

## **Student Conduct Incident Report Template**

Please only use this template if the online report forms are not working Please email to <u>studentconduct@drexel.edu</u> and attach any supporting documentation

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## **Reporter Information**

Please fill out the following information so that our office can follow up with you directly

Full Name:	Drexel ID (12345678):			
Drexel User ID (abc123):	University Affiliation:	Student	Faculty/Staff	Guest
College/School/Department:				

## **Incident Information**

Please tell us and include a detailed account of the incident, including: A description of the alleged conduct violation, who is involved, what happened, where it happened, the approximate time it happened, and any witness. For any students involved please provide us with student IDs and full names if you have it.

Type of Report: General OED/TitleIX

Incident Date:

Incident Time:

Incident Location:

Incident Narrative (tell us what happened):