



How To Enter Incident Ruling Information

Incident Ruling Information

Judicial Management>Submit Incident Report

Find Incident Report

Report an Incident

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Academic Institution:	begins with	▼	UMS07	🔍
Campus:	begins with	▼	UMPI	🔍
Incident Identifier:	begins with	▼	0000000002	🔍
Incident Date:	=	▼	01/26/2010	📅
Date of Report:	=	▼	01/26/2010	📅
User ID:	begins with	▼	KPOLENSKY	🔍


Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

1. **Enter any of the following information about the Incident Report to modify:**
 - Academic Institution:** Lookup and select or enter a valid Academic Institution Code
 - Campus:** Lookup and select or enter a valid Campus
 - Incident Identifier:** Enter the 10 character incident identifier
 - Incident Date:** Enter the date of the incident
 - Date of Report:** Enter the date of the report
 - User ID:** Enter the User ID of the person who entered the report
2. **Click Search**
3. **Click on the Incident from the results list to continue to the next screen**



Ruling Tab

4. **Click the “Ruling” Tab**
5. **Click “View All” in the Incident Ruling Information bar to view both students.** (You may also use the arrow keys to scroll through the students involved)
6. **Click “Viewable to Student in Self-Service” Checkbox:** Student can see the Ruling Information in Self-Service.
7. **Violation Listing Section:**
Responsible: Check the box, for each violation, if the student was found responsible for the violation.
8. **Enter the following Information in the Sanction Listing Section:**
Sanctions: Select the appropriate Sanction from the drop-down list
Sanction Item: Select the appropriate Sanction Item from the drop-down list. These are check list items that appear in the student Self-Service center.
Other Sanction Description: Enter additional Comments about the assigned sanction.
Deadline Date: Enter the Date that the sanction must be completed.
Click  to add additional Sanctions
9. **Sanction Notes:** Enter notes and comments regarding the sanctions imposed
10. **Click Save**