

# INCIDENT/COMPLAINT FORM



**LIFE CHIROPRACTIC  
COLLEGE WEST**

Please check the box(s) that are most appropriate:

- Sexual harassment/assault (Title IX)
- Other form of harassment
- Other form of discrimination
- Unfair application of College policy
- Inappropriate faculty/staff/administrator conduct
- Unprofessional conduct
- Academic integrity violation
- Damaged/Stolen personal property
- Medical emergency
- Other \_\_\_\_\_

\_\_\_\_\_  
**Name (First, Middle, Last)**

\_\_\_\_\_  
**Location, Date & Time of Incident**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Email Address**

Please list name(s) of person(s) actively involved:

NAME	TELEPHONE #	EMAIL	Designation: Student/ Staff/Faculty/Patient

**Description of Incident/Complaint: (Please be succinct, detailed and objective)**

**Attach additional paper & information as needed.**

(over)

Please name any persons who witnessed this event:

Names	Telephone Numbers	Email Address

State the remedy or relief you are requesting:

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I understand this Incident/Complaint form is the property of the College and information provided will be used as needed for investigative and reporting purposes. The rights of all persons involved will be respected. I understand that the College does not guarantee anonymity regarding this report. **The College prohibits retaliation against any individual who files a complaint or who participates in an inquiry and will act vigorously to prevent or respond to retaliation.**

**Date form filed with Exec VP**

**Signature**

Submit completed form to Executive Vice President Dr. Anatole Bogatski in hard copy or scanned via email at: abogatski@lifewest.edu

\*\*\*\*\***Office Use Only**\*\*\*\*\*

**Action:**

**Date:**

**Initials:**

- Incident Report Received by CRO/EVP \_\_\_\_\_
- Incident Report assigned to \_\_\_\_\_
- Student Advocate Involved: \_\_\_\_\_
- Written acknowledgment of receipt of report sent (within 72 hours) \_\_\_\_\_
- Reporter interviewed \_\_\_\_\_
- Written notice of the incident/complaint sent to persons involved \_\_\_\_\_
- Persons involved interviewed for account of the incident \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Additional documentation collected (pics, posts, texts, etc.) \_\_\_\_\_
- Resolution completed and written resolution filed with EVP \_\_\_\_\_
- Written notice of resolution sent to reporter and people of interest \_\_\_\_\_
- Closed file incl. report, evidence, documentation, and final resolution \_\_\_\_\_

**Resolution Method**

- Information Only
- Mediated Discussion
- Reported to \_\_\_\_\_
- Formal Mediation
- Investigation
- Judiciary

**Notes:**