

# RESPONSIBILITY AND POLICIES OF THE UNIVERSITY

## Responsibility of the University

The programs and/or requirements set forth in this catalog are subject to change without notice. Any modification in the programs and/or requirements shall be made at the discretion of the administrative officers of Monmouth University whenever such action is deemed necessary.

## Equal Opportunity, Harassment, and Nondiscrimination Statement

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff, and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state, or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or sexual harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from the Director of the Office of Equity and Diversity located at: 400 Cedar Avenue, Great Hall, Room 304, West Long Branch, NJ 07764, Phone: (732) 571-7577, Fax: (732) 263-5140.

Additionally, inquiries may be made externally to: Office of Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Customer Service Hotline Phone: (800) 421-3481, Fax (202) 453-6012, TDD: (877) 521-2172, by E-mail (OCR@ed.gov) or on their Web site (<http://www.ed.gov/ocr/>).

Equal Employment Opportunity Commission (EEOC) Web site. (<http://www.eeoc.gov/>)

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes the right of all students to limited access to certain records and information; to review, seek correction of, and add explanations to records; and to receive a hearing on allegations of violations. The University may not require a waiver of these rights in its admission, academic, or service requirements.

Information such as grades, financial records, and financial aid records may be released to parent(s) of Monmouth University students who are

dependents of their parents as defined by the Internal Revenue Service (IRS). To establish parents' eligibility to receive such a disclosure, the University must first obtain a copy of the parents' most recent tax return (at least the first page where dependents are listed, the financial portions may be redacted). If you have any questions regarding proof of such dependency, you may contact Monmouth University's Office of the General Counsel at (732) 571-3598. The student may also elect to grant access to academic information such as grades, financial records, and financial aid records to their parent(s) by completing a "FERPA Waiver Release" form from their e-FORMS account which is accessible from the Monmouth University student portal, *myMU*. Students may also elect to grant their parent(s) or another person proxy access to their grade reports (view only) using the Grades Self-Service (<https://wlb-ssweb-01.monmouth.edu/Student/PersonProxy/>) feature, which is also accessible from the student portal, *myMU*.

A copy of Student Records Policies and Procedures for Monmouth University, developed in support of the Family Educational Rights and Privacy Act, may be obtained from the Office of the General Counsel's Web page (<https://www.monmouth.edu/general-counsel/ferpa/>).

## Directory Information

The following information may be released by the University without the student's permission unless the student states that they do not want their directory information released. The student must submit this request using the FERPA - Do Not Disclose e-FORM. The "*Do Not Disclose*" will remain in place indefinitely unless the student submits a written request to have it removed.

- Address
- Biographical data for public relations purposes
- Birth date
- Birthplace
- Class level
- Dates of attendance at Monmouth University
- Degrees and awards received at Monmouth University
- Degree candidacy
- Degree status
- Major field of study
- Most recent previous educational institution attended
- Participation in recognized activities and sports
- Photographs of student
- Registered credits for the current term
- Student's name
- Official student e-mail address
- Student's I.D. number
- Telephone number
- Veteran's status

## Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

The Director of Equity and Diversity, as the University's Americans with Disabilities Act Coordinator and Compliance Officer, has responsibility for issues related to Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 provide that no otherwise qualified individual with a disability (student/employee/applicant) shall, by reason of the disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance. An otherwise qualified individual with respect to post secondary education is one who meets the essential academic requirements and, with respect to employment, is one who with reasonable accommodation can perform the essential functions of the job in question. Monmouth University has complied with these principles and intends to continue its compliance. Anyone having a complaint or observation about a possible discriminatory act or practice should contact the Office of Equity and Diversity at (732) 571-7577.

## **Human Relations Philosophy and Policy Statement**

Monmouth University affirms the inestimable worth and dignity of every individual, regardless of their condition of life. We affirm, further, the right of each person to develop to their full potential and to be judged on the basis of personal accomplishments. Finally, we believe that the achievement of full humanity is enhanced by the experience of the human family.

We are committed to achieving and sustaining a pluralistic environment recognized for its racial, cultural, and ethnic diversity, and which is characterized by genuine mutuality, acceptance, affirmation of the strengths and contributions of differing individuals and groups, and a willingness to resolve disputes in a spirit of good will.

Monmouth University, through this philosophy and policy statement, seeks to create a pluralistic community in which people:

- are accepted and judged as individuals, independent of ancestry, social and economic background, sexual orientation, age, gender, gender identity, physical characteristics, personal beliefs or any protected classes;
- may freely engage in constructive academic dialogue and debate in classrooms and public halls, and pursue their social and private lives uninhibited by discrimination, disruption, or harassment in any form and;
- value, respect, and draw their intellectual strength from the rich diversity of other peoples of different races, cultures, religions, nationalities, and beliefs.

This affirmation and commitment will guide us in the challenging times ahead as we strive to achieve excellence in service, teaching, and scholarship.