

## **Equal Opportunity and Affirmative Action Statement**

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles, which are integrally woven into the university's mission. The University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

The University follows the *New Jersey State Policy Prohibiting Discrimination in the Workplace*.

## **COMPLAINT PROCEDURES FOR STUDENTS**

### **I. Internal Complaint Process**

#### **A. Reporting**

1. All discrimination complaints must be reported to the Affirmative Action Officer. Anyone who believes that they have been subjected to discrimination, including sex discrimination, sex-based harassment and retaliation, is encouraged to report the matter promptly. Early resolution of complaints can benefit the complainant, the respondent, and the University as a whole. Late reporting may impede a satisfactory resolution or hamper a proper investigation.
2. Any individual (except one who has a legally protected privilege) who has knowledge of conduct involving harassment or who receives a complaint of harassment should immediately inform the Affirmative Action Officer. Such information will commence these procedures.
3. Complaints will be handled with sensitivity throughout the process. Confidentiality will be maintained to the extent possible.
4. Reporting a complaint to the Affirmative Action Officer does not preclude a student from filing a complaint with outside agencies

## B. Resolution Process

### 1. Intervention

- a) At the discretion of the Affirmative Action Officer, the initial effort of the internal procedure may involve an informal resolution. The complainant may, at any time, proceed with a formal written complaint.
- b) All parties have the right to be accompanied by an advisor of their choice at every stage of the internal process. An adviser's role is to support and advise the complainant or respondent. Any further participation in the process is at the discretion of the Affirmative Action Officer.
- c) Actions taken by the Affirmative Action Officer to informally resolve a complaint may include, but are not limited to:
  - listening to the complainant to determine desired action;
  - advising the parties about the University's discrimination policy and procedures;
  - having the complainant meet with the respondent and the Affirmative Action Officer to discuss the complaint; and
  - meeting with administrators or other appropriate individuals to resolve the matter.

### 2. Investigation

- a) At the discretion of the Affirmative Action Officer, a formal complaint investigation may be initiated.
- b) The Affirmative Action Officer will contact the respondent and the respondent will be given the opportunity to respond to the complaint.
- c) The Affirmative Action Officer will conduct a prompt investigation and submit an investigative report to the President, or designee. The President, or designee will issue a final determination letter on the complaint to the complainant and respondent.

## III. **External Agencies**

Students can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. An individual should contact the specific agency to obtain exact time frames for filing a complaint.

Office for Civil Rights, New York Office  
United States Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: 646-428-3800  
Fax: 646-428-3843  
E-mail: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)  
TTD: (877) 521-2172

**Division on Civil Rights, N. J. Department of Law & Public Safety**  
(Filing period - 180 days)

**Northern Regional Office**

31 Clinton Street  
3rd Floor  
Newark, NJ 07102  
973-648-2700  
TTY: 973-648-4678

**Central Regional Office**

140 East Front Street, 6th Floor  
Trenton, NJ 08625  
609-292-4605  
TTY: 609-292-1785

**Southern Regional Office**

5 Executive Campus, Suite 107  
Cherry Hill, NJ 08034  
856-486-4080  
TTY: 973-648-4678

**South Shore Regional Office**

1325 Boardwalk, 1st Floor  
Tennessee Ave and Boardwalk  
Atlantic City, NJ 08401  
609-441-3100  
TTY: 609-441-7648