



# Complaint Form

This form is to record incidents (complaints) that involve an Ambrose student who has allegedly breached the Community Standards. This will be sent to the Director of Community Life.

<b>DATE:</b>	
<b>DATE OF INCIDENT:</b>	
Name of the Person Making the Report (Complainant)* <i>*Reports made by students or external parties may be anonymous</i>	
Contact information of the Complainant. Please provide phone number and email.	
Name of Person(s) being implicated in this report	
<b>DETAILS OF THE INCIDENT</b> Describe in as much detail as possible what happened. What did you see? What did you hear (were there verbal threats made etc.?)	
<b>INTERNAL USE ONLY</b> <b>For Faculty and Staff:</b> Was the person you are filing an incident report for cooperative when approached about the issue? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>___ <i>Very Cooperative</i></span> <span>___ <i>Somewhat Cooperative</i></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>___ <i>Not Cooperative</i></span> <span>___ <i>Very Uncooperative</i></span> </div>	
Name(s) and contact (if external to Ambrose) of anyone else who might know what happened:	