



Please list any actions you have taken to resolve this issue (attach additional sheets if necessary).

Submit form and any supporting information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union or via fax, (225) 771 – 2202.

ADMINISTRATIVE CERTIFICATION

Below, please have your Department Chair sign this incident report acknowledging that they are aware of this incident and are in agreement that this matter should be referred to the Office of the Dean of Students.

_____ (Signature of) Department Chair _____ Date _____
Department