Code of Conduct: Incident Referral Form

New York University - Stern School of Business*

* Please note: Any student(s) being charged must be enrolled in the Undergraduate Stern School.

Information Re: Party Filing Complaint (Complaining Party)
Name: ______________________________
Position within the University: administrator/teacher/student/proctor/other
If other, please explain: __________________
Local Address: ________________________________________________
Local Phone: __________________  E-Mail: ____________________

Information Re: Student(s) Being Charged
- If there is more than 1 student involved, please attach the additional student(s)’ personal information to this sheet
- If you are submitting online, please separate each individual and his/her corresponding information by a backslash (i.e. John Doe / Jane Doe, 143 main st / 90west st)
Name: _________________________________
Local Address: _________________________________________________
Local Phone: ____________________  E-Mail: ______________________

Information Re: Incident
Date of Incident: ________ Time: _______ Location: ______________
Nature of Incident:  Academic / Non-Academic
Cheating/ Plagiarism/ Fighting/ Sexual Harassment/ Property Damage
If applicable, Stern Course Name, # / Section____________________
Were there any witnesses? ______
If yes, please include their status within the school and provide their contact information below:
Name: ______________ Local Phone: _____________ E-Mail: ___________
Position in Stern: _________  Is the accused aware of your suspicion? Yes / No
If yes, how so: _____________________________________________
Please describe the incident exactly as it occurred. Include all information that may be relevant. (i.e. assignment(s) involved, methods in questions, behavior against disciplinary rules) Use the back of this sheet if necessary.