

## Residence Life Incident Report Notification

*At \_\_ : \_\_ AM/PM on \_\_ / \_\_ / \_\_\_\_ the Residence Life staff documented that you were present at a potential policy violation. Below you will find the steps and procedures for moving forward in the conduct process. Please note this process serves to determine whether or not you are responsible for the policy violation in question.*

Within two business days you will be contacted via your [@rocky.edu](mailto:@rocky.edu) email with the date and location of your Peer Review Board Meeting **OR** Administrative Conduct Hearing. All conduct hearings are held on Tuesdays at 7:00pm.

Failure to appear before the Peer Review Board or meet with your assigned Conduct Officer will result in your case being heard in your absence, you will then receive an email with the outcome, and forfeit your right to appeal the sanctions (if applied).

If you have any questions at any time please contact the Office of Residence Life at [housing@rocky.edu](mailto:housing@rocky.edu)

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