



**Division of Student Affairs
Department of Residential Life/Housing**

To Whom It May Concern,

You have received an incident report for the prohibited item identified on your door tag. This item should have a brightly colored sticker on it indicating that it is prohibited.

You are required to remove this item from your residence within 24 hours. Please note that items not addressed may be confiscated and stored in the Housing Office by your coordinator. You will have up to 30 days to retrieve the item and meet with your coordinator. Once the 30 days are complete, it will be disposed of.

Please monitor your Louisiana Tech email, as you will receive an email through StarRez regarding our Judicial Review Board Process for receiving an incident report. Failure to reschedule or attend a scheduled hearing will result in automatic community service hours.

If you have any questions or concerns regarding this policy, please see the DogTown Community Bulletin linked below. For any additional questions, feel free to contact our office at 318.257.4917.

<https://www.latech.edu/dogtown-bulletin>

Sincerely,

Casey Ingram
Executive Director
Housing & Residential Life Development
Louisiana Tech University

Residential Life Judicial Review Board Process

An incident report is submitted and directed to the Coordinator of the specific residence hall/apartment where the incident took place, as well as to the Director of Residential Life.

Upon review, the Coordinator of Student Development determines whether or not the incident requires a one-on-one meeting with the student. If not, the student is referred to the Judicial Review Board.

The Judicial Review Board is comprised of at least three students who reside on campus, as well as the board chair, who does not vote when determining sanctions. The board meets on an as-needed basis.

- Notification of the hearing date and time is issued in writing, usually via email or hand-delivered to the student's residence.
- Once the board reviews the case and speaks to the students involved, an immediate decision is made.
- If the student is found Not Responsible, then the student is notified in writing of the findings, and no further action is taken.
- If the student is found Responsible, then the student is notified in writing of the findings and assigned sanctions.
- The student may appeal the findings and/or the sanctions in writing within 3 business days of the original findings and/or sanctions to the appropriate Coordinator.

For additional information, you may contact the Residential Life office at 318.257.4917.