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USM Bias Incident Report Form

If this is an emergency, please call USM Public Safety at [\(207\) 780-5211](tel:2077805211) or your local police agency at 911.

The University of Southern Maine supports and promotes diversity and does not condone any bias or harassment. USM encourages all faculty, staff, and students to report incidents of bias or harassment.

This form should be used by USM students, faculty, and staff to report incidents of bias based on, but not limited to, race, religion, gender, sexual orientation, gender identity, national origin, citizenship status, age, disability, genetic information, and veteran status.

The USM Bias Response Team has been established to respond to incidents of bias or harassment involving students (this includes student-to-student incidents and situations where a student has experienced or may have caused harm). For incidents that involve only faculty or staff, cases may be referred to the Office of Equity, Inclusion, and Community Impact, USM Human Resources, or the UMS Office of Equal Opportunity.

Some examples of behaviors that can be reported using this form are:

- A student makes a racist, anti-Semitic, or anti-LGBTQ+ comment, joke, or statement to a peer
- A faculty member uses bias-based language in a classroom setting

- The display of, or the vandalism of personal or university property with symbols known to be discriminatory or bias-based (e.g. swastikas, hate speech, etc.)
- The disrespecting of diversity spaces or symbols (the removal of a pride flag, the destruction or disruption of culturally-specific items, etc.)

USM respects the sensitivity of the information that may be included in this form. This report can be filled out anonymously. Filing this incident report notifies Sarah Holmes, Assistant Vice President for Student Affairs and Deputy Title IX Coordinator, and Meghan Barrett, Director of Intercultural Student Affairs. Sarah and Meghan currently co-chair the Bias Response Team for USM.

Completing this report is not a substitute for filing a report with USM Public Safety or local police. To file a report with USM Public Safety, please call 207-780-5211. USM Public Safety can assist in privately contacting local police if necessary.

Background Information

Your full name:


Faculty, staff, student, other:

Your phone number:


Your email address:

Your physical address:

Type of incident (Required):

 [Learn more](#)

(Required):

 [Learn more](#)

Date of incident (Required):

Approximate time of incident:

Location of incident (Required):

Please select a location ...

Specific location:

Involved Parties

Name or Organization

Select Gender

Select Role

ID Number

DOB (YYYY-MM-DD)

Phone number

Email address

Hall/Address

Add another party

Incident Narrative

Please provide all details to the best of your recollection.

Please describe what you know about this incident and how this occurred. (Required)



Please describe the offender(s)'s appearance, including but not limited to: name, gender, approximate height and weight, skin color, hair and eye color, facial hair descriptions, what they were wearing as far as clothing, glasses or no glasses, and other distinguishing characteristics.

(Required)

Please list any additional witnesses or impacted community members (and how we might contact them). (Required)

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload

Choose Files

Submit