



**BLOOMFIELD
COLLEGE**

POLICIES 2018-2019



**BLOOMFIELD
COLLEGE**

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ACADEMIC POLICIES

All academic policies are included in the Bloomfield College Catalog.

ACCEPTABLE USE POLICY

SECTION I.

General Overview, Scope and Purpose

Scope: This Policy applies to all users of the IT ("Information Technology") Systems of Bloomfield College, including but not limited to Bloomfield College students, faculty and staff. It applies to the use of all IT Systems. IT Systems include Bloomfield College's Network's host computers, personal computers and workstations, computer accounts, software, files, fax machines and video systems administered by Bloomfield College IT, as well as those administered by Bloomfield College-affiliated entities ("IT Systems"). This Policy applies to all users of Bloomfield College IT Systems, whether affiliated with Bloomfield College or not, and whether on campus or from remote locations. Uses of Bloomfield College IT Systems, accessed through Bloomfield College computers or privately owned computers, which may or may not be managed or maintained by Bloomfield College, are governed by the Policy.

Policy Statement: The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of Bloomfield College in teaching, learning, research and administration. This Policy promotes:

- Integrity, reliability, availability and superior performance of IT Systems
- Assurance that IT Systems are used for their intended purposes
- Processes for addressing policy violations and sanctions for violators

Purpose: Bloomfield College is committed to protecting its employees, partners and the Institution from illegal or damaging actions by individuals, either knowing or unknowing. Bloomfield College IT Systems are provided to students, faculty and staff as a privilege and not a right. The use of Bloomfield College provided resources and activities is subject to the requirements of local, state and federal laws, as well as behaviors that comply with academic honesty, Bloomfield College policies and regulations, and sound ethical judgments. Thus, the legitimate use of IT Systems does not extend to whatever is technically possible.

All Bloomfield College technology users are responsible for knowing this Acceptable Use Policy and to conduct their activities accordingly. Failure to know the Acceptable Use Policy as set forth herein is not adequate reason for violation of this Policy. Failure to comply with this Policy could result in suspension or termination of the user's technology account(s), legal liability and/or suspension/dismissal from the college.

General Use and Ownership:

- Internet/Intranet/Extranet-related systems, including but not limited to, computer equipment, software, operating system, storage media, network accounts, WWW browsing and FTP, are the property of Bloomfield College.
- While Bloomfield College's network administration strives to provide a reasonable level of privacy, users should be aware that all data they create on Bloomfield College's IT Systems is and remains the property of Bloomfield College.
- Each user is responsible for using IT Systems and facilities in an ethical and lawful way, in accordance with Bloomfield College policies and relevant laws.
- Each user is responsible for co-operating with other users of the IT System and facilities to ensure fair and equitable access to same.
- Each user is responsible for exercising good judgment regarding the reasonableness of personal use. Bloomfield College accepts no responsibility for the integrity or confidentiality of personal files stored on Bloomfield College's IT Systems.
- Bloomfield College reserves the right to audit networks, user accounts, computers, files and systems on a periodic basis.

SECTION II. Use of IT Systems

Use of IT Systems: IT Systems may be used only for their authorized purpose: To support the research, education, administration and other functions of Bloomfield College.

Confidential and Privacy Information: All users accessing this system:

- Must maintain high levels of security and confidentiality
- Must preserve the privacy required for these data
- Will access records only as required to perform assigned duties
- Will not access or release private information without proper authorization

- Will not publicly discuss data in a way that might identify a person

Unauthorized use is a violation of applicable Bloomfield College policies, state/federal laws and regulations (such as Graham-Leach-Bliley, FERPA, and HIPAA) and will be subject to criminal, civil and/or administrative action.

Web Pages: Any page that resides on Bloomfield College servers represents Bloomfield College whether or not designed for that purpose. Any page that resides on a Bloomfield College server must be registered with the Bloomfield College's Webmaster. Each page should be reviewed on a regular basis and updated periodically. The following information must be readily accessible from the main page:

- The name of the group or unit represented by the page
- A means of contacting the person(s) responsible for maintaining the page content
- An active link to the Bloomfield College homepage

Employee web pages represent the individual in his/her primary role as a Bloomfield College employee. Incidental personal information on the employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the unit, cause disruption of normal service, or incur significant cost to Bloomfield College. Faculty and Staff who wish to publish substantial personal information not related to their Bloomfield College functions should use an Internet service provider rather than using Bloomfield College web resources.

Personal web pages represent an individual as a private person and are permitted for students only. Content or hyperlinks to content, which is illegal under local, state or federal statutes, or which promotes or encourages illegal activity, are not permitted. Potentially offensive content should be brought to the attention of the web or network administrator, who will refer the matter to the appropriate channel.

Department and organization web pages represent the organizational unit in the capacity in which it serves Bloomfield College or the Bloomfield College community. As such, these pages reflect the image of the College as a whole and the web administrator must ensure that their content presents a message consistent with the mission and goals of the Bloomfield College.

Projects/Special Interest web pages are created and maintained for a particular, sometimes temporary purpose such as data gathering or discussion by a board, working group, or committee. If such a project or an interest involves material strictly for internal use or dissemination only among the Bloomfield College community, the web administrator should be advised in

order to restrict the Universal Resource Locator (URL) to viewing only from the campus network.

Instructional/research web pages are created and maintained by Bloomfield College faculty to serve as an aid or enhancement to their role as instructors or researchers. Commercial pages are prohibited.

External Links: Bloomfield College accepts no responsibility for the content of the pages or graphics that are linked from Bloomfield College web pages. However, web authors should consider that such links, even when clearly labeled, could be misinterpreted as being associated with Bloomfield College.

Bloomfield College reserves the right to remove any web page and/or external links residing on the Bloomfield College servers.

SECTION III. Unacceptable Use

The following categories, while by no means complete, are an attempt to provide a framework for unacceptable activities while using Bloomfield College IT Systems:

Use that impedes, interferes with, impairs or otherwise causes harm to the activities of others: Users may not deny or interfere with or attempt to deny or interfere with services to other users in any way, which includes “resource hogging,” misusing mailing lists, propagating “chain letters” or virus hoaxes, “spamming” (spreading email or posting widely and without good purpose) or “bombing” (flooding an individual, group or system with numerous or large email messages). A person who is aware of reckless distribution or unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

Use that is inconsistent with Bloomfield’s non-profit status: Bloomfield College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-academic purposes is prohibited, except if specifically authorized and permitted under Bloomfield College’s policies for conflict-of-interest, outside employment, etc. Prohibited commercial use does not include communications and exchange of data that furthers Bloomfield College’s educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization,

Harassing or threatening use: This category includes, for example, the display of offensive, sexual material anywhere on campus, in the workplace and repeated unwel-

come contacts with another. This category also includes distributing email that is harassing in any nature such as hate mail, and/or any mail that would discriminate against a person’s race, creed/religion, age, physical handicap, sex, sexual orientation or national origin.

Use that suggest Bloomfield College’s endorsement of political causes: Use of IT Systems in any way that suggests Bloomfield College’s endorsement of any political cause or candidate or ballot initiative is prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes Bloomfield College’s involvement, except for the authorized lobbying through or in consultation with the Bloomfield College’s General Counsel’s Office.

Use of Bloomfield College’s name, seal or logo: Use of the Bloomfield College name, seal or logo on personal work pages, email or other messaging facilities is expressly prohibited.

Use damaging the integrity of the Bloomfield College or other IT Systems:

- Users must not defeat or attempt to defeat any IT System’s security – for example, by “cracking” or guessing and applying the identification or password of another User, or compromising room locks or alarm systems. (This provision does not prohibit, however, ITS or Systems Administrators from using security scan programs within the scope of their System Authority.)
- Altering system software or altering hardware configurations.
- Downloading or installing new software on college computers without the permission of the IT Department.
- Sharing, distributing, posting, storing, transmitting, and/or disseminating any information, data, or material that violates the Copyrighted files or intellectual property right of any person or entity in any format or which in any way encourages conduct that would constitute a criminal offense that violates local, state or federal law(s).
- Transmitting unsolicited bulk or commercial messages commonly known as “spam” or messages with very large files with the intent of disrupting the Bloomfield Colleges computer server and its network.
- Participation in the collection of e-mail addresses, screen names, or other identifiers of other Bloomfield College users commonly known as “shivering” or “harvesting” or participation in the use of software (including “spyware”) designed to facilitate this activity. (See E-Mail Policy)

- Accessing another individual's technology account(s), private files, or e-mail with/without permission of the owner.
- Misrepresenting one's identity in electronic communications and/or by impersonating any person or entity by falsifying a sender's address, forging a user's digital or manual signature, or performing any other fraudulent activity such as "Phishing."
- Using or distributing tools or devices designed to be used for compromising security, such as password guessing programs, decoders, password gatherers, unauthorized keystroke loggers or encryption circumvention devices.
- Posting or transmitting any information or software which contains a worm, virus, Trojan horse, data scrubbing programs (i.e.... Evidence Eliminator) e-mail bombs, etc. or generates levels of traffic sufficient to impede other users' ability to use, send, or retrieve information and/or interfere with the Bloomfield College computer network and its telecommunications in an attempt to "crash" the host server.
- Using any technology resources to threaten, harass, and/or intimidate others.
- Inappropriate use of fax and telephone lines
- Using portable media devices to copy, distribute or otherwise manipulate data belonging to Bloomfield College, or in any way compromising Bloomfield College's proprietary information and/or software.
- Making fraudulent offers to sell products, items or services originating from any Bloomfield College account.
- Using Bloomfield College IT Systems to access pornographic material or to create, store or distribute pornographic material. It will not be a defense to claim that the recipient was a consenting adult.
- Excessive use of bandwidth consumption such as bulk transfers of files and other high capacity traffic using file transfer protocol, peer-to-peer applications, and newsgroups.

Use in violation of law: Users shall not use Bloomfield College IT Systems in violation of civil or criminal law at the Federal, state, or local levels. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting or possessing child pornography; gambling; infringing Copyrights; making bomb threats or threats of any kind, and/or engaging in the identity theft of privacy violations.

SECTION IV:

Copyright Law, the Illegal Use of File Sharing Programs, Bloomfield College Policies and Procedures for Handling Violations

Purpose: With respect to Copyright infringement, users should be aware that Copyright law governs (among other activities) the copying, display, and use of software and other works in digital format (text, sound, images and other multimedia). This Section will explain the policies and procedures Bloomfield College follows in responding to notifications of alleged Copyright infringements on the Bloomfield College network.

Copyright Law: A Copyright is the legal protection afforded to the expression of an idea in a fixed, tangible medium, provided by the laws of the United States to the owners of Copyright. The types of works that are covered by Copyright law include, but are not limited to literary, dramatic, musical, artistic, pictorial, graphic and film works. Many individuals understand that printed works such as books and magazine articles are covered by Copyright laws, but are not aware that the protection also extends to software, digital works, multi-media works, photographs, digital music and movies, and that a Copyright covers all forms of a work, including digital transmission and subsequent use.

Current Law Covering Digital Copyright: The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that the digital transmission of works is protected under Copyright law. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for Bloomfield College to maintain this protection, we must expeditiously take down or otherwise block access to infringing material whenever it is brought to our attention and take steps to enforce our Policies against such users.

Colleges and individuals can be subject to the imposition of substantial damages for Copyright infringement incidents relating to the use of college network services. In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.

Immediate Importance: Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While Bloomfield College encourages the free flow of ideas and provides resources such as the network to support this activity, we do so in a manner consistent with all applicable state and federal laws. Bloomfield College does not

condone the illegal or inappropriate use of material that is subject to Copyright protection.

Violations of the Copyright Laws: The following are some examples of Copyright infringement:

- Downloading and sharing MP3 files of music, videos and games without payment to, or with the permission of the Copyright owner.
- Downloading and/or installing pirated software, or software to which use is not licensed.
- Using Bloomfield College logos without permission.
- Placing a copy of a standardized test on a department's web site without permission of the Copyright owner.
- Enhancing a departmental web site with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the Copyright owners.
- Scanning a photograph that has been published and using it without permission or attribution.
- Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the internet.
- Downloading licensed software from non-authorized sites without permission of the Copyright or license holder.
- Making a movie file or a large segment of a movie available on a website without permission of the Copyright owner.

Liability: Copyright holders are represented by organizations such as the Recording Industry Association of America (RIAA), the business Software Association and the Motion Picture Association of America. They are applying serious efforts to stop the infringing downloads of Copyrighted music, movies and software. These companies or their agents locate possible Copyright infringements by using automated systems.

Bloomfield College's network has a range of IP addresses and all computers connected to the Bloomfield College network have an IP address. When we get a violation notice, Bloomfield College locates the IP address and whenever possible, the user of that address. At that point, Bloomfield College takes all necessary steps to respond to Copyright infringement.

Enforcement: Any users who violate the Acceptable Use Policy will be denied access to Bloomfield College technology resources and may be subject to other penalties and disciplinary action. Bloomfield College reserves the right to investigate violations of the Acceptable Use Policy including the gathering and examination of information from the user or users involved and the complaining

party if applicable. Bloomfield College may temporarily suspend, block or restrict access to an account or technology resource when it reasonably appears necessary to do so in order to protect the integrity, security or functionality of Bloomfield College technology resources, or to protect Bloomfield College from liability. Bloomfield College may also refer suspected violations of applicable law to appropriate law enforcement agencies. All Bloomfield College technology users are also subject to any violations and possible sanctions by technology governing and police agencies and Bloomfield College users agree to identify and hold harmless Bloomfield College from any and all litigations suits or causes of action brought against the technology user by an outside agency. Any user who has been found guilty of violating the Bloomfield College Acceptable Use Policy has the right to appeal to the Dean of Students Office for Students and to Human Resources for employees.

Specific Procedure/Penalties for Violations of DMCA:

- **First-time Notifications:** If this is the first notification that Bloomfield College has received on an individual, IT must be notified that the infringing material has been removed from the computer before Internet access will be reinstated. A report of the violation of Copyright will be recorded. A warning letter will be generated and the individual will be asked not to repeat the behavior that resulted in the complaint. A copy of that letter will be kept in the individual's file and a copy will also go to Bloomfield College's DMCA Agent. The individual will be fined \$500 by Bloomfield College, plus related costs and fees.
- **Second Notification Process for Students:** If Students are notified of Copyright infringement a second time, their privileges to access the Internet from their personal computers, either through a wired port or through wireless, will be denied for four weeks. The Dean of Student Affairs will be notified when second infringements have occurred and may take additional action appropriate with Bloomfield College's disciplinary process. The individual will be fined \$1000, plus related costs and fees. If the student tries to connect his/her computer to the Internet from a Bloomfield College port that is assigned to someone else, through an open port in a classroom or through the wireless service, further disciplinary action may take place.
- **Subsequent Notification Process for Students:** If students are notified of Copyright infringement a third time, their privileges to access the Internet from their personal computers may be denied for a semester while action is taken by the Dean of Student Affairs to determine the severity of the infringement. Additional sanctions may be applied both from within Bloomfield College's disciplinary process and outside the aca-

demic arenas. Specifically, violators may be subject to fines, indemnification of Bloomfield College for legal fees and suspension or expulsion from the Bloomfield College. If the student tries to connect to the Internet from a Bloomfield College port that is assigned to someone else, through an open port in a classroom, or through the wireless service, further disciplinary action may take place.

- **Second Notification Process for Faculty, and Staff:** Faculty and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable Copyright laws. Bloomfield College is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. For this reason, in an instance of a second notification of an individual's infringing activities, Bloomfield College's Office of General Counsel is also notified of the infringement and a meeting with relevant administrators will be held to determine the action(s) to be taken.
- **Action Taken in Response to Subpoenas:** Upon receipt of a valid subpoena, Bloomfield College is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks.
- **Reporting a Copyright Infringement:** You can report alleged Copyright infringements on Bloomfield College systems or direct other Copyright questions to the Network Administrator, Director of Information Services and/or the Dean of Students.

SECTION V. Electronic Mail Policy

Purpose: Bloomfield College's email services support the educational and administrative activities of Bloomfield College and serve as a means of communication by and between users and Bloomfield College. The purpose of this policy is to ensure that this critical service remains available and reliable, and is used for purposes appropriate to the Bloomfield College's mission.

Scope: This policy applies to all members of the Bloomfield College community who are provided access to email services

Policy: Bloomfield College provides electronic mail (e-mail) services to faculty, staff and students. The use of Bloomfield College email services must be consistent with Bloomfield College's educational goals and comply with local, state and federal laws and Bloomfield College policies and Google Mail Terms of Service. (<http://www.google.com/intl/en/policies/terms/>)

Bloomfield College Email Address and Accounts

- **Faculty and Staff:** Email Services are available for faculty and staff to conduct and communicate concerning Bloomfield College related business. Incidental personal use of email is allowed with the understanding that the primary use is job-related and that occasional use does not adversely impact work responsibilities or the performance of the network. Email services are only provided while a user is employed by Bloomfield College. Once a user's employment status is terminated, they may no longer access the contents of their mailbox.

Faculty and staff email users are advised that electronic data (and communications using the Bloomfield College network for transmission and storage) is owned by Bloomfield College and may be reviewed and/or accessed by authorized Bloomfield College officials for purposes related to Bloomfield College business. The college has the authority to access and inspect the contents of any equipment (hard drives, USB thumb drives, floppy disks, etc.), files or email on its electronic system. Additionally Bloomfield College, if warranted, reserves the right to monitor an individual user's network activity without the user's consent or knowledge.

- **Students:** Email services are available for students to support learning and for communication by and between Bloomfield College and themselves. The services provided are only available while a student at enrolled in Bloomfield College. Once a student's electronic services are terminated, as specified in the document Computing Privileges, students may no longer access the contents of their mailboxes.

Student email users are advised that electronic data (and communication using the Bloomfield College network for transmission or storage) is owned by Bloomfield College, and may be reviewed and/or accessed in accordance with Bloomfield College's Acceptable Use Policy. Bloomfield College has the authority to access and inspect the contents of any equipment, files or email on its electronic system.

Acceptable Use Under Bloomfield College Policies: Users have a responsibility to learn and comply with Bloomfield College's policies on acceptable uses of electronic services, particularly the Bloomfield College Acceptable Use of Computing Resources Policy. Violation of Bloomfield College policies may result in disciplinary action dependent upon the nature of the violation.

Examples of prohibited uses of email include:

- Intentional and unauthorized access to other people's email
- Sending "spam", chain letters, or any other type of unauthorized widespread distribution unsolicited mail
- Use of email for commercial activities or personal gain (except as specifically authorized by Bloomfield Col-

lege policy and in accord with Bloomfield College procedures)

- Use of email for partisan political or lobbying activities
- Sending of messages that constitute violations of Bloomfield College's Policy and Procedures
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications
- Use of email to transmit materials in a manner which violates copyright laws

Security and Privacy of Email: Bloomfield College attempts to provide secure, private and reliable email services by following sound information technology practices. However, Bloomfield College cannot guarantee the security, privacy or reliability of its email to communicate confidential or sensitive matters.

Best Practices in Use of Email:

Confidential Information: When sending confidential information, it is strongly recommended that the user encrypt the message in an approved method. Users transmitting confidential documents as email attachments must password protect them or utilize other secure methods.

Viruses and Spyware: Bloomfield College email users should be careful not to open unexpected attachments from unknown or even known senders. Additionally, Bloomfield College email users should not follow web links within an email message unless the user is certain that the link is legitimate. Following a link in an email message may execute code that can also install malicious programs that can affect workstations, personal accounts and critical system resources.

Identity Theft: Forms sent via email from an unknown sender should never be filled out by following a link. Theft of one's identity could be the result of such activity. If a user would like more information about the risks of identity theft, the information can be found by contacting the Help Desk.

Password Protection: Bloomfield College's policy requires the use of strong passwords for the protection of email. A strong password should contain digits or punctuation characters as well as letters. The Computing Password Policy contains information on how to choose and maintain compliant passwords.

Departmental Email Boxes: Departments that provide services in response to email requests should create departmental email boxes. Shared mailboxes may help support departmental functional continuity for managing requests sent via email. Further information about this service can be found in the document Sending/Receiving Email for Departmental IDs.

Forwarding Email: Bloomfield College email users may choose to have their email forwarded to another Bloomfield College user's inbox. Instructions for this may be found on the IT Help Desk web page. User's email may also be forwarded to another personal email account, however due to the availability of Gmail across multiple platforms and devices, it is not recommended.

Out of Office: Staff email users on an extended absence should create an Out of Office message which should include the contact information for another staff member who can respond while the user is away from the office.

Staying Current: Official Bloomfield College communications such as urgent bulk email, and course email should be read on a regular basis since those communications may affect day-to-day activities and responsibilities.

SECTION VI: Personal Account Responsibility

Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Passwords are not to be shared with any other person. Users are responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages. If you find someone has used your password, notify the Help Desk at (973) 748-9000, ext. 1224 immediately.

Password Requirements:

Domain Account: Users must follow these password requirements when creating their 2003Moonlight/Domain account password:

- Must contain at least 8 characters including letters and numbers
- Cannot contain any special characters (!,@,#,\$, etc...)
- Cannot include the username, first name or last name
- Cannot be a password that was used previously for this account

Email Password: Users must follow these password requirements when creating their @Bloomfield.edu email account password:

- Cannot use part(s) of your username
- Must contain at least 8 characters
- Must contain at least 1 alphabetical character
- Must contain at least 1 numeric character
- Can include special characters (*,&,<,>^,% , etc...)

BlackBoard:

- Must contain a minimum of 8 characters
- Cannot include your username
- Must contain at least 1 alphabetical character
- Must contain at least 1 numeric character

WebAdvisor:

- Passwords are case-sensitive
- Must be between 6 and 9 characters in length
- Must include letters and numbers
- Cannot use previous password(s)
- Cannot use part(s) of your username

WebUI:

- Passwords are case-sensitive
- Must contain a minimum of 8 characters
- Must contain at least 2 alphabetical characters
- Must contain at least 1 numeric character

Here are some helpful hints on creating effective computer passwords:

- Use a minimum of eight characters and at least one character from three of the following four classes:
 - English upper case letters
 - English lower case letters
 - Numerals (0, 1, 2, etc.)
 - Non-alphanumeric (special) characters such as punctuation symbols
- Do not base passwords on any easily identified words, numbers, or special characters e.g. commonly used words, reversal of such words, any system identifier or obvious phrases or sequences
- Do not reuse a password; construct a new password each time it is changed
- The following strategies will help you generate a password that is easy to remember, is hard to guess and complies with the College policy:
 - Use a mixture of upper/lower case and punctuation e.g. **kEEp0ut!**
 - String several words or parts of words together e.g. **it'sC0ld**
 - Choose a phrase, perhaps a line from a poem or song and form passwords by concatenating words from the phrase along with digits and/or punctuation. e.g. **Tw1nLit*** (from *twinkle, twinkle, little star*), **yAt550m1** (from *you are the sunshine of my love*)
 - Invent phrases like car registration plates e.g. **oNe4y0u!**

SECTION VII: Town Residents and Alumni

Town Residents and Alumni are granted access to the computer lab located in the Library (Pollack Lab). Each user is granted one hour of computer use per day. The IT Department does not offer Wi-Fi access, printing or email services to Town Residents nor Alumni. In order to gain access to the

computers, Town Residents and Alumni must create a network account with the Help Desk. Please note that during high volume times (e.g. midterms and finals weeks) IT will impose time restrictions for Town Residents and Alumni, to ensure that currently enrolled students have access to critically needed resources. These time restrictions will be posted in the lab during these times. Town Residents and Alumni must adhere to all applicable items in this policy as well as to lab regulations posted in the lab.

Alumni: In order to create an Alumni account, the user must come to the IT Help Desk and fill out the Alumni Account form. In addition to this they must also bring the following items to create an account:

- Valid driver's license or a government/state issued ID card
- A valid Bloomfield College Alumni ID card
Alumni cards are available from the Institutional Advancement office in 68 Oakland.

Town Residents: To create a Town Resident network account, the user must come to the IT Help Desk and fill out the Town Resident account form. In addition the user must bring the following items with them:

- A valid driver's license or a government/state issued ID card
- Proof of address (Rent lease agreement, utility bill, credit card bill, etc.)
 - Bloomfield College does not accept P.O. Box information as proof of address.

APPENDIX A:

Rules and Regulations for Computing Facilities

Computer lab resources are to be used for College sanctioned activities consistent with the mission of Bloomfield College. College sanctioned use includes, but is not limited to:

- Instruction
- Completion of academic and administrative assignments
- Academic research and scholarly activities
- Authorized work of College departments, offices, centers and laboratories, and campus organizations
- Digital communications as a member of the College community
- Authorized recreational and social activities, not interfering with other sanctioned uses

Computer labs are governed by the following guidelines:

- The Computer facilities may be used by authorized users only.

- Utilization of these facilities for commercial or illegal activities is strictly prohibited.
- Treat College property with respect.
- Do not copy software without proper authorization or use illegally copied software. Any unauthorized software left on Bloomfield College hard drives will be deleted.
- Storing personal files on Bloomfield College hard drives is permitted however the integrity of personal work stored on local drives is not guaranteed. Therefore, users are advised to store work at their own risk. Users are encouraged to use USB flash/thumb drives or upload their files to their @Bloomfield.edu Google drive to store their work.
- Storing personal files in a public/classroom lab is not permitted, for system integrity the computers are configured to erase personal data upon reboot. Users are required to use USB flash/thumb drives or upload their files to their @Bloomfield.edu Google drive to store their work.
- The illegal storing of Copyrighted files on the Bloomfield College's hard drive, network or lab computers is strictly prohibited.
- Only Faculty, Staff and currently enrolled Students have printing privileges. For a full list of the print policy, visit (<http://www.bloomfield.edu/resources/helpdesk/print-quota-policy>)
- Time limits for workstations may be imposed.
- Users must relinquish workstations for scheduled classes.
- No eating, drinking or smoking is permitted in any computer lab.
- Disconnecting of College workstations and printers, and/or breach of local or network system software is prohibited.
- Bloomfield College is not responsible for personal belongings left in the computer labs.
- Users must adhere to the posted rules, policies and procedures. Users who violate this policy are subject to revocation of their computing privilege.

The Acceptable Use Policy may be modified as deemed necessary and appropriate by Bloomfield College. Users are encouraged to periodically review this policy.

ALCOHOL AND DRUG POLICY

It is not the policy of the College to encourage the consumption of alcoholic beverages, but the institution reserves the right to permit consumption of alcohol in moderation at appropriate social events provided that the sponsoring organization complies with the laws of the State of New Jersey. Therefore, all student organizations, and sororities/frater-

nities sponsoring events at which alcohol will be available must adhere to the policies of the Center for Student Leadership and Engagement concerning student sponsored events. Residential Education and Housing Staff, as well as all College officials, are required to and will report any student found violating the alcohol policy. Bloomfield College prohibits the possession, manufacture, use, sale and/or distribution of any illegal substance of any kind or amount by any individual.

ALCOHOL POLICY

The possession, consumption, or sale of alcoholic beverages is not permitted in any college facility or common area (streets, walkways, driveways, parking lot, etc.) unless served at an authorized student organization or college-sponsored event. The possession, consumption or sale of alcoholic beverages is not permitted in any on/off campus residence facility. All students are expected to be acquainted with and abide by both State and College regulations regarding the consumption and possession of alcohol. Students are also expected to be aware of the social, physiological, and legal consequences of excessive drinking in order to make responsible decisions about serving and consuming alcohol. The College provides on-campus counseling and off-campus referrals for students who may be involved in the misuse of alcohol or drugs and who seek assistance to alter behaviors. All students are responsible and legally liable for the conduct and behavior of their guests and for informing them of the College's Alcohol Policy and the New Jersey State Alcohol Beverage Control Regulations. The Bloomfield College Alcohol Policy is consistent with the laws of the State of New Jersey, and prohibits the consumption and serving of alcoholic beverages by and to persons under 21 years of age. Students who are 21 years of age or older are not allowed to possess, use, distribute or sell alcoholic beverages on the Bloomfield College campus with the exception of College approved student organization events with appropriate state permit and authorization. According to New Jersey law, it is illegal for anyone under the age of 21 to:

- Purchase or consume alcoholic beverages.
- Enter places licensed to sell alcoholic beverages with the intent to purchase alcoholic beverages.
- Misrepresent one's age or the age of anyone else for the purpose of purchasing alcohol or gaining entrance to a place that sells alcohol. It is illegal to supply a minor with alcohol or to allow a minor to drink in one's presence. If that minor subsequently injures himself or others because of the loss of ability due to alcohol consumption, the person supplying the alcohol can be held liable.

Students are responsible for their behavior and actions, whether they are under the influence of alcohol or not. Under no circumstances will the consumption of alcohol con-

stitute a mitigating circumstance when it contributes to the violation of College regulations. **Bloomfield College students are also responsible for the behavior of their guests at all times.** As Bloomfield College respects students' right to privacy, College representatives will not enter residential rooms without substantive cause, i.e., without reasonable suspicion that College policies have/are being violated (see below for examples). However, those whose behavior infringes on the rights of others have, in essence, forfeited that privacy.

Specific protocol must be adhered to for events where alcoholic beverages will be served and attended by persons under the legal drinking age. Those who are of legal drinking age who wish to sponsor campus events with alcohol must comply with the guidelines established by the Office of the Vice President for Student Affairs. If given approval to serve alcoholic beverages, those organizing the event are responsible for ensuring that only those of legal drinking age are served. Students of legal drinking age will be issued an ID bracelet for timely and required identification. Availability of alcoholic beverages shall not be the primary focus of advertising campus social events.

Ways in Which Incidents Will Be Handled Within Residence Halls:

If a Resident Director (RD), Resident Advisor (RA) or Dean observes an individual entering or leaving a room with alcohol, s/he has substantive cause to enter that room to investigate a possible alcohol violation. In the event of a noise complaint, the RA or RD will go to the room and knock on the door. If no one answers, the RA or RD may enter the room. The RA or RD will instruct the residents of the room to control the noise. S/he will not have cause to investigate possible alcohol violations unless indicators of alcohol consumption or possession is observed, such as evidence of intoxication, visual view of kegs, bottles, cans and/or odor of alcohol. All resident students and their guest(s) must remain present. The residential student of the room will be asked to gather and collect all alcohol items while the RA or RD collects the appropriate information about all parties involved. This procedure will be the same for any similar complaint.

Students and their guest(s) are in violation of the College's Alcoholic Beverage Policy under any or all of the following circumstances:

- Transporting of any container of alcohol across common spaces of the College (lounges, game rooms, dining areas, hallways, courtyards, driveways, parking lots, etc.);
- Possession or consumption of alcohol (empty, partially full or full bottles, cans, containers, etc.) while on College grounds/property, which includes residential rooms. Alcohol containers, including but not limited to empty or

full beer cans or bottles, are not permitted as room decorations.

- Serving or making available alcohol to any person(s) under the age of 21 in any on/off campus location. No person under the age of 21 is permitted to consume or be in possession of alcohol on Bloomfield College Property or at any Bloomfield College sponsored/affiliated event(s) on/off campus.
- Purchasing alcohol for any person(s) under the age of 21 or by students under the age of 21 through the falsification of identification.
- When individuals are not drinking alcoholic beverages but are in the presence of individuals drinking or in possession of alcoholic beverages in a resident's room or in a residential facility, common and/or surrounding areas.
- When a student and or their guest(s) are found in an intoxicated state in a College facility or when his/her consumption of alcohol contributes to behavior that: Infringes (disrespects) the peace and privacy of others and the overall community; (vomiting, public urination, etc.); Intimidates, threatens, or injures self and others (belligerency); leads to the destruction of property; that student will be subject to a monetary fine based on the degree/assessment of damages and the cost of repair/replacement) and suspension/expulsion from the Residential Education and Housing Program.
- Requires hospitalization and/or police/security intervention; that student will be subject to a monetary fine and or suspension/expulsion from the Residential Education and Housing Program. Violations of local ordinances or State laws may be grounds for disciplinary action(s), regardless of where such violation(s) occur, if they clearly violate Bloomfield College Student Code of Conduct. The preceding regulations apply to students both on and off the College campus, particularly in the Northern New Jersey vicinity.

Sanctions for Violation of Alcohol Policy

In addition to criminal sanctions and civil liability under state law (as outlined below), a student found in violation of the College's Alcohol Policy will be subjected to disciplinary action and sanctions will be imposed. Disciplinary sanctions may vary and are assigned in accordance with the type(s) of unacceptable behavior in which a student engage or participate in, as well as the student's level of responsibility for the incident. The seriousness of the incident (s) and the student's past disciplinary history will be considered in determining the appropriate sanction(s) rendered. The following consequences for violating the College's Alcohol Policy/Student Code of Conduct and failing to comply with the expectations of Bloomfield College students are outlined below:

First Offense: Based on the nature of the incident/violation determined by the College, a student will receive a written **Disciplinary Warning** indicating that additional violations of the policies will result in more serious disciplinary sanctions. The student will be placed on **Conduct Probation** for 60 days. A monetary fine will also be imposed. If the student is under the age of 18, a Parental Notification will be sent to the student's documented parents/legal guardian(s). Resident students will also be required to attend one alcohol education workshop.

Second Offense: Based on the nature of the incident/violation determined by the College, a second offense, or a first offense involving distribution of alcohol to a minor, will result in a monetary fine no less than \$100.00 and **Conduct Probation** for one academic semester. In addition to the monetary fine and semester **Conduct Probation**, a student may be referred to complete one Personal Counseling Assessment with the College's Personal Counseling Center, and participate in an Alcohol Awareness service project (approved by the Office of Residential Education & Housing). A resident student will also be suspended from housing for a minimum of (3) three days. If the student is under the age of 18, a Parental Notice will be sent to the student's documented parents/legal guardians.

Third Offenses: Based on the nature of the incident/violation determined by the College, a third offense in any form will result in a monetary no less than \$250.00 and **Conduct Probation** for an academic calendar year. In addition to the monetary fine and academic calendar year **Conduct Probation**, a student may be referred to complete two Personal Counseling Assessment sessions with the College's Personal Counseling Center; and participate in an on/off campus Alcohol Awareness Program. A resident student will also be suspended from housing for a minimum of (7) seven days; if the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians.

Additional Offenses: Based on the nature of the incident/violation determined by the College, any additional offenses in any form will result in a fine no less than \$500.00 and **Conduct Probation** for a calendar year. In addition to the \$500.00 fine and **Conduct Probation** for one calendar year, resident students will be **suspended from housing** for a minimum of (30) thirty days, or **dismissed from college housing for a period of time determined by the Office of Student Affairs**. Students will be recommended to pursue personal counseling intervention with the College's Personal Counseling Center. If

the student is under the age of 18, a Parental Notice will be sent to the student's parents/legal guardians.

Regardless of the number and description of student alcohol violations outlined above, the College reserves the right to suspend or dismiss a student immediately pending the investigative process and/or its outcome. Offenses involving distribution of alcohol or obtaining alcohol for a minor will automatically result in a fine no less than \$200.00; conduct probation for a minimum of one semester; and possible partial or total suspension from housing and/or the College for a minimum of 30 days.

Applicable Legal Sanctions for Alcohol Violations: Local, State, and Federal Laws

Local, state and federal laws which apply to illegal use/possession of alcohol (including vehicular violations) will be fully enforced at Bloomfield College. The College will refer offenders for prosecution to the appropriate local, state or federal government. Examples of maximum penalties for specific offenses are as follows:

- **Offense:** Driving while under the influence of alcohol or drugs (DWI).
- **Jurisdiction:** State of New Jersey.
- **Maximum Penalty:** 2nd offense-loss of license for 2 years.

DRUG POLICY

Bloomfield College prohibits the possession, manufacture, use, and/or sale/distribution of any illegal substance (of any kind in any amount) by any individual. Drug use is illegal and is a threat to the welfare of individuals and to the institution. Bloomfield College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances or illegal drug. This includes prescription drugs that have been prescribed by a physician to another individual other than the Bloomfield College student. In some cases, a student will be required to show evidence of physician prescription for controlled substance including medical marijuana. Any individual known to be in possession, using or distributing illegal drugs is subject to disciplinary action, arrest, and/or expulsion from the College. Bloomfield College is concerned about the possible physical, emotional, and psychological effects of drug use on the individual user and the impact such use has on members of the College Community. Students are invited to consult with the Office of Personal Counseling and Office of Health Services for a confidential discussion regarding questions or problems concerning drug use or abuse. Bloomfield College will promote and encourage programs, resources, and services that explore issues of drug use, abuse and addiction. The College Health and Personal Counseling Centers are available for students who are involved in the misuse of

drugs or narcotics and wish to seek aid in altering this behavior pattern.

In accordance with federal, state, and local laws, use of illegal or controlled substances and misuse of prescription drugs are prohibited on the Bloomfield College campus. Controlled substances include, but are not limited to: illegal drugs; prescription drugs not prescribed to the user; designer drugs; and other chemicals and substances such as inhalants that alter the perceptions and motor abilities of individuals. Use of over the counter medications not in compliance with the directions accompanying the product is also prohibited. In addition, violations of local, state, or federal law on College property, or off campus when such violations have an adverse effect upon the College or upon individual members of the College community are prohibited. Students who are arrested by municipal, state, or federal agencies for a drug offense can be sanctioned under the College's Code of Conduct. Students who are convicted of a drug violation can lose their federal financial aid.

Ways in Which Incidents Will Be Handled

If a Resident Director (RD), Resident Advisor (RA), Security officer or other employee of Bloomfield College observes individuals using illegal drugs on/off campus in any form, they are to notify campus security immediately. In the event that such observation occurs within a residence hall based on the odor of smoke which is also a campus-wide fire/safety hazard, a RA or RD will go to the room and knock on the door. If no one answers, the RA or RD may enter the room to investigate. Smoking (of any kind) in residence is a major violation of the College's no-smoking policy and any indicators of possible drug use (drugs, drug paraphernalia and the odor of marijuana) is a violation of the drug policy. All residents and guests must remain present until the RA, RD, Security and/or State Police collects all appropriate information from all parties present. This procedure will be the same for any similar complaint.

Sanctions for Violation of the Drug Policy

The possession, manufacture, use, sale or distribution of a controlled substance or narcotic by a student may subject that individual to a range of disciplinary actions including immediate dismissal from the College and/or legal prosecution under federal, state or local laws.

THE FOLLOWING ARE THE CONSEQUENCES FOR DRUG POLICY VIOLATIONS INVOLVING THE POSSESSION OR USE OF ILLEGAL DRUGS, DRUG PARAPHERNALIA, OR BEING PARTY THERETO:

First Offense: Based on the nature of the incident/violation determined by the College, a resident or commuter student will be subjected to a range of disciplinary actions which can include one or more of the following sanc-

tions: monetary fine no less than \$100; full residential suspension or partial suspension (7-10 days); full restriction from participating in campus programs and activities; possible expulsion from residence and/or expulsion from the College; participation in an alcohol and drug educational program; 10 hours of community service; possible parental notification.

Second Offense: Based on the nature of the incident/violation determined by the College, a resident or commuter student will be subjected to a range of disciplinary actions which can include one or more of the following sanctions: monetary fine no less than \$200; permanent expulsion from the residence halls for resident students or extended partial suspension for commuter students; full restriction from participation in campus programs and activities; expulsion from the College; participation in an alcohol and drug educational program; 20 hours of community service; possible parental notification.

Third Offense: Expulsion from the College

THE FOLLOWING ARE THE CONSEQUENCES FOR VIOLATING THE DRUG POLICY WHICH INVOLVES THE MANUFACTURE, DISTRIBUTION, POSSESSION WITH INTENT TO SELL, SALE OF ANY ILLEGAL DRUGS, OR BEING PARTY THERETO:

First Offense: Based on the nature of the incident/violation determined by the College, a student will be suspended for at least one full academic semester (fall or spring terms only); or expelled from the College.

For any questions regarding the College Drug Policy, please contact the Office of Student Affairs at 973-748-9000, ext. 1245.

Applicable Legal Sanctions: Local, State, and Federal Laws

Local, state and federal laws which apply to illegal possession, manufacture, use or distribution of drugs (prescription drugs without a prescription or over the counter drugs); involvement of illegal drug use or traffic with minors will be fully enforced at Bloomfield College. The College will refer offenders for prosecution to the appropriate municipal, state or federal agencies. Infractions to the College's drug policy may result in prosecution by such authorities. In cases involving prosecution by federal, municipal and state authorities, the College reserves the right to impose disciplinary actions whether infractions occurred on or off the College campus. Students with concerns about drugs may contact the Office of Student Affairs for counseling and referrals. Students who violate the College's drug policy will be encouraged to enroll in local area drug programs. In some cases, the requirement, recommendation and encouragement of counseling may accompany disciplinary sanctions. The College may notify a student's parent(s)

following any serious violation of the College's Drug Policy, especially in cases where a student's or other individual's personal safety and wellbeing is compromised. Any student charged with a violation may petition for an appeal through the Vice President for Student Affairs/Dean of Students.

Handling Impaired or Intoxicated Persons

It is the primary responsibility of those in the presence of a severely impaired/intoxicated person to contact appropriate College or local medical or safety personnel. These may be Resident Directors & Advisors, Director of Residential Education and Housing, Deans, Health Service/Wellness staff, local police or members of the rescue squad. Intoxication or severe impairment can be grounds for disciplinary action. Contacting the Security Office for assistance in transporting a student in need of medical attention will not, in itself, lead to disciplinary action. Disciplinary action will occur only if other circumstances indicating a violation of College policy are observed. In such cases, the fact that students initiated a call for assistance will be considered a mitigating circumstance.

The College is always concerned first and foremost with the safety of its students. When confronted with a person who has consumed excessive amounts of alcohol or drugs, it is important to obtain professional medical care immediately. Check to see if the person is breathing, feel the abdomen for movement or put your hand near the mouth and feel for air movement. If the person cannot be aroused easily, call the Security Office at 973-748-9000, ext. 1366, who will then notify the Bloomfield Police for medical transport. If the person is non-responsive call 911 immediately!

As Bloomfield College Good Samaritans, below are some important facts to remember:

In an event of an emergency, you should not leave a person alone, maintain an unobstructed airway and check on him/her often. If the person is breathing but is sleepy, turn him/her on his/her side or stomach so she/he will not choke if vomiting occurs. Do not place the person in a cold shower because it can cause the person to go into shock.

If the person becomes violent, call 911 and notify Security at ext. 1366 or 1-800-809-2222. Again, do not leave the person alone. If the person is responsive, ask how much she/he has had to drink or if she/he has used any drugs. If the person has consumed excessive amounts of alcohol or used any type of drugs, medical treatment may be needed.

Call the Bloomfield First Aid Squad at 973-680-4147 and wait until they arrive. Please do not leave the person alone. Whenever you are in doubt about how to handle an intoxicated person call Mountainside Hospital Emergency Treatment Facility for medical advice anytime at 973-429-6000 or

call the Bloomfield Ambulance Squad for emergency transport or general assistance at 973-680-4147.

All calls are confidential. If all fails, call campus security or dial 911.

For additional information, please click the document titled Alcohol and Other Drugs (AOD) Policies and Procedures for BC Students and Guests at the following link:

<http://www.bloomfield.edu/sites/default/files/common/AOD-BC-Website-Final-for-Students-12-17-13.pdf>

ANTI-BULLYING POLICY

The Bloomfield College Community is committed to upholding the highest standards of ethics, integrity, and professionalism in all of its efforts to serve students and employees. The College's aim is to provide a living and learning community that is supportive, caring, safe, and free of abusive behaviors. Any actions or behaviors which involve forms of abuse or bullying, as defined below, of an individual/group in any capacity will not be tolerated. Anyone experiencing or witnessing bullying is encouraged to report it to the Office of Human Resource (for employees/campus visitors) or the Office of Student Affairs (for students). All allegations will be taken seriously, investigated, and addressed immediately.

Bullying is a form of intimidation and harassment. It is defined as any behavior, deliberate or perceived, usually repeated over a period of time, where it is difficult for those bullied (i.e., those persons who are the recipients of the intimidation/harassment) to defend themselves. Bullying can occur in a variety of settings, on multiple occasions, and is generally a result of the actions of an individual/group to cause others to feel badly. Bullying involves the abuse of power to threaten an individual/group, causing physical, emotional and/or mental harm to an individual/group, or frightening or intimidating others.

Some examples of bullying include, but are not limited to, the following abusive behaviors:

Physical (e.g. pushing, shoving, kicking, hitting, punching, any use of physical violence or offensive touching)

Extortion (e.g. demanding payment in money or other services in kind)

Gesture (e.g. use of disrespectful hand/body gestures)

Exclusion (e.g. not allowing another person to be part of a group or activity to which they have legitimate membership/or are entitled to)

Verbal (e.g. spreading stories, gossip, and/or rumors about another person(s) or verbal name-calling/harassment)

Emotional (e.g. hiding personal property, tormenting/harassing behaviors, threatening gestures, or teasing)

Discrimination (e.g. racial/ethnic taunts, discriminatory language/abuse/graffiti/gestures/threats based on race, creed, age, disability, gender, religion, culture, sexual orientation, domestic partnership or civil union status, familiar relationship, marital status, and/or national origin)

Sexual (e.g. unwanted physical contact and/or sexually abusive comments/language/behavior)

Defamation (e.g. includes unprivileged oral, written, or electronic publication of a statement that one knows or should know is false, which exposes a person(s) about whom it is made to, acts of hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with him or her)

Cyber bullying (e.g. using internet technology or other electronic communication as a means of bullying in a manner to cause alarm or harm by use of text message; mobile phone pictures/video clips; mobile phone calls; e-mail; chat rooms; instant messaging; websites including blogs and social networking sites like Facebook, My Space, and Twitter)

Other behavior (e.g. any behavior that is severe, pervasive, or persistent as to interfere with or limit another person's ability to participate in or benefit from the services, resources, and activities at Bloomfield College.

This list is not exhaustive of all forms of bullying.

Bullying or abuse in any form is unacceptable at Bloomfield College and will not be tolerated. The Office of Student Affairs and/or the Human Resources Department will investigate all allegations of abuse or bullying. In some cases, the Bloomfield Township Police Department or other external agencies will be notified if the allegation of abuse or bullying is viewed as a criminal act. Students are encouraged to report their own experiences with bullying as well as to report personal observations of the bullying of peers. College employees are required to report their personal observations of bullying of students by individuals and/or groups. Employees are also encouraged to report their own experiences with bullying or observations of bullying of peers.

Procedure for Responding to Bullying Reports

- A written report of the incident will be made by the staff member receiving the allegation of bullying or abuse as soon as possible. If the alleged victim reports the incident, they should also submit a written report. The report

should be as factual as possible and contain dates, times, the names of individuals involved, locations, etc.

- The report and statement will be submitted to Student Affairs and/or Human Resources as soon as possible.
- The investigation will commence within 48 business hours of receipt of the report. The investigator will interview the appropriate individuals involved in the incident and follow the guidelines in the Code of Conduct and/or the Staff Handbook regarding appropriate disciplinary actions, which can range from a warning, conduct probation to dismissal/termination from the College. Copies of records from bullying or abuse-related incidents will be kept in both the victim's and bully's files.
- The College will take reasonable and necessary actions to prevent further unwanted contact of victim(s) by their alleged bully(ies). Such action can include: restricted access to certain areas on the campus; and assistance in changing academic, living, or work situations if such changes are requested, reasonably available and/or warranted.
- Support services will be available to the victim(s) and the bully(ies). If the bully is not dismissed from the College or terminated from employment at the College, both victim(s) and bully(ies) will be referred to Counseling Services, if appropriate.

Informing Students/Staff About Bullying Policy

The College will raise awareness of this Policy and behaviors that constitute bullying and abuse at New Student, Staff, and Faculty Orientation programs, as well as at resident and commuter student forums. The College will annually publish and disseminate copies of this Policy to faculty, staff and students electronically. The Policy will also be available within the College's Policies Brochure for students, Staff/Faculty Handbooks for employees; and on the College's website.

BEEPERS/CELLULAR PHONES/OTHER DEVICES

All cellular phone devices must be turned off or placed on "vibrate" mode during class and on-campus work hours. If an incoming call interrupts the class, the student should immediately turn it off. Except in the case of an extreme emergency, students should not disturb the class by leaving the room (see disruption or obstruction of college activities in college catalog) when signaled by a phone. Under no circumstance should students make or receive phone calls during class lectures/discussions or major campus ceremonies and events.

CAMPUS MINISTERS POLICY

Bloomfield College seeks to promote the presence of a vigorous and diverse religious community on campus, to foster interfaith dialogue, understanding and co-operation within that community, and to encourage its active participation in the public discourse of the College. To this end, Bloomfield College employs College Chaplain, to direct and encourage spiritual life on the campus and to welcome the presence of a wide range of denominational and non-denominational ministries reflecting diverse faiths and religious traditions.

The Chaplain's Office recognizes that there are many forms of ministry and spiritual expression and that spiritual life works best when members of the community practice their faith with freedom and autonomy. It is, therefore, to be understood that this policy concerns itself only with those who would serve the campus in the specific capacity of Campus Ministers and Auxiliary Ministers. Campus Ministers and Auxiliary Ministers are not employed by Bloomfield College.

The purpose of this policy is to develop and administer a formal process to "recognize" Campus Ministers at Bloomfield College. The College Chaplain will oversee and administer this policy. Campus Ministers are invited to develop ways to serve the pastoral needs of students, faculty and staff that are in keeping with their own religious tenets and in ways that will provide a sense of personal and professional integrity. In so doing, those serving Bloomfield College as Campus Ministers should seek to model mutual respect, love of learning, and care for the common good. In return, the College offers campus ministers an acknowledged role within the College community, honoring their relative autonomy as agents of the religious organizations to which they report.

In keeping with the mission and purpose of Bloomfield College and the core values of the Presbyterian Church (USA), the Chaplain's Office will enthusiastically and energetically support and advocate for the right to self-determination and free expression within individual campus ministries. This arrangement presupposes the College's ability to ensure that the qualifications and actions of its Campus Ministers reflect the highest professional standards for leaders in their own religious communities, that the religious organizations to which they report are in a position to provide adequate accreditation and supervision, and that the College's own standards are met. With this in mind, the Office of Chaplain employs the following guidelines for the recognition of campus ministers:

- All applications for recognition must be accompanied by written approval from a religious council, church or other official religious governing body. The Chaplain will not consider applications from individuals without the approval and recommendation of a recognized religious

body. This endorsement should also include evidence of salary or other compensation and proof of medical insurance for the individual applying for recognition. This information, along with the individual's professional résumé, should be sent to the Chaplain. Recognition is conferred by the Chaplain in consultation with the Associate Dean for Student Development and Support Services, and the Vice-President for Student Affairs.

- To be recognized as a *Campus Minister*, one shall normally be:
 - Nominated and endorsed by a national or regional religious organization prepared to supervise and assume ultimate responsibility for his or her activity;
 - Ordained (or equivalent) and in good standing with a recognized governing religious organization;
 - Professionally trained for religious work;
 - Experienced in campus ministry or related areas (e.g., work with young adults – ages 18-35, congregational ministry, teaching, etc.);
 - Committed to ecumenical and interfaith co-operation;
 - Equipped and eager to participate in the intellectual life of an academic community;
 - Able to provide character references and willing to submit to a background check.

In addition, campus ministers may function only within programs sponsored by either the Chaplain or a corresponding student religious organization duly established and registered with the College.

- To maintain recognition as a Campus Minister, one is expected to:
 - Attend meetings of the Interfaith Ministry Team;
 - Provide an annual report to the Chaplain, including evidence of continuing sponsorship by the authorizing body;
 - Be guided by the policies and procedures of Bloomfield College, as well as those of Student Affairs and the Chaplain.
- The College provides recognized Campus Ministers with a College identification card, access to the College library, and a College e-mail account. While recognition does not entitle campus ministers to office space, they may reserve and use College space for regular gatherings and special events through the Chaplain or through the appropriate student organization.
- In consultation with the Associate Dean of Student Development and Support Services and the Vice-President for Student Affairs, the Chaplain may offer *auxiliary status* for ministers providing a limited and well-defined service to a particular religious student group for a specified period of time (e. g., a weekly Bible study, group meditation session,

or to generate interest in the formation of a new student organization). Auxiliary ministers do not enjoy the privileges of recognized campus ministers, and are not necessarily members of the Interfaith Ministry Team.

- The privileges outlined above may be revoked at any time from a minister who fails to live up to these requirements, regardless of recognized status.

FIREARMS POLICY

New Jersey statute prohibits the possession, storing, or use of firearms on any college or university campus in the state. Therefore, firearms, including firecrackers and ammunition, are prohibited on campus. Pellet guns, paint ball guns, and air rifle guns are also prohibited.

FRAUDULENT DOCUMENTATION POLICY

All documents and information submitted to the College must be accurate, complete, and true. Submitting documents under false pretenses—falsifying, forging, altering, or mutilating documents in any manner, or submitting documents that are materially incomplete or otherwise deceptive, to any employee of Bloomfield College, is strictly prohibited and will not be tolerated. Anyone found to have submitted or assisted in the submission of fraudulent documents will be subject to sanctions by the College, including withdrawing of admission offers, banning future admission, prohibiting registration, forfeiting course units earned while enrolled under false pretenses, rescinding degrees, suspension or expulsion. Furthermore, expulsion for fraudulent acts does not nullify the students' financial obligations to the College, the federal government, or private loan providers. Students remain liable for all relevant tuition and payment of debts. If, after investigation, the College determines that fraud exists, the College shall take immediate action to halt the fraudulent activity and impose disciplinary sanctions. If criminal activity has occurred, the College shall report the activity to the appropriate oversight agencies and/or law enforcement officials.

Fraudulent acts include, but are not limited to:

- Submission of transcripts, diplomas, test scores, references, or applications that are forged, altered, materially incomplete, obtained under false pretenses, or otherwise deceptive
- Furnishing fraudulent information in the context of an academic assignment
- Fabricating or altering information or data and presenting it as legitimate
- Providing false or misleading information to an instructor or College staff member

- Copyright infringement
- Misrepresentation of past academic programs, degrees, certifications, or professional accomplishments
- Forging signatures
- Altering transcripts
- Putting one's name on another person's assignments
- Altering exam or assignment grades
- Withholding information relating to admission, transfer credits, academic status, records, etc., including omission of any prior college-level courses
- Receiving payment for services not performed or goods not received
- Use of false or fictitious names, addresses, or SSNs or use of multiple SSNs
- Misreporting information relating to eligibility for funding under Title IV aid programs
- Alteration or use of College documents or instruments of identification with the intent to defraud
- Helping others to give false or fraudulent information to the College

Reporting Procedure

- To report a case of suspected fraud, complete the Academic Dishonesty Form (available on both full-time and adjunct faculty Blackboard sites) and submit as indicated on the distribution list;
- For cases involving fraud, both the VP for Academic Affairs and VP for Student Affairs will meet with the student. If it is determined that fraud was committed or likely committed;
- The case will be forwarded to the Bloomfield College attorney for review for legal purposes and to the VP for Finance and Administration for financial impact.
- Consequences will be determined based on the outcomes of each review.

FUND RAISING

No student group may collect funds for its own use or for any community or charitable purpose without permission of the Director of the Center for Student Leadership and Engagement or appropriate college official, who will advise the group of requirements for financial responsibility.

GAMBLING

Students are expected to abide by the state and local laws regarding gambling. Gambling is not permitted on campus.

NASAL NARCAN PROCEDURE

Purpose: The purpose of this procedure is to clarify and establish guidelines and regulations governing the utilization of the Nasal Narcan administered by Bloomfield College Campus Safety and Security personnel with primary objective to treat and reduce fatal opioid overdoses.

Policy

Bloomfield College Campus Safety and Security personnel will be required to complete appropriate hours of training on the usage and deployment of Nasal Narcan in accordance the laws of the State of New Jersey, specifically the Overdose Prevention Act, N.J.S.A. 2C:35-30 and 2C:35-31.

Definitions

Opiate: An opiate is a medication or drug that is derived from the opium poppy or that mimics the effect of an opiate (synthetic opiate). Opiate drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce sleep. Common, but not restricted to, are morphine, methadone, codeine, heroin, fentanyl, oxycodone (OxyContin®, Percocet®, and Percodan®) and hydrocodone (Vicodin®).

Naloxone: Commonly known as “Narcan” or “Nasal Narcan” is an opiate antagonist. When a person is overdosing on an opioid, breathing can slow down or stop and it can be very hard to wake them from this state. Narcan® is a prescription medicine that displaces the opioid from receptors in the brain and can therefore reverse an opiate overdose. If given to a person who has not taken opioids, it will not have any adverse effects on them.

Opioid Overdose: Due to their effect on the part of the brain which regulates breathing, opioids in high doses can cause respiratory depression and death. An opioid overdose can be identified by a combination of three signs and symptoms referred to as the “opioid overdose triad”. The symptoms of the triad are: pinpoint pupils; unconsciousness; and respiratory depression.

Procedure

A **Campus Safety and Security Officer** on roaming patrol in the campus security vehicle will be assigned a Medicine Case (Med Case) and First Aid Kit. The Med Case and the First Aid Kit will remain in the vehicle at all times. Nasal Narcan may be damaged by extreme temperatures, both high and low. Due to this fact, consideration should be given to storing the Narcan in the interior of a patrol vehicle when these conditions exist and taking the

Narcan from the vehicle and storing it inside Campus Safety and Security Office when vehicle is not in use.

Nasal Narcan Coordinator: The Director of Campus Safety and Security will serve as the designated Nasal Narcan Coordinator. The Assistant Director and other shift supervisors will serve as Secondary Coordinators. The Nasal Narcan Coordinator shall be responsible for the following:

- Ensuring that the Nasal Narcan is current and not expired.
- Proper and efficient deployment of Nasal Narcan for patrol.
- Replacement of any Nasal Narcan that is damaged, unusable, expired or deployed.
- Coordinating training for all personnel responsible for monitoring and deployment of Nasal Narcan.
- Ensure that any deployment of Nasal Narcan to a subject is documented in a Campus Safety and Security Report.
- Disseminating any report of deployment to the County Prosecutor within 24 hours (County Nasal Narcan Coordinator).

Nasal Narcan Usage

When using the Nasal Narcan kit, Campus Safety and Security Officers will maintain universal precautions, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse. Officer(s) must report to the main Security Office/Campus Operator that the subject is in a potential overdose state. The Security Office/Campus Operator will notify the Bloomfield Police Department by dialing 911. The Campus Safety and Security Officer on site will follow the protocol as outlined in the Nasal Narcan training. Officer Nasal Narcan Deployment Protocol:

- Identify and assess victim for responsiveness, pulse and status of breathing.
- If no pulse, initiate CPR and AED as per normal protocol; notify incoming EMS.
- If pulse is present and the victim is unconscious, assess breathing status.
- If breathing is adequate (>8 per minute, and skin not bluish/grey) and no signs of trauma, place in the recovery position.
- If breathing is decreased or signs of low oxygen (bluish/grey in color) and overdose is suspected (based on history, evidence on scene, bystander reports, physical examination) then proceed with narcan administration
- Retrieve Narcan kit
- Assemble kit

- Administer a maximum of 4mg in each nostril, using the mucosal atomizer device
- Initiate breathing support with pocket mask or bag-valve-mask and oxygen, if available.
- If no response after 3-5 minutes and a second dose of naloxone is available, repeat the administration in the opposite nostril, a maximum of 4 mg.
- Continue to monitor breathing and pulse – if breathing increases and there is no evidence of trauma, place in the recovery position
- If at any time pulses are lost, initiate CPR and AED as per normal protocol
- Keep responding EMS advised of patient status when able to do so
- Give full report to EMS when they arrive
- Complete documentation and internal department procedures for restocking and notification

NOTE: When a Campus Safety and Security Officer deploy nasal Narcan and it results in a resuscitation of an overdose victim, that officer should ensure that person receives appropriate follow-up care. The effects of Narcan only last for a limited period of time and the person may experience another opiate overdose when the effects of the Narcan wear off. As such, every effort should be made to encourage that person to be transported to the hospital for additional care. If the person refuses additional care, police should ensure that person is taken to a medical facility by ambulance. Bloomfield Police and EMT procedures must be followed.

Maintenance/Replacement

- An inspection of the Nasal Narcan Kit shall be the responsibility of the personnel assigned the equipment and will be conducted each shift.
- Missing or damaged Nasal Narcan kit(s) will be reported directly to the Director of Campus Safety and Security.
- Where any condition that necessitates the Nasal Narcan kit to be taken offline or be submitted for replacement, this information shall be directed to the Director of Campus Safety and Security. It should be noted that Narcan has an expiration date per the manufacturer. As such, all personnel assigned Narcan shall be responsible for checking the expiration date of the product. If expired, the Director of Campus Safety and Security shall be notified immediately to order a replacement.

Replacement: The Director of Campus Safety and Security shall be responsible for the replacement of Nasal Narcan and ensure that adequate supply is available for patrol use.

Documentation/Nasal Narcan Report

Upon completing the medical assist, the Director of Campus Safety and Security shall submit the Essex County Nasal Narcan Deployment Report detailing the nature of the incident, the care the patient received and the fact that the Nasal Narcan was administered. The report will be forwarded to the Essex County Prosecutors’ Office. These records must be completed for statistical value and tracking of the Nasal Narcan administrations by Public Safety personnel.

PREGNANCY-RELATED CONDITIONS POLICY

Introduction

Bloomfield College does not discriminate based on sex in its academic programs or activities. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs or activities. The College’s policy is to ensure that all students of Bloomfield College have a work and learning environment free of any type of unlawful discrimination. Sex discrimination based on pregnancy, marital status, or parental status is prohibited and illegal in admissions, educational programs and activities, extracurricular programs and activities and the administration of leave policies. Bloomfield College hereby establishes a policy and procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, such as childbirth, false pregnancy, termination of pregnancy, or related conditions, including recovery.

Scope

This policy applies to all aspects of Bloomfield’s program, including admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Definitions

- Medical necessity is a determination made by a health care provider of a student’s or employee’s choosing.
- Pregnancy and pregnancy related conditions include (but are not limited to) pregnancy, childbirth, false pregnancy, and recovery from any of these conditions, in accordance with federal law.
- Pregnant student/birth parent refers to the student who is or was pregnant. Although the pronouns “she” and “her” are used herein, this policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
- Reasonable accommodations for the purposes of this policy are changes in the academic environment or typical

operations that enable a pregnant student or student with a pregnancy-related condition to continue to pursue her studies and enjoy equal benefits of the College.

Pregnant Students

It is our policy to ensure the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, such as childbirth, false pregnancy, termination of pregnancy, or related conditions, including recovery. The following procedures are intended to meet this policy to the fullest extent required by law.

Reasonable Accommodation

The benefits and services provided to students affected by pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions, including recovery, shall be no less than those provided to students with temporary medical conditions. Bloomfield and its faculty, staff, and other employees shall not require a student to limit her studies due to pregnancy or pregnancy-related conditions. Students with pregnancy-related disabilities are entitled to reasonable accommodations so they will not be disadvantaged in their courses of study or research. Any student in need of an accommodation is encouraged to contact the Disabilities Services Coordinator at: <http://www.bloomfield.edu/academics/academic-centers/special-programs/disabilities>.

Reasonable accommodations may include, but are not limited to:

- Accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)
- Modifications to the physical environment (such as accessible seating)
- Mobility support
- Leaves of absence
- Excusing medically-necessary absences
- Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy related absences

Accommodations for pregnancy-related issues may be requested through the Office for Students with Disabilities (OSD) Coordinator. To ensure ample time to plan for necessary accommodations, we ask that students submit requests at least 30 days in advance of the need for an accommodation, or as soon as is practicable in the case of an emergency. However, we will grant extensions as necessary for disabilities arising as a result of pregnancy or related conditions on a case by case basis. Students should be aware that due to programmatic requirements, there is very little flexibility available for clinical programs (teaching, nursing, etc.).

Parenting Students

The policy outlined below applies to students who have recently experienced the birth, adoption, or placement of a child. This policy will be applied in the same manner to male and female parenting students. Parenting students may opt to modify their academic responsibilities or take a leave of absence, depending on their individual circumstances. Both options are described in detail below.

Modified Academic Responsibilities for Parenting Students

Any potential modifications of academic responsibilities for students with parenting responsibilities will be addressed by College faculty on a case by case basis. Students should be aware that due to programmatic requirements, there is very little flexibility available for clinical programs (teaching, nursing, etc.).

Academic Status, Incomplete or Leave of Absence

Students/ new parents who have received a modified schedule will retain their enrollment status throughout the schedule. If desired, the student/ new parent may request either an incomplete for a class or a leave of absence through the regular process with the Office of the Registrar. Faculty or staff may not require a student to take an incomplete, a leave of absence or withdraw from or limit their studies due to pregnancy, childbirth, or related conditions.

An enrolled student may elect to take a leave of absence for up to one academic year because of pregnancy and/or disability; the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or if medically necessary due to the health of the student.

A student taking a leave of absence under this policy shall provide notice of the intent to take leave 30 days prior to the initiation of leave, or as soon as practicable. Intermittent leave may be taken with the advance approval of the student's department, or when medically necessary due to the student's health condition.

Students who elect to take leave under this policy may register in an inactive or "on-leave" status to continue their eligibility for certain benefits. While registered in that status, students who choose to take a leave of absence under this policy can elect to keep their health insurance policy and continue residing in university housing, subject to the payment of applicable fees.

Upon return from leave, the student will be reinstated to his or her program in the same status as when the leave began. Continuation of the student's scholarship, fellowship, or similar university-sponsored funding during the leave term will depend on the student's registration status and the poli-

cies of the funding program regarding registration status. Students will not negatively impact or forfeit their future eligibility for their scholarship, fellowship, or similar university-supported funding by taking leave under this Policy.

Compliance with University Guidelines, Deadlines, and Procedures

Students/new parents are expected to abide to all guidelines, procedures and deadlines for tuition; room/board fees; and other educational expenses. Please visit the college catalog to review deadlines for tuition/fees payments for the current academic semester or summer/winter session.

Retaliation and Harassment

Harassment by any member of the Bloomfield community based on sex, gender, gender identity, gender expression, pregnancy, or parental status is prohibited. Faculty, staff, and other Bloomfield employees are prohibited from interfering with a student's taking leave, seeking reasonable accommodation, or otherwise exercising her rights under this policy. Faculty, staff, and other Bloomfield employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under this Policy.

Complaint Procedure for Reports on Sexual Harassment and Discrimination

Complaints of sex discrimination, including pregnancy discrimination, from students will be channeled through the Title IX Compliance and Affirmative Action Officer. The Title IX Compliance/Affirmative Action Officer is located in Knox Hall, Room 105. The Title IX Compliance/Affirmative Action Officer is responsible for coordinating efforts to comply with and carry out the institution's responsibilities under Title IX.

Any student who feels she has been subjected to sex discrimination, including pregnancy discrimination, should report the incident immediately to the Vice President for Student Affairs/Dean of Students, who will notify the Title IX Compliance/Affirmative Action Officer. The Vice President for Student Affairs/Dean of Students Office is located at 208 Liberty Street. Students may also report complaints to the United States Department of Education Office of Civil Rights (OCR).

Complaints by students should include the following:

- The student's name; campus location/department; and preferred means of contact (email, home phone, cell phone or permanent address);

- The name(s) of the person(s) who committed the alleged act – if available;
- A brief description of what transpired with specific dates, times, locations where act(s) were committed with names of witnesses or other individuals who can corroborate the allegations, where available;
- The nature of the alleged discrimination;
- A description of each step taken by the student from the time he or she first concluded that a violation of policy has occurred;
- The resolution sought by the victim;
- Copies of any materials, reports, or evidence of relevance to the investigation of the complaint;
- Written complaints should be signed.

Investigation Procedure

Under Title IX, student complaints of sex discrimination, including pregnancy discrimination, are to be analyzed under a preponderance of the evidence standard, i.e., whether it is more likely than not that discrimination occurred; and that the conduct was so serious to limit or deny her ability to participate in or benefit from the school's education or extracurricular program. Students who make a good faith claim of pregnancy discrimination will not be subjected to retaliation, which is prohibited by state and federal law, including Title IX. Any act or threat of retaliation against a complainant, witness or supporter at any point before, during or after an investigation or hearing is a violation of this policy and will subject the employee or student who engages in retaliation to discipline up to an including termination of employment or expulsion and/or banishment from the College.

The investigatory and adjudicative process should generally take no more than (60) days. To the extent possible, the College will maintain the privacy of all persons involved in a complaint of discrimination during the investigation. The investigation will involve interviewing witnesses, taking statements, reviewing evidence, and any other best practices and resources to accomplish a thorough examination of the incident. If there is a delay in the investigation as result of the unavailability of students and/or employees (or other key witnesses) required for interviews during semester breaks/emergency closings, the investigation will be delayed until the beginning of the following semester or when the College reopens. In such case, all parties involved will be notified of the change in timeline.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students conducts a preliminary investigation and determines the complaint to be valid, the offender will face immediate and appropriate disciplinary action based upon the severity of the charge and the history of past charges, if any, against the

offender. The College reserves the right to temporarily suspend an employee or student who has been alleged to have this Policy pending the outcome of its investigation. The College reserves the right to proceed with an investigation whether or not criminal charges are pursued by the student. Should the investigation reveal a violation of this Policy by an employee, the imposition of disciplinary action will be deferred to appropriate Vice President in consultation with the Title IX Compliance/Affirmative Action Officer. Disciplinary actions against offending students and employees may include a written warning, suspension, demotion, and/or termination of employment or expulsion from the College which could include banishment from the College. Corrective action will be taken to remediate the adverse effects of unlawful sex discrimination or sexual harassment, including pregnancy discrimination.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students determines the complaint was not made in good faith, appropriate disciplinary action may be taken against the student who made the complaint. To the extent possible, the privacy of all persons involved in a complaint of discrimination will be protected. Both complainant and the student maintain the right to appeal the final decision to the Title IX Compliance/Affirmative Action Officer.

PRINTING POLICY

Bloomfield College has provided unrestricted printing for many years. The past few years have seen a steady increase in printing volume and cost. Several universities across the nation have successfully implemented print quotas to reduce waste and cut costs.

Policy

- Students will be restricted to printing a total of 500 pages per semester (fall and spring) and 250 pages for summer enrollment.
- Print quotas will roll over from fall semester to spring for students who remain registered and enrolled in classes.
- Cutoff dates for semesters are as follows: Fall-December 31st, Spring-May 31st, Summer-August 20th.
- This policy will affect all lab printers and any printers on the student domain.
- This quota system will be implemented with the start of the concurring fall semester.
- Currently all users abide by the same restrictions.
- Refunds/credits will not be given, as the limit is set accordingly to a comfortable level per semester, judging by surveys taken from previous semesters.

- Additional paper may be purchased through the Bursar's Office for the current semester. Refunds cannot be issued for unused paper at cutoff date.

Please be mindful of what you print to ensure the following does not occur:

- Printing to the wrong printer
- Not picking up job from printer
- Printing wrong document
- Printing with the wrong orientation (landscape vs. portrait)
- Multiple copies of the same document (when only one was desired)
- Failure to logoff and another student uses your account
- Print jobs delayed several minutes due to heavy user load
- Print jobs that are lost or thrown away

Bloomfield College strives to provide reliable and error-free printing services. We realize that some printing problems are unavoidable. Most printing problem reports we receive however are due to user error, therefore we are unable to grant refunds. For assistance with printing issues, please contact the Information Technology Helpdesk at: Helpdesk@Bloomfield.edu.

SERVICE ANIMAL AND THERAPY/COMFORT ANIMAL POLICY

Policy Statement:

Bloomfield College recognizes the diversity of access needs for all disabled students and employees, and complies with the Rehabilitation Act of 1973 (section 504), Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) (Effective January 1, 2009), the Fair Housing Act and the New Jersey Law Against Discrimination (LAD).

The College will make every reasonable effort to accommodate the needs of disabled individuals and provide reasonable measures to meet specific disabilities, including the use of service or therapy animals while on College property or during College activities. This policy follows existing ADA and LAD guidelines and defines the context, rules and, required documents to request approval for the use of a service or therapy animal on campus, within college facilities, or at College events and while the service animal is working on/or residing on campus.

Definitions:

Partner/Handler: A person with a service animal who has a disability is called a partner. A person working with a service animal without a disability is called a handler.

Pet: A pet is a domesticated animal that only serves the role of providing a sense of pleasure/leisure companionship to its owner. Pets are not the same as service/therapy animals and are not accorded the same legal status as service animals. Pets are not permitted in any on or off campus facility, which includes residential facilities. If pets are found in any on/off campus facility, it is a violation of College policy.

Service Animals: The U.S. Department of Justice defines service animals as: animals (dog or miniature horse) that are individually trained to perform specific tasks for people with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting or protecting individuals who are about to or are experiencing a seizure; or other specific tasks related to an individual's specific disability needs. Service animals may perform such tasks as: guiding/pulling wheelchairs; turning lights on/off; retrieving objects from the floor or other location; opening doors; pushing buttons on elevator doors; providing assistance to an individual who has fallen out of a wheelchair; reminding a person to take prescribed medications; and calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

Therapy/Comfort Animal: An animal that provides comfort and affection to people with diagnosed needs for such emotional support in a residential setting. Therapy animals typically have an even temperament, obey commands, and behave well in the presence of both humans and other animals.

Types of Service Animals:

Service animals include, but are not limited to:

Guide Dog: Appropriately trained dog that guides a blind or visually impaired individual, helping the disabled individual to avoid obstacles and crossing streets, etc.

Hearing Dog: Appropriately trained dog that provides a sense of sound for a deaf individual by alerting the individual to smoke alarms, fire alarms, door knock or bell, ringing of a telephone, alarm clock, kitchen timer etc.

Service Dog: Appropriately trained dog that provides strength and movement for a disabled individual with muscular dystrophy, multiple sclerosis, cerebral palsy, and/or congenital abnormalities. They perform tasks for their partner.

Seizure Alert Dog: Appropriately trained dog that may provide protection for an individual during a seizure. Dog may be trained to go for help, and may have been successfully trained to recognize and communicate specific changes in the individual preceding a seizure and alert the individual to an impending seizure by barking or whimpering.

Diabetic Alert Dog: Appropriately trained dog that gives a signal to alert its partner to low or high blood sugar levels.

Miniature Horse: Appropriately trained small horse usually less than 34–38 inches in height that guides a blind or visually impaired individual, helping the disabled individual to avoid obstacles and crossing streets, etc.

Types of Therapy/Comfort Animals:

Therapy Animal: An animal that provides comfort and affection to people with diagnosed needs for such emotional support in a residential setting. Therapy/comfort animals typically have an even temperament, obey commands, and behave well in the presence of both humans and other animals.

Documentation Requirements:

Students: A disabled student requesting a service animal must register with the Office of Disability Services with an explanation of the specific tasks to be performed by the service animal, except where the student's disability or the task the animal will perform are readily apparent. The student must also produce certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and (2) documentation that any license required by the municipality in which the student resides has been obtained for the service animal. Students planning on residing in the College's residence halls must notify the Office of Residential Education and Housing and the Office of Disability Services immediately of their need for a service animal.

- Approval for therapy/comfort animals on campus will be granted only to resident students who provide documentation of the emotional need from a clinically licensed mental health professional. The request and documentation must be presented to the Office of Disability Services for approval. Requests will be evaluated on a case by case basis. Once approval is granted, the Coordinator of Disability Services will inform the Residential Education and Housing Office of the specific guidelines for the requested accommodation.
- The Office of Residential Education and Housing reserves the right to determine if the requested animal is

appropriate for residence at the student's assigned residential facility. The animal must meet all local, state and federal guidelines. New Jersey law prohibits for a person to possess a potentially dangerous species as a "pet." Potentially dangerous species include the following orders: Primates; Carnivora (non-domestic dogs and cats, bears); Sauria (venomous gila monsters); Serpentes (venomous coral snakes, cobras, vipers, pit vipers); Crocodylia (alligators, crocodiles, gavials); Psittaciformes (ring-necked and monk parakeets); and Rodentia (prairie dogs, ground squirrels). Requests will be evaluated on a case by case basis.

Employees: An employee who requires a service animal to perform the essential functions of the job should present his or her request to the Director of Human Resources and the Coordinator of Services for Disabilities. The request must be supported by documentation from a licensed physician, which contains a clear explanation of the nature of the services to be performed by the animal. An employee who requires a therapy animal to perform the essential functions of the job should present his or her request to the Director of Human Resources and the Coordinator of Services for Disabilities. The request must be supported by documentation from a licensed mental health professional, which contains a clear explanation of the nature of the employee's mental condition and the need for a therapy animal.

Visitors: A visitor who requires the assistance of a service animal does not have to register with or provide documentation to the Office of Disability Services, but must report to Campus Security who will provide the visitor with a copy of this policy. Campus Security can be reached in the guard booth at (973) 748-9000 extension 1366 or through the Campus Security Office located at 225 Liberty Street – Lower Level.

Animal:

Licensing: The service animal must meet all of the licensing requirements of the community (e.g., Bloomfield Township) in which the animal resides and must wear, at all times, the tags required by the home municipality. The animal must be licensed as a service animal from a certified service animal training organization.

Health Records: The service animal must have, and the disabled individual must provide to the Office of Disability Services, a certification from a licensed veterinarian dated within the last calendar year that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff. The record of vaccinations shall be included with the certification. The certification and proof of vaccinations must be provided to the Office of Disability Services on an annual basis if the animal's tags are not visibly attached to its collar. The

animal must be well groomed, and measures should be taken by the owner for flea, tick and odor control. The animal's owner must be considerate of other members of the college community when providing maintenance and hygiene assistance to the animal.

Insurance: The College strongly recommends that the student/employee purchase and show evidence of liability insurance coverage for the service/therapy animal. The student or employee will accept full responsibility for any and all damages caused to persons or property by the animal.

Control Requirements:

The service/therapy animal must be on a leash at all times. The animal should never be permitted to wander about off the leash except in those situations in which the animal is working.

The partner/handler **must be in full control of the animal at all times** and cannot leave the animal unattended for any extended period of time (not travel home or to another campus location while animal is unattended). At all times, whether on the leash or not, the service or therapy animal shall be in the immediate custody of the partner/handler. Service or therapy/comfort animals are **prohibited from kitchens and food preparation areas** except those in residence facilities; and are not prohibited from any other areas of the campus community.

The partner/handler is responsible for cleaning up after the animal (including, but not limited to, proper removal of fecal matter from campus grounds and placed into an appropriate trash container)

The partner/handler is responsible for any damage caused by the service animal. See N.J.S.A. 10:5-29.c.; N.J.A.C. 13:13-4.3(c).

The partner/handler will also assume all liability if the animal bites, attempts to bite, or in any way harms another person or animal while on campus.

The partner/handler must follow all campus rules and regulations including rules prohibiting disruption in the classroom. Classroom disruptions can result in College sanctions included in the Standards of Conduct or College Policy Brochure; or removal from any location on campus.

In the event of a violation of the control requirements, the College reserves the right to investigate the violation to determine the best course of action to remedy the situation.

Emergency Situations:

In an emergency situation, every effort will be made to keep the partner/handler and animal together. Campus staff will be trained to recognize a service/comfort animal. Staff will be made aware that a service animal can attempt to commu-

nicate a need for assistance. Staff should also be mindful of the protective nature of the service animal in relation to the partner, and confusion and/or agitation that may be triggered by the emergency situation. Every reasonable attempt to notify the Police, Fire Department, and/or EMS personnel will be made by the College about the service animal on the premises during and emergency event.

Exclusion from Campus:

Based on the results of an investigation, an animal may be excluded from campus for the following reasons:

- Disruptive behavior including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating areas, other people's belongings) initiation of contact with others without partner's/handler's permission, disruptive interactions with other animals, including other service or therapy animals;
- Illness;
- Poor hygiene such as strong odor, evidence of having fleas ticks, etc.;
- Animal is not on a leash or otherwise under the partner's/handler's immediate control;
- Obstruction of aisles or passageways;
- Aggressive behavior;
- Animal is deemed dangerous according to NJ regulations on dangerous species;
- Animal creates a conflict of disabilities such as: allergic reactions; fear/anxiety for others; and threat to personal health and wellbeing of other individuals; and,
- Other conditions that place an undue burden on the College.

Campus Etiquette:

Students and campus personnel should not:

- Prevent a service/therapy animal from accompanying its partner/handler as they move about campus;
- Pet, touch, talk to, feed, or otherwise interfere with or distract the service/therapy animal;
- Startle, tease, or taunt the service/therapy animal; or,
- Attempt to separate the service/therapy animal and its partner and/or handler.

Conflicting Disabilities:

Persons with conflicting disabilities, i.e. asthma or other respiratory illness, allergies, should contact/register with the College's Office of Disability Services and provide medical documentation citing the nature of the disability, seriousness of the disability, and the nature of the conflict. Resolu-

tion of the student/staff concern will consider the disability needs of the parties involved and provide reasonable accommodations to address the needs of both individuals.

Appeal Procedure:

Appeals concerning this policy may be addressed through the Office of Disability Services.

SEXUAL ASSAULT/MISCONDUCT POLICY

Bloomfield College is devoted to creating and maintaining a campus community free from all forms of harassment, exploitation, or intimidation. The College is committed to furthering and protecting the rights of all members of the College community to insure the needs of victims and all parties involved (bystanders, accused, and friends) is addressed.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a College community free from violence, sexual assault/misconduct and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The College recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. This includes but is not limited to sexual violence by one or more students or employees against another student (employee), which is a form of sexual harassment prohibited by Title IX and state law. Accordingly, in conjunction with the Sexual Harassment Policy, and to comply with Title IX and state law, and the Violence Against Women Reauthorization Act (VAWA), the College has established this Sexual Assault/Misconduct Policy to insure that the needs of victims of sexual violence are met and that the College Community supports human dignity. The College assures that new measures are in place to address domestic violence, dating violence, stalking and other acts of unlawful and inappropriate behaviors.

What Acts Constitute Prohibited Sexual Assault, Misconduct, and Exploitation?

Acts of sexual assault, misconduct and exploitation are prohibited at Bloomfield College. For the purposes of this policy, "sexual contact" means any intentional touching, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present. "Sexual assault/misconduct" means any form of sexual contact with another person without "effective consent". Effective con-

sent is clear, informed, and freely given by both individuals. Silence does not equal consent. It is communicated by mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity by persons of legal age. Consent obtained through coercion, intimidation, force or threat of force against the victim or another is not effective consent. Effective consent may never be given by minors, mentally disabled persons, and those who are incapacitated as a result of alcohol or drug consumption (voluntary or involuntary) or those who are asleep, unconscious, unaware or otherwise mentally or physically helpless. Effective consent to one form of sexual activity cannot imply consent to other sexual acts. A previous relationship or previous consent, including a dating relationship or previous sexual involvement, does not imply consent to future sexual acts. Consent may be withdrawn by either party at any time by an outward demonstration through words or actions to end sexual activity immediately and without question.

Another type of sexual misconduct is termed “sexual exploitation” and occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her benefit or to benefit a third party. Examples of sexual exploitation include but are not limited to:

- prostituting another person
- non-consensual observation or video or audio recording of sexual activity of another person
- exceeding the boundaries of consent with another person (such as permitting others to secretly observe you engaging in consensual sex)
- inducing or attempting to induce incapacitation in another person
- employment of another person or achievement related inducements
- knowingly transmitting a sexual disease, including but not limited to HIV, to another person
- posting sexual activity of any form on social media or any other public forum without permission from the other person
- non-consensual texting of sexual activity or images of another person.

The College also prohibits domestic violence, dating violence and stalking:

Domestic violence involves a variety of serious offenses, including acts of violence, which are committed against someone by his or her current or former spouse or intimate partner, by a person with whom the parties have a child in common, a current or former cohabitant, or by someone who is similarly situated, such as person in a relationship or children with respect to their parent or

guardian. Under New Jersey criminal law, domestic violence can include acts such as homicide, assault, terroristic threats, kidnapping, criminal restrain, false imprisonment, sexual assault, criminal sexual contact, lewdness, criminal mischief, burglary, criminal trespass, harassment and stalking.

Dating violence means violence committed by a person who is or has been in a social relationship or a romantic or sexual nature with another. It is determined based on the reporting party’s statements, and in consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but it is not limited to, sexual or physical abuse or the threat of such abuse. It can include a pattern of behavior where one person threatens to use, or uses, physical, sexual, verbal or emotional abuse to control a dating relationship or sexual partner.

The College prohibits stalking of another individual in any form. Stalking is a consistent pattern of conduct or outreach directed at a specific person on at least two or more occasions that would cause the targeted individual to fear for her, his, or another’s safety, or to suffer substantial emotional distress. Stalking behaviors can be direct or indirect, accomplished through multiple means such as: in person, via social media, phone, email, regular mail, or through third parties. The type of actions that can constitute stalking include: following another; showing up uninvited at another’s home/classroom/workplace/vehicle or expected location; monitoring another; surveillance of another; threatening another; communicating with another or by interfering with another’s property or activities.

Upstander/Bystander Intervention

Upstander/Bystander Intervention refers to a person who takes safe, reasonable and prudent actions to prevent or stop an act, or potential act, of sexual misconduct, domestic violence, dating violence or other act of violence. Intervention includes simple statements, words of caution, offers of assistance, removing someone from a situation, or calls for assistance.

We encourage members of the College community to immediately seek assistance from Bloomfield College Security located on the lower level of Schweitzer Hall (extension 1366); the Office of Student Affairs at 208 Liberty Street (extension 1245); and/or Human Resources in Knox Hall 2nd Floor (extension 1440). If off-campus, members of the College community should immediately seek assistance from a person in authority or law enforcement.

The safety of upstanders/bystanders is a priority. Retaliation against an upstander/bystander violates this Policy and will result in disciplinary action up to and including termination of employment or expulsion from the College.

Disciplinary and Remedial Actions

College employees, students and visitors are expected to abide by all local, state and federal criminal law. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault/misconduct and unwelcome sexual contact will subject a student or employee to College disciplinary action. Student sanctions may include expulsion, suspension, conduct probation or any other form of the College's disciplinary sanctions. Employees will be subjected to warning, suspension, demotion or termination of employment. College penalties and disciplinary procedures are specified in the Standards of Conduct in the College Catalog. Employees should review the Employee Handbook or the Faculty AAUP Agreement (where applicable) for procedures related to employment sanctions. Any individual who violates any local, state or federal criminal laws while on college property will be reported to the Bloomfield Police Department.

The College will also implement remedial measures to prevent incidents of sexual assault/misconduct, retaliation and confrontations during and after the investigation. Once a complaint has been received, the College will promptly notify the victim of his or her options to avoid contact with the alleged perpetrator during the investigation and change academic, extracurricular activities, living, transportation, dining and working situations as appropriate. Specific options include:

- Providing an effective escort so the victim can move safely between student/work related activities until a final decision is rendered after the investigation;
- Ensuring the perpetrator and victim do not share classes, offices or student/work related activities;
- Moving the perpetrator or victim, if he or she so requests to a different residence hall or office location;
- Providing comprehensive, holistic victim services including medical/psychological counseling and academic support services, such as tutoring;
- Arranging for the victim to have extra time to complete or retake a class or withdraw from a class without an academic or financial penalty;
- Reviewing any disciplinary actions taken against the victim to see if there is a causal relationship between the sexual violence and the misconduct that led to the discipline. (i.e. a victim of a sexual violence skipping class or calling out from work to avoid the perpetrator)

Investigating Reports of Sexual Assault/Misconduct

During the investigation, the College will provide increased monitoring, supervision or security at locations or activities where the misconduct occurred and ensure that the victim is aware of his or her Title IX rights and any available resources such as victim advocacy, housing assistance, academic support, personal counseling, disability services, health and mental health services, legal assistance and the right to report a crime to campus or local law enforcement. The College will keep the victim updated on the status of the investigation.

Once the investigation has been completed, if the complaint has been substantiated, the College will take remedial measures in addition to the disciplinary sanctions as appropriate. The College will also offer the victim the same remedies offered to him or her as interim measures, whether or not the victim accepted or declined those remedies during the investigation. The College may also change its overall services or policies as needed.

The College will promptly investigate any complaint of sexual assault/misconduct made to a college employee, which includes the Title IX Compliance/Affirmative Action Officer, any Vice President/Officer, College Dean, faculty member, administrator, Resident Director, Resident Advisor, Chaplain, or Nurse. In some cases, the investigation will be performed by a specifically-trained employee and/or an independent outside investigator under the supervision of the College's Title IX Compliance/Affirmative Action Officer. The victim and the alleged perpetrator, who shall be notified of the accusation against him or her, shall have an equal opportunity to present witnesses and evidence. The procedures of the College's Judiciary Program, which are set forth in the Colleges Standards of Conduct, shall apply in the case of student complaints. In the case of employees, the Title IX Compliance/Affirmative Action Officer, the Human Resources Director, and/or an outside investigator will directly handle the investigative process. Any factual determinations will be made under a preponderance of the evidence standard. The investigative process will include the following:

- **Initial Report/Complaint:** The initial report or complaint will be referred to and reviewed by Title IX Compliance/Affirmative Action Officer or a designee within a maximum of 72 hours.
- **Formal Investigation:** The investigation (conducted by internal or external investigators) which includes fact-finding, interviews; review of evidence; a hearing in appropriate cases; and a determination of the appropriate disciplinary and or/remedial action, will take no more than sixty (60) business days from initial report to completion.

- Notification: The notification of the final decision after the conclusion of the formal investigation will occur within ten (10) business days of conclusion of the investigation. The victim and the alleged perpetrator will concurrently receive written notice of the outcome of the complaint.
- Appeals: Appeals period officially begin immediately after notification and must follow guidelines for appeals as not in the Bloomfield College Code of Student Conduct.
- Appeals to the Office of Civil Rights (OCR) should follow appeals guidelines as described on the OCR website.

Reporting and Confidentially Disclosing Sexual Violence

The College encourages victims of sexual violence to discuss the incident with a trained professional on campus so that victims can get the support required immediately. Different employees on campus have different levels of responsibility to maintain a victim’s confidentiality.

- Some are required to maintain confidentiality: talking to them is sometimes called a “privileged” communication as in the case of a licensed therapist in the Counseling Center or the Coordinator of Disabilities Services;
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes;
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Compliance/Affirmative Action Officer. A report to these employees (called “responsible employee”) constitutes a report to the College, which generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make all members of the College Community aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become the victim of sexual assault/misconduct. The College encourages victims to talk to someone identified in one or more of these groups. Title IX forbids retaliatory action taken against any victim who makes a good faith effort to report an incident of sexual assault/misconduct.

The Options

Privileged and Confidential Communications

PROFESSIONAL AND PASTORAL COUNSELORS

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Compliance/Affirmative Action Officer without a victim’s permission.

The following is the contact information for these individuals:

- College Chaplain: Student Center, 2nd Floor, Ext. 1393
- Personal Counselors: Student Center, 2nd Floor, Ext. 1403
- Coordinator for Disabilities Services: LRC Building, Ext. 1654

NON-PROFESSIONAL COUNSELORS AND ADVOCATES

Certain non-professional counselors and advocates can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Compliance/Affirmative Action Officer. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Compliance/Affirmative Action Officer informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Compliance/ Affirmative Action Officer, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Compliance/Affirmative Action Officer.

The following individuals are examples of non-professional counselors and student advocates whose assistance a victim may seek without triggering a College investigation that could reveal his or her identify or that he or she has disclosed the incident. The College will provide assistance in the selection of an advocate for the victim if requested. The College will also assist the accused

with the selection of an advocate to provide guidance and assistance during the investigative process. An advocate should be an employee of the College who will help guide the students through understanding the College's Sexual Assault Policy, and navigate all the support services and resources available on and off campus:

- EOF Counselor
- Academic Advisors/Coaches
- Tutors
- Resident Advisors or Resident Directors
- Department Secretaries or Administrative Assistants

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, the counselors and advocates will still assist the victim in receiving other necessary protection and support. A victim may decide to file a formal complaint at a later date to prompt a formal investigation.

The only exceptions to the non-disclosure policy apply in cases that present an imminent threat of harm to self or others. In such cases, the counselor or advocate involved has a duty to notify the College. If there is a serious and immediate threat to others, the College may issue a warning to the College community, but will do so without disclosing the identity of the victim. If the victim is a minor, and the alleged offender is an adult, the counselor or advocate will have a responsibility to notify local law enforcement and parents.

Reporting to “Responsible Employees”

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

A responsible employee must report to the Title IX Compliance/Affirmative Action Officer all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent unless the victim has also reported the incident to law enforcement or the victim is a

minor; or the incident poses a safety risk to the college community.

The following employees (or categories of employees) are the College's responsible employees:

- College Deans
- Department Directors and Managers
- Faculty and Instructors
- Public Safety and Security Officers

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality or does so before the responsible employee has had the opportunity to ensure that the victim understands the employee's reporting obligations, the employee should tell the victim that the College will consider the request but cannot guarantee that the College will be able to honor it.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality from the College: How the College will Weigh the Request and Respond

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

- William McDonald, Title IX Compliance/Affirmative Action Officer
- Patrick Lamy, Vice President for Student Affairs/Dean of Students
- Tresmaine Grimes, Vice President for Academic Affairs/Dean of the Faculty

The individuals noted above will consider a range of factors when considering request for confidentiality. The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints, history of violence, about the same alleged perpetrator;
- whether the alleged perpetrator is a registered sex offender;
- whether the sexual violence was committed by multiple perpetrators and/or involved a weapon;
- whether the victim is a minor;
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action including notification to local law enforcement. If none of these factors is present, the College may respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will follow its Sexual Assault/Misconduct Investigative Procedures. The College will also extend or make permanent the remedial measures offered to the victim during the investigation.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Other Resources

College Media Center, lower level of the Library, provides an excellent video on Sexual Harassment in the workplace and classroom. It takes approximately 20 minutes;

you may borrow the video for home viewing or use the library viewing room. If you have any questions, contact x1370 for information.

The College offers mandatory online sexual harassment training for all employees. Students are offered several on-campus training programs/forums on sexual harassment and sexual assault/misconduct. Specific educational programs are designed for first-year students and parents during the year-long orientation programs.

Online sexual assault/misconduct training will be available to all students and employees. The College also offers anonymous reporting through an online reporting process. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation.

Campus Conduct Hotline – Dial toll-free to 866.943.5787 Available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous. Issues that may arise that can be reported include: discrimination, fraudulent activity, harassment, hate messages, hostile workplace, illegal business activity, NCAA violations, safety and security issues and bullying.

BC TIPS Line: 973-748-9000, ext. 1466 – another source to report anonymous information is the BC Tips Line that is maintained by the BC Office of Security.

Madison Holleran Suicide Prevention Act – The New Jersey Legislature recently passed the “Madison Holleran Suicide Prevention Act.” The Madison Holleran Act requires colleges and universities in New Jersey to provide students with 24-hour access to a professional counselor/therapist. If a student poses an immediate threat to self, please also refer the student to the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or text “Go” to 741-741. Students may also be referred to the NJ Hopeline at (1-855-NJ-HOPELINE (654-6735)

Victim's Right and Services

The victims of sexual assault/misconduct or unwelcome/non-consensual sexual contact will be:

- afforded the same access to legal guidance as the accused;
- afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused with exceptions to conflicts of interest circumstances;
- notified immediately, simultaneously and in writing of the outcome of the disciplinary proceeding against the ac-

cused; appeal procedures; any change to the result before it becomes final; and when the result becomes final. Note that the accused is entitled to these same rights;

- afforded the opportunity to report incidents and violations to the Title IX Officer for referral when appropriate, to trained investigator.

Regardless of whether the alleged crime is formally reported to campus or civil authorities, the College's medical, counseling and other services are available for victims. The full, prompt and victim-sensitive cooperation of the College personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when necessary to preserve evidence of the assault will be provided to all victims. In order to preserve evidence, the College encourages victims not to shower or cleanse in any manner; urinate, brush teeth or gargle, eat, drink, smoke or change clothes prior to going to the hospital. Evidence can be collected up to five days after the incident. The East Orange Mobile Crisis Unit is available for assistance and can be telephoned at 973-266-4478. That unit is able to send a crisis worker to talk to any victim and transport him/her to the East Orange General Hospital Emergency Room, if desired by the victim. Counseling is available at the College to assist the recovery of victims. In addition to the East Orange Hospital, the Family Service League (FSL) (<http://www.familyserviceleague.org>) of Montclair NJ is also a major resource. The FSL is the designated Essex County Rape Care Center.

Victims can also consider off-campus counselors, advocates, and health care providers who will generally maintain confidentiality. Victims are also encouraged to contact the Rape Care Hotline: 1-877-733-CARE (2273) any time, day or night, to learn about other options and services. A trained advocate can accompany victims to the hospital and will help to connect to the appropriate services which include: a 24-hour, free and confidential Hotline; crisis services for survivors and their families; educational programs and training for youth and professionals; and counseling at the FSL.

For additional information regarding victim's rights, students should review the New Jersey Sexual Assault Victim's Bill of Rights at:

http://www.bloomfield.edu/sites/default/files/Sexual%20Harassment-Assault%20Policies%20%20Revised%20October%201%202014_0.pdf

SEXUAL HARASSMENT POLICY

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 of Bloomfield College have a work and learning environment free of any type of unlawful discrimination, including freedom from sexual harassment. This policy applies to all areas of the College's operations and all persons (employees, students, guests, vendors, contractors, subcontractors, etc.) with direct or indirect contact with the institution. Federal and state laws treat sexual harassment as unlawful sex discrimination. Bloomfield College abides by these laws because effective working relationships between employees and effective learning relationships among staff, faculty and students must be based upon mutual respect. Bloomfield College therefore prohibits sexual harassment of its employees, students, and guests in any form, both on and off campus. For the protection and safety of the College Community, such conduct may result in disciplinary action up to and including termination of employees, expulsion of students, and banishment from the College for guests, visitors, vendors, contractors, subcontractors, etc.).

Specifically, no supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

In the case of students, no instructor or other employee shall threaten or insinuate, either directly or indirectly that a student's refusal to submit to sexual advances will adversely impact grades, course selection, academic records, enrollment or any other matters pertaining to his/her status as a student of the College. Similarly, no faculty/instructor or other employee shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will positively impact grades, course selection, academic records, enrollment or any other matters pertaining to his/her status as a student of the College. Similarly, no student shall threaten or insinuate, either directly or indirectly that another student's refusal to submit to sexual advances will adversely impact any matters pertaining to his/her status as a student of the College.

Bloomfield College considers sexual harassment of either employees or students as unprofessional and unacceptable conduct and an abuse of authority and power. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, virtual (via social media post, pictures, videos, voicemail and e-mail messages, text messages, etc.) conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, or
- Submission to such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Bloomfield College prohibits sexual/romantic relationships between individuals (students, faculty and other employees) where there is an imbalance of power, i.e. where one individual is in a position to make decisions which may adversely impact the employment or educational experience of the other. These relationships include instructor-to-student; supervisor-to-subordinate; or any other relationship between two individuals where one individual has the authority to make or influence decisions which directly or indirectly impact the employment or educational experiences of the other. A staff member or faculty member's relations with students shall be limited to those that are consistent with and necessary to the performance of the staff member or faculty member's duties as an employee of Bloomfield College.

Any and all other conduct involving sexual harassment that creates a hostile workplace and/or educational environment, whether committed by supervisory employees, non-supervisory employees or students, is also prohibited

This includes the following:

- unsolicited/unwelcome inappropriate comments or gestures of any form
- offensive sexual flirtations, advances, propositions, and written/electronic communications
- verbal abuse of a sexual nature
- the telling of obscene jokes or display of sexually graphic pictures or objects in the workplace or classroom
- obscene comments about an individual or comparing a person to risqué computer images, pictures, drawings, cartoons, etc.
- discussions of sex and sexuality in academic and workplace settings unrelated to course work or work tasks
- repeated and unwelcomed requests to have breakfast, lunch, dinner, to meet to talk, etc.
- repeated requests that an employee or student stand, sit or move closer, or insistence on private meetings behind closed doors
- unnecessary offensive touching of an employee or student, such as patting, pinching, grabbing, hugging, kiss-

ing, and repeated brushing against another employee or student's body

- inappropriate offensive posting on any social media networks/platforms or other public forums

Bloomfield College prohibits harassing conduct directed at an individual because of his or her sex and/or sexual orientation, even if the conduct is not sexual in nature. Therefore, supervisory employees, non-supervisory employees and students shall not harass or discriminate against any staff member, faculty member, or student because of his or her sex and/or sexual orientation by verbally abusing him or her or treating him or her differently from members of the opposite sex, including but not limited to by increasing his or her workload, grading him or her differently than other students, and/or treating another individual differently based upon the person's sex and/or sexual orientation.

Bloomfield College also prohibits supervisory and non-supervisory employees and students from harassing or discriminating against any staff member, faculty member or student because that individual fails to conform to behavioral norms traditionally associated with the individual's sex. For example, a male individual should not be harassed because he acts effeminately or otherwise fails to conform to a male stereotype, and a female individual should not be harassed because she acts masculine or otherwise fails to conform to a female stereotype. In addition, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member or student because of the student's sexual orientation or trans-sexuality.

Complaint Procedure for Reports on Sexual Harassment and Discrimination

Complaints of sexual harassment or discrimination from employees or students will be channeled to the Title IX Compliance and Affirmative Action Officer. The Title IX Compliance/Affirmative Action Officer is located in Knox Hall, Room 105. The Title IX Compliance/Affirmative Officer is responsible for coordinating efforts to comply with and carry out the institution's responsibilities under Title IX. Procedures for employees and students are as follows:

Employees: Any employee who feels he or she has been subjected to sexual harassment/discrimination should report the incident directly to his or her supervisor or the Title IX Compliance/Affirmative Action Officer. Employees may also report complaints to the United States Department of Education Office of Civil Rights (OCR).

Students: Any student who feels he or she has been subjected to sexual harassment/discrimination should report the incident immediately to the Vice President for Student Affairs/Dean of Students, who will notify the Title IX Compliance/Affirmative Action Officer. The Vice President for Student Affairs/Dean of Students

Office is located at 208 Liberty Street. Students may also report complaints to the United States Department of Education Office of Civil Rights (OCR).

Complaints by students and employees should include the following:

- The victim’s name; campus location/department; status as employee or student of the college; and preferred means of contact (email, home phone, cell phone or permanent address);
- The name(s) of the person(s) who committed the alleged act – if available;
- A brief description of what transpired with specific dates, times, locations where act(s) were committed with names of witnesses or other individuals who can corroborate the allegations, where available;
- The nature of the alleged harassment, i.e. sexual harassment or discrimination based on sex, race, religion, color, national/ethnic origin, age, sexual orientation, marital status or disability;
- A description of each step taken by the victim from the time he or she first concluded that a violation of policy has occurred;
- The resolution sought by the victim;
- Copies of any materials, reports, or evidence of relevance to the investigation of the complaint;
- Written complaints should be signed.

Investigation Procedure

Under Title IX, student complaints of sexual harassment are to be analyzed under a preponderance of the evidence standard, i.e., whether it is more likely than not that harassment occurred; and that the conduct was so serious to limit or deny his or her ability to participate in or benefit from the school’s education program. (i.e. creates a hostile work environment). Students and employees who make a good faith claim of sexual harassment will not be subjected to retaliation, which is prohibited by state and federal law, including Title IX. Any act or threat of retaliation against a complainant, witness or supporter at any point before, during or after an investigation or hearing is a violation of this policy and will subject the employee or student who engages in retaliation to discipline up to an including termination of employment or expulsion and/or banishment from the College.

The investigatory and adjudicative process should generally take no more than (60) days. To the extent possible, the College will maintain the privacy of all persons involved in a complaint of sexual harassment during the investigation. The investigation will involve interviewing witnesses, taking statements, reviewing evidence, and any other best practices and resources to accomplish a thorough examination of the

incident. If there is a delay in the investigation as result of the unavailability of students and/or employees (or other key witnesses) required for interviews during semester breaks/emergency closings, the investigation will be delayed until the beginning of the following semester or when the College reopens. In such case, all parties involved will be notified of the change in timeline.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students conduct a preliminary investigation and determine the complaint to be valid, the offender will face immediate and appropriate disciplinary action based upon the severity of the charge and the history of past charges, if any, against the offender. The College reserves the right to temporarily suspend an employee or student who has been alleged to have violated the College’s Sexual Harassment Policy pending the outcome of its investigation. The College reserves the right to proceed with an investigation whether or not criminal charges are pursued by the victim. Should the investigation reveal a violation of the Sexual Harassment Policy by an employee, the imposition of disciplinary action will be deferred to appropriate Vice President in consultation with the Title IX Compliance/Affirmative Action Officer. Disciplinary actions against offending students and employees may include a written warning, suspension, demotion, and/or termination of employment or expulsion from the College which could include banishment from the College.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students determines the complaint was not made in good faith, appropriate disciplinary action may be taken against the employee or student who made the complaint. To the extent possible, the privacy of all persons involved in a complaint of sexual harassment will be protected. Both complainant and the victim maintain the right to appeal the final decision to the Title IX Compliance/Affirmative Action Officer.

SMOKE FREE POLICY

The College has a policy to ensure that all students, employees and other members of the College community have a workplace, living, learning, and social/educational environment that is free of second-hand tobacco smoke. Smoking is prohibited in all campus buildings, including the residence facilities and areas surrounding the front and rear entrance of any campus facility.

Smoking is prohibited in all areas where a safety hazard exists, such as storage areas, sheds with gas operated power equipment, or any hazardous materials handling area. Smoking is prohibited in all College owned vehicles used for security, transporting students/supplies, trash removal or any other use. Smoking is also prohibited in outdoor Security Guard booths.

Students or employees who choose to smoke on the Bloomfield College campus **MUST** do so only in **designated smoking areas located at the back areas of the Learning Resources Center; and 225 Liberty Street**. Smoking areas are strategically located at least 25 feet from any building throughout the campus. These locations have ashtrays for disposal of cigarettes, cigars, or any other tobacco products.

All employees and students shall have the right to file a complaint against members of the college community or their guests who fail to comply with this policy. Faculty shall ensure that students under their instruction comply with the smoke free policy. Any member of the College community who violates the policy is subject to College disciplinary action.

Members of the college community are responsible for the behavior of their guests. College visitors who violate this policy can be escorted from the campus by a College Security Officer. Repeat violations by a visitor may result in his/her barring from the College campus or specific College facilities.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of non-smokers and smokers alike. Any member of the campus community may ask an individual to comply with the provisions of this regulation or file a complaint with the Office of Human Resource (employees) or to the Office of Student Affairs (students). Anonymous information may also be left on the Bloomfield College TIPS Line at 973-748-9000, ext. 1466.

SOCIAL NETWORKING POLICY

Bloomfield College recognizes the importance and benefits of online social networking and encourages free inquiry and expression of speech. Social networking sites such as Facebook, Instagram, Snapchat, Twitter, LinkedIn, Youtube, MySpace, Friendster and any other internet blogs are popular among college students and adults. These sites and others provide global opportunities for communication, interaction and peer connection. Although there are many benefits to online social networking, there are also cautions to consider. Postings on personal profiles and chat rooms are easily accessed by parents, coaches, employers, government and law enforcement officials, graduate school admission officials, unwanted admirers, predatory persons and others. Once information is posted on an internet site, it can be printed and distributed freely. Computer savvy individuals are even able to retrieve an internet posting after it has been deleted.

Bloomfield College students and employees who utilize online social networking sites do so at their own risk and are responsible for their behaviors and actions. While online, students and employees must uphold the College's Student

Code of Conduct and abide by the College's: Policies Handbook; Acceptable Use of Computing Resources Policy; Statement of Shared Values; Residence Hall Handbook; the Athletic Social Networking Policy; and/or the BC Employee Handbook. The College maintains a strong interest in how the institution and its students as well as employees are viewed and portrayed on social networking sites. All online users are expected to demonstrate appropriate and acceptable behaviors in compliance with federal, state, and local laws as well as the policies and regulations set forth by the College.

Examples of potential violations of the College's Social Networking Policy include, but are not limited to:

- Posting or streaming offensive or inappropriate statements, pictures and/or videos that violate the College's Standards of Conduct and Statement of Shared Values, including but not limited to: (a) endangering personal safety; (b) lack of respect for others; (c) hazing; (d) damage to property; (e) violations of the alcohol or drug policy; (f) violations of federal, state or local law; (g) disruption of college activities; and (h) unauthorized use of college facilities or resources;
- Sharing or posting information online to discriminate, humiliate or discredit an individual or group;
- Using information to gain recognition or popularity at the expense of an individual, group or the College;
- Threats, harassment or intimidation of any nature;
- Inappropriate or unauthorized depiction of the College's name, logo, facilities, documents and materials;
- Posting acts of hazing or other abusive behaviors, including but not limited to: assault, sexual harassment, sexual assault, binge drinking, drug use, etc.;
- Posting or streaming pictures, videos, statements or any other materials which violates the privacy of another individual or group;
- Cyber-bullying, cyber-stalking or any other deliberate hostile behavior used to demean, harass, embarrass or harm an individual or group.

The preceding examples constitute violations of the Social Networking Policy regardless of whether the online misconduct was conducted while on or off the College's network, or by any user who access an individual's account. A municipal police report is required to validate any claims of a hacked account/stolen identity. All violations in the posting and sharing of information or content on online social networks are subject to investigation and sanction under the Student Code of Conduct and Policies Handbook for students and the Employee Handbook for employees. Such violations may also be referred to the authority of local law enforcement agencies. In addition, the College reserves the right to

request the removal of any content which violates the Social Networking Policy.

APPENDIX A: Rules and Regulations for Computing Facilities

Computer lab resources are to be used for College sanctioned activities consistent with the mission of Bloomfield College. College sanctioned use includes, but is not limited to:

- Instruction
- Completion of academic and administrative assignments
- Academic research and scholarly activities
- Authorized work of College departments, offices, centers and laboratories, and campus organizations
- Digital communications as a member of the College community
- Authorized recreational and social activities, not interfering with other sanctioned uses

Computer labs are governed by the following guidelines:

- The Computer facilities may be used by authorized users only.
- Utilization of these facilities for commercial or illegal activities is strictly prohibited.
- Treat College property with respect.
- Do not copy software without proper authorization or use illegally copied software. Any unauthorized software left on Bloomfield College hard drives will be deleted.
- Storing personal files on Bloomfield College hard drives is permitted however the integrity of personal work stored on local drives is not guaranteed. Therefore, users are advised to store work at their own risk. Users are encouraged to use USB flash/thumb drives or upload their files to their @Bloomfield.edu Google drive to store their work.
- Storing personal files in a public/classroom lab is not permitted, for system integrity the computers are configured to erase personal data upon reboot. Users are required to use USB flash/thumb drives or upload their files to their @Bloomfield.edu Google drive to store their work.
- The illegal storing of Copyrighted files on the Bloomfield College's hard drive, network or lab computers is strictly prohibited.
- Only Faculty, Staff and currently enrolled Students have printing privileges. For a full list of the print policy, visit (<http://www.bloomfield.edu/resources/helpdesk/print-quota-policy>)
- Time limits for workstations may be imposed.
- Users must relinquish workstations for scheduled classes.

- No eating, drinking or smoking is permitted in any computer lab.
- Disconnecting of College workstations and printers, and/or breach of local or network system software is prohibited.
- Bloomfield College is not responsible for personal belongings left in the computer labs.
- Users must adhere to the posted rules, policies and procedures. Users who violate this policy are subject to revocation of their computing privilege.

The Acceptable Use Policy may be modified as deemed necessary and appropriate by Bloomfield College. Users are encouraged to periodically review this policy.

SPEAKER'S POLICY

The College permits students and student organizations to host speakers and/or performers on campus. The student/ organization and the speaker/performer are required to pay certain costs; comply with certain timelines and security needs; and fulfill other responsibilities. All such requirements are set forth in a speaker/performer form contract maintained at the Center for Student Leadership and Engagement. A contract must be executed by the speaker/performer and the College at least 20-days prior to the engagement/performance date(s) on College grounds.

STUDENT COMPLAINT PROCEDURES

Purpose

Bloomfield College is committed to enabling students to realize their intellectual and personal goals in a positive learning environment and to safeguarding conditions which will foster mutual respect and fair treatment. The College takes all student complaints seriously and reviews and responds to such complaints in a timely fashion. The purpose of this document is to provide students with the mechanism for expressing their concerns and to comply with federal and state laws as well as accreditation requirements.

Definition of "Complaint"

A "*complaint*" is defined as a formal expression of protest, grievance, or dissatisfaction with a situation, decision or circumstance by which an individual or group perceives themselves as victims or recipients of unjust, wrongful, illegal actions/behaviors of another individual or group. Complaints may include but are not limited to: academic issues; mistreatment by fellow students or a college employee; wrongful assessment of fees; records, registration and grad-

ing errors; student employment issues; verbal or physical abuse or coercion; or any other violations of the Student Standards of Conduct or College policies.

Procedures

Informal Inquiry (Step 1) – A complainant may select an informal or formal resolution process. An informal resolution process focuses on addressing the situation on a departmental level without a formal investigation. Whenever possible, students are encouraged to resolve an issue by having a calm discussion with the student, faculty member, or other person with whom there is an issue. It may be possible to resolve the issue without formal institutional action. The student should request an appointment with the other individual for this purpose. Resolution of an informal inquiry typically results in clarification of a misunderstanding or an apology from the respondent with assurance that the offending behavior will cease. If unresolved at this level, the student should request a meeting with the faculty member's division chairperson or the staff member's supervisor. If still unresolved, the student should proceed to the Formal Complaint process.

Formal Complaint (Step 2) – To initiate a formal complaint, a complainant should complete and submit the Student Complaint Form to the appropriate Vice President (see table below). The Vice President receiving the complaint will review the content included in this form and determine an appropriate response. The formal resolution process requires an investigation by the Vice President or his/her designee. The College will make every necessary effort to provide a preliminary response to the complaint within 48 hours. A permanent outcome of the complaint should be made available to the complainant within 30 business days. The student initiating a complaint must be the student who alleges she/he was treated unfairly.

A complaint, based on its nature, may be initiated *in person* through the Informal Inquiry or Formal Complaint process. A formal complaint must be submitted *promptly* via email to the appropriate individual listed below.

Nature of Complaint:

Violation of or arbitrary or unfair application or use of a written College academic policy

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Violation of or arbitrary or unfair application or use of a written College student policy

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Academic concerns (e.g., registration holds, advising, transfer credits, prior learning assessment)

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Mistreatment by a faculty member

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Academic/classroom facilities (e.g., heating, seating, hours)

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Campus facilities (e.g., parking, space for meetings/activities, residence hall conditions, cafeteria conditions)

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Disability Services

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Roommate issues

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Library resources

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Staff/Non-Academic Department treatment complaints

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Staff/Academic Division and Department treatment complaints

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Technology/Network complaints (e.g., computer equipment, network speed and function, portal access)

Report to: Mr. Howard Buxbaum,
VP for Finance and Administration
howard_buxbaum@bloomfield.edu

Nature of Complaint:

Student Planner issues

Report to: Dr. Tresmaine Grimes,
VP for Academic Affairs
tresmaine_grimes@bloomfield.edu

Nature of Complaint:

Cafeteria quality/menu

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Billing complaints

Report to: Mr. Adam Castro,
VP for Enrollment Management
adam_castro@bloomfield.edu

Nature of Complaint:

Mistreatment by another student

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Sexual harassment or discrimination on the basis of race, creed, age, physical handicap, sex, sexual orientation, or national origin

<http://www.bloomfield.edu/student-life/safety-security/sexual-assault>

Report to: Dr. Patrick Lamy,
VP for Student Affairs
patrick_lamy@bloomfield.edu

Nature of Complaint:

Criminal activity

Report to: Campus Security (x1366)
(225 Liberty Street lower level)
jack_cortez@bloomfield.edu

Depending on the circumstances, both informal and formal resolution processes may be utilized.

Formal Complaint (Step 3) – The Vice President handling a complaint may convene one of the College’s Judiciary

Boards to make a final determination of the appropriate outcome.

CAMPUS CONDUCT HOTLINE

Students may also report complaints through the Campus Conduct Hotline® -- Dial toll-free to 866.943.5787. The hotline is available for use 24 hours per day, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous. Issues that may arise that can be reported include discrimination, fraudulent activity, harassment, hate messages, hostile workplace, illegal business activity, NCAA violations, safety and security issues and bullying.

Contact information

Dr. Patrick Lamy
Vice President for Student Affairs/Dean of Students
208 Liberty Street (Office of Student Affairs)
Email: patrick_lamy@bloomfield.edu
Phone: (973) 748-9000, x 1245

Dr. Tresmaine Grimes
Vice President for Academic Affairs/Dean of Faculty
73 Oakland Avenue (Office of Academic Affairs)
Email: tresmaine_grimes@bloomfield.edu
Phone: (973) 748- 9000, x 1101

Mr. Adam Castro
Vice President for Enrollment Management
One Park Place
Email: adam_castro@bloomfield.edu
Phone: (973) 748-9000, x 1388

Mr. Howard Buxbaum
Vice President for Finance and Administration
Knox Hall
Email: howard_buxbaum@bloomfield.edu
Phone: (973) 748-9000, x 1200

EXCEPTIONS

The following types of complaints have established procedures and are therefore exempt from this policy.

- Complaints about grades
- Appeals regarding academic suspension or dismissal
- Repeating classes for a third time
- Academic dishonesty (plagiarism or cheating)
- Resolution of Proposed Accommodations for Disabilities
- Financial Aid decision
- Harassment and Discrimination
<http://www.bloomfield.edu/student-life/safety-security/sexual-assault>

ALTERNATE AVENUES FOR COMPLAINT

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.

STUDENT COMPLAINT FORM

All complaints from students will be channeled to the appropriate Vice President. The Vice President receiving the complaint will review the content included in this form and determine an appropriate response. The College will make every necessary effort to provide a preliminary response to the complaint within 48 hours. A permanent outcome of the complaint should be made available to the complainant within 30 business days.

A complainant may select an informal inquiry or formal resolution process, as described in Steps 1-3 in the Student Complaint Procedures. An informal inquiry will generally result in a process that focuses on addressing the situation on a departmental level without a formal investigation. A formal resolution process requires an investigation by the appropriate College Officer (Vice President). Depending on the circumstances, both informal inquiry and formal resolution processes may be utilized. The Complaint Form is available on Student Portal.

STUDENT GUEST(S)

Bloomfield College students are responsible for and are expected to monitor the behaviors and actions of their guest(s) while on College grounds or in attendance at campus social/educational events. Bloomfield College students can be subjected to a range of disciplinary actions in cases where the actions or behaviors of their guest(s) infringe on the rights of other members of the College community and/or disrupts customary day-to-day college activities.

RESOURCES AND IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Main Phone Number (973) 748-9000
Personal Counselor ext. 1403
Health Services Officer. ext. 1360
Residential Education and Housing ext. 1247
Chaplain. ext. 1393
Security. 0 or ext. 1366

OFF CAMPUS

Bloomfield Police

Emergencies 9-1-1
Non-Emergency (973)680-4141
Detective Bureau (973) 680-4084

Medical

Mountainside Hospital, Montclair . . . (973) 429-6000
Clara Maass Medical Center, Belleville . (973) 450-2000
Columbus Hospital, Newark (973) 268-1400

HIV Testing (Confidential)

East Orange Primary Care (973) 675-1900
444 William Street, East Orange

Pregnancy

Planned Parenthood (973) 622-3900
Birthright (973) 743-2061

Mental Health

East Orange Crisis Intervention. (973) 672-9685
Community Health Care Counseling
for Belleville, Bloomfield and Nutley. (973) 450-3100

Community Resources

Safe House – shelter, counseling,
housing and legal advocacy (973) 759-2154
Essex County Family Violence Program (973) 484-4446
Domestic Violence Services for
Men Who Batter – UMDNJ. (973) 972-6421
NCJW Center for Women (973) 994-4994
NJ Coalition for Battered Women/
Lesbian Helpline. 1 (800) 224-0211