



How To Enter an Incident Appeal

Incident Appeal

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**



Appeal Tab

- 4. **Click on the “Appeal” 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. **Enter the following Appeal Information:**
 - Appeal Rationale:** Select Appeal Rationale from the drop-down list
 - Appeal Rationale 2:** Select additional Appeal Rationale from the drop-down list
 - Appeal Rationale 3:** Select additional Appeal Rationale from the drop-down list
 - Requested Process:** Select requested process from the drop-down list
 - Appeal Hearing Date:** Enter Date for the Appeal Hearing
 - Communicated On Date:** Enter the Date the this information was communicated

Appeal Notes:

Student feels he was only defending himself and has a new witness.

- 7. **Enter Appeal Notes**

Student Appeal:

Student feels he was only defending himself and has a new witness.

- 8. **Enter Student Appeal Notes**

Student has Appealed

i An appeal has not been submitted.

- 9. **Click the “Student has Appealed” Button**

Appealed

- 10. **Click Save**