HTML body of the letter template and update the information highlighted. Items to update include:

- Last sanction submitted
- Whether the resolution was informal or formal
- The date of resolution
- If the student is on probation (end of probation date, regulation to reflect agreement, will/will likely)

The screenshot shows an HTML editor window with a toolbar at the top. The main content area displays the following text:

Dear [student]{fname},

I am in receipt of the (INSERT LAST SANCTION RECEIVED). With the submission of this documentation, you have now completed all of the sanction requirements associated with the (Informal Resolution Agreement/Formal Hearing Decision) you signed on (DATE). [Please be reminded that you will remain on probation with the University of Georgia until (DATE). Any violation of Regulation 4 (OR MODIFY TO REFLECT AGREEMENT) while on probation (WILL/WILL LIKELY) result in suspension from UGA. Any other conduct Regulation violation may also result in suspension.]

As we discussed during our initial meeting, the UGA conduct process is designed to be educational. I truly hope that you have grown from this experience and are prepared to move forward as a responsible member of this learning community. Additionally, please be reminded that while our office is charged with investigating possible infractions of conduct regulations, our larger mission remains to enhance the learning environment for members of the University community. In this regard, know that we are here to serve as a resource and point of contact in all aspects of your educational journey.

I have enjoyed getting to know you throughout this process and wish you the best in your future endeavors. Should you have any questions or concerns about your academic career, or if our office can be of assistance in any manner, do not hesitate to contact me.

Sincerely,

[staff]{digital_signature}

Path: p » span » span

Click "Print PDF Preview" to ensure that all of the information has populated into the letter correctly.

Attachments

Online Preview

Print PDF Preview

Division of Student Affairs

Office of Student Conduct

June 16, 2015

Via Electronic Transmission: dbell1@uga.edu

Douglas Ray Bell

Re: 00326-001-2015

Dear Douglas,

I am in receipt of you alcohol education sanction. With the submission of this documentation, you have now completed all of the sanction requirements associated with the Informal Resolution Agreement you signed on December 15, 2015. Please be reminded that you will remain on probation with the University of Georgia until December 15, 2016. Any violation of Regulation 4 while on probation WILL LIKELY result in suspension from UGA. Any other conduct Regulation violation may also result in suspension.

As we discussed during our initial meeting, the UGA conduct process is designed to be educational. I truly hope that you have grown from this experience and are prepared to move forward as a responsible member of this learning community. Additionally, please be reminded that while our office is charged with investigating possible infractions of conduct regulations, our larger mission remains to enhance the learning environment for members of the University community. In this regard, know that we are here to serve as a resource and point of contact in all aspects of your educational journey.

I have enjoyed getting to know you throughout this process and wish you the best in your future endeavors. Should you have any questions or concerns about your academic career, or if our office can be of assistance in any manner, do not hesitate to contact me.

Click "Email Letter Now" to send Sanction Complete Letter.

[Online Preview](#)

[Print PDF Preview](#)

[✉ Email Letter Now](#) |