

Community Service Sanction Protocol

Hearing Officer

Last Updated: 04/03/2018

Step One: Add community service as a sanction

- Community service will be added as two separate sanctions
 - **Community Service and Group Reflection** (1st sanction as listed in Advocate): complete ½ the total number of hours assigned and schedule and attend a group reflection session with the Center for Leadership and Service (see **APPENDIX I** for sanction language)
 - Students must submit the OSC's Community Service Log for the first half of community service hours completed. The Community Service Log will also be signed by the staff member from CLS to verify attendance to the community service group reflection. OSC staff member must inform students that their first half of their community service hours must be captured on the OSC Community Service Log
 - Please note that the student may also turn in a court mandated community service timesheet. This is acceptable, but will need to accompany the OSC Community Service Log
 - **Remainder of Community Service** (2nd sanction as listed in JA): complete the final ½ of the total number of hours assigned (see **APPENDIX I** for sanction language)
 - The Community Service Log can be found at:
<http://www.conduct.uga.edu/students/service>

Step Two: Edit the Informal Resolution document

- See **APPENDIX I** for sanction language

Additional Information:

- Students must sign up for a group reflection time. Students must make accommodations for attending community service group reflection. Accommodations will only be made for students with academic and work conflicts.
 - Students who are unable to attend the group reflection meeting due to academic requirements or work requirements will be assigned a guided reading to complete a reflection paper. The guided reading will be chosen by the Center for Leadership and Service. Students must provide written documentation from employer verifying work conflicts. Student Conduct Officers (through the SDSC or OSC office) must verify academic conflict by reviewing the student's schedule within Banner. Once a legitimate excuse is confirmed, the conduct officer must email appropriate staff member in the CLS. Danny will then send the student the guided reading and writing prompt to the student to complete.
- Students will sign up for group reflection per the Qualtrics link available at conduct.uga.edu/service
 - If a student fails to complete the group reflection portion of their community service sanction, a hold will be placed on the student's account.

Appendix I

Sanction Language: If you are assigning community service, there needs to be two separate sanctions added. Use the sanction language below when editing the Informal Resolution document.

Community Service and Group Reflection:

You must complete [INSERT HALF OF TOTAL # OF HOURS] and attend a group reflection session. Community service hours are to be completed at a location approved by the OSC. A list of pre-approved service sites, timesheets, and group reflection verification forms are available at www.conduct.uga.edu/students/service.html. You must search “community service” in the search bar. You may also visit <http://www.handsonnortheastgeorgia.org/> to search for other service opportunities in the Athens area. Court assigned community service sites are also considered pre-approved. Prior to completing [INSERT HALF OF TOTAL # OF HOURS], you must schedule and attend a group reflection session. Complete the form available at https://ugeorgia.qualtrics.com/SE/?SID=SV_6Lr2lfzG3ouWTiJ to schedule your group reflection. A signed timesheet verifying [INSERT HALF OF TOTAL # OF HOURS] hours of completed service and a signed group reflection verification form must be submitted to the office for approval by the stated deadline.

Remainder of Community Service:

After attending your group reflection session, you must complete [INSERT HALF OF TOTAL # OF HOURS] of community service. A signed timesheet verifying [INSERT HALF OF TOTAL # OF HOURS] hours of completed service at a location approved by the OSC must be submitted to the office for approval by the stated deadline.