

Residential Policy Review (RPR) Protocol

Last Updated: 04/03/2018

- I. When an incident occurs and is documented by University Housing staff.
- II. The Area/Senior Coordinator (AC/SC) reviews the incident report, and determines whether or not there is a possible policy violation.
 - If there is no possible policy violation, then the incident is determined to be information only.
 - If there is a possible policy violation, then the AC/SC determines whether the possible policy violation is related to a University Housing policy or the University Code of Conduct
 - The AC/SC determines which policies may have been violated and assigns them in Advocate. In the case of a possible housing policy violation, the AC/SC determines who should conduct the initial meeting with the student(s): Hearing Officer (graduate or professional staff) or Community Standards Board (CSB)
- III. The AC/SC assigns the case to a Housing Hearing Officer or forwards it to the CSB Advisor
 - The Area/Senior Coordinator notifies the student with a Notice to Appear (NTA) via email.
 - The student(s) has five (5) business days to respond to the NTA and set up an appointment with the Hearing Officer. These appointments are usually set up through the hearing officer's community office by the administrative assistant. In the case of CSB, these appointments may be scheduled through the Staff Development and Student Conduct (SDSC) Office or via email.
- IV. Initial Meeting/ Residential Policy Review (RPR) – three potential scenarios
 - A. Student elects to accept responsibility for the incident during the initial RPR. Sanction(s) are agreed upon.
 1. RPR Notice of Decision is generated and printed in the Hearing Officer's office and signed by both the student and the Hearing Officer.
 2. If the document is more than one page, both the student and the Hearing Officer will need to initial it.
 - B. Student elects to meet with the Community Standards Board (CSB)
 1. Case should be forwarded to the Graduate Resident (GR) for Staff Development and Student Conduct. Email the GR and then transfer the case to the GR and to CSB.
 2. In a CSB Hearing, the student is presented the incident documentation and is given an opportunity to share their version of what occurred and/or their concerns about the information as it is recorded. The CSB members will then make a decision about the student's responsibility in the case; if the student is found responsible, they have the opportunity to appeal this decision to the Senior Coordinator for Staff Development and Student Conduct.
 - C. Student or Hearing Officer elects to wait up to 5 business days to make their decision in a follow-up RPR.

1. Student and the Hearing Officer schedule a follow---up appointment at which time the decision will be made.
2. At the follow---up meeting, the student indicates whether they want to accept responsibility or meet with the CSB.

Residential Policy Review (RPR)

- I. Welcome the student and develop rapport. Remember, the student may be nervous and this may be their first time meeting with a Hearing Officer. They may not know there's a difference between University Code of Conduct violations and the University Housing Community Guide. Their worst case scenario for this meeting may be that they're getting kicked out of school! Remember that this is also an opportunity for you to get to know more about your resident; you can learn how you and your RAs can better support this student in general – outside of the conduct process. Some prompts:
 - Explore how the student's classes are progressing
 - Are you getting along with your roommate?
 - Where is home? Are you enjoying your experience at UGA?
 - What are some activities you're interested in? How are you getting involved on campus?
 - Are you making friends and getting to know people in your community?
- II. Explain the conduct process
 - This is an informal meeting during which we will discuss what the incident report indicates and whether you believe that the report is accurate
 - As the Hearing Officer, I will discuss your options with you to assist you in deciding if you want to resolve this issue informally here or formally with the Community Standards Board. CSB is a 3 member peer body trained to hear possible violations of housing policies.
- III. Review incident documentation
 - Give the student a copy of the report and give them time to read and comprehend it. They may need assistance in understanding the format, so guide them to focus on the narrative description.
 - Ask the student if they feel the report accurately represents what happened. While they may have concerns about minor language in how the staff member wrote the report, it is important for you as the Hearing Officer to get to the substance of the report.
 - Ask if they have anything they want to add or correct.
- IV. Present options for how to proceed
 - Accept responsibility: In this situation, the student is accepting responsibility for a policy violation and will be asked to agree to a sanction. You will ask them to clarify their version of events, and if it seems to you that they are able to fairly accept responsibility for a policy violation, you should discuss the relevant sections of the University Housing Community Guide.
 1. Review the policy with them to make sure they understand it, and briefly explain to them the rationale for the policy. The purpose is for the student to understand the policy in the context of University Housing's

mission statement and for them to recognize their potential impact on the residence hall community.

2. Discuss good future habits to avoid policy violations as well as to be a positive member of the residential community. Remind the resident that live-in staffs are valuable resources to reach out to if there are any further questions. If you are aware of other issues in the student's community – theft due to unlocked doors, particularly creative RA programming, etc. This might be an opportunity to educate the resident on some of those community concerns.
 3. It is important to understand that by accepting responsibility for a policy violation, the student is agreeing to the sanctions you set and is unable to appeal this decision.
 - Choose to have their case heard by the Community Standards Board: As explained in the previous section, you will then take steps in Advocate to forward this student's case to the Graduate Resident for Staff Development and Student Conduct. Explain to the student that they will be contacted via email by the GR in the very near future and need to follow the instructions sent via email. Appeals of the CSB decision are made through the Senior Coordinator for Staff Development and Student Conduct.
 - Choose to defer for up to 5 business days. If the student doesn't feel ready to make a decision or if you feel you need further instruction or information before moving forward, you may offer the student the opportunity to schedule a follow-up appointment with you within the next 5 business days. At that follow-up appointment, the student will need to let you know how they want to proceed, and you need to be prepared to facilitate their choice.
- V. Resolution meeting – based on how the student chooses to resolve their disciplinary case, you will either forward the case to the Community Standards Board (CSB) or you will create the Residential Policy Review (RPR) Decision Letter (*see below*).
- Discuss the University Housing Community Guide –
 - explain the policies violated,
 - the rationale for the policy; and,
 - how to avoid future policy violations.
 - Explain that by resolving the case informally, the student is agreeing to the sanction and waiving their right to appeal.
 - Print, sign and initial RPR decision letter *or*
 - Explain CSB contact instructions (the student should wait to hear from the SDSC GR).
 - Schedule follow-up meeting if necessary

Entering Findings and Sanction 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.



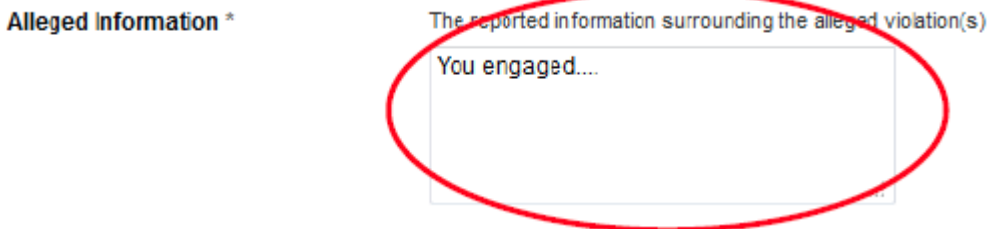
Click on the button "Schedule Meeting"



Next to "Meeting Type" drop down, select the Residential Policy Review.



Edit the "Alleged Information" to reflect the factual circumstances of the case.



Edit the "Date/Time of Meeting" to reflect the date and time of the meeting to discuss the incident.

Date/Time of Meeting*

A date and time selection interface. It includes a calendar icon, a dropdown arrow, a text input field, another dropdown arrow, a third dropdown arrow, and a 'Clear' button. The calendar icon and the first dropdown arrow are circled in red.

Double check “Meeting Location” and “Hearing Officer” fields to ensure that information populated is correct. Once that information is verified, click “Submit”.

Meeting Location*

OSC

Hearing Officer(s)

[select]

Douglas Bell

Notes

Check Spelling

Submit

Save & Create Letter

Save

Save As Draft

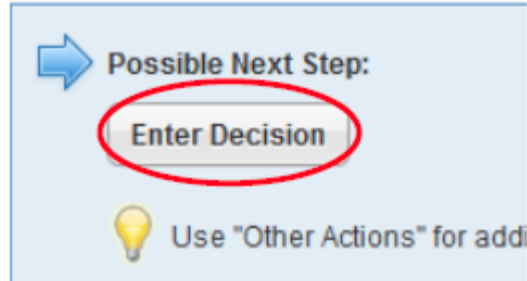
Delete

Cancel

Click on the “Core Information” tab.

A screenshot of a software interface. At the top, there are three tabs: 'Core Information' (circled in red), 'Summary', and 'Meetings'. Below the tabs, there is a search bar labeled 'Keywords' and buttons for 'Apply Search', 'Save Defaults', and 'More Filters'. Below that, there are buttons for 'Batch Options' and 'Schedule New Meeting'. At the bottom, there is a table with two columns: 'Actions' and 'Attending Student/Student'. The table contains one row with a home icon, a magnifying glass icon, and the text 'Douglas Bell () (81029)'. Below the table, there are buttons for 'Schedule New Meeting' and 'Send Meeting Request'.

Click on the “Enter Decision” button.



Double click on each regulation violation within the “Charges” field for each regulation the student is responsible. The charge will automatically populate in the “Responsible For” field.

Enter the decision

Charges

[select] [clear]

[University Housing Community Guide/Damages/Vandalism](#)

Next to “Resolution Type”, click Residential Policy Review Resolution.

Resolution Type* Residential Policy Review Resolution

Choose the date of the decision. Click on “Save & Add Sanction”.

Decision Made On: 2015-06-19

Add the appropriate sanction(s) to the student’s case.

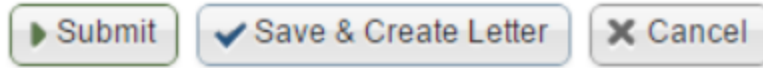
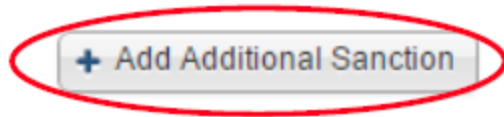
Once a sanction is selected, review the sanction language and make any edits needed within the “Sanction Detail” window.

NOTE: For Community service and restitution sanctions include the “Amount”

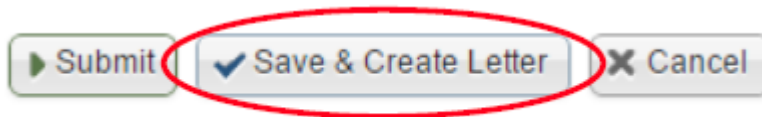
Once the appropriate sanction is selected, choose the corresponding “Sanction Due By” date.

NOTE: For probation and suspension sanction do not have a sanction deadline, select the appropriate “Sanction Completed” date

If student is receiving other sanctions, click “Add Additional Sanction”

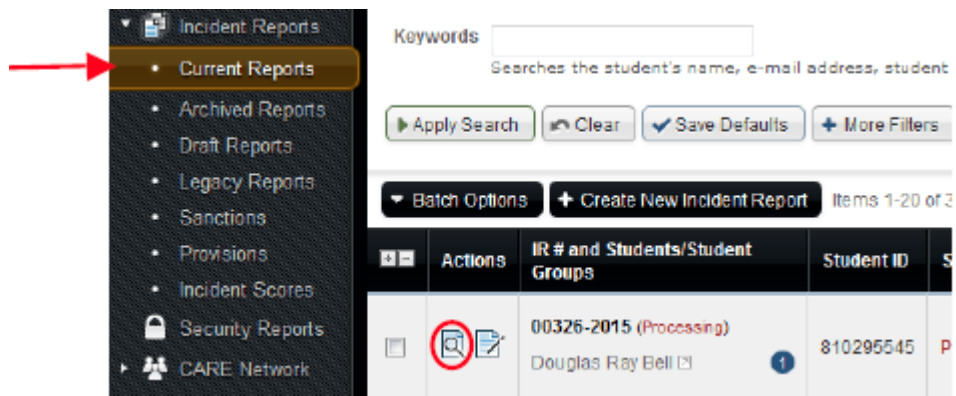


After the sanction(s) are added, click "Save & Create Letter"

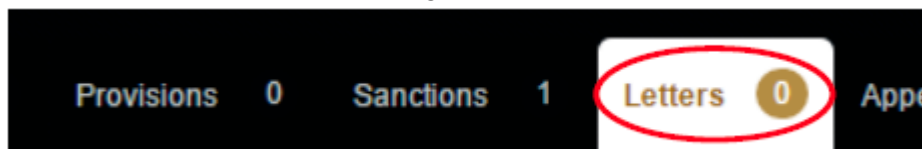


Creating a Letter in Advocate

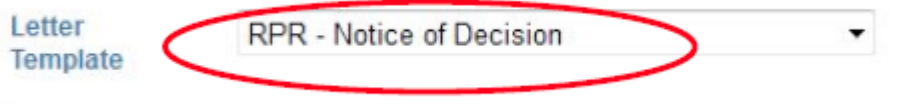
Find the incident information in Advocate either via the student's name or the incident number under "Current Reports" and click on the magnifying glass.



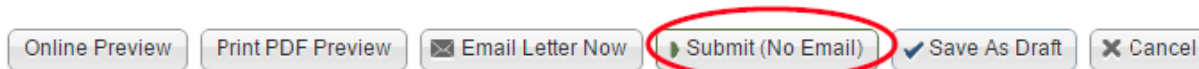
Click on the "Letters" tab at the top of the page.



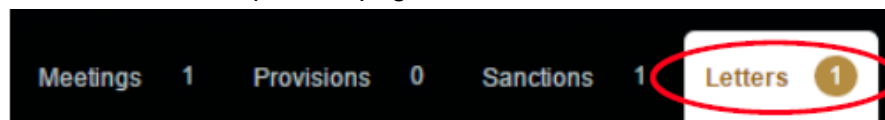
In the letter template dropdown, select RPR Notice of Decision




Scroll to the bottom of the page and select "Submit (No Email)"



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



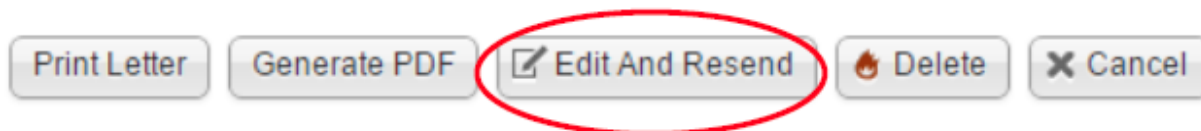
To edit, click on the magnifying glass next to the student's incident case number.

Actions	Incident Report	Type	Letter Template
  	#00373-2015	Letter Wizard	RPR - Notice of Decision

Review the HTML document. Please check for errors or incorrect information. Some common edits and errors include:

- Incorrect name (especially if student uses their middle name)
- Incorrect dates: Make sure all dates in the document are accurate – the date next to the signature line must indicate the date that the agreement will be signed
- Factual circumstances: Ensure that statements related to regulations that the student was not found responsible for are not included in the factual circumstances. Additionally, if the factual circumstances contain more than one sentence, edit them so that statement reads as fact rather than as an allegation (i.e. delete “it is alleged that”)
- Formatting

To edit the HTML document, click on the “Edit and Resend” button. Review the document and make any revisions necessary. *NOTE: Within the HTML document, to create new paragraph/space, you must hold shift + enter.*



Review the document and click “Print PDF Review” to review and print document for the student to sign. Then click “Submit (No Email)”

