**Faculty or Staff Incident Report Form**

Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Palomar Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Phone # (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a detailed description of the incident/concern using **specific**, concise, and objective language (who, what, where, when, why, and how). Include specific statements and observations of behavior and demeanor in chronological order.

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Use the space below to provide electronic evidence of the incident (e.g., screenshot of a comment made via email or on a Canvas announcement).

Please list all OTHER parties involved in the incident (e.g., witnesses, campus police, faculty) below. Alleged offender(s), victim(s), and/or student(s)/guest(s) of concern. For example: "Jane Doe, student (ID # 123456789), Witness" or "John Doe, Palomar College Police Officer, Responding Officer."

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What are you hoping to achieve by filing this report (e.g., 'I need to know about resources to share with the student' OR 'I need a safe space to learn’)? Please note any concerns you have for you own well-being and if you would like us to reach out to provide you support.

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Please email this incident report to one of the full-time faculty course leads based on the chemistry course you are taking:

**Full-Time Faculty Course Leads:**

Chem 100: **Professor Shannon Andrews**: sandrews@palomar.edu

**Dr. Lindsay Sperling**: lsperling@palomar.edu

Chem 104: **Dr. Luz Carrillo**: lcarrillo@palomar.edu

**Professor Mark Raymundo**: mraymundo@palomar.edu

Chem 110: **Professor Patti Brandon**: pbrandon@palomar.edu

**Dr. Lindsay Sperling**: lsperling@palomar.edu

Chem 115: **Dr. Jennifer Zabzdyr**: jzabzdyr@palomar.edu

**Dr. Geetha Natarajan**: ngeetha@palomar.edu

Chem 220/221: **Dr. Heriberto Rivera**: hrivera@palomar.edu

**Dr. Adena Issaian**: aissaian@palomar.edu