

## STUDENT NON-ACADEMIC MISCONDUCT INCIDENT REPORT FORM

### REPORTER TYPE

I am a:

- Faculty
- Staff
- Student
- NAM Reporting Unit
  - AMS Judicial Affairs Office
  - Athletics & Recreation
  - Bader College
  - Campus Security & Emergency Services
  - Human Rights
  - Residence Life & Services
  - SVPRS
  - University Secretariat
- Other – please specify:

### REPORTER INFORMATION

Your Name

Your Email Address

### TIME AND LOCATION OF INCIDENT

Date of Incident

Time of Incident

#### Location of Incident

*Provide as much detail about the location of this incident as possible, including buildings and room numbers, if known.*

### INDIVIDUAL(S) INVOLVED

#### Student Respondent(s)

*List the full name(s) of all student Respondents (individuals who engaged in alleged non-academic misconduct) involved in this incident.*

Respondent(s) Student ID	
Respondent(s) Queen's email	
<b>Non-Queen's Respondent(s)</b>	
<i>List any Non-Queen's Respondent(s) or clarifying details for an unknown Respondent.</i>	
<b>Student Group Respondents</b>	
<i>List all Student Groups involved in this incident, if applicable.</i>	
<b>Student Complainant(s)</b>	
<i>List the full name of the student Complainant(s).</i>	
Complainant(s) Student ID	
Complainant(s) Queen's email	
<b>Witness(es)</b>	
<i>List all additional individuals who witnessed this incident, their role during the incident, and contact information, if known.</i>	

## **DESCRIPTIVE INFORMATION**

### **Incident Description**

*Provide an overview of the incident and allegations.*

**Emergency Response**

*Which, if any, emergency services were notified or responded?*

- Campus Security and Emergency Services
- Queen's First Aid
- Kingston Police
- Ambulance
- Fire Department
- Other – please specify:

**ACTIONS TO DATE & ADDITIONAL INFORMATION**

*Provide any relevant additional information. Specify if any actions have been taken to date, and by whom.*

**Documentation**

*List any supporting documents attached to this form or to be provided at a later time (photos, messages, etc.)*