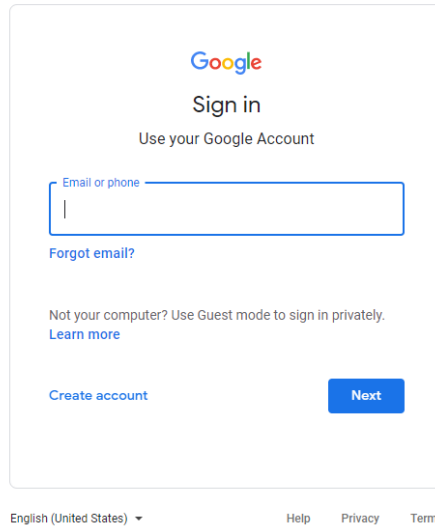


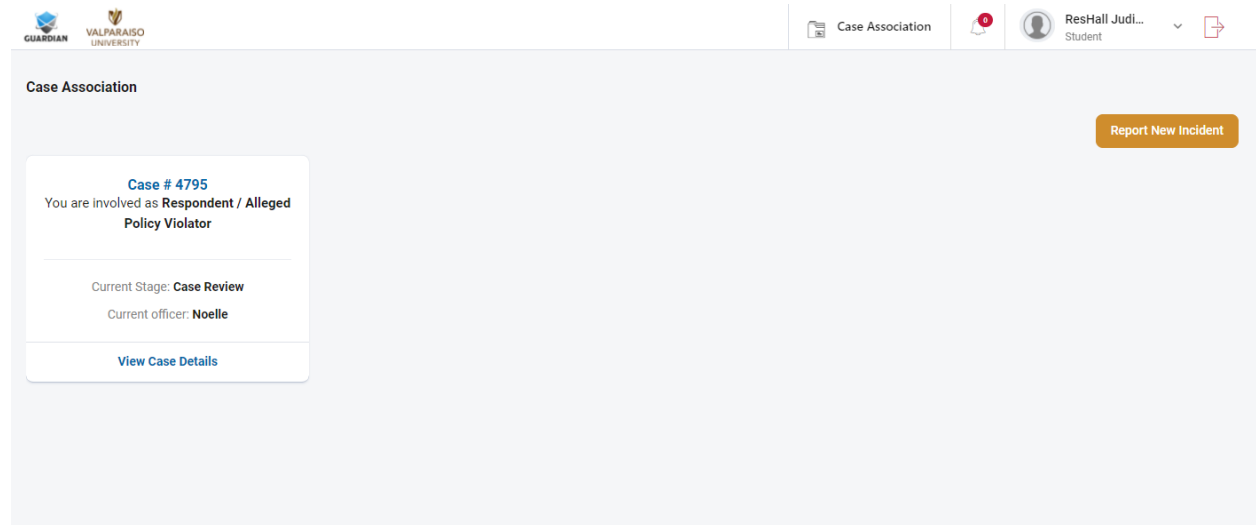
How to Submit Sanctions in Guardian

Step 1: Go to <https://valpo.guardianconduct.com/student-portal> in your web browser.

Step 2: Sign in using your Valpo email address and credentials.



Step 3: Once logged in, click on "Case Association" in the top right of the page.



Step 4: Click on the case.

Case Association

[Report New Incident](#)

Case # 4795
You are involved as **Respondent / Alleged Policy Violator**

Current Stage: **Case Review**
Current officer: **Noelle**

[View Case Details](#)

Step 5: Click on “Sanctions” in the top left of the page.

GUARDIAN VALPARAISO UNIVERSITY

Case Association 163 ResHall JudicialBoard Student

[Sanctions](#) [Attributes](#) [Appeal](#)

Case # 4795
Incident type **Residential Life , Residential Disciplinary**

Case Owner
Noelle Pease

All Activities Notes Files Emails Calendar Sanction Attribute Appeal

Charge Form Shared Files

Noelle Pease assigned sanction against **ResHall JudicialBoard**

Sanction: Agreement for Behavior Change

Status: Active

Period: Jan 13, 2022 to Feb 14, 2022 (32 Days)

Details: 1 page on the alcohol policy

Posted by Noelle Pease Jan 13, 2022 at 3:4

Noelle Pease updated plea for **ResHall JudicialBoard**

Charge: Complicity Policy

Plea Type: Responsible

Outcome: Responsible

Posted by Noelle Pease Jan 13, 2022 at 3:4

Sanction Applied

Agreement for Behavior Change
Active

Fine(s)

Sanction Details

Type: Agreement for Behavior Change

Description: You have been sanctioned to write an Agreement for Behavioral Change (ABC). You MUST follow the outline below: I. State the problem and how it may affect others living on your wing, floor, or building. II. Read the "Community Conduct" section of the General Tenets of Student Behavior, found in the current Student Guide to University Life. How was your behavior inconsistent with these expectations? III. State how you will change your behavior in order to prevent this type of policy violation from reoccurring. IV. If the behavior does reoccur, what are the appropriate consequences for my actions? ABCs must be in 12-point,

Upload Document

Click here or drag & drop file here to upload

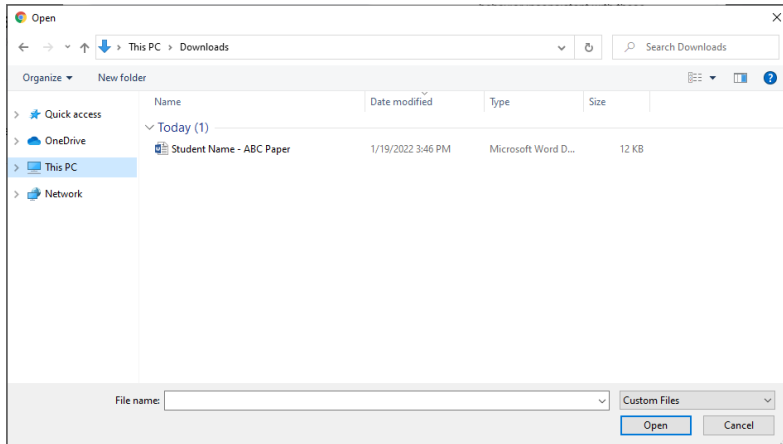
Supported file format are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Submit for approval

Under "Sanction Details", you can read the instructions under "Description" and scroll down to see the due date under "End Date."

Step 6: Complete your sanction.

Step 7: Upload your sanction by clicking the box under "Upload Document" and selecting it from the location it is saved on your computer. It is recommended that you upload a Word document or a PDF.



Step 8: Click "Submit for approval"

Upload Document

Click here or drag & drop file here to upload

Supported file format are JPG, JPEG, PNG, BMP, MP3,
MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML,
MSG and MBOX

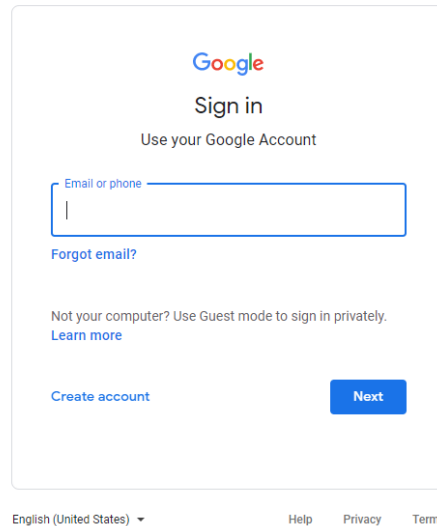
Submit for approval

How to Submit an Appeal in Guardian

Appeals are due within 48 hours of receiving your hearing outcome notice via email. Your appeal must be based on one or both of the following criteria: (1) sanction too severe for the violation(s), or (2) proper hearing procedures were not followed (cite the procedure not followed). If the appeal is not received by the deadline noted above, the outcome and sanctions assigned by the Conduct Board become binding.

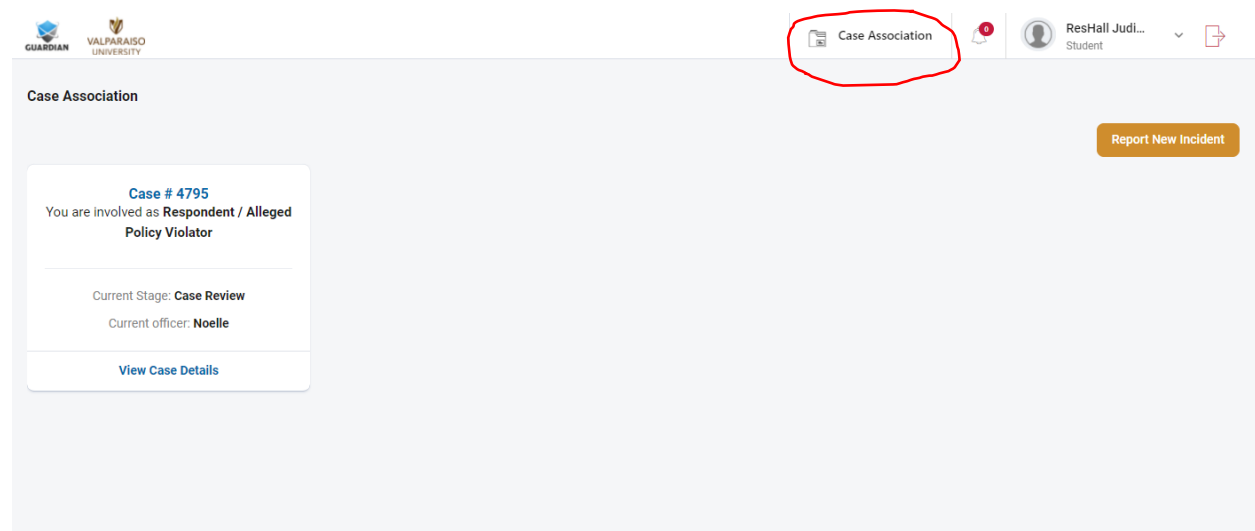
Step 1: Go to <https://valpo.guardianconduct.com/student-portal> in your web browser.

Step 2: Sign in using your Valpo email address and credentials.



The image shows a Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a cursor inside. To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page are links for "English (United States)", "Help", "Privacy", and "Terms".

Step 3: Once logged in, click on "Case Association" in the top right of the page.



The image is a screenshot of the Guardian Student Portal. In the top right corner, the "Case Association" menu item is circled in red. Below the navigation bar, the page title is "Case Association". On the right side, there is a button labeled "Report New Incident". On the left side, there is a white box containing the following information: "Case # 4795", "You are involved as Respondent / Alleged Policy Violator", "Current Stage: Case Review", "Current officer: Noelle", and a link "View Case Details".

Step 4: Click on the case.

Case Association

[Report New Incident](#)

Case # 4795
You are involved as Respondent / Alleged Policy Violator

Current Stage: **Case Review**
Current officer: **Noelle**

[View Case Details](#)

Step 5: Click on "Appeal" on the left side of the page.

GUARDIAN VALPARAISO UNIVERSITY

Case Association ResHall JudicialBoard Student

Sanctions
Attributes
Appeal

Case # 4795
Incident type Residential Life , Residential Disciplinary

Case Owner
Noelle Pease

All Activities Notes Files Emails Calendar Sanction Attribute Appeal
Charge Form Shared Files

Noelle Pease assigned sanction against ResHall JudicialBoard

Sanction: Agreement for Behavior Change
Status: Active
Period: Jan 13, 2022 to Feb 14, 2022 (32 Days)
Details: 1 page on the alcohol policy

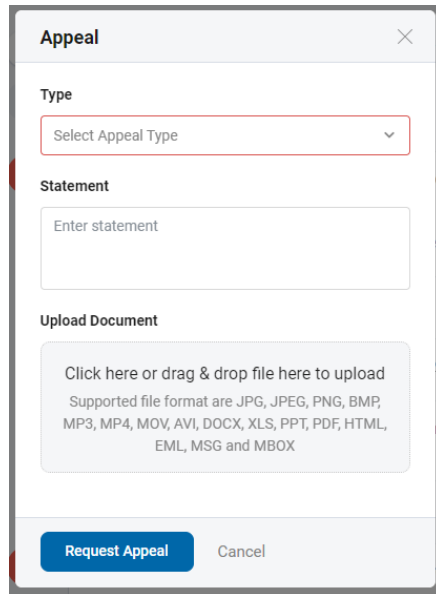
Posted by Noelle Pease Jan 13, 2022 a

Noelle Pease updated plea for ResHall JudicialBoard

Charge: Complicity Policy
Plea Type: Responsible
Outcome: Responsible

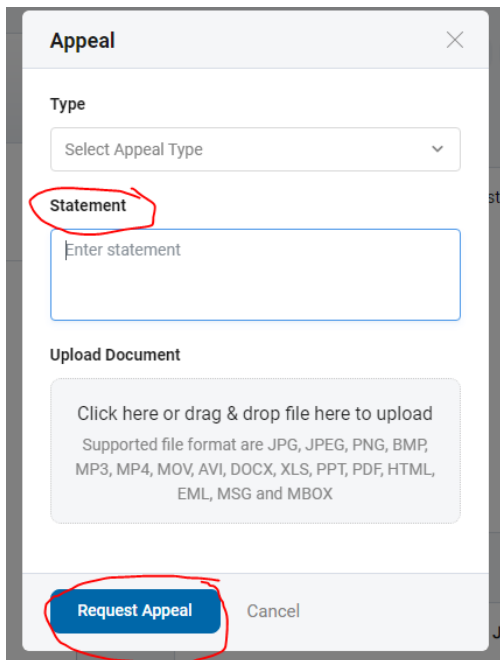
Posted by Noelle Pease Jan 13, 2022 a

Step 6: In the pop-up window, select the appeal type from the dropdown menu.



The screenshot shows a pop-up window titled "Appeal" with a close button (X) in the top right corner. The window contains three main sections: "Type", "Statement", and "Upload Document". The "Type" section has a dropdown menu with the text "Select Appeal Type" and a downward arrow, which is highlighted with a red rectangular box. The "Statement" section has a text input field with the placeholder text "Enter statement". The "Upload Document" section has a light gray box with the text "Click here or drag & drop file here to upload" and a list of supported file formats: "Supported file format are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX". At the bottom of the window, there are two buttons: "Request Appeal" (a blue button) and "Cancel" (a gray button).

Step 7: Enter your statement explaining your grounds for appeal. The appellate officer will review your statement and make a determination of outcome. You do not need to upload any documentation.



This screenshot is similar to the previous one, showing the "Appeal" pop-up window. In this view, the "Statement" section's text input field is highlighted with a red circle. The "Request Appeal" button at the bottom is also highlighted with a red circle. The "Type" dropdown menu is no longer highlighted. The "Upload Document" section and the "Cancel" button remain visible and unchanged.

Step 8: Click "Request Appeal." You will be notified of your appeal outcome via email once a decision has been made.