

## University of South Florida Academic Disruption Incident Report Form

*Anonymous submissions of incident reports will not be processed by the Office of Student Rights and Responsibilities. Please add additional pages as needed. Also you may reference USF Regulation 3.025 <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>*

**Reporting Person & Department** \_\_\_\_\_ **Date of report** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Department & College/Unit:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student Information**

Please provide any known information.

**Student's Name & U#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Witness(s) Information**

**Witness's Name & U#:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Witness's Name & U#:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Incident Description:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Course Prefix Number Section Title:**

\_\_\_\_\_

**Specific Description of Incident/Disruptive Behavior:**

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**Action taken to date: (if any taken by incident reporter)**

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**University Police Involvement:** \_\_\_ NO or \_\_\_ YES Case#: \_\_\_\_\_

**Recommended course of action and reasons for recommendation (for academic area only, not SRR):**

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**For Faculty/Staff:** Due to FERPA regulations, the University can only disclose certain information regarding conduct cases. Based on these regulations, the Student Affairs Office will notify any instructors who have an educational need to know if a student of theirs has been suspended or expelled from the university.

\_\_\_\_\_  
Reporting Person's Signature

\_\_\_\_\_  
Date of report

**NOTE: Within 48 hours of the incident, please send hard copy of this report to a.) the department chair, b.) the Assistant/Associate Dean of the college, c.) the Office of Student Rights and Responsibilities or the institution's designated office in Student Affairs, and d.) the student.**