



Student Guide


[New to UB](#)[Life on Campus](#)[Skills for Success](#)[Help/Support](#)[New to UB](#)[Life on Campus](#)[Skills for Success](#)[Help/Support](#)[Search](#)[Search](#)[Announcements](#)[Events](#)

[Student Guide](#) ▶ [Who We Are](#) ▶ [Departments](#) ▶ [Student Conduct](#) ▶ [Guidelines for Reporting Bias-Related Confrontations and Incidents](#)

Guidelines for Reporting Bias-Related Confrontations and Incidents

The University makes a clear distinction between bias-related incidents prompted by intolerant behaviors and illegal discrimination based on issues of sex, race, ethnicity, national origin, religion, disability, sexual orientation, gender identity, gender expression, marital status, veteran status, and other protected factors. Matters of discrimination in the identified categories are handled by the Office of Equity, Diversity & Inclusion. See Appendix 1 of this document for reporting procedures.

Guidelines for Reporting Bias-Related Confrontations and Incidents

Student Life coordinates the University's response to reports of intolerance toward students that are specifically manifested as bias-related incidents. In defining intolerant behaviors constituting bias-related acts, the following definition is used:

An act of intolerance is any attempt to injure, harm or harass a person because of race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, reproductive healthcare choices, or criminal conviction status.

- Such behavior includes acts or attempts that may pose physical or psychological harm or threat to individuals, groups, the University, or the community.
 - An act of intolerance differs from other acts of intimidation or criminal behavior because it is motivated by hatred of the characteristics or beliefs of the victim. Acts of intolerance are conscious, deliberate behaviors in contrast to insensitive acts, which may be the result of lack of awareness.
-

Summary of Guidelines for Reporting Bias-Related Confrontations and Incidents

Students are encouraged to report all types of bias-related incidents precipitated by intolerant behaviors.

- In the case of physical confrontation or injury resulting from a bias-related incident, contact University Police immediately at [716-645-2222](tel:716-645-2222).
- For all other bias-related incidents, call Student Life at [716-645-2982](tel:716-645-2982).

The Dean of Students or designee will immediately:

- Collaborate with University Police in assessing the situation, determining whom to call, and identifying what additional procedures, if any, are needed.
- When appropriate, notify other University units.

I. Responding to a Reported Incident

When a bias-related incident is reported:

- Student Life will dispatch a response team to include:
 - Individually or collectively, the Dean of Students, the Director for the Intercultural and Diversity Center, and the Director of Student Conduct or designees.
 - Representatives of other offices such as -- Campus Ministries Association, Student Health Services, Office of the Provost, University Police, Campus Living, Counseling Services, University Communications, Human Resources, or other university units as appropriate.

+ II. Physical Confrontations

If a bias-related incident should accelerate into a physical confrontation, witnesses should:

- Contact University Police immediately at 716-645-2222
 - University Police will begin implementing a plan of action.
 - University Police will notify the Dean of Students or designee who will coordinate the University's response plan.

+ III. Bias-Related Graffiti

In the case of bias-related graffiti:

- The Dean of Students will contact University Police who will:
 - Take photographs of the defaced property as a normal part of the investigative process.
 - Contact the Office of Customer Service for immediate cleaning of the area.

+ IV. Areas Restricted to the Public and the Press

- Residence halls constitute a private area reserved for student life.
- If members of the press or media have entered or are attempting to enter residence life areas in response to an incident in the residence halls, Campus Living employees or authorized University personnel have the right to forbid entry or request that outsiders leave the premises.

+ V. The Role of the Witnesses

In the event that a bias-related incident develops in any area:

- An accurate investigation must be conducted by University Police.
- Parties witnessing the incident may be the most valuable resources the University has in reconstructing the incident so that an appropriate University response can be made.
- Witnesses' willingness to step forward and speak about bias-related incidents can be of great assistance in understanding what went wrong.

Prior to the arrival of representatives from University Police and/or the Dean of Students or designee, staff members or student witnessing the incident should:

- Record their observations of what occurred and what appeared to have precipitated the incident.
- Attempt to identify as many people as possible who were participants in the incident.

The University would like to eliminate bias-related incidents, but should one occur, assistance and cooperation by witnesses are needed to manage the incident intelligently and to see that appropriate steps are taken to assist victims of these acts.

- It is imperative that an attempt to minimize the damage and control rumors remains a priority.
- A determination as to what course of action will be taken against the offending parties will be made later by the appropriate University authorities.

+ Appendix 1: Procedures for Reporting Bias-Related Confrontations and Incidents

Students should report all bias-related incidents to: University Police: 716-645-2222

Dean of Students Office: 716-645-2982

INCIDENT	IMMEDIATE ACTION	FOLLOW-UP ACTION
<p>When reporting: Bias-related physical confrontation or injury.</p>	<p>Call University Police immediately at <u>716-645-2222</u>. Identify clearly the location of the incident. University Police notifies Dean of Students Office. Dean of Students or designee dispatches response team.</p>	<p>Response team will: Support the investigation as requested by University Police; provide support to victim(s) and others on site affected by the incident, arrange for immediate care if required; arrange for counseling if desired; implement rumor control strategies; manage information reported to the community; initiate a University response in collaboration with the Office of the President and other key offices as deemed appropriate; prepare a report for the VP of Student Life.</p>
<p>Bias-related vandalism in a room or office.</p>	<p>Call University Police immediately at <u>716-645-2222</u>. University Police notifies Dean of Students Office. Dean of Students or designee notifies response team.</p>	<p>Same as procedure for bias-related confrontation.</p>
<p>Bias-related graffiti. Give specific location and description. (For example, profanity painted on the wall in the hallway near Room 415; or, in the ladies' room on the 2nd floor of Norton near Room 214 in the second stall, on door, etc.)</p>	<p>Call Dean of Students Office at <u>716-645-2982</u> and University Police at <u>716-645-2222</u>. University Police take photographs and call Customer Service at <u>716-645-2025</u>. Customer Service dispatches appropriate work crew to remove graffiti immediately.</p>	<p>Dean of Students meets with University Police to determine follow-up action. If graffiti has been directed toward an individual, the Dean of Students or designee will meet with the individual to offer and arrange for counseling or other support services as desired.</p>
<p>Bias-related mail, posters, or flyers.</p>	<p>Send or bring copy to Dean of Students Office or University Police.</p>	<p>Same as procedure for bias-related graffiti.</p>
<p>Bias-related sexual harassment.</p>	<p>Call University Police immediately at <u>716-645-2222</u>. University Police notifies Dean of Students Office. Dean of Students or designee notifies response team.</p>	<p>Response team will: Support the investigation as requested by University Police; provide support to victim(s) and others on site affected by the incident; arrange for immediate care if required; arrange for counseling if desired; manage information reported to the campus and external community; and initiate a University response in collaboration with the Office of the President and other key offices as deemed appropriate; prepare a report for the VP of Student Life.</p>

If you believe that you have been discriminated against or subjected to harassment because of your sex, race, ethnicity, national origin, religion, disability, sexual orientation, gender identity, or any other factor listed in UB's [Discrimination and Harassment Policy](#), you can report the incident to the [Office of Equity, Diversity & Inclusion \(EDI\)](#) 406 Capen Hall [716-645-2266](#); [716-645-3952](#) (fax); diversity@buffalo.edu.

You can consult privately with EDI about the incident whether or not you choose to have EDI investigate the matter. If you do wish for EDI to proceed with an investigation, EDI will generally take the following steps:

1. Meeting or speaking with the person reporting discrimination or harassment.
2. Notifying the supervisor of the person accused of discrimination or harassment about the investigation.
3. Meeting with the person accused of discrimination or harassment in order to explain the allegations and obtain his or her response.
4. Reviewing any relevant documents, policies or other information submitted by the parties to the complaint.
5. Interviewing third-party witnesses.
6. Holding a follow-up meeting with the person reporting discrimination or harassment to explain the responses to the claims.
7. Making a finding and/or recommendations based on the investigation.

With or without an investigation, EDI can work with the parties to assist in resolving a complaint. When appropriate, parties can also elect to work toward a remedy through [conflict resolution](#).

Whether or not you wish to report discrimination to EDI, you have the option of seeking assistance from external enforcement agencies.

State and federal enforcement agencies include:

New York State Division of Human Rights

Main Place Tower
350 Main St., 10th Fl., Suite 1000B
Buffalo, NY 14202
Phone: [\(716\) 847-7632](tel:(716)847-7632)

Equal Employment Opportunity Commission

Olympic Towers
300 Pearl Street, Suite 450

Buffalo, NY 14202

Phone: [\(800\) 669-4000](tel:8006694000)

[Office for Civil Rights, New York Office](#)

U.S. Department of Education

32 Old Slip, 26th Floor

New York, New York [10005-2500](#)

Phone: [\(646\) 428-3900](tel:6464283900)

NOTE: The EDI Office will provide further details about any of the information listed above.

For more information:

Dean of Students Office

Student Life

University at Buffalo

315 Student Union, North Campus

Buffalo, NY 14260

Phone: [\(716\) 645-2982](tel:7166452982); Fax: [\(716\) 645-2260](tel:7166452260)
