

To report a concern, incident, or violation of the Student Code of Conduct, please complete this form with as much detail as possible and return it to Student Life. A judicial officer will contact you for an interview.

Person Submitting Report _____

Student Faculty Staff Visitor

Current mailing address _____

Cogswell Email _____

Phone _____

Date of incident _____

Time of incident _____

Location of incident _____

Please list all people involved in the incident (both participants and any witnesses.) For visitors/guests, include any contact information you may know (email, phone, address, screen name(s), etc.)

Name: _____

Witness? Student Faculty Staff Visitor

Contact Information: _____

Name: _____

Witness? Student Faculty Staff Visitor

Contact Information: _____

Name: _____

Witness? Student Faculty Staff Visitor

Contact Information: _____

Name: _____

Witness? Student Faculty Staff Visitor

Contact Information: _____

Please give a brief description of the incident. Be careful to include accurate details such as names, facts, times, locations, and actions. Note anyone who may have witnessed the incident and be sure their information is included above. Please remain objective and refrain from inserting opinions held of the individuals involved or of the outcome you'd like to see.

Please note: all individuals named in this report are allowed to have knowledge of their accuser and they will be allowed to see this report.

Signature of Person Submitting Report: _____ Date: _____

Your signature indicates that you agree with all the information provided and that, to the best of your knowledge, all the information contained in this report is truthful. Filing a false report is a violation of the Student Code of Conduct.

For information on the Judicial Process at Cogswell, please refer to the Student Handbook, pages 15-18. For a copy of the Student Code of Conduct, please see pages 13-14.

Return completed form to:

Cogswell Polytechnical College Office of Student Life
1175 Bordeaux Drive, Sunnyvale, CA 94089
or by email to: studentlife@cogswell.edu
or by Fax: (408)747-0764