EDUCATOR PREPARATION PROGRAM (EPP)

INCIDENT REPORT FORM

Directions: This form is to be completed when a student violates the Armstrong Honor Code, Code of Student Conduct, the requirements for classroom behavior as set forth in the course syllabus, or the basic requirements of civility expected when one seeks assistance during advisement or when interacting with PEU faculty and staff, including student clerical workers. The form is to be submitted to the department head, if known. If unknown, submit the form to the Office of the Dean of Education, University Hall, room 250. All entries on this form must be legible.

Name of individual completing the incident report: ____________________ Title: _______________________

Date of incident: ____________ Location: _____________________________________________________

Name of student: ___________________________________   Student ID# _____________________________

In the space below, describe the incident. You may attach additional pages to this form.

By affixing your legible signature below, you indicate that the information in this report is accurate.

Signature: _________________________________________________ Date: ____________