

BLOOMFIELD COLLEGE: Student or Employee Complaint Procedures

Bloomfield College does not discriminate on the basis of sex either in employment or in its academic programs or activities. Federal and state laws prohibit discrimination in employment. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. The College's policy is to ensure that all employees and students have a work and learning environment that is free of any type of unlawful discrimination, unethical practices including freedom from any forms of harassment.

Bloomfield College is committed to resolving all forms of complaints within its organizational reporting structure. Student complaints should be directed and addressed immediately by Patrick Lamy, Vice President for Student Affairs or Mike Schiro, Interim Vice President for Academic Affairs for cases of an academic nature or for cases involving faculty. Their contact information is as follows:

Patrick Lamy, Vice President for Student Affairs

208 Liberty Street, 2nd Floor

Email: patrick_lamy@bloomfield.edu

Phone: (973) 748-9000 Ext. 1243

Mike Schiro, Interim Vice President for Academic Affairs

74 Oakland, 2nd Floor

Email: mike_schiro@bloomfield.edu

Phone: (973) 748-9000 Ext. 1101

Complaints from non-faculty employees should be directed to Howard Buxbaum, Vice President for Administration and Finance who will make referrals when necessary to other senior level administrators to resolve the issue. The contact information is noted below.

Howard Buxbaum, Vice President for Administration and Finance

Knox Hall, Room 105

Email: howard_buxbaum@bloomfield.edu

Phone: (973) 748-9000 Ext. 1200

In unusual and very unique circumstances whereby complaints are not resolved at this level, or whereby the complainant remains dissatisfied with the procedures and outcomes, the complainant may consider the procedure outlined below for a resolution.

Bloomfield College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. Participating institutions must be legally authorized to operate within the state in which it is located. 34 CFR § 600.9 requires states to have a "process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 CFR § 668.43(b) requires that institutions make available for review to any enrolled or prospective student upon request, a copy of the institution's accreditation status; and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.

To comply with this regulation, Bloomfield College provides the following information on state and federal agencies to prospective and current students:

The Office of Secretary of Higher Education

PO Box 542

Trenton, NJ 08625-0542

<http://www.state.nj.us/highereducation/>

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104

Telephone: (267) 284-5000

<http://www.msche.org/documents/How-to-File-a-Complaint-with-the-Commission.pdf>

Students have the right to file a complaint with the **U.S. Department of Education** concerning alleged failures by the College to comply with the requirements of FERPA. Contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Allegations of harassment should be addressed through the Harassment Policy and the Grievance Procedures which can be found in the current Bloomfield College Policy Brochure.