

BEST PRACTICES FOR SANCTION COMPLETION

- 1) Fully read the decision letter and schedule an appointment with the Student Support Specialist, Lisa Crader, if you have any questions or need clarification. She can also help you create an action plan to complete the sanctions on time without feeling overwhelmed.
- 2) The Reflection paper should be the LAST SANCTION YOU COMPLETE AND TURN IN.
- 3) If you were assigned BASICS marijuana or BASICS alcohol, complete those as soon as possible or you may not be able to get this done by your sanction due date. Make sure you complete both sessions within the time frame they tell you to or you will be have to start all over at the beginning and be charged another \$125 for the class. Do not NO SHOW an appointment or you will be charged for that as well.
- 4) If you were assigned the STAR program, Pathways program, or Navigate program – know that these programs include multiple meetings over a period of time so you will want to start on these sanctions as soon as possible in order to complete them by the due date provided in your decision letter.
- 5) Do not wait until the last minute to complete AlcoholEdu for sanctions as it is a two part online course with a required 14 day wait in between sections.
- 6) For any papers you are assigned – make sure you meet the word count or it will be denied. Please also be sure to submit your paper as a Microsoft word or PDF document only.
- 7) If you are electing to complete your community service at a location other than the pre-approved locations found on our website, make sure you get that location approved BEFORE you complete the hours.
- 8) When in doubt, ASK! Any of our staff is willing to answer your questions in person, on the phone, or in email. Our contact information is:

Office of Student Accountability & Support *(formerly Office of Student Conduct)*

Dean of Students | Division of Student Affairs | University of Missouri

G206 MU Student Center | Columbia, MO 65211 | 573-882-5543

Email: accountability@missouri.edu | Website: <https://accountability.missouri.edu>

Office Hours: Mon-Fri, 8am -5pm & Closed all University Holidays

- 9) When sanctions are not completed by the due date, the student is charged with Failure to Comply and if found responsible, the student will be charged a \$125 judicial processing fee and could receive additional sanctions to complete. Please complete your sanctions by the due date.