



## **Student Handbook**

**2008-2009**

### **RESIDENT AND OFF CAMPUS STUDENT INFORMATION**

#### **Resident Student Information**

Centenary has a long tradition as a residential college and seeks to provide comfortable and convenient campus housing for students. The College believes that education encompasses social and personal development as well as a supportive environment through its residence life programs.

Residence accommodations include seven residence halls, each offering a unique living environment.

Each spring a housing lottery is conducted in which students select their rooms for the following academic year. Incoming first-year and transfer students are assigned rooms by the Campus Life Staff based upon the housing questionnaire they are asked to complete before arriving on campus. Please note the Campus Life Staff is not obligated to fulfill specific requests nor does it take any responsibility for roommate compatibility.

Residents are responsible for any damage incurred to their rooms, furniture, or any part of the residence buildings. The safekeeping of student's property is the responsibility of the resident. The College is not responsible for lost or stolen property and strongly discourages students from leaving valuable articles in their residence hall rooms.

The Campus Life Staff offers a variety of social and educational programs that meet the diverse needs of students. Programs are conducted throughout the academic year and student input regarding program topics is always requested.

#### **Residence Halls:**

**Anderson Hall** –Coed, Break Housing

**Washabaugh Hall** -Coed

**Van Winkle Hall** -Female

**Lotte Hall** -Coed, Quiet

**Bennett-Smith Hall**-Apartment Style Living

**Reeves Hall** –Coed, Dry Hall, First-Year Experience Hall

**Smith Hall** – Coed, Dry Hall, First-Year Experience Hall

## **Guidelines for Residential Living:**

### **Residence Contract**

All students are required to sign a legally binding residence hall contract prior to moving into a residence hall. This contract is available on the web at : [http://www.centenarycollege.edu/campuslife\\_studaffairs\\_handbook.pdf](http://www.centenarycollege.edu/campuslife_studaffairs_handbook.pdf). It is each student's responsibility to be familiar with the contents of the contract.

### **Telephones**

Local phone service is provided and a calling card is required for all other calls. To access your voice mailbox dial 4242 from your phone using your four digit extension as your mailbox and password.

### **Room Selection**

A week in the spring will be set aside as room selection week. The procedure for selection is posted in advance. All new students will receive room assignments during the summer; returning students will receive confirmation of their housing selections.

A housing reservation and registration deposit of \$300 for the fall semester of the academic year for which application is made is payable to the Business Office before the spring priority drawing and room selection for the following year. Deposit is not refundable in the event of cancellation of room reservation after May 15 for the fall semester.

### **Keys**

Students are issued a key or keycard for the residence hall front door and their assigned rooms. Students are responsible for keeping their rooms and outside doors locked at all times. For security reasons, outside doors may not be propped open. Lost keycards will be replaced at the cost of \$10. Front door keys are replaced for a fee of \$75.

Students must return keycards to the Campus Life Office within 24 hours after termination of or withdrawal from residence.

### **Room Inspection and Damages**

Upon arrival students are given a room condition report, which is used to document the condition of the room. Since the student will be held responsible for any and all damage to his/her room during the academic year, he/she should thoroughly examine and document the condition of the room as they find it. Roommates will be jointly responsible for the damage to their room.

Public area damage that cannot be attributed to specific individuals will be billed to the residents of that section, floor, or building. The Office of Campus Life makes every effort to determine which individuals are responsible for damage to the residence halls.

Campus Life staff members will investigate all incidents of vandalism and damage in their halls or floors.

### **Personal Property**

Students are responsible for personal property, including providing their own room/suite insurance. At no time will the College be responsible for damaged or stolen personal property of students. This includes property in residence hall rooms or storage areas. If students lose property they should consult the Campus Life Staff and Security to report the loss and should notify parents or insurers for insurance purposes.

### **Quiet Hours**

During certain hours each day, there shall be no loud noises from stereos, televisions, or group gatherings. During these time periods all residents and their guests will have the responsibility to observe the rules of quiet hours in order to ensure the rights of other residents.

Quiet hours will begin at 11 p.m. and extend to 11 a.m. the following day on weeknights, Sunday through Thursday. On weekends, Friday noon until Sunday 11 p.m., courtesy hours will be in effect. It is expected that residents will comply with any request to reduce noise during courtesy hours. Courtesy hours are in effect at all times that quiet hours are not in effect. Speakers and other musical appliances are expected to be of appropriate size and volume for a residence hall setting. Personal property will be confiscated if there are any violations to this policy.

### **Common Lounge Areas**

Common areas such as hallways, lounges, kitchens, bathrooms, laundry rooms, etc. are furnished and maintained by the College for the use of all students. Furniture is not to be removed from these areas. When students use any of these common areas, they should clean up after themselves so that other residents can use the common areas. Damages done to these areas will be assessed to the dorm as a whole if the responsible individual(s) can not be found.

### **Storage**

Students may not store belongings in their room over the summer. All residence hall closets are cleaned out each summer and items found in closets are discarded.

### **Vacation Closing**

Residence halls are closed during the semester breaks and between the fall and spring semesters. This includes Thanksgiving, winter and spring recesses. All students must vacate the residence halls during these closings. The only students permitted to stay over break are those who apply at the appropriate time and are approved to stay by the

office of Campus Life.

### **Residence Hall Visitation Policy**

The Residence hall policies and procedures related to guests and visitors exist to allow students the privilege of hosting guests in a manner that does not infringe upon the comfort or rights of other residents. These policies are designed to maintain an appropriate level of safety and security in the residence halls. The following general policies apply to all guests and hosts.

1. Residents and their guests are responsible for knowing and abiding by all College and Campus Life policies, procedures, regulations and standards.
2. The host is responsible for the actions of his or her guest at all times. The host will be held accountable for any violation that his or her guest may commit.
3. There may be special times of the year, such as semester breaks, summer sessions, and exam periods, when the guest and or visitation policy may be restricted or modified.
4. Guests must have a valid ID and present it upon demand from a staff member or Centenary College administrator.
5. A person is considered a guest in a student room if they are not registered through Campus Life to occupy that specific residence hall room.
6. Consistent violation of the guest and visitation policy may warrant termination of housing privileges.
7. Allowing a person to live in a space to which he/she is not assigned is prohibited.
8. Visitation hours are 10:00 am and 1:00 am Monday - Thursday.

### **Short term Guests**

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a short-term guest (one whose stay is a few hours or less, but not overnight) during the designated visitation hours. The following procedures and conditions must be met.

1. It is mandatory that the host meets his or her guest at the main entrance to the hall.
2. The host must remain with that person at all times when the guest is in the residence hall. Thus, guests may not occupy student rooms or common areas while the host is not present. We do not permit you to leave guests in a room while running errands or attending classes.
3. An individual nonresident of the halls may not be an overnight guest in the residence halls more than two consecutive nights or 10 days during the semester.
4. A resident may not have more than three guests at one time.

### **Overnight Guests**

Provided there is no unreasonable interference with the rights of a roommate, a

resident may have an overnight guest (one who stays for more than a few hours and/or sleeps in the room overnight). In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests, as outlined above. In addition, the following procedures and conditions must be adhered to.

1. An approved overnight guest pass must be obtained from the Resident Director of the hall at least 24 hours prior to the guest's arrival.
2. An individual nonresident of the halls may not be an overnight guest in the residence halls more than two consecutive nights or 10 days during a semester, whether with the same host or different hosts each night.
3. An individual nonresident of a particular room may not be an overnight guest in another room and/or hall more than three consecutive nights or 10 days during the semester.
4. A resident may have no more than two over night guests at one time.

### **Children as Guests**

#### Minor Children over the age of seven

Minor children over the age of seven must comply with all of the guest requirements listed above.

#### Minor Children under the age of seven

Individuals under the age of seven are not permitted as guests. Centenary College residence halls are designed to accommodate adult students. They are not a safe or appropriate place to entertain or care for children. There are many potential hazards that exist in the halls which may seriously compromise the safety and security of small children.

While we recognize that students may have children of their own, we do not have a Family Housing option at this time. It is for the aforementioned reasons that **we strongly discourage visitation by children under the age of seven.** However, students with children may request a special pass provided by the Assistant Dean of Students for approval for hall visits **by their own children** under the age of 7.

### **Visitor Bans**

There are some people who are banned from entering Centenary College residence halls for various reasons. A list of these individuals has been given to the Residence Life staff, the Visitor Receptionist and Campus Security. These individuals will not be given visitor passes and should not enter any residence hall for any reason.

### **Suspension of Visitor Privileges**

Resident students who have repeatedly violated the visitation policy or other college policies may lose the privilege of hosting guests or visiting other halls as a guest. Those whose privileges have been suspended may not: host any guests in their room or visit any other room as a guest outside of their assigned residence hall.

Students who choose to host the guests of students whose visitation has been suspended risk losing their privilege of having a guest.

### **Hall Security**

Each student will be given a key/keycard to her/his assigned room. Students are responsible for keeping their room doors and outside doors to residence halls locked at all times. Outside doors may not be propped open. Any student caught propping open a door or setting off door alarms will be fined for a first offense and will be removed from campus housing if there are repeat offenses. Students or guests may not enter or exit through residence hall windows.

### **Alcohol Policy**

The Centenary College Alcohol Policy is detailed in the Student Affairs Policies and Procedures Section. However, the specifics of this policy as it relates to residence life are as follows:

1. There is absolutely no alcohol possession or consumption allowed in rooms where the resident or his/her guest is under 21 years of age.
2. If an underage resident has a guest who is 21 years of age or older, the guest cannot possess or consume alcohol in the student's room.
3. If a student is 21 years of age or older and has a roommate who is underage, no alcohol can be possessed or consumed in the room.
4. If the student is of legal drinking age and has guests who are underage, the guests cannot possess or consume alcohol and the student would be liable under the Judicial System.

Resident Assistants and Resident Directors are required to report any infractions of the alcohol policies. No exceptions will be made.

## **OFF-CAMPUS HOUSING AND RESIDENCE HALL SAFETY**

Residence halls and apartments are not immune to criminal activity. Crimes ranging from theft to sexual assault have occurred in campus residences, but you can use some common-sense precautions to reduce your vulnerability. These safety tips are useful for on- and off-campus housing.

### **Residence Hall and Apartment Security:**

- \_ Never prop open external doors or apartment building doors. When entering or leaving, make sure all doors are securely locked, and if you see a door that is not secure, make sure you lock it.
- \_ Always lock your residence hall room or apartment door when you are alone or sleeping, or when your room is unoccupied, even if it is only for a few minutes. Of all burglaries reported in rooms, more than 90% involved unlocked doors, so locking up is the single most effective action you can take to reduce theft.

- Never allow strangers to enter your residence hall. Delivery persons should remain outside while the person awaiting the delivery is summoned. Request identification before admitting any repair personnel, and if you question someone’s identity, call Security for verification.
- Report all strangers seen wandering inside or loitering outside residence halls or apartment buildings to Security, Student Affairs, Campus Life, Business Office or the police.
- Always escort your guests in and out of the building, and choose your guests carefully. You are responsible for the conduct of your guests while they are present in the building. Individuals not living in the building may not feel a sense of obligation to you, your property, or other residents.
- Question unescorted persons in your residence hall or apartment building. If you find that you are uncomfortable doing this personally, call Campus Life Staff or Security.
- Never loan anyone your keys, ID card, etc. Non-residents, even close friends do not have the same level of concern for the security of your hall. Do not leave your keys unattended in your room or in any public place. Do not put your name or address on your key chain. If keys are lost or stolen, report the loss immediately to Student Affairs. At night always have your keys ready before you get to the door.
- Have the Security telephone number posted near all telephones in case of emergency.
- Ask the Campus Life Staff to schedule crime prevention and personal safety programs for your residence hall. Try to attend all available workshops to pick up pointers.
- Report all malfunctioning doors, windows, security screens, inoperative lights, shrubbery that need to be trimmed near doors and windows to the Campus Life Staff for immediate repair.

### **Personal Safety**

- Use your door viewer (peephole) when answering the door. Do not let strangers into your room or apartment for any reason. If someone you don’t know asks to use the phone, offer to make the call for him or her.
- Always keep your windows covered at night and never reveal either in person or to a telephone caller that you are alone.
- Report all obscene or harassing phone calls to Security. If someone calls with the wrong number, never give the caller your name, address or the number they have.
- Never use your first name in telephone directories or on mailboxes. Use your initial only.
- Leave lights on in two or more rooms and if someone knocks or rings the doorbell, call out in a loud voice; “I’ll answer,” it to imply that you are not alone.
- Be aware of deserted laundry rooms, study rooms, lounges, parking lots or garages, and elevators, especially late at night.
- Try not to enter elevators with a stranger. Stand next to the control panel in the elevator if possible, and if you’re trapped by an assailant, push the emergency alarm and as many buttons as possible so the elevator will stop on the next floor. Take care

- not to push the STOP button.
- \_ Avoid walking alone at night, but if you must, stay in well-lighted areas.

### **Protecting Private Property**

- \_ In your room or apartment, keep such valuables as wallets, jewelry, and purses out of plain view. Do not leave valuables unattended in lounges, laundry rooms, study rooms, rest rooms, or similar areas.
- \_ Participate in Operation Identification by engraving your valuables with your social security number, and maintain a list of the make, model number, serial number and value. This will aid in the recovery of your property if it is stolen.
- \_ Avoid carrying large sums of money on your person. Open a savings or checking account rather than allowing large sums of money to accumulate in your room.

### **Alcohol and Drugs**

- \_ Obey all College regulations pertaining to alcohol and drugs. Do not use or store illegal drugs in campus housing. Alcohol and drug laws are strictly enforced on campus.
- \_ Stay sober and coherent. Persons under the influence of alcohol or other drugs are much more likely to be the victim of a serious crime or accident or to victimize others.

### **Fire Safety**

Always follow Centenary's fire regulations. Check with your resident assistant or the office of Campus Life if you have any questions.

### **Smoking**

- \_ Smoking is not permitted in any building on Centenary's campus.
- \_ Smoking is permitted outside only. Use caution when smoking as lit cigarettes and ashes can cause unintended fires.

### **Open Flames**

- \_ Candles, incense, bottled gas appliances and other flame devices are forbidden on campus.

### **Electrical Circuits**

- \_ Too many cords plugged into one outlet can result in a dangerously overloaded circuit.
- \_ Extension cords must be UL-approved and contain circuit breakers.

### **Electrical Appliances**

- \_ Irons, coffee makers and hot pots should never be left unattended. Wait for them to cool before storing.
- \_ Open-coil appliances and those with open heating surfaces such as halogen lamps of

any kind, space heaters, toasters and hot plates are not allowed under any circumstances.

### **Flammable Liquids**

- \_ Centenary forbids the storage of flammable liquids in residential buildings.

### **Trash**

- \_ Store and dispose of rubbish properly so there is no chance of fire. Do not leave trash or personal belongings in the hallways.

### **Know What To Do in Case of a Fire**

Take time to get prepared now because there is no time in an emergency. Know the location of:

- \_ *Fire Exits* Know where they are and be sure they open easily and are free of trash or clutter. Only activate alarm doors in case of fire or other emergency. A wrongfully activated or disconnected door alarm carries a \$50 fine.
- \_ *Fire Extinguishers* Understand the correct types and how to use them. Every residence hall and academic building has at least one fire extinguisher on every floor. A wrongfully discharged fire extinguisher carries a \$250 fine.
- \_ *Fire Alarms* An alarm sounded immediately can protect property and save lives. A false alarm carries a \$500 fine and possible legal action.

### **If You Discover a Fire:**

- \_ Sound the alarm or call the fire department immediately.
- \_ Pound on doors and shout on your way out.
- \_ Leave the building immediately and report to assigned destination.
- \_ Never enter a burning building.

### **If You're Inside:**

- \_ Use the fire exits.
- \_ Crawl to stay beneath smoke if necessary.
- \_ Don't open door if the doorknob or door is hot.
- \_ If you can't leave the room, open windows at the top and bottom, hang something out the window to attract attention, and shout for help.

### **Suspicious .....You Bet!**

What is suspicious? Anything that seems even slightly out of the ordinary for the area or time of day during which it occurs. The most obvious things to watch for and report are:

- \_ Strangers entering your neighbor's room when it is unoccupied
- \_ Strangers on your floor trying doors to see if they are locked
- \_ Screams heard anywhere, anytime may mean an assault or robbery is in progress
- \_ The sound of breaking glass or other loud, explosive noises may mean an accident, burglary or vandalism
- \_ Persons around bicycle racks carrying bolt cutters and tools
- \_ A person running especially if carrying something of value could be leaving the

scene of the crime.

While some, if not all, of the situations described above could have innocent explanations; Security would rather investigate crime-prone situations than be called when it is too late. Your call may save a life, prevent an injury, or stop a criminal act.

### **Assist Your Security Department**

- \_ Be aware of your surroundings. Many crimes occur literally under the noses of people who just did not notice anything suspicious. \_ Safety and security are everyone's responsibility. You can reduce the possibility of becoming a crime statistic by being alert to your environment.
- \_ Your safety and security on campus ultimately depend on you as an individual. You must take responsibility for your own safety. You must be security-conscious at all times for your benefit and for that of others on campus. Centenary annually offers programs on safety and security.

### **Emergency "Lockdown Procedure"**

The "lockdown procedures" will be initiated by a designated Administrator(s) of Centenary College. Notification will be made via the Mass Notification System. The "lockdown" will be initiated in the event that an armed and dangerous individual is on the campus or, when an emergency incident occurs which necessitates the need for a lockdown.

### **Procedures**

1. Remain Calm
2. Lock/Secure (Deadbolt) your door – If you are not in a room at the time a lockdown is declared enter the nearest room and lock and/or (deadbolt) secure the door. \*Do not respond to anyone who may knock at the door.
3. Turn off lights and pull shades – Dark Rooms are harder to see into. Keep Quiet.
4. Stay off of the phone – Instructions may come by phone.
5. Move to a safe area within the room – Keep out of sight. Stay away from doors and windows. Do not allow anyone to sit on window sills.
6. Permit no one to leave – Prepare a list of those present in the room at the time of the lockdown. Also, list anyone else present who is not usually in the room during that period.
7. Ignore all bells – During a lockdown procedure, ignore any bells or alarms.

8. Notification at the conclusion of the lockdown will come via the mass notification system.

### **Drug Policy**

Please refer to the Student Affairs Policies and Procedures section. Centenary College is committed to a drug-free residence life environment, and prohibits the possession, use and distribution of illegal narcotics by or to its students on or off campus. As with the Alcohol Policy, Resident Assistants and Resident Directors are required, without exception, to report any infractions of the drug policies.

### **Search and Routine Room Inspection**

The College reserves the right to have authorized personnel enter any residence hall unit for the purpose of inspection, repairs, or any other official business. Please refer to the Residence Contract for specifics with regard to searches and inspections.

### **Termination of Occupancy**

The Deans of Students reserves the right to terminate residence contracts, relocate residents, and fill vacancies wherever and whenever necessary.

All students need to take responsibility for their own physical and mental well-being. It is in the student's best interest as well as in the best interest of the entire residence community for all students to abide by the rules and regulations of the College. Therefore, in certain instances where it is apparent that a student is not acting responsibly, or is engaging in self-destructive behaviors, the Dean of Students, in consultation with appropriate Student Affairs staff members, has the right to terminate residence contracts without refund.

## **COMMUTER STUDENT INFORMATION**

With the exception of living in residence halls and taking all meals in the dining hall, commuter students participate in all the activities and have all of the rights and responsibilities of resident students. Centenary College makes every effort to ensure commuter students have a full college experience. It is of utmost importance that commuter students become involved. The best way to get the most out of your college experience is to participate in a variety of intellectual, cultural, and social activities. Join clubs or organizations that reflect your needs and interests. Use your out-of-class time to provide a co-curricular base for your personal, academic, and pre-professional experiences. It can make the difference between just going to classes and going to college.

The Commuter Council is an organization on campus that acts as the voice of commuting students. This group is open to all students and welcomes suggestions about how to improve the college experience for commuters.

## **Guidelines for Commuter Students**

**Lockers** – Lockers are available in the basement of the Seay building on a first-come, first-serve basis. Commuters must supply their own lock and register them with campus life.

**Meals** – Commuters are permitted five meals a week on campus at no charge. Those wishing additional meals must purchase a meal ticket from the receptionist at the switchboard.

**Mail** – All commuter students are provided with mailboxes. Official college communications are sent to these boxes and students are advised to check their mailboxes regularly.

**Parking** – Cars belonging to commuters and parked on campus must be registered with the Business Office. There is no registration fee. Some parking spaces exist on the streets surrounding the campus. Parking is not permitted behind Smith, Van Winkle, and Anderson residence halls and Brotherton Circle. Please refer to the Student Affairs Policies and Procedures section for further parking information and regulations.

**Overnight Accommodations** – There may be rooms on campus available for commuter students use should overnight accommodations be required for special campus events, during examination periods, or inclement weather. Please contact the Office of Campus Life for more information. On weeknights (Sunday through Thursday), no overnight commuter guests are allowed in the residence halls without an official guest form on file. In addition, please consult the Residence Hall Guest Policies and Procedures section.

**Alcohol and Drug Policies** - The College Alcohol and Drug Policies are detailed in the Student Affairs Policies and Procedures section.

## **Campus Safety**

*Campus Safety Means Protecting People and Property.*

Centenary is a great place to learn and grow. But the Centenary campus, like any other community, has its share of accidents, crimes and injuries. Fortunately, the right attitudes and actions can help protect:

- \_ You
- \_ Your belongings
- \_ Fellow students
- \_ Your campus.

## **Take Steps to Protect Yourself**

On or off campus, using common sense is often your best protection when walking or jogging. Some tips on avoiding attacks:

- \_ Go with someone. There is safety in numbers!
- \_ Stay away from isolated or dimly lit areas.

- \_ Try to stay near streetlights. Avoid shortcuts. Alleys, parks and parking lots may be dark and isolated. On campus, ask the switchboard operator to call Security or a friend to come and walk you to your hall.
- \_ Protect your valuables. Hold your purse or book bag tightly, close to your body. Don't carry a purse or book bag hanging from one shoulder.
- \_ Don't carry large amounts of cash. A front pocket is safer for a wallet than a back one.
- \_ Dress sensibly. Tight pants, clogs or heels make movement difficult. Don't flaunt expensive jewelry.

### **If You are Being Followed**

- \_ Cross the street.
- \_ Change direction.
- \_ Keep looking back so the person knows you can't be surprised.
- \_ Go to a well-lighted area, enter a store, house, residence hall, classroom or library anywhere there are people. \_ Notice and remember as much as possible about the person so you can give a good description.

### **If You are Held Up**

- \_ Don't resist. No amount of money is worth taking chances with your life.
- \_ Don't take risks. You can never tell if a robber is armed.
- \_ Notify Security, Student Affairs of the approximate age, height and weight as well as details on the robber's hair, clothing, jewelry, scars, tattoos anything that is noticeable.

### **Be Smart - Don't make life easy for a thief**

- \_ Protect your belongings by using common sense and taking precautions.

### **Protect Your Personal Property**

Lock your room or apartment doors every time you leave even when going down the hall. The best locks in the world can't prevent theft if they're not used!

Make a list of your valuables and keep it in a safe place. Include an exact description, year purchased and serial numbers. Thieves sometimes go unpunished and property goes unreturned because people can't recall or identify exactly what they owned.

- Engrave your valuables with an ID number (your social security number, for example). \_ Don't leave your belongings (books, gym bags, backpacks, calculators, coats, etc.) unattended in libraries, hallways, the gym facilities or classrooms. \_ If you think you are the victim of theft, do not disturb the theft site until authorities

arrive.

### **Protect Your Bicycle**

- Always lock it, even if you're only going to be gone for a minute. It only takes a few seconds for a thief to pick up a bicycle or ride it away.
- Lock it securely through both wheels and the frame. Use a heavy chain, cable or bike lock to connect it to an immovable object - not to a tree
- Register your bike with the police. Record the description, serial number and registration number, and keep these records in a safe spot.
- Engrave your bike with your ID number.

### **Protect Your Car**

- Always lock your car and take the keys. Many car thieves don't have to break in because the door is already unlocked and the keys are in the ignition. Lock valuables in the trunk so a thief won't be tempted to break in.
  - \_ Don't park in fire lanes or restricted areas or you may be ticketed or towed.
  - \_ Park in well lighted areas where there are plenty of passersby.
  - \_ Register your car with the Business Office every year.

### **Some Tips On Self-Protection**

On and off campus, it is important for to take precautions against sexual assault. Avoid danger:

### **Where You Live**

- \_ Keep your doors locked when you're alone - day or night.
- \_ Don't let strangers in.
- \_ Don't leave a door propped or unlocked for someone planning to come later. Anyone could enter the building uninvited.

### **On the Street**

- \_ Dress for movement, and don't weigh yourself down with a large bag.
- \_ Don't give information or directions to strangers.

### **Using Public Transportation**

- \_ Try to avoid isolated bus or train stops and times when few other people are around.
- \_ Stay away from the curb until your bus arrives.
- \_ If possible, sit near the driver and notify him or her of any problems.

### **In A Car**

- \_ Keep doors locked while driving.
- \_ Don't pick up hitchhikers.
- \_ Park in well-lighted areas if possible.
- \_ Check the back seat before getting into a car.

### **More Tips:**

- \_ Don't walk alone -It just doesn't pay to take chances. \_ Don't hitchhike - There is no way to tell what kind of person will offer you a ride. Getting in a car with a stranger goes against common sense. \_ Report suspicious activity - Campus Security or police should be notified of any threatening incidents or unusual behavior. \_ Take a course in self-defense

### **If You're Being Attacked**

- \_ Be realistic about your ability to protect yourself. An immediate reaction of yelling, hitting or biting may give you a chance to escape, but it may also lead to further harm.
- \_ If your life is in danger, passive resistance (vomiting, urinating, and telling the attacker you're diseased) may be your best defense.

**REMEMBER:** Every emergency situation is different. Only you can decide which course of action is appropriate.

1. Report the crime to Security, Student Affairs or the police immediately.
2. Report as many details of the incident as possible.

A Safe Campus Is Everyone's Responsibility! Do your part to protect yourself and others by being:

- \_ ALERT for safety hazards and campus crimes.
- \_ SAFETY - CONSCIOUS where you live and everywhere on campus.
- \_ IN-THE-KNOW about alcohol, drugs, safety precautions and emergency procedures.
- \_ PROACTIVE. Report all incidents immediately.

## **POLICIES & PROCEDURES**

The Centenary College Code of Citizenship, Code of Conduct and the Judicial Committee Constitution are the foundations of Centenary's community living. These documents were approved by the Centenary College Board of Trustees.

### **Code of Citizenship**

Centenary College strives to provide a quality education for all its students within the

context of the College's mission statement and its emphasis on commitment to self, community and profession. The College expects its members to maintain patterns of behavior which enable its central functions of learning, teaching and research to take place and which embody principles of civic order, personal integrity and individual responsibility.

### **Student Responsibilities and Rights**

All Centenary students shall enjoy the same basic rights and be bound by the same standards of conduct. These rights include: the freedom to express one's views in a reasonable manner; freedom to meet peaceably on College property with other members of the community; freedom from violence or the threat of violence; freedom from verbal abuse or harassment regarding race, color, ethnic group, age, religion, sex, sexual orientation, national origin, marital status, political belief. Students are entitled to freedom from unreasonable invasions of privacy regarding both person and property. Students also have the right to expect the College to use reasonable care to provide a safe campus environment. It is the responsibility of each student to adhere to the rules and regulations, which have been established to foster an environment conducive to intellectual, personal, and professional growth.

Rules that are thought unnecessary should be publicly questioned rather than privately violated so that they may be explained, reviewed or changed.

### **College Responsibilities and Rights**

The ultimate right to determine who attends Centenary rests with the College. The College reserves the right to amend all regulations at any time with proper notification. The College reserves the right to take disciplinary action including suspension or expulsion without refunding fees for conduct it considers undesirable. Neither the College nor any of its officers shall be under any liability whatsoever for such disciplinary action.

The College is responsible for complying with all laws regarding discrimination. It must use reasonable care to provide a campus environment that is safe and conducive to learning for all students.

The College will cooperate with federal, state, and local authorities in the identification and prosecution of members of the student body who are charged with crimes of violence or the possession, use/misuse or distribution of dangerous substances in violation of the law. The College has the right to suspend a student charged, by a civil body, with a violation of an alcohol or narcotics law pending determination of the matter, if, upon investigation, a Dean of Students or the President of the College finds the arrest was reasonably based on evidence which if repeated, could be damaging to the College.

### **Code of Conduct**

The College Code of Conduct specifies the conduct that is subject to disciplinary action and summarizes procedures for implementing action. Disciplinary procedures are outlined in detail in the Constitution of the Judicial Committee. The code is based on the College's need to separate itself from civil and criminal authorities and to address quickly and fairly behavior that is harmful to the living and learning environment at Centenary.

This code is not a crimes code, and the general rules of criminal procedure do not apply to it.

Conduct that is in violation of the code is broadly stated in terms of harm to people, property, order and proper functioning of the College. Specific examples, intended to be illustrative and not all-inclusive, are cited. The examples give students general notice of the kinds of conduct that are code violations. Upon being charged, a student is entitled to specific notice of misconduct and the section of the code violated. Even when the College has jurisdiction in a matter subject to this code, it may also report the matter, when appropriate, to civil authorities. The College reserves the right to enforce this code even where civil authorities have acted, but it will not exercise its jurisdiction in the matter solely to increase punishment.

Any member of the College community (administrative official, faculty member, student or staff member) may bring a charge under this code against a student or student group. The provisions of the code also shall apply when students officially represent the College away from campus. While off-campus misconduct will not normally be the basis for disciplinary action, where the College has an identifiable interest separate from that of the community (as, for example, a conviction of felony) or where such conduct is deemed detrimental to the interest of the academic community, such conduct may be subject to disciplinary review and action by the College.

### **Corporate Responsibility**

Living groups or organizations formally approved by the College are subject to the same regulations as individual students.

Any such living group or organization may be held accountable for the action of any of its members if the misconduct is in any way related to the living group or organization. Group misconduct need not be officially sanctioned by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is not a minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test for group discipline is to determine whether it is likely that the individuals would have been involved in the incident if they were not members of the group, or if, by group action, the incident might have been prevented.

The elected officers of a living group or organization have a special responsibility for the behavior of the group during group-sponsored functions. A breach of this responsibility may result in the removal of an elected officer from the position by the Judicial Committee in accordance with the procedures of this code.

The College reserves the right to periodically revise these policies and regulations. Questions may be referred to Student Affairs.

### **Offenses**

- I. The following offenses are those that Centenary College does not tolerate. All offenses listed here can be sanctioned with suspension or expulsion. The Judicial Committee can levy additional sanctions, as the committee deems appropriate. See the Alcohol Policy for Judicial Sanctions involving Alcohol.

- A.** Physical confrontation and/or bodily harm to any student, College official, or person. Verbal abuse of any person. Included are racial, ethnic, sexual or religious slurs, abuse, or harassment.
  - B.** Sexual abuse or harassment to any person. (See Sexual Harassment Policy.)
  - C.** Sexual assault, including acquaintance rape. (See Policy Against Sexual Assault.)
  - D.** Hazing. (See Hazing Policy.)
  - E.** Participating in any prank that threatens the safety of others.
  - F.** Interfering with any College official or representative or law enforcement personnel in the performance of his or her duties or harassment of same, including but not limited to, failure to present identification when entering a College building or when requested to do so by a College official; providing false, incomplete or misleading information to said officials; or withholding information regarding any infraction.
  - G.** Knowingly furnishing false information to the College, including but not limited to, forgery, alteration or use of College documents or instruments of identification with intent to defraud.
  - H.** Violation of the drug/narcotics policy.
  - I.** Unauthorized use, distribution or possession of any controlled substance or illegal drug.
  - J.** Possession of weapons, firearms, fireworks, explosives, or dangerous chemicals.
  - K.** Misuse of safety or fire equipment, including but not limited to, deliberately causing a false alarm, whether by activating a smoke detector or pulling a fire alarm station, falsely reporting a fire or bomb threat, setting a fire, possession of highly combustible or incendiary materials, and vandalizing or tampering with any fire system (including fire extinguishers and hoses), fire alarm pull stations and bells, and smoke detectors. Criminal charges may be filed against the offenders.
  - L.** Acts of vandalism or malicious defacement of property whether another person's or the College's, or other acts that threaten or degrade the College environment. Such acts include, but are not limited to, vandalism of hallways, lounges, elevators, bathroom fixtures, classrooms and exterior doors.
  - M.** Theft from or damage to College premises or property or theft of or damage to property of a member of the College community.
  - N.** Contempt of the College Judicial Process.
- II.** The following offenses are those that Centenary College strongly discourages. All of the listed offenses can be sanctioned with administrative sanctions, fines not to exceed \$500.00, or restitution service not to exceed 40 hours or all. Additional sanctions can be levied by the Judicial Committee, as the committee deems appropriate.
- A.** Causing substances or objects, including but not limited to, bottles, cans, trash, liquids, screens and furnishings to fall from, into or on a window or roof of any building on the College campus.
  - B.** Entry into locked or restricted areas, including but not limited to, roofs, maintenance closets and mechanical rooms.
  - C.** Crawling or climbing into or out of any window on the campus.

- D. Conducting an unauthorized private business enterprise, door-to-door sales and/or soliciting on the College campus.
- E. Providing a key to a College residence hall to any person other than the individual therein; or Possession, exchange, or duplication of an authorized key by an unauthorized person or illegal entry into a room by any means.
- F. Leaving exterior residence hall doors open or propped for any reason without permission.
- G. Failure to comply with any oral or written instructions given by a College official, student, faculty or staff, whom the Board of Trustees or President has vested with such authority; any policy statement adopted by the College; or any administrative announcement of the College Administration or the President of the College.
- H. Violation of any of the College policies including, but not limited to; this Student Handbook, the Residence Contract, the laptop contract, or the Academic Code of Conduct.
- I. Keeping a pet in a college building (other than a previously approved seeing eye dog or a 10 gallon aquarium containing fish).
- J. Violations of the college Alcohol Policy.
- K. Violation of quiet hours and other noisy or disruptive behavior affecting the orderly environment, study habits and lives of resident and nonresident students on the College campus.

**III.** The following offenses are those which Centenary College believes are not in the best interest of the community. All of the offenses can be sanctioned with a maximum \$200 fine, or 20 hours of restitution services or both.

- A. Misuse of water, including but not limited to mischievous acts such as water slides and/ or water battles.
- B. Unauthorized removal or transfer of College furniture or property.
- C. Disposing of trash or unwanted items in any public area except a trash receptacle.
- D. Keeping or storing in any building on the College campus any motorcycle, moped or any other internal combustion engine.
- E. The posting of signs, posters or flyers that have not been approved for posting by appropriate officials of the College. All fines levied are payable to Centenary College and will be used for educational programming materials, services or equipment.

### **Sanctions Pertaining to Individuals**

#### **I. Disciplinary expulsion:**

- A. The permanent removal of a student from the College by action of the President on recommendation of the College Judicial Committee.
- B. The Judicial Committee shall recommend to the Dean of Students and the President that the student be expelled. The President may thereafter expel or refuse to expel. In the latter instance, the student shall remain under disciplinary

suspension.

## **II. Disciplinary suspension:**

- A. The Judicial Committee may suggest that suspension may be imposed only for a period not to exceed two semesters and may carry with it the additional requirement that the student make restitution as a condition of restoration to good standing.
- B. Students on suspension are not permitted in any College activities, academic or nonacademic. Similarly, they are not allowed to take part in any official exercises, including graduation.

## **III. Disciplinary probation:**

- A. This status implies that further violations of the code may result in any disciplinary suspension or expulsion. Additional requirements may be imposed by the Judicial Committee for restoration to good standing.
- B. This status is rehabilitative and/or is intended to further protect members of the College or College property. Examples of probationary measures include exclusion from participation in privileged or extracurricular institutional activities, restitution, and meeting with a dean or counselor.

**IV. Administrative sanctions:** The Dean of Students and the President may impose administrative sanctions such as warnings, reprimands, fines and denials of privileges in the use of facilities whenever this becomes necessary to properly operate and protect the property of the College. Final imposition of such administrative sanctions shall be entered into the student's record. A student may appeal the imposition of such sanctions to the Judicial Committee.

**WARNING:** Admonition of a student for actions unbecoming to the College Community.

**LETTER OF REPRIMAND:** A letter that makes a matter of record any incident that reflects unfavorably on the student or the College. It specifies that more severe disciplinary action may result should the student be involved in future violations.

**COMMUNITY/ COLLEGE SERVICE:** A student may be offered an opportunity to complete a specified number of hours of Community/College Service. The type of Community/College Service must be approved by the hearing officer or panel.

**RESTRICTIONS:** The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The mechanics of the restriction should be clearly specified, as well as how long it is in effect.

**HALL PROBATION:** An official notice that the student is in violation of residence hall

policies and/or College regulations and that more stringent disciplinary action, including removal from housing, may result if future violations occur during the probationary period. The length of the hall probation is set to end at the conclusion of the current or some future semester. Hall probation prohibits a student from serving as an officer in his/her residence hall (i.e. president, VP, secretary, treasurer).

**RE-ASSIGNMENT TO ANOTHER RESIDENCE HALL:** If in the opinion of the Board or hearing officer a student might benefit from living in another residence hall (i.e. getting the student away from poor peer influences), the Board may impose this sanction.

**DEFERRED LOSS OF CAMPUS HOUSING PRIVILEGE (REMOVAL):** The sanction Loss of campus Housing Privilege, may be placed in deferred status. If a student is found in violation of any College regulation during the period of time of the deferred sanction, removal from housing takes effect immediately without further review. Additional disciplinary action appropriate to the new violation also may be taken.

**REMOVAL FROM HOUSING / LOSS OF CAMPUS HOUSING PRIVILEGE:** Removal from College housing for disciplinary reasons. This sanction is usually imposed only on repeat offenders or someone who has displayed behavior which might affect the safety and welfare of on-campus residents.

**CONDUCT PROBATION:** Conduct probation is an official warning that the student's conduct is in violation of Centenary College Code of Conduct but not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed not in good standing with the College. A violation of the terms of conduct probation may result in suspension, dismissal, or expulsion. The sanction also includes the following restriction.

1. Ineligibility to hold an office in any student organization recognized by the College or to hold any elected or appointed office of the College.
2. Ineligibility to represent the College to anyone outside the College community in any way, including representing the College at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
3. Ineligibility to receive a College-administered scholarship when the length of the Conduct Probation is greater than one semester. Some scholarships adhere to more strict guidelines.

**X. RESTITUTION:** A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. This is not a fine, but rather is repayment for property destruction or damage. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

**XI. FINE:** Monetary payment required as a result of a violation of the Code of Conduct.

### **Sanctions Pertaining to Groups**

- I.** Termination of the living group or organization. This means loss of College recognition and therefore loss of all use of college facilities. To be recommended by the Judicial Committee to the President for action.
- II.** Social Probation for living groups or organizations. Restriction of social activities sponsored by or held at the residence of the living group or organization. Such probation may be imposed for periods of one week to one year.
- III.** Disciplinary Probation for living groups and organizations. Conditional continuation of a group for a specified period of time not to exceed two semesters. This status implies that the further violations of the Code may result in social probation, dissolution, termination, or any other authorized sanction.
- IV.** Restitution for stolen, damaged, or lost property, and fro personal injuries.
- V.** Assignment of work hours and restitution service projects.
- VI.** Fines
- VII.** Removal of an officer from an office.

### **Injunctive Authority**

The Dean of Students shall have authority in emergency situations to issue rules and regulations to enjoin inappropriate student social conduct. The Dean's injunctive powers may include an immediate suspension if upon initial investigation, the Dean finds that the continued presence of the student on campus constitutes a threat to the health, safety, or well-being of the College Community. Any student or group aggrieved by such an injunction may appeal the injunction to the President of the College. An injunction shall remain in effect, during the appeal process.

### **Incident Report Screening Authority**

- I.** Incident screening will be done by the Dean of Students and/or his/her designee(s). Incidents will normally be referred to the Judicial Committee or the office of Campus Life depending upon the alleged violations. Some incidents are handled by the Dean's office directly, when necessary or appropriate or as advised by the Judicial Committee.

### **Judicial Committee Authority**

- I. The College Judicial Committee shall have jurisdiction over all disciplinary cases referred to it by the Dean of Students and over all appeals taken from the imposition of administrative sanctions. The committee shall have jurisdiction to impose the sanctions as described above.
- II. The Judicial Committee shall report its action on each case to the College community (i.e. report outcome of the case without naming the individual) in writing through the Division of Student Affairs. Reports shall include the committee's finding of fact, the action taken, and brief statements of the reasoning to clarify the community's understanding and to promote consistency without unduly restricting the committee's legitimate need to exercise discretion. Where a student is found innocent, he or she shall have the right to request publication of his or her name.

### **Administrative Procedures**

The Dean of Students is responsible for the general administration of discipline. She/he may delegate disciplinary duties to other professional members of the staff. The Division of Student Affairs shall:

- I. Coordinate with the Judicial Committee Executive Board on all aspects of College disciplinary procedures, including advising students of charges lodged against them, scheduling hearings, notifying all persons concerned, providing all necessary forms, and undertaking such other activities as may be necessary to implement the provisions of the code;
- II. As provided for in this code, process all disciplinary charges referred to it;
- III. Maintain the confidentiality of all disciplinary records in accordance with College policy on maintenance, retention and dissemination of confidential information;
- IV. Provide for the training of all persons on discipline, appeal, or related committees;
- V. Provide for the publication of this code and all actions taken and decisions rendered;
- VI. When requested, advise the Judicial Committee on the meaning, interpretation, and application of this code, but only when the student charged is present.
- VII. Serve as a liaison, when appropriate, with other members of the College community whose responsibilities may bear on a particular disciplinary matters.

For more details on disciplinary procedures, see the Judicial Committee Constitution.

## **Centenary College – FERPA Statement Fall 2008**

(While gender-neutral language is employed in this statement whenever possible, “she or “her” occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.)

### **I. SCOPE OF THE ACT**

#### **(a) General.**

The Family Educational Rights and Privacy Act (FERPA) is federal legislation that establishes guidelines governing the way educational institutions maintain and supervise student records. The Act requires the College to notify parents and students annually how it complies with the Act’s requirements. The Act is intended to assure a student that he or she can:

- ◆ Inspect and review her educational records
- ◆ Request an amendment to her educational records
- ◆ Participate in a hearing if the request for an amendment is unsatisfactory.
- ◆ Request that Centenary College does not disclose directory information about him or her.
- ◆ File a complaint with the U.S. Department of Education.

The Act permits the release of records without the prior consent of the student to appropriate College personnel and to parents of a student who have established the student’s status as a dependent. There are also other circumstances as set forth in the Act in which student information would be disclosed without the student’s prior consent.

A student who wishes to allow another person access to her records should complete a ‘FERPA Waiver’ in the Office of the Vice President for Student Engagement. The Waiver will be in effect for the duration of a student’s study at Centenary or until permission to disclose is revoked in writing by the student.

A parent wishing access to student records should have their son or daughter complete the ‘FERPA Waiver.’

#### **(b) Records Covered.**

"Educational records" of a student include records, files, documents, and other materials regularly maintained by the College that contain information directly related to a student and that are maintained in connection with the student's attendance at the College.

There are a number of types of records that are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

- ◆ Records maintained personally by faculty members that are not available to others.
- ◆ Records maintained by Campus Safety that are not available to others outside that department.

- ◆ Records that are created or maintained by a physician, psychologist, or other recognized professional or paraprofessional that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Thus, for example, a student does not have the right under FERPA to inspect records maintained by the College Health Service or the Counseling Center. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student's choice, and a student may have a right to inspect such records under other laws.
- ◆ Records, such as those that might be maintained by the College's legal counsel, the confidentiality of which is protected by law.
- ◆ Records containing financial information about the student or her parents, such as information submitted in connection with an application for financial aid.

## **II. ACCESS RIGHTS OF STUDENTS**

### **(a) Procedure.**

A student may obtain access to her educational records by making application to the Office of the Registrar. The College is required to grant the request within 45 days. The Registrar will forward copies of the student's request to the appropriate offices holding the requested files. These offices will contact the student and invite her to inspect them at any satellite center or the Hackettstown campus.

### **(b) Confidential Letters of Recommendation.**

In general, a student may have access to confidential letters and statements of recommendation that are part of the student's education records. This right, however, does not apply to such letters and statements placed in the student's education records prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended.

A student may, by signing a written waiver, relinquish her right to inspect confidential recommendations placed in the student's education records on or after January 1, 1975, respecting

- ◆ admission to any educational institution;
- ◆ an application for employment; or
- ◆ the receipt of an honor or honorary recognition.

In no case will any student be required by the College to waive her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that her professors will write more candid and helpful letters of recommendation if the letters are not available to the student.

### **(c) Copying.**

A student will ordinarily not be provided with copies of any part of her record other than her transcript, unless the inability to obtain copies would effectively prevent her from exercising her right to inspect and review her education records. In cases where copies

will be provided, the Office of the Registrar may impose a charge for making such copies at such uniform rates as it shall determine. In general, the charges imposed will not exceed \$.10 per page. An exception is the case of transcripts, which are \$10 in person and \$6 when ordered on the website.

**(d) Other Rights.**

A student also has the right to be provided with a list of the types of educational records maintained by the College that relate to students. The College Registrar has compiled such a list and will, on request, make copies of this list available to any student to assist the student in determining those records to which she may want access. Generally, educational records of a current student will be maintained by the Office of Registrar, the Office of the Vice President for Student Engagement, the student's advisor or Learner Services Specialist and the Department of the student's major.

Academic Records of current students are also kept by the following offices if the student is currently a participant in that program:

- ◆ Educational Opportunity Fund Program
- ◆ Disabilities Services Office
- ◆ General Population Academic Assistance Office
- ◆ Athletics
- ◆ First-Year Program

If a student has utilized the Career Development Office at the College, that office may also maintain records relating to the student.

A student may request that her records be amended to eliminate any information contained therein that she believes is inaccurate, misleading, or violates her privacy or other rights.

If the College decides to refuse to amend a student's records, she or she is entitled to a hearing to challenge the content of her educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of her privacy or other rights. Normally, an informal hearing will suffice with an officer of the College who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the Vice President for Academic Affairs.

If, after a hearing, the College decides that the student's records are not inaccurate, misleading, or otherwise in violation of her privacy or other rights, the student has the right to place in her records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the College.

Although the College Health Service and the Counseling Center maintain records relating to students who have utilized the services offered by those two departments, those records are specifically excluded from the scope of the Act.

### **III. ACCESS BY OR RELEASE TO OTHERS**

#### **(a) General.**

The College will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. The College may, however, as provided in the Act, release such data to certain persons including:

- ◆ Officials of the College who have a legitimate educational interest (including persons with whom the College has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill that official's professional responsibility.
- ◆ Persons who require access in connection with the student's application for, or receipt of, financial aid.
- ◆ Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes. In general, the College does not initiate communication with a student's parents. Where the College believes that it is in a dependent student's interest, information from the student's educational records may be released to the parents of such a dependent student.

The College may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. As a general policy, before any information is so released the College will first notify the student at the student's most recent address as shown in the records maintained by the Office of the Registrar. However, in compliance with the Act, some judicial orders and subpoenas issued for law enforcement purposes specify that the College cannot disclose to any person the existence or contents of the order or subpoena or the information furnished in compliance with it.

In connection with an emergency, the College may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

#### **(b) Release with the Student's Consent.**

Upon written consent or request by a student, the College will release information from the student's educational records to third parties. The student should make a request for a one-time release through the Office of the Registrar. The College may impose a charge for copying a student's records in connection with such release.

#### **(c) Transfer of Information to Third Parties.**

It shall be a condition of the release by the College of any personal information on a student to a third party that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student. An institution to which such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the

disclosure was made. These restrictions do not apply to certain subpoenas and court orders.

**(d) Directory Information.**

The College may release “Directory Information” with respect to a student without the student’s consent. The College is required to give notice of the categories of information that it will treat as “Directory Information.”

Accordingly, the College hereby gives notice that it has designated the following categories of information as directory information with respect to each student:

- ◆ name,
- ◆ local and permanent address,
- ◆ electronic mail address,
- ◆ telephone listing;
- ◆ date and place of birth;
- ◆ major field of study; minor field(s) of study and concentrations (if any)
- ◆ location(s) at which a student is studying,
- ◆ learner status (Part-time, Full-time, Matriculated, Non-matriculated)
- ◆ participation in officially recognized activities and sports;
- ◆ weight and height of members in athletic teams;
- ◆ dates of attendance at Centenary and department attended;
- ◆ degrees conferred, awards received, and their dates;
- ◆ other educational institutions attended

A student in attendance at the College who does not want to have directory information relating to himself or herself released should inquire at the Office of the Vice President for Student Engagement as to the procedures to be followed.

**IV. GENERAL**

You may view the Federal Family Educational Rights and Privacy Act on the U.S. Department of Education Web site at [www.ed.gov/offices/OII/fpco/ferpa](http://www.ed.gov/offices/OII/fpco/ferpa).

Other than the Office of the Registrar, each office of the College that maintains educational records may offer access only to officials of the College who have a legitimate educational interest. The Office of the Registrar will keep with each student's file a permanent record of all parties who have requested access to the student's records, other than:

- ◆ custodians of such files,
- ◆ College officials normally dealing with such files in performance of their duties,
- ◆ College officials who have been determined to have a legitimate educational interest in obtaining access to the records,
- ◆ parents of a "dependent" student,

- ◆ parties who have received "directory information,"
- ◆ parties who have received records or information pursuant to the student's written consent,
- ◆ recipients of records or information pursuant to certain subpoenas and court orders.

Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student's records and whether or not the request was granted. A student may inspect such records relating to her education records.

Questions about the interpretation of the Guidelines should be referred to the Vice President for Student Engagement who will gain an interpretation from Counsel.

Complaints regarding violations of a student's rights under the Act may be filed with:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, S.W.**

**Washington, DC 20202-4605**

**Telephone: 202-260-3887**

**Fax: 202-260-9001**

## **Centenary College Computer Policy:**

### **Computers and Email**

All computer systems are established, maintained, provided and owned by Centenary College for faculty, students and staff to support the educational, administrative and other functions of Centenary College. Because Centenary is connected to the Internet, a world-wide network of computing sites, your electronic mail account enables you to contact not only people in the College community, but those all over the world as well. Irresponsible use of the Internet may jeopardize Centenary Internet connection. Users may not invite or forward chain e-mail.

Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of other users. Please recognize and respect that any communication sent from your account has Centenary name as well as your name on it.

### **Enforcement**

When a violation of this policy occurs, Centenary College may enforce one or more of the following:

- Temporarily suspend or block access
- Permanently suspend or block access
- When appropriate, refer suspected violators to the appropriate law enforcement agencies
- Disciplinary action up to and including termination or expulsion

### **Proscriptions on Use**

The following categories of use are inappropriate and prohibited:

- Use that impedes, interferes with or otherwise causes harm to others
- Harassing or threatening use
- Attempts to defeat system security
- Unauthorized access or use
- Modification or removal of data or equipment
- Use of unauthorized devices
- Disguised use
- Use of profanity
- Deliberately distributing or launching computer viruses, worms, or other rogue programs
- Use in violation of the law
- Use in violation of Centenary College policy

The list is not limited to and may include other areas not mentioned above.

### **Internet**

Centenary College is not responsible for material viewed or downloaded by users of the Internet. The Internet is a world-wide network of computers that contains millions of passes of information. Users are cautioned that many of these passes include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

## **Anti-Harassment, Discrimination and Retaliation Policy**

### **Introduction**

Centenary College is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual or other harassment, discrimination and retaliation in connection with academic and employment practices.

### **Applicability of Policy**

This Policy sets forth the College's zero tolerance for sexual or other unlawful harassment or discrimination or retaliation of any kind whether it be by a faculty member, staff member/employee, student, visitor or third-party transacting business with any member(s) of the College. This Policy prohibits sexual or other unlawful harassment, discrimination or retaliation against all members of the College community (including faculty members, staff members/employees and students) as well as non-employees including but not limited to employment applicants and applicants for academic enrollment. This Policy further prohibits retaliation against anyone who complains pursuant to this Policy, or participates in an investigation pursuant to this Policy. It is the responsibility of all members of the College community to abide by this Policy.

### **Laws Regarding Discrimination & Sexual Harassment**

The College abides by all applicable federal, state and local laws that prohibit unlawful discrimination or harassment on the basis of race, color, national origin, ancestry, creed, age, religion, sex, gender, affectional or sexual orientation, marital or family status, military or veteran status, disability or any other protected trait or class, in any educational or employment program, policy or practice of the College. By way of example, Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex and national origin in employment practices. Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex in education programs receiving federal funds. The Federal courts, and the Equal Employment Opportunity Commission (EEOC) in its April 1980 Sexual Harassment Guidelines, have ruled that the sexual harassment of employees constitutes unlawful sex discrimination and is a violation of Title VII. Discrimination and sexual harassment are violations of

federal and state law as well as serious violations of Centenary College policy and will not be tolerated.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment or participation in any Centenary College activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;
- Such verbal or physical conduct has the effect of unreasonably interfering with an individual's work, academic performance, or living conditions by creating an intimidating, hostile or offensive environment.

Sexual harassment is a form of discrimination because it unjustly deprives a person of equal treatment. It can endanger a person's well-being by impeding the ability to work, and interfering with educational opportunities. It can occur between people of the same sex as well as between those of different sexes.

#### **Examples of Discrimination and Harassment**

Examples of behaviors or conduct which may constitute unlawful workplace harassment and/or discrimination include, but are not limited to:

- Racial or ethnic jokes whether communicated verbally, in writing or electronically (e.g. via e-mail);
- The use of race or ethnic based nicknames;
- Responding to deficiencies in job or academic performance differently based upon the employee's or student's race, national origin or religion.

Examples of behaviors or conduct which may constitute unlawful sexual harassment include, but are limited to:

- Unwelcome sexual propositions, invitations, solicitations and flirtations or requests for "dates";
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals;
- Denying training, promotion, or access to any other employment or academic opportunity because sexual advances have been rejected;
- Unwelcome and inappropriate touching, patting, fondling, pinching or obscene gestures;
- Graphic verbal commentary about a person's body, dress, appearance, sexual activities, whistles and obscene telephone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings, electronic communications or literature.

### **Policy Against Retaliation**

The College prohibits unlawful retaliation against anyone who has complained about unlawful sexual or other harassment, discrimination or retaliation, as well as those who support any individual making such complaint or who provide information or participate in an investigation into any such good faith complaint or report. Fear of retaliation should not be a barrier to reporting incidents of harassment or discrimination, or to the making of any good faith complaints whatsoever. Retaliation is a serious violation of Centenary College policy and will not be tolerated. Retaliation is, in addition to the underlying conduct about which a Complainant has complained grounds for disciplinary action.

It shall not be retaliation for a Claimed Offender to defend him/herself against a complaint of sexual or other harassment, discrimination or retaliation under this Policy.

### **Complaint Procedures**

The procedures described below are provided for the prompt and equitable resolution of complaints by faculty members, staff members/employees or students who believe they might be the victim of a specific act or pattern of conduct falling within the above definitions of harassment or discrimination and/or complaints which involve retaliation regarding complaints about such conduct or participation in an investigation into any such complaint. Any individual having such a belief, or making such a claim (referred to as the “Complainant”), may do either or both of the following:

#### 1. Engage In Self-Help

In circumstances where the Complainant believes he or she has been or is the subject of unlawful sexual or other harassment, discrimination or retaliation, and that there is no jeopardy to the Complainant’s personal safety, the Complainant may, solely at his or her option, verbally or in writing communicate to the Claimed Offender that the behavior is unwelcome and/or offensive and request that the conduct cease immediately. The Complainant should keep a record of what happened, the date it happened, the names, addresses and telephone numbers of any witnesses to the conduct, and a record of his or her communication with the Claimed Offender.

#### 2. Complaint

The Complainant may make a complaint to the Director of Human Resources/Equal Opportunity Employment Officer (referred to as the Director of HR) or designee. Complainants are encouraged to provide the following information to the Director of HR or designee, preferably in writing:

- The Complainant’s name and status within the College community including:

- For faculty member or staff member/employee's: title, department, full-time or part-time status
  - For students: academic program, student status (1<sup>st</sup> or 2<sup>nd</sup> yr, etc.);
- The basis for the complaint: unlawful sexual or other harassment, discrimination and/or retaliation;
- A brief description of what occurred including, but not limited to, dates and times of all claimed unlawful conduct; names and any available contact information of witnesses or individuals who have any knowledge of the claimed unlawful conduct;
- The name and position/status of the College community member or visitor or third-party who engaged in the claimed unlawful conduct;
- The date on which the Complainant first knew of the claimed unlawful conduct and any steps the Complainant has taken, to date, if any, to resolve the complaint;
- A statement of the remedy or relief sought by the Complainant;
- The Complainant's signature and date of signature;
- Copies of materials, if any, which the Complainant believes may be relevant to the College's investigation should be attached and/or provided.

Any complaints under this Policy shall be made within 90 days following the last claimed act of unlawful sexual or other harassment, discrimination or retaliation. Where self-help was pursued by the Complainant or for any good cause to be determined by the Director of HR, the 90-day limit may be extended by the Director of HR in her or his sole discretion.

The Director of HR will review with the Complainant the Complainant's perception of unlawful sexual or other harassment, discrimination or retaliation. The Director of HR may then do any of the following things, or any combination thereof, in her or his discretion:

- Discuss (separately) with the Complainant and the Claimed Offender the claimed unlawful conduct;
- Gather any other information or conduct any investigation or interviews that the Director of HR, in her or his discretion, deems appropriate;
- Remind the Claimed Offender of the College's Policy against such claimed unlawful conduct and this Policy's provisions against retaliation;
- Attempt to facilitate an informal solution to the extent practicable under the circumstances;
- Take other steps deemed appropriate by the Director of HR which may include (i) instructing the Complainant and Claimed Offender to refrain from engaging in any communication except that which is required for business and/or academic purposes pending resolution of the matter; and/or (ii) taking appropriate steps so that the Complainant and the Claimed Offender will have minimal or no business or academic contact

with one another, to the extent practicable, pending resolution of the matter.

- Refer the complaint to the Anti-Discrimination and Harassment Committee (the “Committee”) for review, investigation and action by that Committee as set forth below if the Director of HR deems the same appropriate under the circumstances after consultation with the President or designee. Any determination by the Director of HR to forward a matter to the Committee for review and action shall be made as soon as practicable and in no event later than 90 business days of the Director of HR’s receipt of a complaint under this Policy absent good cause warranting an extension of time.

While the Director will be sensitive to a Complainant’s wishes not to proceed, if any, in certain circumstances, the College may need to take action including, but not limited to, the referral of a complaint to the Committee for further review and/or investigation and action consistent with the College’s legal obligations and/or this Policy. Should a resolution of the matter deemed appropriate to the Director of HR be reached short of the forwarding of the complaint to the Committee, the Director or designee will file all documentation concerning a complaint against any faculty member, staff member/employee or student in the Human Resources Department separate from faculty or staff member/employee personnel files or student files, as the case may be. These records will be maintained in order to document that a complaint was made and that a resolution was reached. However, letters of disposition will be filed in the faculty or staff member/employee personnel files and student files, respectively.

Within 15 business days of any determination by the Director of HR that a complaint should proceed to the Committee for review and/or investigation and action, the Director of HR shall convene the Committee which shall commence review and/or investigation of the matter.

For any complaint against a faculty member, or by a faculty member against another faculty member, the Committee shall consist of 2 faculty members selected by the College (1 male/1 female) who are not involved with the complaint, and the Director of HR.

For any complaint by a faculty member against a staff member/employee, student, visitor or third party transacting business with the College, the Committee shall consist of 2 members, 1 faculty member and 1 Administrative Official, (1 male/1 female), selected by the College who are not involved with the complaint, and the Director of HR.

For all other complaints, the Committee shall consist of 2 Administrative Officials selected by the College (1 male, 1 female) who are not involved with the complaint, and the Director of HR.

The Director of HR shall chair each Committee and orient it to its responsibilities. The Committee shall hear statements from the Complainant, the Claimed Offender (separately) and other persons as the Committee may, in its sole discretion, deem essential for reviewing the complaint and shall review all documentation which the Director of HR may supply to the Committee, if any.

The Director of HR shall, as soon as practicable and in any event no later than 90 business days after receipt of the complaint, make reasonable effort to ensure that a fact-finding investigation of the complaint is completed and that the Committee submits a final report, inclusive of recommendation(s) regarding resolution of the complaint, to the President or designee and others with a legitimate need to know within 90 business days of receipt of the complaint by the Committee.

The final report shall be based upon statements and evidence presented formally during the course of the hearing. If the Claimed Offender is found to have violated this Policy, the Committee may, in determining its recommendation(s), take into account previous disciplinary action(s), if any, against the Claimed Offender.

Upon receipt of the Committee's recommendation, the President of the College or designee will, in the case of a staff member/employee, student or other individual not governed by Article IX of the College's Constitution, make a final and binding decision and, in the case of a faculty member governed by Article IX of the College's Constitution, make a recommendation. The final and binding decision or recommendation, as the case may be, may include, but is not limited to, (1) a letter of disposition which includes a statement of the College's Policy against unlawful sexual or other harassment, discrimination and/or retaliation or (2) a letter of disposition stating the discipline or recommended discipline for the Offender up to and including termination of employment for a staff member/employee, expulsion in the case of a student and dismissal for cause in the case of a faculty member governed by Article IX of the Constitution.

In the event (1) the Claimed Offender is a faculty member governed by Article IX of the Constitution of the College and (2) the President recommends any action subject to the provisions of Article IX, Section D, the procedures set forth in Article IX, Section D shall be followed.

If any complaint under this Policy is made against the Director of HR, the functions assigned to that person under this Policy will be transferred to an individual designated by the President of the College.

In addition to utilizing the internal procedures set forth in this Policy, any faculty member, staff member/employee or student who believes that she/he has been the subject of unlawful sexual or other harassment, discrimination and/or retaliation may file a complaint directly with external agencies that investigate discrimination, harassment and retaliation charges.

### **Prompt Investigation and Confidentiality**

Complaints of unlawful sexual or other harassment, discrimination and/or retaliation are serious violations of College policy. Once a complaint of unlawful sexual or other harassment, discrimination or retaliation has been made, the College has an obligation to promptly investigate the matter. The College will be respectful of the Complainant's wishes not to proceed, recognizing, however, that in certain circumstances the College may need to implement any or all of the procedures set forth above and/or other appropriate action in accordance with the College's legal or other responsibilities. The College will take prompt remedial action to address a substantiated complaint of unlawful sexual or other harassment, discrimination or retaliation as deemed appropriate by the College, in its sole discretion, and in accordance with this Policy and all applicable law.

All investigations into claims of unlawful sexual or other harassment, discrimination and/or retaliation will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable, however, in the course of an investigation it will be necessary to discuss the complaint with the Claimed Offender, other persons who may have relevant information and those with a legitimate need to know.

### **Duty to Cooperate**

Supervisors, those who have supervisory responsibility over faculty members, staff members/employees, are under an affirmative obligation to report incidents of unlawful sexual or other unlawful harassment,

discrimination and/or retaliation which come to their attention via formal or informal complaints, or which they otherwise come to know about. Supervisors may be held individually liable or otherwise responsible for failing to report matters about which they knew or reasonably should have known. Supervisors should not, under any circumstances, try to "handle the matter" on their own. Individuals who have a responsibility under the law or under this Policy for taking action to discover and to put an end to unlawful sexual or other harassment, discrimination and/or retaliation do so as agents of the College and accordingly will be defended legally by the College for all such action taken in good faith, even if mistaken.

All non-supervisory employees who observe or witness what they believe may be unlawful sexual or other unlawful harassment, discrimination and/or retaliation, or who learn about such conduct, must promptly refer the matter to the Director of HR, or if the matter is against the Director of HR, to the employee's own supervisor who will report it to the Vice President of Finance/CFO. Unlawful harassment or discrimination against

non-employees will not be tolerated and similarly must also be reported. Employees should not, under any circumstances, try to “handle the matter” on their own.

### **Standard of Proof**

A violation of this Policy must be established by a preponderance of the evidence. The Complainant carries the burden of proof. Neither party can be compelled to make statements at the hearing. Anyone who decides not to offer statements at the hearing, must sign the “Statement of Voluntary Decision Not to Offer Testimony” (Statement) which is a statement indicating their understanding of their right to make statements and acknowledging their decision not to do so. Should a party decide not to offer statements and also refuse to sign the Statement, the Director of HR shall sign the Director’s own name to the Statement, stating that the Director of HR was so advised by the party of that party’s decision not to speak on their own behalf. While the Committee shall not draw a negative inference from the failure of either party to speak on their own behalf, that decision not to speak on their own behalf does not change the burden of proof.

### **Time Limits**

Any time limits set forth in this Policy may be extended by the Director of HR for good cause which shall be determined by the Director of HR in her or his sole discretion. For purposes of this Policy, “good cause” shall include, but not be limited to, examination periods or schedules, College recess and any other facts or circumstances rendering the time limits set forth in the Policy unreasonable or impracticable. By way of example, in the event that an investigation requires the interview of a faculty member(s), student(s) or staff member/employee(s) who may be unavailable between semesters, and those interviews are significant to the investigation, these deadlines may be extended by the Director of HR until the beginning of the following semester.

The Complainant and Claimed Offender will be given reasonable notice of any such extensions of the time limits set forth in the Policy.

In the event the Complainant fails to respond within the time limits provided, upon written notice of such failure by the Director of HR to the Complainant, the complaint will be deemed to have been withdrawn.

### **Academic Freedom**

The ability of the College to achieve its purposes in large part depends upon the quality and integrity of the academic work that its faculty and students perform. In the College’s educational setting, as distinct from other workplaces within the College, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that serves a legitimate educational purpose does not constitute sexual or other unlawful harassment, discrimination or retaliation. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this Policy shall be construed either to (1) limit the legitimate exercise of free speech including, but not limited to, written, graphic or verbal expression that can reasonably be demonstrated to serve legitimate educational, artistic or political purposes, or (2) infringe upon the academic freedom of any member of the College community. Routine differences of opinion that arise but are not based upon legally impermissible criteria are not covered under this Policy.

### **Complaints Filed by the Director of Human Resources**

The Director of HR may file a complaint of unlawful sexual or other harassment, discrimination or retaliation against an individual believed to have engaged in such conduct, based on the number of complaints filed against the individual. In the event of a complaint under this section, the Director of HR shall function as the Complainant. The President or designee shall assign the functions of the Director of HR delineated in this policy to a member of the Executive Staff.

### **Appeal**

A Claimed Offender who is found to have violated this Policy may appeal the decision by submitting a written letter of appeal to the President within 30 days of receipt of the President's letter of disposition. The President or designee will decide if an appeal should be heard. This decision will be based on new evidence or a failure to observe due process. Appeals will not be heard to reconsider penalties.

If the President or designee decides that an appeal should be heard, the President or designee will review the information, decide and issue a letter of disposition of appeal within 30 business days from receipt of the letter of appeal.

This appeal procedure applies to all violations of this Policy with the exception of those cases wherein an appeals procedure contained in the College Constitution is applicable in which case the appeals procedure contained in the Constitution shall apply.

### **False Accusations**

Once a complaint of unlawful sexual or other harassment, discrimination and/or retaliation has been made and it is determined that a faculty member, staff member/employee or student knowingly made a false or dishonest accusation of unlawful sexual or other harassment, discrimination and/or retaliation, or knowingly provided false information in the course of an investigation of such a complaint, such conduct *will be grounds for disciplinary action up to and including discharge in the case of a staff member/employee, expulsion in the case of a student and dismissal for cause in the case of a faculty member governed by Article IX of the Constitution.*

### **Monitoring**

Subsequent to the resolution of a substantiated, reported incident of claimed unlawful sexual or other unlawful harassment, discrimination and/or retaliation, the Director of HR shall follow up with the Complainant within an appropriate period of time to ensure that the conduct covered by this Policy has ceased, that corrective action has been complied with, and that retaliation has not occurred.

### **Record Keeping**

Any investigatory records of a complaint against a faculty member, staff member/employee or student under this Policy are confidential and shall be maintained in the office of the Director of HR, separate from faculty or staff/employee personnel files and/or student files, as the case may be. A copy of any Letter of Disposition will, however, be maintained in the faculty or staff member/employee personnel file or student file, as the case may be, of both the Complainant and Claimed Offender, respectively. The College's release, if any, of confidential investigatory records shall be consistent with applicable state and federal law.

### **EMPLOYMENT AT-WILL**

**While this Policy is intended to provide for the prompt and equitable resolution of complaints regarding unlawful sexual or other harassment, discrimination and/or retaliation, this Policy is not intended to abrogate or limit in any way the status of any at-will staff member/employee and/or agent of the College. This Policy does not create an employment contract or a guarantee of continued employment for any staff member/employee and/or agent. Nor does this Policy abrogate or limit the College's authority or discretion to make all lawful employment decisions, including decisions about discipline, suspension without pay, discharge, corrective action concerning conduct that the College deems unacceptable, improper or inappropriate regardless of whether that conduct constitutes sexual or other harassment, discrimination or retaliation. Nor does it limit the College's authority or discretion to impose a non-disciplinary suspension without pay pending the results of an investigation subject to the provisions set forth in the College Constitution, to the extent the same may be applicable.**

This Policy is a product of the law as it currently exists. The College reserves the right to revise, modify, amend or terminate any part or all of this Policy at any time in the College's sole discretion without prior notice.

Handbook & Policy Folder: Sexual Harass Policy April 18 2005

### **CENTENARY COLLEGE HIV/AIDS POLICY**

The Centenary College HIV/AIDS Policy was developed by the Crisis Management Team and approved by members of the Board of Trustees, Centenary College Executive Staff, Student Government Association, and Positive Force.

As an institution committed to self, community and profession, Centenary College strives to educate individuals to make knowledgeable decisions and to enhance the well being of all members of the community. Thus, we are committed to providing an open forum for ongoing education on a broad range of topics as well as support for those with special needs. Recognizing the diverse nature of the campus community, the College

encourages input from all sources and seeks to enhance knowing and compassionate responses to social issues. It is in this spirit of openness and concern that we have developed the current Centenary College HIV/AIDS Policy.

This policy is not meant to be a medical discussion of the HIV/AIDS issue, but an introduction to some basic information and notice of the College's position toward the disease and persons carrying or showing symptoms of the disease. The College reserves the right to change this policy as knowledge about this disease continues to develop. We suggest, however, that all members of the College carefully read this policy as a beginning from which further discussion and learning about HIV/AIDS and HIV/AIDS-related issues can grow.

AIDS (Acquired Immune Deficiency Syndrome) is a fatal viral disease caused by the Human Immunodeficiency Virus (HIV). This virus invades and destroys lymphocytes, the white blood cells mainly responsible for fighting infectious disease and certain malignancies. People with HIV/AIDS infection maybe healthy, but have evidence of infection because of the presence of an antibody to the virus in their blood.

HIV/AIDS can be transmitted from mother to infant at birth, by intimate sexual contact, by sharing a syringe with an infected person and by exposure to contaminated blood. There have been no confirmed cases of transmission of HIV/AIDS by any household, school or other casual contact. The Public Health Service states that there is no risk created by casual exposure such as living in the same place as an infected person, eating food handled by an infected person, casual kissing, or swimming in a pool with an infected person.

HIV/AIDS was first detected in this country only in certain high-risk groups, but that has changed. We now know that it is not who you are but what you do that puts you at risk for HIV/AIDS. A 1991 survey by the American College Health Association conducted on 19 college campuses found that 2 students out of every 1,000 were infected. There is no vaccine or cure for HIV/AIDS, but it is preventable.

The most significant contribution that Centenary College can make to limit the spread of HIV/AIDS infection is through education. When the members of the College community are fully informed about the nature of this fatal disease, its modes of transmission and those behavioral changes that can limit the spread of the HIV/AIDS virus, a significant step will have been made in protecting the lives and health of our students, faculty, administrators, staff and employees. All these groups must be included in any education program.

In designing the format and content of any program, it is important to recognize and address the rich diversity of people in the campus community and to provide opportunities for effective learning by all members of that community. Programs would also reflect Centenary's affiliation with the United Methodist Church.

The following guidelines for handing HIV/AIDS are suggested by the American College Health Association (1988) and are based on the most current data available

regarding the epidemic.

1. Institutional Committee. The Crisis Management Team, drawn from various campus groups, will organize and oversee educational programs and provide a mechanism for making such policy decisions as they become necessary. Should an issue be raised regarding a member of Centenary College faculty, staff or student body (or applicants for the same) with HIV/AIDS, the case circumstances will be evaluated by a small core group of the Crisis Management Team. This core will include the College Health Center staff, Counseling Services staff and, if applicable, legal counsel and Director of Personnel. In making recommendations, consideration will be given to the health and safety of both the individual and the institution, maintaining and protecting the civil rights of both.
2. Admissions. There shall be no discrimination in accepting persons with HIV infection or AIDS into the College as students.
3. Employment. Persons seeking employment by Centenary College shall not be discriminated against on the basis of HIV infection or AIDS, nor shall employment be terminated on the basis of HIV/AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any operations of the College. If a person is unable to continue his or her duties because of HIV/AIDS, benefits shall be continued in accord with College policy pertaining to employees with any other handicap or illness.
4. Class Attendance. Students who are HIV positive or who have AIDS shall not be excluded from attending classes or partaking in College activities for reason of their infection. Students who may be too ill to attend will be treated as any other student with a serious illness.
5. Access to Facilities. There will be no restriction of access of persons with HIV/AIDS infection to student centers, theaters, pub/grille areas, kitchens, cafeterias, gymnasiums, swimming pool, recreational facilities, barns or other common areas.
6. Residential Housing. Decisions about housing for students with HIV/AIDS infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. The College may choose to provide private rooms in order to protect the health of infected students-not to protect other students from them.
7. HIV/AIDS antibody testing. There will be no mandatory testing of students or employees, or prospective students or employees, for HIV/AIDS infection. Testing will be voluntary, and should only be done where it is confidential or anonymous, where positive results can be confined by specific tests and both pre- and post-test counseling are available. The Health Office has a complete list of HIV/AIDS testing and counseling locations.
8. Confidentiality. There will be no requirement that students or employees, or prospective students or employees, be asked to respond to questions about their status as

regards HIV/AIDS infection. It is appropriate, however, for students and employees with HIV/AIDS infection to inform campus health care providers to enable the College to provide proper medical care, support, counseling and education. This, like any other medical information, will be handled in the strictest of confidence.

No person, parent, group, agency, insurer, employer, or institution will be provided with any medical information without prior specific written consent of the patient. Given the possibility of unintended compromise of the confidentiality of information, the Health Service will carefully weigh the importance of including any specific information about the existence of HIV/AIDS infection in the ordinary medical record except when circumstances of medical necessity mandate it. At minimum, the inclusion of any information regarding HIV/AIDS infection in the medical record will be discussed with the patient prior to its entry.

The number of people in the institution who are aware of the existence and/or identity of students and employees who are HIV/AIDS-positive will be kept to an absolute minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among students and staff. The College must remember that all confidential medical information is protected by statutes and that any unauthorized disclosure of it may create legal liability. The duty of health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, life-threatening circumstances.

Where an individual fails to heed counseling and engages in conduct likely to infect others, the College reserves the right to discipline that individual or to take steps so that others can protect themselves. If such a situation arises, a decision on the appropriate course of action dictated by the particular circumstances will be made.

9. Public Health Reporting Requirements. In all jurisdictions, cases of HIV/AIDS meeting the criteria for the surveillance definition of the Centers for Disease Control must be reported to the local public health authorities. In New Jersey, a blood test positive for HIV antibody is reportable but must be kept confidential; i.e., the person is not identified by name, but only by sex, age and county of residence. The detailed and revised surveillance definition of HIV/AIDS case reporting purposes is included in: Centers for Disease Control, Revision of the CDC surveillance case definition for Acquired Immunodeficiency Syndrome, Morbidity and Mortality Weekly Reports 1987:36:1S.

10. Medical Care. The College's Health Office will encourage regular medical follow-up and counseling for those who are HIV/AIDS-positive. If office staff is unable to deal with the scope of the problems, patients will be referred to the appropriate external facilities. Special precautions to protect the health of the infected individuals should be considered during periods of prevalence of certain contagious diseases, such as measles or chicken pox. Those who are infected may be excused from any institutional requirements, as medically indicated.

11. Support Services. The College provides counseling through the College Counseling Services and/or College Chaplain for:
- .a. Persons who are HIV positive or have AIDS.
  - .b. Persons who are concerned that they may have been exposed to HIV.
  - .c. Persons who are experiencing stress because someone close to them is HIV-positive or has AIDS.
  - .d. Persons who have suffered the loss of someone close to them because of HIV/AIDS.
12. Safety Precautions. The College must follow the College Safety Precautions as proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV/AIDS infection. No student will be required to obtain or process the blood of others.
13. Harassment. The College's Codes of Conduct and Citizenship condemn all forms of discrimination and considers verbal or physical manifestation of such discrimination intolerable. Violators will be quickly dealt with according to College disciplinary policies. See the Crisis Management Team Policy Against Harassment.
14. Discrimination. According to New Jersey Law Against Discrimination (LAD), discrimination against an individual based on the perception that the person is HIV/AIDS-infected, that the individual is in a category of persons at risk of infection, or because of an individual's familial responsibility for, or relationship with, a person in one of the above categories, is not permitted. The exclusion of people with HIV/AIDS because of the infection constitutes discrimination and is in violation of NJ Law Against Discrimination.
15. Handicap. Persons with HIV/AIDS are considered by law (The LAD) to have handicapping conditions. The legal rights of these individuals must be guaranteed.
16. Education and Prevention. The College will provide educational programs and services on HIV/AIDS prevention. It will also provide information as it continues to become available.
17. Resources. A bibliography of resources about HIV/AIDS and related issues is available through the Centenary Health Office, Dean of Students Office or the Library.

## **POLICY AGAINST SEXUAL ASSAULT**

*The New Jersey Criminal Code no longer uses the term rape and uses the term Sexual Assault to cover all instances of sexual violations.*

This policy describes sexual assault and acquaintance rape or date rape from a legal and disciplinary perspective and offers information on resources available to assist

victims. While the term “victim” is used throughout this policy, many prefer the term “survivor.” Other programs and brochures are available, which describe situations in which acquaintance rape is likely to occur and what can be done to minimize risk. Information on these can be obtained from Health Services or from the Student Counseling Services.

### **Definition**

Sexual Assault is defined as an act of violence in which the aggressor forces the victim to submit to what he/she wants. The rapist believes he/she is entitled to force sexual intercourse from another and he/she sees interpersonal violence as an acceptable way to achieve this goal. Acquaintance rape or date rape is rape in which the assailant and victim know one another. The adjective “acquaintance” describes this association and does not imply a less serious form of rape. As in rape by a stranger, the degree of force exerted can vary from deadly force to coercion or threat.

Sexual assault includes acts of sexual penetration in which physical force or coercion is used or in which the victim is physically incapacitated. If the victim sustains severe personal injury in the act, the crime becomes aggravated sexual assault (N.J.S.A.2c:14-2). Sexual penetration is defined as “vaginal intercourse, cunnilingus, fellatio, or anal intercourse between persons or insertion of hand, finger, or object into the anus or vagina by either the actor or upon the actor’s instruction” (N.J.S.A.2c:14-2).

### **Acquaintance Rape**

Acquaintance rape is a much under-reported crime. National studies indicate that anywhere from 15 to 25 percent of college women have been victims of acquaintance rape at sometime in their lives, and that even more have successfully avoided acquaintance rape attempts. These studies indicate that younger women, particularly first-year students, are more vulnerable. The studies also show that men can be victims of rape. However, because statistics show that women are the more usual victims of acquaintance rape, this policy discusses the issues assuming women as the victims.

Acquaintance rape can have severe consequences for victims. These consequences can include: blaming oneself for what occurred, inability to trust one’s judgment, inability to enter into intimate relationships, depression, and problems with course work. Insult is added to injury when the victim perceives that many would prefer not to hear of acquaintance rape, wishing it would go away without having to be confronted, or worse yet, implying that the victim is some way responsible for the rape.

There are also severe consequences for assailants should a charge be brought and prosecuted in the courts or within the College.

While we must do all we can to prevent acquaintance rape, prevention must be understood to be the responsibility of each member of our community, and not solely as cautions given to someone to avoid certain behaviors and to beware of certain situations.

It is important to focus the attention on the behavior of the assailant, which is criminal, rather than on the victim, who may or may not have done something ill-advised. People are not prosecuted for being naive; they are prosecuted for assaulting others, for committing criminal acts. The Criminal Code emphasizes the importance of consent. Intercourse or sexual contact of any kind is against the law if one person is non-consenting, is fearful of loss of safety or is incapacitated due to the use of alcohol or

drugs, is asleep, unconscious or mentally incompetent.

The quality of our community is greatly diminished when a student must beware of acquaintances, when “friends” take terrible advantage, or when friendly behavior turns predatory at the first sign of weakness. Women ought not to have fewer rights or social opportunities than men. Women should be able to date, to kiss, to drink, and any number of other ordinary behaviors without having their bodies appropriated by another on the presumption that some threshold has been reached beyond which there is no turning back.

Most of us know what we are doing, and what is reasonable and acceptable and decent behavior. The use of power, intimidation, and threats in relationships is always inappropriate; when it results in rape, it is criminal. There is no real mystery involved here, beyond the mystery some assailants may feel at being caught.

### **The Law**

Sexual Assault is both criminal and Centenary College offenses. Under New Jersey state law, acquaintance rape is considered sexual assault. Sexual assault is a crime of the second degree carrying with it penalties ranging from 5 to 10 years in prison. If the actor uses physical force or coercion and either the actor is accompanied by one or more persons or the victim sustains severe personal injury, the offense becomes aggravated sexual assault, a crime of the first degree with penalties ranging from 10 to 20 years in prison (N.J.S.A.2c:14-2). Severe personal injury includes incapacitating mental anguish, disease, and chronic pain (N.J.S.A.2c:14-1).

Under the College Code of Conduct, Sexual Assault is addressed under “offenses against another person that the College does not tolerate”. An offense, upon conviction, can result in expulsion or suspension from Centenary. Centenary College has jurisdiction if two students are involved, even if the offense takes place off campus.

The college relies on a standard of proof based on a preponderance of evidence rather than on proof beyond a reasonable doubt. This is because the consequences and penalties that can result from college charges are less severe than those of criminal proceedings, where, for example, jail terms result from conviction. Thus, conviction at the college hearing may be more likely than in criminal proceedings.

The victims of acquaintance rape should always consider bringing charges, whether to campus security or to the Dean of Students. While bringing charges can be difficult, support services are available to help a student through this time. Each case brought forward raises the level of awareness on this most troubling issue, and may help prevent future cases.

### **If You Are A Victim**

It is important to get help as soon as possible. The first step is to get assistance for any physical injuries and also for any emotional trauma. It is a good idea to contact a member of the College Counseling Center. Centenary has experienced counselors available. You might also wish to contact a support group in the area. Telling someone is an important step in the recovery process.

Determine if you need immediate medical attention. Even if you do not feel physically harmed, it is wise to seek medical assistance, preferable within seventy-two

hours. Do not douche, bathe, or shower. Save the clothes you were wearing and bring them with you (do not wash them). This allows for documentation of evidence if you decide to pursue criminal charges now or at a later date. A clinician will also check for sexually transmitted diseases and pregnancy.

After securing immediately needed assistance it is important to report the incident to the police, or to campus security, depending upon where you are at the time. You may wish to have a friend or a counselor accompany you when reporting. In most cases, the sooner the reporting occurs, the greater the likelihood of successful prosecution. If you report the rape, or sexual assault, you still have the option of not pursuing the charge, but if you do not report early, you may jeopardize prosecution.

Some victims do not report the rape or sexual assault because of confusion and disbelief about what happened, or because of the anticipated difficulties involved in pursuing a charge of acquaintance rape. Although difficult, reporting can help to decrease the sense of powerlessness that accompanies a rape; it also may lessen the chance that the rapist will be able to victimize others.

If you are assaulted by another member of the College community, even if you were off campus at the time, you should report the crime to campus security or to the Dean of Students Office. If you have questions about to whom to report, contact the Counseling Center (extension 2125) or the Dean of Students (extension 4291).

### **If You Are A Friend Of A Victim**

If a friend of yours has been a victim of rape or sexual assault, it is important to be supportive and to avoid being overly emotional about the rape. The victim needs a calm good listener, not someone to tell her what to do, or worse, what she should have done. A victim needs to know she is not to blame for what happened. You should introduce the idea of seeking medical and psychological assistance. Also, determine whether the victim is inclined to report the assault to campus security. Offer to make the calls for her, to drive her, and to stay with her during the examination or interview.

Each victim of rape or sexual assault will have her own timetable for recovery depending on the circumstances of the rape, previous experience, and other variables. Support services are available to help students with what can be a lengthy recovery process.

Early contact with counseling provides support at a difficult time; early reporting to the police or campus authorities enables easier prosecution, may restore a sense of control, and may lessen the risk that the rapist will victimize others. However, the final decision on how to proceed is yours. No one will make you do anything that you do not wish to do.

### **Campus Resources**

The Deans of Students will help you contact whoever can be most helpful to you. They are available through the switchboard when they are not in their offices.

### **Hackettstown and Warren County Resources**

Police, 215 Steiger St., Hackettstown.....(908) 852-3300  
Hackettstown Hospital , Willow Grove St., Hackettstown.....(908) 852-5100  
Domestic Abuse and Rape Crisis Center, 24 hour hotline.....(908) 453-4181

## **CENTENARY COLLEGE POLICY AGAINST SEXUAL HARASSMENT**

Centenary College affirms its commitment to insuring an environment for all students and employees which is fair, humane, and respectful - an environment which fosters respect for the dignity and worth of all members of the College community and which supports and regards student and employee performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student or employee performance are damaging to this environment.

Such behaviors are prohibited by Federal Regulations, which say: "Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- .(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- .(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- .(3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Further, Section 106.31 (b) Title IX states, "In providing any aid, benefit, or service to a student, a recipient shall not, on the basis of sex

- .(1) Treat one person differently from another in determining whether such a person satisfies any requirement or condition for the provision of such aid, benefit or service;
- .(2) Provide different aid, benefits, or services in a different manner;
- .(3) Deny any person any such aid, benefit or service;
- .(4) Subject any person to separate or different rules of behavior, sanctions, or other treatment or;
- .(5) Otherwise limit any person in the enjoyment of any right, privilege, advantage or opportunity."

Accordingly, the United States Department of Education has adopted the following definition of sexual harassment:

"Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment provided under Title IX."

Centenary College applies the same protection as afforded by Titles VII and IX to both students and employees in the academic and work place environments.

Therefore it is an official College policy that sexual harassment of either students or employees is unacceptable and impermissible conduct and will not be tolerated. The

College accepts the proposition that sexual harassment, like any Civil Rights violation, generates a harmful atmosphere and is a form of discrimination. Although sexual harassment often involves relationships of unequal power, the College recognizes that sexual harassment may involve relationships among equals, as when repeated sexual advances or demanding verbal behavior has a harmful effect on a person's ability to study or work in the college setting. The College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid. Student and employee complaints about sexual harassment should be registered with the Equal Opportunity Employment Officer.

### **Sexual Harassment Policy Grievance Procedures**

Sexual harassment consists of verbal, nonverbal and/or physical conduct of a sexual nature, imposed on the basis of sex by an employee or student of Centenary College that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Titles VII, Section 703 and IX, Section 106, 31 (b) of Federal Regulations.

### **Examples of Sexual Harassment include:**

- \_ Verbal-sexual innuendo, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions and threats.
- \_ Non-verbal-suggestive or insulting sounds, leering, whistling, obscene gestures.
- \_ Physical-touching, pinching, brushing the body, coerced sexual intercourse and assault.

### **Grievance Procedures**

#### **A. Individual Action**

1. In circumstances where you think you will not be jeopardizing your personal safety, communicate clearly to the offender that the behavior is not humorous or welcome and should cease immediately.
2. Keep a record of what happened and when it took place. Should there be any witnesses, ask for their names to include in your documentation of the incident.
3. If you hear or know of other students or co-workers who have been harassed in a similar situation, share this information with the Equal Opportunity Employment Officer. Complainants are in a stronger position to cope with the situation and the offender when the problem is verbalized.

#### **B. Informal Complaint Procedure**

1. Any student or employee of Centenary College who suspects that he/she has encountered sexual harassment as defined in the college policy statement should report the incident(s) to the Equal Opportunity Employment Officer. Confidentiality is assured. A complaint will not be carried forward without the assent of the reporting individual.
2. If further examination of the case is warranted, the officer with the permission of the complainant, shall
  - .a. Conduct an investigation to ascertain the pertinent facts,
  - .b. Make a good faith effort to resolve the complaint through informal processes,
  - .c. In the event that informal resolution fails, take one of three courses of action:

.(1) If the Equal Opportunity Employment Officer believes that the complainant has insufficient evidence to support the accusation, she shall dismiss the complaint;

.(2) If after preliminary investigation, the accusation seems arguably valid, but is not so serious as to termination of the person who has been accused (the respondent), the complainant will be advised by the Equal Opportunity Employment Officer to request a formal hearing by a committee consisting of two faculty members (one female and one male) and two student representatives plus the Equal Opportunity Officer if the complaint is faculty-student related or student-student

.related; and consisting of two peer staff members (one female and one male) plus the Equal Opportunity Officer if the complaint is employee related;

.(3) If, after preliminary investigation, the Equal Opportunity Employment Officer believes that an alleged act of sexual harassment is so serious as to warrant termination of the respondent were there to be a finding of guilt, he/she may recommend to the President of the College that termination proceedings be instituted. The President shall then issue a judgment within ten days.

### **C. Formal Complaint Procedure**

If an allegation of sexual harassment is referred to the above-referenced Committee, the following procedure will be utilized:

1. The complainant shall, within ninety (90) days of the most recent incident, submit a written description of the incident(s) to the Equal Opportunity Employment Officer and shall include the resolution (remedy) sought from the Committee.

2. The Equal Opportunity Employment Officer shall, without releasing names, send notification of the complain to the President of the College within three (3) days of receiving the formal complaint.

3. A copy of the written complaint shall be sent to the respondent and to the Committee members by the Equal Opportunity Employment Officer.

4. The Hearing Committee will be convened initially and chaired by the Equal Opportunity Employment Officer, who will orient the Committee to its responsibility and to appropriate procedures for conducting the hearing. In addition, the Equal Opportunity Employment Officer shall be responsible for implementing procedures in accordance with guidelines as listed herein and for preparing a written statement of the Committee's findings.

5. The Committee shall, in confidence, hear testimony from the complainant, the respondent, and such other parties, as the Committee may deem essential to reaching a decision on the validity of the accusation. The complainant has the responsibility to demonstrate probable cause that the accusation is valid. No testimony will be received in the absence of the complainant or the respondent, unless either willfully absents herself/himself from the proceedings. The right of cross-examination of any testifying party is guaranteed to both the complainant and the respondent, assuming the presence of the same at the hearing.

6. Within fifteen (15) working days after the conclusion of the hearing, the Equal Opportunity Employment Officer shall submit in writing the Committee's decision of the validity of the accusation to the President, the complainant and the respondent. The Committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.

7. Upon receipt of the Committee's recommendation, the President may take one or more of the following actions:
  - .a. A letter of warning to the offender, with a copy placed in the offender's official personnel file or the student record file;
  - .b. A letter of reprimand to the offender, with a copy placed in the offender's official personnel file or the student record file;
  - .c. Such disciplinary action as is appropriate for employee/student violation of College policy, taking into consideration the recommendation of the Committee;
  - .d. Termination of an employee or dismissal of a student.

#### **D. General Provisions**

1. The timeliness specified herein may be extended by mutual consent of the complainant, the respondent, and the College President.
2. If a complaint, whether informal or formal, is directed against the Equal Opportunity Employment Officer, the functions assigned to that person by these procedures would transfer to an individual appointed by the President.
3. At any time before, during or after following the College's Complaint and/or Grievance Procedure, a complainant may also file suit or initiate a claim by filing with the Federal or State Office of Civil Rights or any other agency established to address such violation. Further, filing with an outside agency does not remove any student's/employee's option to follow through with the College's established Sexual Harassment Grievance Procedures.
4. The complainant and the respondent each have the right to bring an advisor to the hearing. The advisor may not act as a participant in the hearing, but may render consultation to the advisee. If either party chooses to exercise this option, she/he shall submit the name of the advisor to the Equal Opportunity Employment Officer at least forty-eight (48) hours prior to the hearing.
5. Any retaliatory action of any kind taken by any student or employee of Centenary against any other student or employee of the institution as a result of that person's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

#### **ALCOHOL AND DRUG EDUCATION PROGRAM**

The College alcohol and drug policies and regulations reflect the philosophy of Centenary College's commitment to self and community. Therefore, Centenary offers a comprehensive substance abuse education, prevention and intervention program for the College community. All students are encouraged to participate in education and training efforts.

The College shall offer educational programs to all members of its student and professional community. These programs are designed to make individuals aware of the toxic effects of alcohol and drugs, and to promote the identification, treatment and rehabilitation of members of the College community who are experiencing problems related to substance abuse.

Students experiencing alcohol or other substance abuse related problems will be referred to the Counseling Center for an initial evaluation, treatment and/or referral to

appropriate outside agencies. If such a referral is required, the student must incur the expense of treatment. Failure to pursue and complete treatment can result in expulsion, suspension, probation or other sanctions. In the event that the consumption of alcohol or other drug abuse is found to be the reason for a behavioral problem resulting in academic or disciplinary sanctions, a student will be required to sign a contract with the College stating that they will fulfill the requirements of an appropriate treatment program. Breach of contract by the student prior to the completion of said program shall be considered a violation of College regulations and subject to disciplinary expulsion, suspension, probation or other administrative sanctions as necessary.

NOTE: The policies and regulations concerning the use of alcohol are subject to change in accordance with state law.

## **NEW JERSEY STATE ALCOHOLIC BEVERAGE CONTROL REGULATIONS AND HACKETTSTOWN ORDINANCES**

In compliance with current New Jersey laws, the College prohibits the consumption of alcohol by students or their guests who are under the age of 21, on or off campus. The College directs the attention of all students to the rules and regulations of the New Jersey Alcoholic Beverage Control Board summarized below. Each student is responsible for being aware of and for abiding by the laws of the state.

1. All persons while in the State of New Jersey are subject to the rules and regulations of the New Jersey Alcoholic Beverage Control Board.
2. Any minor who attempts to purchase, purchases, consumes, possesses, or transports any alcoholic beverages within New Jersey is subject to fine, or imprisonment, or both.
3. It is unlawful for any agency or person to sell or furnish alcoholic beverages of any kind to minors. It is unlawful for any minor to pay assessments, which will be used in whole or in part, for the purchase of alcoholic beverages.
4. It is unlawful to misrepresent one's own age to obtain alcoholic beverages or to claim to a liquor dealer that a minor is of age, i.e., false or fraudulent written identification of age is illegal.
5. It is unlawful to possess or transport any liquor or alcohol not purchased according to New Jersey law.
6. Host liability: Anyone who knowingly furnishes alcoholic beverages to any person under the legal age of purchase is civilly liable for such furnishing if injury or damage to third party should occur.
7. It is unlawful to furnish alcohol to obviously or visibly intoxicated person regardless of age.

### **Hackettstown Ordinance:**

This states that any person who has in her/his possession an open container of alcohol while on public property is subject to fine, jail, or both for the first offense.

**ALCOHOL/DRUG-RELATED LAWS IN THE STATE OF NEW JERSEY Driving While Intoxicated Blood Alcohol Concentration .10 percent or higher.**

**First Offense** - Insurance Surcharge - \$1000/year for three years

Fines - \$470

Loss of license - 6-12 months

Possible 30 day jail sentence **Second Offense** - Insurance Surcharge - \$1000/year for three years

Fines - \$720

Loss of license - two years

48 hours at an Intoxicated Driver Resource Center of jail

Possible 90 day jail sentence

**Refusing Breath Test**

Fine - \$250 - \$500

Loss of license - 6 months

Obligation to complete an alcohol education rehabilitation program

**Underage Possession/Consumption of Alcoholic Beverages**

Fine - \$100 or more

**Purchase of Alcohol by Underage**

Fine - \$100 or more

License suspension of 6-12 months

**Service to Underage**

Misdemeanor, maximum penalty - imprisonment in county jail for 10 days and up to \$100 fine

**Marijuana** -Marijuana (less than 50 kg), Hashish (less than 10 kg), Hashish Oil (less than 1 kg) First Offense - Not more than 5 years of prison Fine - not more than \$250,000

**Prescription Drugs and Other Drugs**

It is unlawful for any person, knowingly or purposely, to obtain, or to possess, a controlled dangerous substance or a chemical compound structurally similar to another, unless obtained directly, or pursuant to a valid prescription or order from a practitioner, while acting in the course of his/her professional practice. A person violating this law is guilty of a crime of the third or fourth degree, and may be fined up to \$15,000.

**CENTENARY COLLEGE POLICIES AND REGULATIONS CONCERNING THE USE OF ALCOHOL**

The following regulations have been formulated in accordance with College policy and apply to all members of the College community and their guests or visitors using the College facilities. These regulations shall also apply to College-chartered and recognized

organizations, student organizations, residence hall organizations, sororities/fraternities, and events held in College facilities where the consumption of alcohol is permitted.

All College organizations are expected to develop specific procedures for the implementation of these regulations in conformance with College policy.

Campus Life Staff, as well as all College officials, are required to and will report any student found violating alcohol policies.

1. Students of legal drinking age in New Jersey and their guests who are of legal age may consume alcohol in the student's private room in the residence hall or at a special event for which permission has been granted to serve liquor. No person under the age of 21 is permitted to consume or possess alcohol on Centenary College Property or at any Centenary College affiliated activities off campus.

a. The consumption of alcoholic beverages by students and their guests is prohibited in all other College buildings and on College grounds.

b. Students may **not** consume alcohol, or possess an open container of alcohol, in their room in the presence of a minor.

c. A student is responsible and legally liable for the conduct of her/his guests and for informing them of the New Jersey State Alcoholic Beverage Control regulations.

d. Students 21 years or older may consume alcohol in their residence hall room, but such activity may not infringe upon the right of others to sleep, study or engage in appropriate activities.

e. No alcohol at all is permitted in areas described by the college as "dry".

f. No alcohol, tobacco and other illegal substances can be consumed or possessed on wings and floors designated as Wellness Wings (rooms, hallways and common areas).

g. Alcohol containers, including but not limited to empty or full beer cans or bottles, are not permitted as room decorations or in those areas where alcohol is prohibited.

2. The College encourages and supports those who elect not to use alcoholic beverages.

I. Groups responsible for an event where alcoholic beverages are served must provide for the following conditions:

a. Effective measures for monitoring the consumption of alcohol.

b. Nonalcoholic beverages must be available in sufficient quantities, in attractive varieties, and must be displayed as prominently as alcoholic beverages. (It is expected that not more than forty percent of the budget for refreshments for an activity should be allocated for the purchase of alcoholic beverages.)

c. Food items must be available in sufficient quantities for the number of individuals attending the activity.

d. The service of alcoholic beverages must be discontinued at a reasonable period of time prior to the scheduled end of an event.

II. All College-chartered and recognized organizations are responsible for developing procedures to implement the regulations governing the use of alcoholic beverages. These procedures shall be subject to review and approval by an appropriate Student Affairs staff member and the Dean of Students. Procedures must be completed and approved prior to the scheduling of an event where alcoholic beverages will be

served.

III. Advertising or promotion of an event shall not include reference to drinking or to alcoholic beverages. All publicity must be submitted to the Office of Student Activities for approval before duplication, mailing, and posting.

IV. Organizations failing to comply with college policies and regulations may be subject to various disciplinary actions such as forfeiture of student fee support and the revoking of their charter. Sanctions may be imposed on individual members of organizations if college regulations are violated.

3. Kegs of beer and party balls are not permitted on campus.

4. Judicial Committee will deal with any infractions of the foregoing College regulations when violated by students of the Centenary community or their guests.

### **College Officials**

College officials, charged with the responsibility to monitor and enforce these regulations, may terminate an event if there is a violation of state or municipal laws or the College alcohol policy.

Disorderly persons will be barred and evicted from College facilities in accordance with the normal operating procedures of the campus security force.

Campus officials and appropriate student leaders who assume responsibility for alcohol-related events are expected to enforce these regulations.

### **CENTENARY COLLEGE POLICY CONCERNING THE USE OF DRUGS**

Centenary College is committed to a drug-free campus. We share the widely held social concerns about the serious effect of the misuse of drugs and narcotics. In addition Centenary is located in two Drug Free School Zones - which increases the severity of penalties for a drug-related offense.

Centenary College prohibits the possession, use, and distribution of narcotics by its students on or off campus. The College will cooperate with the local and state authorities in the enforcement of the New Jersey State Laws. It's the responsibility of each student to familiarize himself/herself with these laws. The Judicial Committee will take disciplinary action against students who violate these laws, including suspension or expulsion from the college.

### **PROCEDURES FOR HANDLING ALCOHOL & DRUG VIOLATIONS**

1. Inappropriate drinking behavior or drug use is brought to the attention of the resident assistant, resident director or other staff member.
2. An incident report is written immediately and is delivered to the Dean of Students office. (If the interaction involves an illegal substance, the Deans are consulted immediately.)
3. The student is required to contact, meet and discuss the incident with the Assistant Dean of Students. Failure to meet may result in sanctions taking effect.

4. The Assistant Dean of Students determines whether he/she will drop the charges, sanction the student or refer the case to the Judicial Committee. Matters deemed extremely serious or sensitive may be handled by the Dean of Students.

### **JUDICIAL SANCTIONS INVOLVING ALCOHOL**

Individuals that fail to abide by College policy and regulations governing the use of alcoholic beverages shall be subject to disciplinary action in accordance with established procedures outlined in the College Code of Conduct.

#### **Working definition of terms:**

*Host:* Student(s) assigned to a room that are present at the time of the incident. In the case of discovery at a time the room is not occupied (closing room inspection, maintenance request entry or other authorized time of entry) both occupants are responsible except in the case where one assumes full responsibility.

*Non-Host:* Individuals present at the incident who are not assigned residents of the room. If there is a situation where there is at least one Centenary student present who is not the resident of the room, they will then assume host responsibility along with the students assigned to the room.

## **Host Sanctions**

### First Offense

- \$100 fine and Alcohol education workshop

### Second Offense

- \$150 fine and one or more of the following
  - a) review of housing contract
  - b) Deferred Removal from Housing
  - c) Disciplinary Probation
  - d) Intensive Intervention

### Third Offense

- Removal from Residence and one or more of the following:
  - a) Community Service
  - b) Fine not to exceed \$250

## **Non-Host Sanctions**

### First Offense

- Alcohol Education Workshop and one of the following:
  - a) Fine not to exceed \$50
  - b) Community Service
  - c) Educational Sanction

### Second Offense

- Fine not to exceed \$100 and one or more of the following:
  - a) disciplinary probation
  - b) Community Service
  - c) Intensive Intervention
  - d) Educational Sanction

### Third Offense

- Fine not to exceed \$200 and one or more of the following
  - a) Deferred Removal from Housing
  - b) Review of Housing Contract
  - c) Disciplinary Probation
  - d) Community Service
  - e) Educational Sanction

### Fourth Offense

- Removal from Housing or Visitation Ban and Counseling Assessment

## **HAZING**

Hazing is a disorderly persons offense under the New Jersey Code of Criminal Justice. Under the Code, a person is guilty of hazing if, in connection with initiation of applicants to or members of a student or fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily harm (N.J.S.A. 2C: 40-3).

Examples of hazing include, but are not limited to, the following: whipping, beating,

branding, forced calisthenics, exposure to the weather, forced consumption of food, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## **PLEDGE'S BILL OF RIGHTS**

### **Statutory Authority**

This Pledge's Bill of Rights has been developed by the New Jersey State Attorney General pursuant to N.J.S.A. 18A: 3-24 et seq.

### **Pledge**

For the purpose of this Pledge's Bill of Rights a pledge is defined as any student of the college/university attempting to become a member of a fraternity or sorority or other similar campus organization.

### **Definition of Hazing**

For the purpose of this Pledge's Bill of Rights "hazing" shall mean

1. As indicated, pursuant to New Jersey Statute:

#### **2C: 40-3**

.a. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

.b. A person is guilty of aggravated hazing; a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in serious bodily injury to another person.

**2C: 40-4** Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

**2C:40-5** Conduct constituting an offense under this Act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes; and

2. Other behaviors or activities in addition to those prohibited under N.J.S.A.

2C: 40 et seq. defined as hazing by a college or university with respect to its students.

## **Prohibition on Hazing**

1. 1. A pledge shall have the right to be free of all activities which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

2. 2. A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person's dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to the following:

- \_ Forced or required ingestion of alcohol, drugs, food or any undesirable substance.
- \_ Participation in sexual rituals or assaults.
- \_ Mentally abusive or demeaning behavior.
- \_ Acts that could result in physical, mental or emotional deprivation or harm.
- \_ Physical abuse, e.g., whipping, paddling, beating, tattooing, branding, and

exposing to the elements.

## **Acceptable Behavior**

The pledge initiation process should be conducted in a manner which respects the dignity of pledges and protects their mental and physical well-being. Examples of acceptable behavior include pledge activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster solidarity or otherwise promote the institutional mission of the host college or university.

## **Written Notification of Rights**

Institutions shall require all fraternities, sororities and other similar campus organizations to provide all pledges with a written Bill of Rights that includes the provisions set forth herein. The written Bill of Rights shall be signed by the student pledges and filed in the appropriate office of the institution.

## **Other Policies Governing the Rush or Pledge Process**

1. 1. Delineation of additional responsibilities of fraternities, sororities and other similar campus organizations in regard to rush or pledge activities shall rest with individual institutions. As such, institutions may develop policies and regulations governing other aspects of the rush or pledge process, which may include pledge and membership education, student eligibility to pledge, limitations on the pledge period and membership selection.

2. 2. Institutions may develop policies and procedures for disciplining violators of its pledge process. Institutional action on a hazing violation is independent of any action which a prosecutor may pursue for violations under Title 2C.

## **FIRE SAFETY REGULATIONS**

Centenary College places high importance on fire safety. In an effort to promote the safest residence halls possible, it is the responsibility of each student to understand and abide by the following guidelines:

### **A. Drills**

1. 1. Fire drills will be conducted periodically during the fall and spring semesters. All persons must evacuate the building during a fire drill. Every student must report for a fire drill.
2. 2. Each building will be checked during the drill to make sure every person has evacuated the building. A check of each room will be made. Students in a classroom or residence hall room when the alarm sounds should take the nearest exit and report promptly to the outside station designated to her/his residence hall (see below). Students should remain outside the building until the clear signal is given indicating they are permitted to return to indoors.
- .3. Persons not evacuating a building during a fire or fire drill will be dealt with as follows:
  - .a. First Offense: Students will be placed on probation for the remainder of their college career.
  - .b. Second Offense: Students will be evicted from the residence halls for the remainder of their college career.

### **B. Stations for Fire Drills**

1. 1. Anderson, Bennett-Smith, and Washabaugh students report to Reeves Gym.
2. 2. Reeves, Smith, Lotte & Van Winkle students report to Ferry Art Gallery.
3. 3. Classrooms evacuate to Reeves Gymnasium.

### **C. Building Evacuation Procedures**

1. 1. Plan ahead; familiarize yourself with exits so you are aware of the designated exit route. If you cannot exit by that route or are not in your room, be aware of the quickest and safest way to leave the building.
2. 2. Resident Assistants serve as fire marshals for their residence halls. Residence hall presidents and vice-presidents serve as deputy fire marshals for their respective residence halls.
3. 3. When the alarm sounds, close all room windows, and before opening the door, check to see if it is hot. Never open a door if it is hot. If the door is not hot, brace yourself against the door and open it slightly to make sure it is safe (pressures created by fires can open doors if not held securely).
4. 4. If you cannot leave the room seal up the crack around the door using pieces of clothing, tape or whatever is handy. To let smoke out and bring fresh air in, open windows a few inches. Hang an object out the window to attract the attention of the Fire Department.
5. 5. Close the door as you leave
6. 6. Use stairways.
7. 7. Exit building quickly and quietly. Walk, do not run. If the nearest exit is

blocked, proceed calmly to the nearest available exit.

8. 8. Report to the fire marshal (RA) or deputy fire marshal (hall president) in the designated station.
9. 9. Report all injuries to the Fire Chief, Police Officer and members of the Student Life staff.
10. 10. Remember to remain calm.
11. 11. No smoking is allowed at any time during a building evacuation.
12. 12. Presidents of all residence halls and faculty members will bring the attendance lists to the Fire Marshal (RA) at the station.
13. 13. Do not reenter the building for any purpose until directed to do so by the proper authorities.
14. 14. Please ask any Resident Assistant if you have questions concerning any of the procedures listed above.

#### D. Misuse of Fire Equipment

1. 1. The supply, placement, and maintenance of fire equipment in the residence halls conforms with the safety laws of the State of New Jersey. All students have a responsibility in safeguarding this equipment.
2. 2. Any person maliciously or intentionally misusing or damaging any fire equipment will be subject to appropriate disciplinary action up to and including suspension or expulsion from the College. Violators are subject to prosecution by state laws as well as college penalties.
3. 3. Individuals responsible for misuse or damage of fire equipment will be fined

\$500.00 minimum. Where individual responsibility is not determined, each member of the section where the damage, loss, or misuse occurs will be assessed a fine.

### **SMOKING POLICY**

As safeguards against fire and in consideration of the health of our community members and in order to comply with New Jersey State laws and mandates, smoking is prohibited in all buildings owned or operated by Centenary College.

#### Residence Hall Regulations

1. Students may **not** smoke in their rooms, hallways, common areas, or bathrooms of their residence halls.
2. Students are held responsible for any smoking-related damage to the property in his/her rooms and residence hall.
3. Centenary College community members are responsible for guests respecting all regulations.

Any member of the community observing an infraction of the smoking policy is encouraged to remind violators of the policy. Infractions may be documented. Complaints may be addressed to the Associate dean of Student Services or the Personnel

Office.

### **Motor Vehicle Parking**

The Centenary College Campus is private property and the College determines all motor vehicle regulations.

1. All Centenary resident students may keep cars at the College providing he/she registers the car(s), which includes showing his/her driver's license and the car owner's registration, and agreeing to follow the regulations of the College and the State of New Jersey.
2. All Centenary commuter students using a car to commute to college must register their car, if they wish to park on campus in the student parking lot instead of using the public street.
3. Motor vehicles operated on any College property by students, faculty, or staff, either regularly or temporarily, must be registered with the Business Office and are subject to all driving and parking regulations issued by the College.
4. The campus speed limit is 15 miles per hour.
5. Students and staff will be held responsible for the violations of any vehicle registered to any member of their immediate family or other visitor.

### **Motorcycle Regulations**

Requirement of New Jersey State Law for motorcycles will also be enforced on campus. All motor vehicle regulations are in effect 24 hours a day, 12 months a year.

### **Duty to Report Accidents**

The operation of a motor vehicle involved in an accident resulting in any personal injuries in any degree, or damage to any property shall, within 24 hours, forward a report to the Dean of Campus Safety. Failure to report an accident will result in suspension of motor vehicle privileges. The police will advise you if a local or state report is made.

### **Registration**

Students must register cars within the first week of the semester. If the car is brought to the campus after the beginning of the semester, it must be registered immediately. Registration forms are obtained at the Business office, Dean of Students and Campus Life Office.

### **Sticker Information**

- .a. Registration sticker must be permanently and immediately attached and displayed in full view on the lower portion of the left side of the rear window.
- .b. All stickers remain the property of Centenary College and are nontransferable. Financial responsibility for each sticker remains with the person to whom issued until completely removed from the vehicle and destroyed. Please remove parking sticker prior to vehicle disposal.

## **Temporary Vehicle Registration**

Parking permits for vehicle in temporary use at the college must be obtained in advance. The vehicle should be kept off campus until such a permit is obtained.

## **Parking Information**

*Student Parking* - All full-time students, commuters and residents, have the privilege of parking on campus if the vehicle is registered. Students are permitted to park in the lot located at the back of Campus adjacent to the athletic fields. Street parking is subject to all municipal and state motor vehicle regulations and is not under the jurisdiction of the College. Only Hackettstown residents are permitted to park on the streets around the college.

Specific regulations:

1. No Parking is permitted around the baseball field adjacent to the Bennett-Smith and Founders apartments.
2. Parking on Jefferson Street is limited to 3 hours and is intended for guests of the college. Students should not park there.
3. Smith Hall parking is for authorized and service vehicles only.
4. Anderson Lot is reserved for faculty and staff. No students may park there or their car will be towed at the owner's expense.
5. There is a 15-minute time limit for loading and unloading cars. After 15 minutes, tickets will be issued.
6. Illegally parked vehicles will have a boot placed on them until the parking ticket is paid.
7. Except as outlined above, there shall be no student parking, at any time, behind the following residence halls: Anderson, Van Winkle and Smith, nor in the circle in front of the Seay Building, nor on Reeves Road, the Brotherton Parking lot, and the Ferry Circle. Violators will be towed at their own expense.

## **Visitor Parking**

Visitors may be parked in the student lot only from 12 p.m. until 2 a.m. during the week and 24 hours during weekends. Violators will be towed at their own expense. Students must obtain visitor-parking passes for overnight guests, family, and friends from security prior to their arrival.

## **Disabled Vehicles**

A disabled vehicle is illegally parked unless the operator has completely removed the vehicle from the roadway, notified the campus security in writing, posted a sign in plain view that the vehicle is disabled, and taken immediate steps to remove the vehicle.

## **Vehicles Moved Without Authorization**

When a vehicle is moved (either driven or pushed) by someone other than the

operator, the registered owner is still responsible. Since this has been known to happen, the owner should always set the brakes, lock the vehicle and retain the keys.

### **Borrowed Vehicle**

When a vehicle has been loaned to another person and is subsequently in violation of a parking or traffic regulation, the person to whom the vehicle is registered is responsible.

### **Other Considerations**

Lost traffic/parking tickets do not relieve owner/operators of responsibility; illegal parking, whether brief or for a long time period and whether or not a car has been previously parked in an area without citation, is subject to ticketing and fines; tickets will be issued to cars parked in reserved areas.

### **Fines**

- a. Violations are cumulative during each academic year.
- b. Failure to register the motor vehicle promptly in the Business Office
- c. Failure to display registration sticker in plain view where specified
- d. Illegal or improper parking.
- e. Illegal parking in medical permit, fire zone or handicapped space
- f. Unauthorized display of/or improperly obtaining a parking sticker.
- g. Three or more unpaid tickets will result in an automatic towing of the vehicle in violation **at the owner's expense**. Please be certain that you register your vehicle in the Business Office upon your arrival and that you follow parking guidelines as stated in this Student Handbook and on campus signs.

### **Loss of Privileges**

.a. The motor vehicle must be under complete control at all times. Courtesy to other drivers and consideration for pedestrians are basic conditions for the privilege to drive on campus. This privilege will be revoked whenever it appears that an operator is guilty of reckless or inconsiderate driving, or willfully disobeys regulations governing the use of the parking of a motor vehicle. A student who is issued more than five tickets in a semester will be reported to the Dean of Students, who may refer the violation to the Judicial Committee.

.b. Please note that ignorance of the law does not serve to waive a fine or penalty; if a fine is not paid promptly, the student's credit and privilege of further registration at the College will be withheld until the fine or fines are paid. Faculty and staff are expected to pay their fines promptly, and are subject to conditions as stated in the payroll deduction authorization form.

.c. The fact that a person has been incorrectly advised does not constitute an excuse. In this regard, the authority is the Motor Vehicle Regulations

### **Appeals**

*Procedure for Appeals*

Appeals must be filed in writing to the Dean of Students within seven working days from the day the ticket was issued. You will receive written notice indicating the action taken on your appeal.

#### *General*

- .a. Any change in car or license must be reported to the Business Office within 24 hours. College employees are not permitted to render any service to a student's car.
- .b. An ordinance prohibits overnight parking on any street in Hackettstown.
- .c. Failure to comply with any regulations constitutes an offense against the College. The penalty for violation of car regulations of Centenary College may be a fine, towing away and storage of the car at the student's own risk and expense, loss of campus driving privileges, or suspension. Unregistered cars will be towed away after three tickets have been issued. All outstanding tickets and towing charges must be paid before a car will be released to its owner.
- .d. Driving on campus while intoxicated will result in automatic loss of driving privileges.
- .e. While operating a car in New Jersey, a student must have in his/her possession a driver's license, registration certificate and insurance card for the car which is being operated.
- .f. The College reserves the right to alter or supplement these regulations at any time.

*Note: If a student loans his/her car to a friend or other student, the owner must realize that he/she is responsible for the car and any tickets and/or damages to College property.*

#### **Identification Cards**

The College ID card is your official College identification and should be carried at all times. ID cards will be validated every fall and spring semester. The ID card will be used for such things as cashing a check, registration, receiving workship payment, obtaining keys, eating meals, and in order to obtain library borrowing privileges, entrance into a College function and residence halls. ID pictures are taken during Orientation in the Chartwells Office located in the Seay Building. A new ID must be obtained if a student changes status from a resident to a commuter student.

#### **Change of Status**

Students with a change in personal record information (name, address, phone number, parents) and /or those who make changes which affect their campus status (resident, commuter) must report this in writing to the Dean of Students Office.

#### **Leave of Absence**

A leave of absence may be granted to a student for personal or medical reasons, internship-employment, travel, or specialized study. Permission must be secured from the Dean of Students and Vice President for Academic Affairs. Application for a leave of absence is available in the Dean of Students Office.

A student who applies for a leave of absence must demonstrate good academic and

financial standing with the College. The student must also indicate the date of return and if that date changes, must notify the Dean of Students. Registration and housing information will be forwarded to the student prior to the anticipated date of return. A leave of absence may be extended for one additional year. A student who is on leave for more than two years will be withdrawn from the College.

### **Withdrawal from the College**

A student who plans to withdraw from the College during the year or at the end of a semester for any reason must contact the Dean of Students Office. A withdrawal form must be completed along with an exit interview with the Dean of Students and the Director of Academic Advising (and the Director of EOF, if applicable). Prior to departing campus, any student receiving federal or state; grants, scholarships and/or loans, should contact the Financial Aid Office regarding what impact the student's withdrawal will have on received or pending aid. The student must also contact the Business Office to clear all unpaid bills. The student must complete their official withdrawal form to release their records from the College. A student who fails to complete this process and does not report to the College 45 days after the first day of classes of the next semester or when it is determined that a student will not be returning to Centenary, an automatic administrative withdrawal will be processed by Centenary.

Proper reporting to the College requires check-in at the Business Office for ID validation and proper processing of official registration materials by the Registrar's Office. Failure to complete this process within seven days of the first day of classes of the semester for which a student is expected will result in automatic de-registration from classes for that semester and removal from the residence halls. The student may also be administratively withdrawn from the College if proper check-in is not completed.

### **Refund Policy**

The following is a summary of Centenary College's refund policies with regards to tuition, room & board, and fees. This policy is not to be confused with Federal and State regulations regarding the return of funds when a student receiving federal and state financial aid withdraws. (Federal and State aid includes all aid identified on a student's financial aid award as a federal or state; scholarship, grants and/or loans) A separate calculation must be done according to regulations enacted by the federal or state government. However the percentage of funds that must be returned, as prescribed by the regulations, may not match the percentage used to determine costs. This may then create a balance owed by the student to the college, above any prior unpaid balance or a balance due on federal grants, which must be repaid directly to the federal government. For detailed information or examples of the application of these policies contact the Business Office.

### **INSTITUTIONAL REFUND POLICY FOR UNDER-GRADUATE FULL-TIME STUDENTS – Fall & Spring Semesters\***

Refunds of the Annual Charges paid will be made in accordance with the following schedule: Withdrawal Prior to the 1st day of Semester Classes ..... 100% Withdrawal

During the 1<sup>st</sup> and 2<sup>nd</sup> week of Classes ..... 80% Withdrawal During the 3<sup>rd</sup> week of Classes ..... 60% Withdrawal During the 4<sup>th</sup> week of Classes..... 40% Withdrawal During the 5<sup>th</sup> week of Classes..... 20% Withdrawal After the 5<sup>th</sup> week of Classes ..... 0%

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the Dean of Students Office, in writing, of his/her intent to withdraw or take a leave of absence from the college. Refunds will be made in accordance with any federal and/or state loan or grant program regulations.

**INSTITUTIONAL REFUND POLICY FOR UNDER-GRADUATE PART-TIME AND GRADUATE PROGRAM STUDENTS – Fall and Spring Semesters\***

Refund of Semester Charges will be made in accordance with the following schedule:

Withdrawal Prior to the 1<sup>st</sup> day of Semester Classes ..... 100%  
 Withdrawal During the 1<sup>st</sup> week of Classes..... 75%  
 Withdrawal During the 2<sup>nd</sup> week of Classes..... 50%  
 Withdrawal During the 3<sup>rd</sup> week of Classes ..... 25%  
 Withdrawal After the 3<sup>rd</sup> week of Classes ..... 0%

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the Registrar’s Office, in writing on an Add/Drop Form, of his/her intent to withdraw or take a leave of absence from the college. Refunds will be made in accordance with any federal and/or state loan or grant program regulations.

**INSTITUTIONAL REFUND POLICY – SUMMER SESSIONS – ALL STUDENTS\***

Refund of Summer Session Charges will be made in accordance with the following schedule: Withdrawal Prior to the 1<sup>st</sup> day of Semester Classes ..... 100% Withdrawal During the 1<sup>st</sup> week of Classes..... 75%

Withdrawal During the 2<sup>nd</sup> week of Classes..... 50%  
 Withdrawal After the 2<sup>nd</sup> week of Classes..... 0%

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the Registrar’s Office, in writing on an Add/Drop Form, of his/her intent to withdraw or take a leave of absence from the college. Refunds will be made in accordance with any federal and/or state loan or grant program regulations.

*\* Due to new regulations regarding the return of Federal and State funds, any student receiving Federal/State grants or loans should contact the Financial Aid Office (ext. 2350) before withdrawing or taking a leave of absence.*

**College Meetings and Convocations**

The Dean of Students or the President of the College may call required meetings of the student body at any time. The opening Convocation is held at the beginning of the fall and spring semester of each year. All full-time students are required to attend all College Convocations held during the year.

### **Academic Information**

Every student is expected to know and comply with the policies and regulations stated in the College Catalog that was in effect when they matriculated. All students are also expected to be aware of and responsible for their scholastic standing at all times, as well as required credit-requirements for graduation.