

## HARASSMENT, DISCRIMINATION OR MISCONDUCT INCIDENT REPORT

### Instructions for Filing Discrimination/Harassment Report:

**Student Reports** - Any student who has a question, concern or complaint of discrimination including harassment based on color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other protected status is encouraged to file an incident report with the **Director of Student Services**.

**Employee Reports** - Any employee who has a question, concern or complaint of discrimination including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other protected status is encouraged to file an incident report with the **Vice President of Human Resources and Organizational Development**.

**Instructions for Filing Incident Report Involving Student Misconduct:** A complaint alleging student misconduct may be filed by a student or University employee via a detailed written Incident Report. All written complaints should be filed with the **Director of Student Services**, or his/her designee, as soon as possible for investigation and resolution.

### SECTION I: REPORTING INFORMATION

Name of Person Reporting:

Date of Reporting:

Address:

Phone Number:

Name of Accused and Contact  
Information, if known:

Name of Witness(es) and  
Contact Information, if known:

### SECTION II: POLICY INFORMATION

I am submitting this Incident Report under the following college policy in the University Catalog for the current academic year. Check reason for Incident Report:

- 1) Discrimination/Harassment
- 2) Standards of Conduct – ACADEMIC MISCONDUCT
- 3) Standards of Conduct – GENERAL MISCONDUCT

- 4) Property      If property, type:      University      Personal      Other

*The University does not assume care, custody or control of vehicles or their contents and is not responsible for fire, theft, damage or loss of property (University Catalog).*

Description of Property:

### SECTION III: INCIDENT INFORMATION

Date of Incident:

Time of Incident:

Exact Location of Incident:

Description of Incident: