



Person Submitting Response _____

Student Faculty Staff Visitor

Date of incident _____

Time of incident _____

Location of incident _____

Please write a brief response to the written incident report. Be careful to include accurate details such as names, facts, times, locations, and actions. Note anyone who may have witnessed the incident. Please remain objective and refrain from inserting opinions held of the individuals involved or of the outcome you'd like to see. For each alleged violation, please note whether or not you accept responsibility.

Please note: should you make any counter claims against the reporter, they will have opportunity to read and respond to this Response Form.

Signature of Person Submitting Response: _____

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. Falsifying College documents 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. Please see pages 13-14 for the Student Code of Conduct.

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