

Cal Poly Pomona
Faculty-Led Study Abroad Program
Incident Report Form

The teaching faculty member or resident assistant should complete this report immediately after the incident. If the incident is witnessed by more than one of the above persons, all of them should submit separate reports.

Today's Date: _____

Program Name: _____

Name(s) of Student(s) Involved: _____

Bronco ID #: _____

Date and Time of Incident: _____

Location of Incident: _____

Faculty/Staff Person Completing Report: _____

Others Involved: _____

Please check the appropriate box to indicate the nature of the incident:

☐ Alcohol/Drugs ☐ Theft ☐ Assault of Student

☐ Injury/Illness ☐ Arrest of Student

☐ Other, please specify: _____

Please describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary:

Action(s) Taken If Any: _____

Signature of Reporting Person

Date