



Sanction Type Table

Set Up SACR>Product Related>Student Life> Judicial Management>Sanction Type Table

Overview

The Sanction Type Table allows you to define a list of sanctions to assign to students after a hearing has been held for the incident. The Sanction can be timed thus allowing you to follow up on the assigned actions or sanctions.

Add a New Sanction Type

The screenshot shows a web form titled "Sanction Type Table". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three input fields: "Academic Institution:" with the value "UMS07" and a search icon; "Campus:" with the value "UMPI" and a search icon; and "Sanctions:" with the value "COUNSELING". At the bottom left of the form is a yellow "Add" button.

1. **Enter the following required Information:**

- **Academic Institution:** Lookup and select or enter a valid Academic Institution Code
- **Campus:** Lookup and select or enter a valid Campus for the new Sanction Type
- **Sanctions:** Enter Sanction Code, up to 10 characters, to describe the new Sanction.

2. **Click Add to continue to the next screen**



Sanction Type Table

Institution UMS07
Sanction COUNSELING

Sanction Details		Find View All	First	1 of 1	Last
*Effective Date	01/26/2010	*Status	Active		
*Description	Mandated Counseling Sessions				
*Long Description	Mandated Counseling Sessions				
Timed Item	<input type="checkbox"/>				

3. Enter the following required information:

- **Effective Date:** Enter the date that the Sanction is available to be used
- **Status :** Set the Sanction to Active or Inactive by selecting from the Status drop-down list
- **Description:** Enter a description, up to 30 characters, to describe the Sanction
- **Long Description:** Enter a Long Description to describe the Sanction in more detail

4. Enter the following optional information:

Timed Item: Select Timed Item if you would like to assign a deadline or a time limit to this sanction

5. Click Save