This form is NOT to be used for reporting injuries. If reporting an injury, contact an MSTC supervisor immediately.

### INCIDENT INFORMATION:

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

Are You:  
- [ ] MSTC Employee
- [ ] Student
- [ ] Other (please explain):

Please understand that the information you submit will be distributed to others as necessary and/or appropriate.

### INCIDENT:

This form is used to report incidents related to the Student Code of Conduct or the Emergency Reference Guide. The incident may either be a Conduct Incident or a Campus Incident. Please identify the type of incident you are reporting by checking the appropriate box below.

#### CONDUCT INCIDENT

The incident reported involves one or more of the following:

- [ ] Non compliance with MSTC policies – including, but not limited to: [www.mstc.edu/students/policies.htm](http://www.mstc.edu/students/policies.htm)
- [ ] Non compliance with civil and criminal laws
- [ ] Dishonesty, including knowingly furnishing false information to MSTC, and the alteration or use of MSTC documents or instruments of identification with intent to defraud.
- [ ] Conduct which disrupts the normal operations of MSTC and/or classroom
- [ ] Conduct which is disorderly, lewd or indecent including physical abuse, verbal abuse, threats, intimidation, harassment, sexual offenses, coercion and/or any conduct which threatens or endangers any person
- [ ] Theft of, or damage to, MSTC or personal property
- [ ] Failure to comply with a reasonable request or directive of an MSTC staff member
- [ ] Use, possession or distribution of illegal drugs or alcohol
- [ ] Possession of firearms, explosives, dangerous articles and/or incendiary devices

Email completed form to studentincidentreports@mstc.edu or give a copy to Director of Student Support or Campus Dean.

#### CAMPUS INCIDENT

The incident reported involves one or more of the following:

- [ ] 911 or Other Emergency
- [ ] Haz Mat Issue
- [ ] Theft
- [ ] Fire/Explosion
- [ ] MSTC Property Damage
- [ ] Personal Property Damage

Email completed form to campusincident@mstc.edu or give a copy to MSTC Business Office.
### INCIDENT CONTINUED:

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
</table>

**Campus/Center Location:**
- Adams County Center
- Marshfield
- Stevens Point
- Wisconsin Rapids

Please identify all who were involved, including witnesses – include first and last names:

### DETAILED STATEMENT EVENTS:


### PRIOR ACTION YOU HAVE TAKEN:


Signature: ____________________________  Date: ____________________________

### OFFICE USE ONLY:

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Initials:</th>
</tr>
</thead>
</table>

MSTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422. 5325.