

### *Reporting Accidents, Injuries, and Safety Concerns*

**All accidents involving students must be reported to the Dean of Students within 48 hours of the incident.** Any student involved in an on-campus accident should immediately report the incident to the Office of Student Services or the Dean of Students. The Dean of Students will disseminate incident reports to the appropriate offices as needed. Incident reports may be obtained through the Office of Student Services or the website. It is imperative that any significant instances involving a criminal act, suspected criminal act, accident or injury on campus, and violation of college policy be immediately reported. The official Incident Report form may be obtained through the Office of Student Services or the website.