

MONROE COLLEGE

INCIDENT REPORT FORM

One of the options you have to report any incident of discrimination, harassment and/or sexual assault is to complete Monroe College's online report form. The Incident Report Form is used to provide Monroe College with information for the Title IX Coordinator's initial assessment which may or may not lead to a formal investigation. You may submit this form anonymously, which may lead to a preliminary investigation. However, due to the nature of anonymous reporting, it may not be possible to investigate or resolve reports of discrimination, harassment and/or sexual assault made by anonymously reporting online.

Please email the attached form to Jamie Kopchynski, Title IX Coordinator at jkopchynski@monroecollege.edu.

If you have any questions or concerns regarding the Online Incident Report Form, please contact the Title IX Coordinator, Jamie Kopchynski at 914.740.6773 or jkopchynski@monroecollege.edu.

NOTE: Submitting an Incident Report Form does NOT initiate a police report.

Date: _____ / _____ / _____

Complainant's Name: _____

Complainant's Affiliation to Monroe College: _____

Complainant's Phone Number: _____

Complainant's Email Address: _____

Offender's Name: _____

Offender's Affiliation to Monroe College: _____

Date and Time of Incident: _____

Location of Incident: _____

Brief description of Incident (nature of misconduct, context or circumstances, such as spring break trip, on campus event, off campus party, etc.)

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

Signature: _____