Wang Center Incident Report for Off-Campus Courses and Programs

(Examples include injury, illness, crime, violation of PLU Student Code of Conduct or other PLU policies)

**Incident**

Your Name Signature Date

Incident Date Approx. Time

Name of Person/s Involved Gender Approx. Age

**Check type of Incident and briefly describe**:

* Illness
* Crime\*
* Behavior\*\*
* Other

*\*If the incident is considered a crime – with or without a local police report – (i.e. assault, sexual assault, theft, etc.), it needs to be reported in the PLU Incident Report system online.*

*\*\*If the incident violates PLU Student Code of Conduct, it needs to be reported in the PLU Incident Report system online.*

* I understand that in order to ensure accuracy of the details, it is my responsibility to submit criminal incidents and violations of the PLU Student Code of Conduct using the PLU Incident Report online in addition to this Wang Center form. <https://www.plu.edu/srr/documents/incident-report/>

**Describe the incident completely**. *Include what happened, how it happened, what you did, who you contacted at PLU (if applicable), any medical treatment given, results of treatment, etc. Attach any applicable reports from physicians, care providers, police*. *Use back of page if necessary.*

***-continued -***

**Property or Vehicle Damage** (List items stolen, lost, damaged, and estimated value in US dollars). If vehicle-related, include the make, model, license number, insurance information, police report, phone numbers, etc.

Witness/s Name and Contact Information:

If a crime was witnessed, describe the physical characteristics of the alleged perpetrator (height, weight, age, clothing, hair color, etc.)

***Keep a copy of this report for your files and submit a copy to the Wang Center.***