



Student Incident Reporting System

The following is a guide to help both students and staff understand process and procedures in the event it becomes necessary to respond to a complaint.

Identify the type of incident and follow the procedures outlined.

HARASSMENT

Is it sexual harassment?

Refer to [Bates Policies and Procedures](#), section 303.2 for a definition.

1. Contact the VP of Human Resources (student to staff) or the VP of Student Services (student to student) to report the incident.
2. Contact the diversity coordinator and file a [Bias-motivated incident report](#).

Is it hazing or bullying?

Refer to WAC [495A-121-045](#) for a definition.

1. Contact the VP of Student Services to report the incident.
2. Contact the diversity coordinator to file a [Bias-motivated incident report](#).

DISCRIMINATION

Under [WAC 495A 121-022](#), students have the right not to be discriminated against. Per Bates' [Bylaws and Policies](#) (Section 303.1, A-Z), the college prohibits discrimination.

1. Contact the Diversity Coordinator and file a [Bias-motivated incident report](#).
2. Complete the [Student Complaint of Alleged Discrimination or Harassment form](#).

BEHAVIORAL

Is it a classroom management or behavioral issue?

Instructors have the authority to take steps necessary to maintain order in the classroom, under [WAC 495A-121-043](#).

1. Faculty or staff should discuss the issue with student.
2. If this does not resolve the issue, faculty should file an [Incident Report](#).
3. Contact the Diversity Coordinator to file a [bias-motivated incident report if bias is at issue](#).

Is there imminent danger?

Instructors have the authority to take steps necessary to maintain order in the classroom, under [WAC 495A-121-043](#).

1. Immediately notify the VP of Student Services and Campus Public Safety, as necessary.
2. Summary Suspension may be utilized under [WAC 495A-121-044\(7\)](#).

ACADEMIC

Refer to [WAC 495A-121-042](#) and [WAC 495A-121-043](#) for definitions of performance dishonesty.

1. The college reserves the right to place a student on academic probation or dismiss a student who violates the college's criteria regarding academic performance. Refer to the Grade and Academic Dismissal Policy and Procedures outlined in the [student handbook](#) beginning on page 6.
2. Students must appeal a grade for a test or assignment within ten days of receiving the disputed grade. Appeal of a final grade for a course must be initiated within one academic quarter of receiving the grade.
3. Students wishing to appeal a grade or dismissal should begin the process by completing a [Grade and Academic Dismissal](#) form.

A GENERAL COMPLAINT

As defined by [WAC 495A-121-090](#), students have the opportunity to resolve misunderstanding, conflicts and general complaints via a general grievance procedure.

1. The steps for filing a grievance are spelled out under [WAC 495A-121-091](#).

Resources:

1. [Identifying and helping students in distress](#)
2. [Student Handbook](#)
3. [Washington Administrative Code](#)