



Georgia Gwinnett
COLLEGE

Office of Internationalization

STUDY ABROAD INCIDENT REPORT

(Adopted from Columbus State University.)

The site director, faculty member, or in-country coordinator should complete this report immediately after the incident. If the incident is witnessed by more than one of the above persons, all of them should submit separate reports. The report should be sent to the Office of Internationalization at the earliest opportunity.

Today's Date: _____

Name(s) of Student(s) Involved: _____

Student ID No(s): _____

Date and Time of Incident: _____ Location of Incident: _____

Faculty/Staff Member Completing Report and Contact Information: _____

Program Name: _____

Others Involved: _____

Please check the appropriate box to indicate the nature of the incident:

- | | | | |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Alcohol/Drugs | <input type="checkbox"/> Assault of Student | <input type="checkbox"/> Theft | <input type="checkbox"/> Unrest |
| <input type="checkbox"/> Injury/Illness | <input type="checkbox"/> Arrest of Student | <input type="checkbox"/> Natural Disaster | <input type="checkbox"/> Other: _____ |

Please describe the incident as specifically as possible, including all details. Use additional sheets if necessary.

Action(s) Taken (if any): _____

Name of Reporting Person

Signature

Date

Name of Reported Person

Signature

Date

Name of Witness

Signature

Date