



Received by: _____
Date: _____

## CAMPUS INCIDENT/COMPLAINT REPORTING FORM

This form is for use by any member of the campus community (students, employees, and guests) to submit an initial report of a campus incident or complaint. Once submitted, the report will be reviewed by the Director of Title IX & Student Conduct for follow-up regarding next steps, including the possible involvement of additional members of the administration.

Every effort will be made to keep your personal information confidential, to the extent possible depending on the specific incident, complaint or situation. If you choose to submit this report anonymously, please be aware that it may limit the ability for thorough follow-up. Once complete, please submit form to the Reception Desk in Building 3.

### Description of Incident/Complaint

Please provide as much detail as possible, including date, times, location, names of involved individuals, etc. If needed, attach any relevant supporting documentation and/or use additional space (on the back of this form) beyond what is provided below.

You may submit this form anonymously; however, if you wish to be contacted for follow-up and/or support, please provide your contact information below.

Name: \_\_\_\_\_

KCC ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*I have submitted what I believe are true statements as part of this complaint.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date