

How to Fill Out an Incident Report



Incident Reporting Form

The Office of Student Conduct (OSC) at Arkansas State University administers the Non-Academic Standards of Student Conduct, which identifies behavioral expectations for all students on- and off-campus. If you have knowledge of an A-State student violating these Standards, you are encouraged to notify our office of the incident.

Once a complaint has been received by OSC, our staff will meet with the student to address the alleged misconduct. Upon an investigation, appropriate action will be taken. Please know that you and the witnesses you identify in the report might be contacted by OSC staff for further information about the incident. Additionally, please note that university disciplinary records are protected by a federal privacy law called the Family Educational Rights and Privacy Act.

If you have any questions regarding filing an incident report, please contact OSC at 870-972-2034.

If you have any questions about this form—call us at 870-972-2034

Background Information

Please fill out the following information with your contact information. Members of the Residence Life staff should make sure to include the building, hall or area in which they work. Faculty and Staff should include their department or college.

Your full name (last, first):

Position/title (Dept. or Hall):

Your phone number:

Your email address:

Your mailing address:

* Nature of this report:

* Date of incident: must be formatted YYYY-MM-DD

Time of incident: :

* Location of incident:

Specifically where it occurred:

This section is all about you and the basics of the incident. Please make sure you fill out every section as directed.

This is a long list. If you type the name of the building or space it will pull up the name for you.

Involved Parties

Please list ALL of the people involved in this incident (excluding yourself and UPD). Please include as many of the listed fields as you can provide. For non-students, please list Drivers License numbers in the block labeled SID if available. Residence Life Staff MUST include the SIDs of all students involved.

<input type="text" value="Student, College"/>	<input type="text" value="Male"/>	<input type="text" value="Involved Person"/>	<input type="text" value="111222121"/>
<input type="text" value="1980-08-06"/>	<input type="text" value="870-972-2034"/>	<input type="text" value="studentconduct@astate."/>	<input type="text" value="Ark Hall 1111"/>

This section is all about who was involved. Please include as much info as you can about each person. Res Life Staff must include SID's for every student documented. You can add as many people as necessary by clicking the add another person button.

You should not put yourself or emergency personnel in this section.

Description/Narrative

* Please provide a detailed description of the incident/concern using specific, concise, and objective language (who, what, where, when, why, and how). Be as specific as possible when describing the incident/concern.

[Check Spelling & Preview](#)

In this section please provide a very detailed account of what occurred. This should include

- Who
- What
- Where
- How

This narrative should allow the person reading it to know exactly what happened and the order it occurred in. This should not include personal thoughts, past behavior or what you want to happen. Please remember that the person(s) you document will read this report. If you have thoughts you would like to share, please email them to StudentConduct@astate.edu.

This section should always be written in first person

* Were the police notified?
 Yes No

If you answered yes above, which Officer(s) responded?

This is where you list emergency responders. If you did not get an officer's name you can look them up via UPD's website .

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. *Maximum 12 megabytes per file*
Attachments require time to upload, so please be patient after you click to submit this report.

No file selected.

If you have any pictures or important documents relevant to the incident, please attach them here. If you are an RA, please remember to delete them once they have been uploaded.

One last step ...

Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. **Capitalization does not matter but cookies must be enabled in your browser for this to work.**

Type it here:

S3Rve

[I can't read it; let's try a different one.](#)

This is what you click when done. Please wait for the screen that states it has been properly submitted before moving on.

This section lets us know you aren't spam. Please follow the directions.