

**Austin Peay State University  
Division of Student Affairs**

***INCIDENT/COMPLAINT FORM***

**Instructions:** Please complete the General Information section of the Incident/Complaint Form, write a factual and accurate description of the incident, sign the form, and submit it to the Office of Student Affairs, Room 206 of the Morgan University Center.

**General Information:**

**Date of this Report:**

\_\_\_\_\_

**Reporting Individual (s):**

\_\_\_\_\_

**Telephone Number:**

\_\_\_\_\_

**E-mail Address**

\_\_\_\_\_

**Check your APSU category:**     Staff     Faculty     Student

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location of Incident:**

\_\_\_\_\_

**Name of Individual(s) accused and/or involved:**

**(Next Page)**

**Description of Incident:** Please write a description of the incident, in chronological order. Provide details concerning your observations, actions of individuals and accurate statements made by all parties that you recall. Include names of witnesses.

**(Next Page)**

My signature below asserts that all of the information given above is true and accurate to the best of my recollection and knowledge.

**Signature of Reporting**

**Individual:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **a.m.** \_\_\_\_\_ **p.m.**

**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please understand that the accused student will have the right to view your statement and may request a copy of the statement to assist him/her in preparing for a disciplinary hearing.)