

If this is an emergency or you wish to report a crime in progress, please call 911 immediately.

UNIVERSITY OF VIRGINIA BIAS INCIDENT REPORTING FORM

The University of Virginia urges all members of the University community to report promptly any bias incident directed against a University student on Grounds, in the Charlottesville/Albemarle area, or during a University-sponsored activity. The information you report on this form will be provided to the University's Chief Operating Officer, the Vice President and Chief Student Affairs Officer, the Office of the Dean of Students, the University Police Department, and possibly to other University officials involved in any subsequent monitoring, investigation and/or adjudication of the incident.

Date of incident

Time of incident

Location of Incident
(Please be as specific as possible)

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

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Your Contact Information

(Where you would like the dean on call to contact you.)

Thank you for completing a bias incident reporting form. Please deliver the completed form to the dean on call in Peabody Hall. A member of the dean on call will contact you soon after the form is delivered.

If you wish to remain anonymous, please drop the completed form in the Bias Incident Reporting Box located at the Information Desk on the First Floor in Newcomb Hall, or mail it to P.O. Box 400708, Charlottesville, VA 22904.

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. The police will need to see it.
- 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!