**COMMUNITY SERVICE SANCTION**

**STEPS TO COMPLETION**

**Step 1**

- **Select Community Service (CS)**
  - You may not receive pay, course credit, or other compensation (tickets, meals, admission, etc.) for performing community service hours.
  - Community service supervisors may not be related to you.
  - Community service may not be done at your place of employment. Service related to campus clubs or organizations are not often approved, but may be evaluated on a case-by-case basis to determine impact.

**Step 2**

- **Complete CS Site Submission Form**
  - This must be completed and approved PRIOR to completing any hours of service.
  - Form can be completed at the Conduct Sanctioning Webpage, you must log in with your PUnet ID and password to complete form. Link was sent in Hearing Outcome Letter.
  - Notification of CS Site Approval will be sent to your Pacific email.

**Step 3**

- **Complete Your Service Hours**

**Step 4**

- **Submit CS Verification Notification**
  - Please have your CS Site Director email studentconduct@pacificu.edu with the following:
    - Site Director’s Name and Title
    - Student’s First and Last Name
    - Description of Service Performed
    - Date and Duration of Service Performed

**Step 5**

- **Sanction Complete Notification**
  - This notification will only be sent out from the Office of Student Conduct if all required hours have been met and verified.
  - Please re-complete all steps of the CS Sanction Process if multiple CS Sites are being utilized to meet your CS hours required.

**FURTHER QUESTIONS?**

PLEASE FEEL FREE TO REACH OUT TO THE OFFICE OF STUDENT CONDUCT WITH QUESTIONS OR SANCTION PROGRESS UPDATE REQUESTS.

STUDENTCONDUCT@PACIFICU.EDU