

# UNIVERSITY POLICIES AND CONSUMER DISCLOSURES

Monroe University is owned and operated by Monroe University, Ltd., 2501 Jerome Avenue, Bronx, NY 10468. Telephone: (718) 933-6700.

University policies and consumer disclosures are described below.

## Campus Safety

The University seeks to create a supportive and respectful environment by providing a secure and safe academic, living, and working campus atmosphere. The Clery Report, Title IX, Enough is Enough, and other official documents in this regard, are available at Right To Know (<https://www.monroecollege.edu/info/right-know/>).

## Drug-Free Campus

The University seeks to foster a positive environment by maintaining a drug and alcohol-free campus by implementing policies in compliance with local, state and federal law.<sup>1</sup>

- The University provides drug-free awareness and prevention literature and programs for students through the Student Services offices and for employees through the Human Resources office. For additional information, go to Right To Know (<https://www.monroecollege.edu/info/right-know/>).
- The possession, use and/or distribution of any controlled substance and the unauthorized and/or illegal use of alcohol are prohibited within the confines of the properties owned or leased by Monroe and at all activities sponsored by the University.
- The sale and/or possession of any controlled substance is illegal under New York State Law.
- Sanctions or required rehabilitation of an employee or student convicted of workplace or campus-based drug abuse will be imposed. Violators will be subject to disciplinary action (which may include expulsion or termination of employment) and/or referral to outside authorities.

<sup>1</sup> *Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226)*

## Graduation and Retention Rates

Please visit the IES (<http://nces.ed.gov/collegenavigator/?q=monroe+college&s=NY&l=5>) (National Center Education Statistics) for the most up-to-date information regarding Monroe University's graduation and retention rates.

## Identification Card Policy

Students are required to carry valid Monroe student identification (ID) cards at all times and must present the ID card when entering campus facilities or requested by a staff or faculty member. There is a fee, payable at the Bursar's Office, to replace ID cards.

Visitors to any Monroe University facility are required to obtain a temporary ID from Campus Public Safety personnel.

## Non-Discrimination Policy

Monroe University does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its admissions policy, activity programs, educational offerings or hiring procedures.

### Discrimination Complaint Procedure

#### 1. Informal Resolution

A current or potential student who alleges that an act of discrimination has been committed shall notify the Vice President for Student Affairs, at (718) 933-6700 or by mail care of: Monroe University, 2501 Jerome Avenue, Bronx, NY 10468

If it is found that the complainant's allegation is valid and if the correction is within the scope of authority of the Vice President, within ten days after receipt of the complaint, the appropriate administrator will correct the situation.

#### 2. Review of Title IX and Section 504 Decision

If the complaint is not resolved by the Vice President for Student Affairs to the satisfaction of the complainant within ten days, the complainant may request the Vice President for Student Affairs to appoint a review committee which will be composed of University administrators.

The review committee will review the case and conduct an investigation. A decision will be made and sent to the complainant in writing within 30 days from presentation of the complaint. The action of the review committee is final.

#### 3. Appeal to the Department of Education

Any person who has a complaint that discrimination exists in any program funded by the Department of Education and who has exhausted the University's complaint procedure indicated above may notify the Office for Civil Rights. A complaint should be filed by letter to: Director, Office for Civil Rights, U.S. Department of Education, Washington, DC 20201.

## Right to Know - Consumer Information

A full presentation of all Right to Know (<https://www.monroecollege.edu/info/right-know/>) policies appears on the University website. Selected sections of this material appear in various sections of this catalog.

### Family Educational Rights and Privacy Act of 1974 Statement of Compliance

1. **General Policy:** Under the Authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, records, or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction. Students may request the school to amend their education records on the grounds that they are inaccurate, misleading or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Monroe Complaint Procedure, request a hearing.
2. **Education Records:** Education records are all files, records, or documents that contain information directly related to the students.

Examples include student placement and financial aid files. Such records are maintained by and are in the custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. **Exemptions:** The following items are exempt from the Act:
  - a. Parents' Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report.
  - b. Confidential letters of recommendation received after 1974. The Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
  - c. Records about students made by teachers or administrators are maintained by and accessible only to them.
  - d. School security records.
  - e. Employment records for school employees who are not also current students.
  - f. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professional or paraprofessionals acting or assisting in such capacities, for treatment purposes and which are available only to the persons providing the treatment.
4. **Review of Records:** It is the policy of the school to monitor educational records to insure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances.
5. **Directory Information:** Directory information is that information that may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The University requires that such requests be made in writing to the Office of the Registrar within 15 days after students start class. Directory information includes: student's name, address(es), telephone number(s), date and place of birth, course of study, extra-curricular activities, degrees and awards received, last school attended, post-graduation employer(s), academic awards or equivalent, and dates of attendance.
6. **Access without Student Consent:** The University may release student information without the student's written consent to:
  - a. Other schools that have legitimate interests;
  - b. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent and that they may receive a copy;
  - c. Authorized representatives of the Department of Education, Office of Inspector General of the United States, or state and local education authorities as part of an audit or program review process;
  - d. Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation of a crime of terrorism;
  - e. Accrediting agencies;
  - f. Parents of students who are dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records;
  - g. Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid, i.e., Bureau of Citizenship and Immigration Services;
  - h. Courts, in compliance with a court order or subpoena with appropriate notification to the student, unless it is an ex parte order that does not require student notification;

- i. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances. In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization.

## Emergency University Closing

Emergency closings are announced on the University website. All emergencies or unusual events should be reported immediately with the Office of Public Safety.

### 24-Hour Public Safety Numbers

- Bronx: (646) 393-8495
- New Rochelle: (914) 740-6854

## Technology Use Policies

Monroe University provides technology resources and policies that promote its academic mission and support its administrative functions. Find Computing Policies (<https://www.monroecollege.edu/right-know/applicable-computing-policies-wireless-network-policy/>) on the University's website.

## Immunization Policy

New York State Public Health Law 2167 requires all college students to be immunized against measles, mumps, rubella, and meningococcal disease (meningitis). The law applies to all students born on or after January 1, 1957. Students who are not compliant with this law after 30 days may be restricted from attending classes until they are compliant.

Find the Immunization Policy (<https://www.monroecollege.edu/info/right-know/#immunization-policy>) on the University's website.

## Credit Card Marketing Policy

Monroe University prohibits the advertisement, marketing and merchandising of credit cards to students on its campuses. Students are encouraged to participate in University financial literacy sessions and learn more about good credit management practices by visiting Financial Aid (<https://www.monroecollege.edu/admissions-and-aid/financial-aid/>).