



# Dean of Students

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## Reporting and Response Process

If you experienced or witnessed an incident of bias, we encourage you to use our [reporting tool](#) in order for our team to assess and respond to incidents of this nature. Remember, acts of bias are perpetrated physically, verbally, through



various forms of media and/or other actions. An incident of bias typically involves a **person or group** being **harmed** or **threatened** (ie: physical injury, psychological pain or distress, emotional unrest, inequitable practices that impact one's ability to perform, etc.), by the alleged offender's bias (that one could reasonably and prudently conclude is motivated, in whole or in part, by an actual or perceived aspect of **identity**).

Bias incident reports are routed to the Bias Assessment and Response Team (BART) and are reviewed within one to two business days. If not anonymous, the reporter will receive an automatic confirmation of receipt from the online reporting tool via email upon submission. Some reported incidents may require additional information and therefore the Chair for the Bias Assessment and Response Team will contact the student reporter, if not anonymous. Reports submitted **anonymously** may limit our efforts.

Investigations and referrals for resolution of reported incidents may take place within other offices such as Student Rights and Responsibilities, Human Resources, the Department of Public Safety and/or outside law enforcement agencies, if appropriate.

Incidents that are an emergency, should be reported immediately to [Department of Public Safety](#) (24/7/365 emergency line) at [518-276-6611](tel:518-276-6611) or Dial 911 for local law enforcement.

BART will follow up with impacted parties, review the status, and communicate with our campus community about reported incidents as appropriate (if the incident is not isolated and campus-wide notice serves to protect the campus community). BART will also assist campus partners with preventative and/or educational measures.

For any questions or concerns regarding our process, please email [BART@rpi.edu](mailto:BART@rpi.edu).



## **Dean of Students**

Academy Hall, 4th Floor

Suite 4100

518-276-6266

[Contact Form »](#)

## **Hours of Operation**

Monday-Friday

8:30 a.m.-5 p.m.

In case of an emergency, contact Public Safety 518-276-6611

Rensselaer Polytechnic Institute

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(518) 276-6000

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