

# How and When to Report Students of Concern

Emergencies **x4911**

Police Non-Emergencies **x4010**

## EARLY ALERT

**FIRST STEP:**

Faculty should address the behavior of concern with the student and provide resources when necessary.

**Examples:**  
Attendance issues and classroom performance.

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Faculty can utilize **Early Alert System** to document what they have addressed with the student or to request additional follow-up for student.

In most cases, follow-up phone calls to the student will be made to address concern.

**REPORT:**

Report through **Blackboard** "Early Alert" tab

## STUDENT CONDUCT

**FIRST STEP:**

Address behavior of concern with the student unless it is egregious (threatening, physical, etc.) If no improvement or if an inappropriate response to request, then make a report.

**Examples:**  
Classroom misconduct or aggressive language/interaction in service area.

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Refer students to the Student Code of Conduct for disruptive/inappropriate behavior, classroom misconduct, academic dishonesty, etc.

The full code is available at [grcc.edu/studentconduct](http://grcc.edu/studentconduct).

**REPORT:**

Use Online Reporting Form: [www.grcc.edu/studentconduct](http://www.grcc.edu/studentconduct)

## BEHAVIORAL INTERVENTION TEAM (BIT)

**FIRST STEP:**

Trust your gut. Does something feel "off" or "not right?" Can you describe behaviors of concern? If so, report to BIT.

**Examples:**  
Sudden change in demeanor, making statements about hurting self or others, and displaced anger.

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Report behaviors/observations of concern that are not criminal or conduct-related for students and employees.

**REPORT:**

Use Online Reporting Form: [www.grcc.edu/BIT](http://www.grcc.edu/BIT)

**Call:**  
**(616) 234-3337**

All emergencies or situations of a criminal nature need to be reported directly to the GRCC Campus Police.

**(616) 234-4911 for Emergencies**  
(616) 234-4010 for Police Non-Emergencies