The University of Scranton
Office of Residence Life
BIAS INCIDENT REPORTING FORM

The University of Scranton urges all members of the University community to report promptly any bias incident directed against a University student on campus, in the Scranton community, or during a University sponsored event/activity. The information you report on this form will be provided to the Office of Residence Life and other University officials when appropriate for further investigation and/or adjudication of the incident.

Date, Time, and Location of Incident: ______________________________________

Description of Incident: __________________________________________________________

(Please descriptively summarize the facts in as much detail as possible. Describe all comments, conduct, gestures, markings, physical injuries, property damage, etc. Identify perpetrator(s) by name, if known, or by physical appearance (e.g. age, height, weight, race, clothing, distinguishing characteristics, etc.), if unknown. List any possible witnesses by name with contact information, if known.)

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Personal Contact Information: (Exclude if you would like to remain anonymous)

Name_______________________________________ Royal ID Number ________________

Campus Email________________________________ Contact Number ________________

Check Class Status: □ Freshmen □ Sophomore □ Junior □ Senior □ Graduate/Professional

The above statements are accurate, true, and express my own personal views. The information provided is correct to the best of my knowledge.

Signature________________________________ Date____________________
Thank you for completing a bias incident reporting form. Please deliver the completed form to the Office of Residence Life in Condron Hall, Room 100. A member of the Residence Life Staff will contact you for follow up. If you wish to remain anonymous, please mail this form (excluding your contact information) to:
Office of Residence Life, The University of Scranton
100 Condron Hall, 1129 Linden St.
Scranton, PA 18510

Hate Crime vs. Bias Incident
A bias incident is an incident of verbal or non-verbal conduct or behavior that is threatening, harassing, intimidating, discriminatory, or hostile. Bias occurs whether the act is intentional or unintentional and towards an individual or group regarding factors such as race, religion, ethnicity, disability, national origin, gender, sexual orientation, social economic status, mental ability, physical ability, immigration status, age, size and shape. Although not all bias incidents are hate crimes, they can cause mental, emotional, spiritual, and physical harm not only to those who experience the incident but to members of the targeted group.

A hate crime is a criminal offense committed not out of animosity against persons, property or society but by an offender's bias against a specific characteristic of an individual or a group.

If you are the victim of a hate or bias-related incident - racial or otherwise - or you witnessed a hate or bias related incident, please do the following to document the incident the best you can:

- If you experienced a written slur or discovered graffiti, do not erase the text. University Police will need to see the graffiti.
- If you have a camera or cell phone camera, take a picture of the evidence, any physical injuries sustained, license plate, or anything else relevant.
- If the incident was verbal, please write down exactly what was said to the best of your recollection.
- Retain the contact information of any possible witnesses.
- Speed and accuracy are critical, so please act immediately!

The University of Scranton is a Catholic, Jesuit, educational institution serving men and women, and is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, national origin, ancestry, disabilities, sex or age.

For Office Use Only

Category of Incident:

- [ ] Damage to Property
- [ ] Gender Identity
- [ ] Graffiti/Signs
- [ ] “Outing” or Threat of “Outing”
- [ ] Physical Assault
- [ ] Social Media
- [ ] Stalking
- [ ] Telephone Harassment
- [ ] Threatening Email or Mail
- [ ] Threatening Voicemail or Text Message
- [ ] Verbal Harassment/Slurs/Threats
- [ ] Written Slurs
- [ ] Other

Additional Notes and Follow-ups:

____________________________________________________________________________________
____________________________________________________________________________________