



CENTENARY COLLEGE

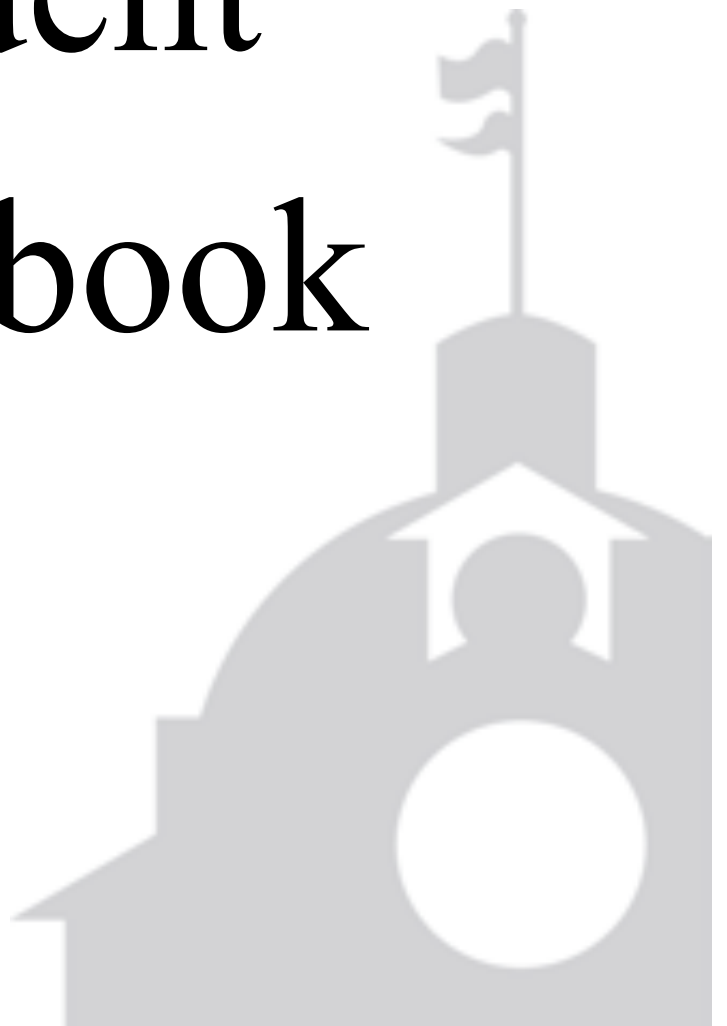
NEW JERSEY

2009-2010 Student Handbook

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Centenary College - President's Greeting

Welcome to a new year at Centenary College! I am pleased to have you as a valuable and positive member of our college community. As you pursue your academic goals I hope you take advantage of the many student activities, lecture series and global opportunities that are presented. The student-focused environment here offers experiences in a variety of social, educational and cultural settings. I am confident Centenary's commitment to quality education and a spirit of community will enhance your living and learning experience, and I personally look forward to seeing you at many on-campus activities.

*Sincerely,
Dr. Barbara-Jayne Lewthwaite
President, Centenary College*



Mission and Vision Statement

Adopted by Board of Trustee's

Centenary College is a community of learners distinguished by a diverse student body, a dedicated faculty and staff, and stimulating educational opportunities. Centenary College is committed to a quality liberal arts and career studies education with a substantial international dimension to engage students in learning and prepare them for satisfying careers, successful lives, community service and lifelong intellectual pursuits. As the primary educational and cultural resource for northwest New Jersey, Centenary offers a range of undergraduate, graduate, and professional programs as well as non-degree courses for professional and personal development.

Vision Statement

Working with area businesses, institutions, and school systems, Centenary College and its graduates are, and will continue to be, key resources for regional economic and educational development, and for recreational and artistic initiatives to enrich the surrounding communities. Centenary College is committed to enlarging its presence in the immediate and expanded geographic region through its quality undergraduate and graduate programs, and by becoming:

1. A model for personalized, individually focused education;
2. An innovator in the integration of a quality liberal arts education with career preparation;
3. A standard-bearer in internationalizing its campus and its programs;
4. A pioneer in developing and implementing community service initiatives;
5. An acknowledged leader with its contemporary Career, Business, and Education technology centers and with an Equestrian Studies program second to none.

CORE VALUES OF CENTENARY COLLEGE

The identity of Centenary College as an institution of higher education is rooted in a set of core values from which flow broad principles that provide general guidelines for acting ethically in the often ambiguous realities of daily life. The standards of conduct articulated in the College policies reflect the application of these core values and principles.

INTEGRITY - Continuously earn the trust and loyalty of students, staff, faculty, trustees, alumni, employers, graduate schools, and all constituencies through congruent demonstration of the stated values of the institution.

1. Hold each other accountable to the processes we have agreed to in order to achieve all-win results in all interactions.
2. Be honest and truthful.
3. Be fair to all stakeholders.
4. Continually demonstrate dedication to our mission.
5. Be faithful in sustaining our commitments.

COMMUNITY - Create a purposeful, balanced, and affirming support network wherein members serve and nurture one another through practicing the values of teamwork, trust, respect, service, and compassion.

1. Utilize both traditional and virtual means of communication to sustain open information exchange.
2. Give and receive constructive feedback in a trusting environment to encourage self-development towards common goals.
3. Attain this sense of community by treating others with civility, acceptance, respect, and compassion and through responsible stewardship of the College's heritage, property and resources.
4. Recognize and celebrate the contributions of everyone.
5. Seek involvement with people different from oneself. Demonstrates an appreciation for diversity and the impact it has on society.
6. Demonstrate unparalleled service as normative behavior in all situations.

INNOVATION - Develop a vibrant and open learning community that creatively and continuously challenges and improves itself in order to remain at the forefront.

1. Continually acknowledge and analyze strengths, weaknesses, opportunities, and threats.
2. Secure and commit resources to support innovation.
3. Look at every situation as a new opportunity to learn and grow. Employs critical thinking in problem solving.
4. Encourage creative thinking and sound risk-taking.
5. Identify, explore, and integrate differences.

QUALITY - Sustain an operating standard that strives for the highest levels of achievement.

1. Engage in professional development that raises the bar on outstanding performance.
2. Take personal responsibility for consistently anticipating and meeting the needs of all community members.
3. Demonstrate pride in the institution through intentional care of facilities.
4. Benchmark performance against established internal and external standards of excellence.
5. Do things right in a timely manner.

CODE OF CITIZENSHIP AND ETHICAL BEHAVIOR

Introduction

We, the trustees, faculty, administrators, staff, and students of Centenary College affirm our commitment to this Code of Citizenship and Ethical Behavior and to conducting ourselves in ways that promote mutual trust as well as public confidence in the College. We are individually responsible to each other for exhibiting in our own actions the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community.

Centenary College strives to provide a quality education for all its students within the context of the College's mission statement and its core values of integrity, community, innovation and quality. These values form the basis of this Code of Ethics. It is the responsibility of each individual to protect and support the College, its community members and its mission as a learning community.

This Code of Citizenship and Ethical Behavior at Centenary College does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, disability and/or any other legally protected trait or characteristic.

Illustrative Applications

The examples which follow illustrate the broad spectrum of activities, many of which are complex, in which ethical concerns may arise at Centenary College. Each example is followed by a reference to the College policy and procedure documents that provide fuller explanations and guidelines for ethical decision making and actions.

- 1. Academic Honesty** - All students are expected to adhere to Centenary College's policy concerning academic honesty. Any student found cheating, plagiarizing, submitting non-original work, etc., will receive a grade of zero (0) for that work. Flagrant cases of academic dishonesty may result in the student being dismissed from the class and referred to the Academic Review Board for further action or sanction as deemed appropriate, up to and including dismissal from Centenary College. Individual instructors or departments may impose additional penalties. Check the syllabus for the policy that applies to each class. <http://www.centenarycollege.edu/cms/index.php?id=1171>
- 2. Centenary Values-based Behavior** - All Centenary College Community members are expected to behave in an honest, responsible and professional manner respecting the rights and dignity of others. Our community members will exemplify our values of integrity, innovation, community, and quality. These include but **are not limited** to aggressive or threatening verbal or physical actions, harassment of any type, and offensive language. <http://www.centenarycollege.edu/cms/en/parents/links-for-students/>
- 3. Hiring and Admissions Practices** - Centenary College takes affirmative steps and makes good faith efforts toward achieving non-discrimination and equality of opportunity in employment and in academic and non-academic programs. These practices include, for example, student admissions and employee recruitment, compensation and benefits. <http://www.centenarycollege.edu/cms/en/parents/hr/forms-page>
- 4. Relationships** - The members of Centenary College community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment, discrimination and retaliation of any sort are not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is strongly encouraged to

avoid potential conflicts of interest, abuse of power, or exploitation of any type of those they supervise, teach, coach or advise. <http://www.centenarycollege.edu/cms/en/parents/hr/>

5. **Confidentiality** - Centenary College abides by and informs faculty, staff, and students of all laws that govern confidentiality. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize Centenary College. Examples of confidential information include but are not limited to, health, financial, academic, and employment records of individuals. <http://www.centenarycollege.edu/cms/en/parents/links-for-students/>
6. **Conflicts of Interest and Commitment** - Centenary College community members are obligated to avoid placing ourselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our duty to Centenary College. Areas of potential conflict include the use of confidential information, the acceptance of gifts and, the use of college resources, property, or funding for one's own benefit. <http://www.centenarycollege.edu/cms/en/parents/hr/forms-page>
7. **Financial Transactions** - All financial matters, including cash receipts, contracts, purchase orders and reimbursements for travel and entertainment expenses are transacted according to policies that have been established so that the College upholds the laws and the principles underlying them. Grants and contracts are subject to Centenary College review to assure that funds are expended in compliance with all applicable statutory and regulatory requirements. http://www.centenarycollege.edu/cms/fileadmin/user_upload/onecard/cyclone_card_terms_and_conditions.pdf
8. **Use of Centenary College Resources**
Centenary College services, employment time, supplies, equipment and travel budgets are used solely for Centenary College-related business and not for the personal advantage of an individual. <http://www.centenarycollege.edu/cms/en/parents/hr/>
9. **Impact on the Environment** - Centenary College seeks to protect the natural environment by appropriately using and recycling resources and by avoiding conditions that may result in creating environmental hazards. <http://www.centenarycollege.edu/cms/en/parents/hr/>
10. **Electronic Communication** - Information systems are used in accordance with all laws and are not used for commercial purposes or non-Centenary College, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources, or gain access to systems without authorization. <http://www.centenarycollege.edu/cms/en/its/computer-use-policy/>

Implementation

Seeking Clarification - Members of the Centenary community value their reputation for behaving ethically and therefore reflect before acting, especially in complex situations. In instances where policies appear ambiguous or questions arise about personal responsibility in adhering to this Code of Citizenship and Ethical Behavior, clarification can be sought from supervisors, directors, chairs, deans, vice presidents or the office responsible for the policy in question. Simple questions such as the following offer guidance in deciding if an act is consistent with the College's Core Values:

- How would my action appear to others at Centenary College?
- Could it harm the College's reputation?
- Is it ethical and legal?
- What does my conscience tell me?
- Should I check before acting?

Reporting an Alleged Violation - All trustees, faculty, administrators, staff and students are expected to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally the first person to be informed should be either one's immediate supervisor in the case of employees, or the director of the department concerned. In those instances in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. The process for reporting suspected violations of specific policies are explained as part of the policy itself.

As a general guideline, please follow the procedures enlisted with the specific policy. In most cases a student should report to their Faculty or the Dean of Students, while faculty would report to their chairperson or a Dean, Staff would report to their supervisor or the Director of Human Resources.

The Centenary community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

Enforcing Ethical Standards

Reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy. Those accused are not assumed to be responsible for the reported behavior until the appropriate process has reached a conclusion. In circumstances where individual or community safety is in jeopardy, temporary restrictions and or suspensions can be put in place while the investigation continues. Fundamental fairness is accorded to all individuals.

Reporting False Accusations

No one will falsely report misconduct of any sort by another individual for the purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action. http://www.centenarycollege.edu/docs_hr/SexualHarassPolicyApril182005.pd

Responsibilities

All members of the Centenary Community are responsible for conducting school-related activities ethically and for making Centenary College a place known by the excellent character of all associated with it. Trustees, faculty, administrators, staff, constituents and students in leadership roles are influential models for Centenary College students. Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them.

CODE OF STUDENT CONDUCT

Introduction

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 diversity, community service and lifelong learning. The College expects its members to maintain patterns of behavior which enable its central functions of learning and teaching to take place and which embody our Core Values of Integrity, Community, Innovation and Quality.

The mission of the Centenary College Code of Student Conduct is to educate students on their rights and responsibilities as members of our community; to promote the understanding of the balance between individual and college rights; and to ensure a safe and inclusive environment conducive to intellectual, personal, and professional growth.

Students admitted to Centenary College, agree to adhere to the rules, policies and regulations set forth in this Code. 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. The President of Centenary College has assigned responsibilities for implementation of the Code of Student Conduct to the Dean of Students or designee.

Student Rights and Responsibilities

- Students are provided the College Catalog, Student Handbook and any other published regulations relating to student responsibilities through the College Policies portion of Blackboard and are accountable for the information contained therein.
- Students are responsible to uphold and report infractions of, the Centenary College Core Values, College Catalog and Student Code of conduct.
- Students will work well in teams, including those of diverse composition; work in a collaborative manner and be able to build consensus.
- Students will demonstrate understand and employ the integrity, social responsibility and ethical behavior required for a diverse democratic society.
- Students will be respectful of the rights of others. Listens to and considers others' point of view.
- Students will develop relationships with academic advisors, faculty, students and other Centenary staff in order to be engaged with the College in meaningful ways.
- Students will comply with the verbal and written directions of college officials.
- Students will respect and comply with all the laws and rights of good citizenship.
- Students are provided and respect the freedom to teach and the freedom to learn.

Organization and/or Group Rights and Responsibilities

- Living groups or organizations formally approved by the College are subject to the same rights, responsibilities and 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 are 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.

College Rights and Responsibilities

- 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, as is defined by electronic posting of the change within the College Policies portion of Blackboard and email notification of such change via Centenary College email system.
- The College reserves the right to take disciplinary action including suspension or expulsion as outlined in this code without refunding fees. Neither the College nor any of its officers shall be under any liability whatsoever for such disciplinary action.
- The College has the right to suspend a student charged, by a civil body, with a violation of a violent crime or sexual assault, 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 or college community.
- 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 campus community who are charged with crimes of violence or the possession, use/misuse or distribution of dangerous substances in violation of the law.

Centenary Code of Conduct Purpose

- Educate students, faculty and staff on issues related to student conduct, responsibilities, and behavioral expectations in the Code of Student Conduct.
- Protect the rights of students and the college community.
- Provide fair and impartial review for students charged with violating the college's Code of Student Conduct.
- Educate students who have violated the Code of Student Conduct by assigning purposeful sanctions that foster learning, ethical development, and personal integrity.
- Encourage respect for members of the college community.

Desired Student Outcomes

- Demonstrate knowledge of the Code of Student Conduct and the rights of others.
- Be able to identify their rights as students and their responsibilities as college community members.
- Demonstrate insight into their abilities for ethical decision making.
- Be able to predict consequences for their actions.
- Demonstrate a positive change in their behaviors.

Jurisdiction

The following acts of misconduct are prohibited on campus, at any clinical or internship site, and at any college sponsored or college affiliated activity or event. The Code of Student Conduct shall apply to any and all lands owned or leased by the college, as well as to any location where a student is engaged in a college related activity. Additionally, the College reserves the right to enforce this code even where civil authorities have acted.

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 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 college President. An injunction shall remain in effect during the appeal process.

Illustrative Applications

The examples which are provided within the policies illustrate the broad spectrum of activities, many of which are complex, in which ethical concerns may arise at Centenary College. Specific examples cited are intended to be illustrative and not all-inclusive.

CODE OF CONDUCT POLICIES

Level I. - The following offenses are those that Centenary College does not tolerate. All offenses listed here can be sanctioned with suspension or expulsion. Additional sanctions can be levied by the Judicial Committee, as the committee deems appropriate. Due to the serious nature of these offenses, the Dean of Students reserves the right to place restrictions or suspension of those charged until such time that the Judicial Board makes final judgment.

- A. Anti –Harassment, Discrimination & Retaliation Policy
- B. Policy Against Sexual Assault & Contact
- C. Policy Against Hazing
- D. Alcohol Policy
- E. Policy Against Controlled Substances
- F. Compliance Policy
- G. Safety/Fire Safety Policies
- H. Computer Use Policies
- I. Policy Against Fraud
- J. Policy Against Vandalism / Damage / Theft
- K. Contempt of the College Judicial Process

Level 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 community service hours not to exceed 100 hours or restitution or all. Additional sanctions can be levied by the Judicial Committee, as the committee deems appropriate.

- A. Residence Life Community Standards
- B. Parking Policies
- C. Solicitation & Posting Policy
- D. Smoking Policy

Level 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 waterslides and/ or water battles.
- B. Unauthorized removal or transfer of College furniture or property.
- C. Littering and disposing of trash or unwanted items in any public area other than 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 the Office of Student Engagement and Services.

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 Dean's office will coordinate with Residential Life Staff, the Judicial Committee, and Campus Security to successfully orchestrate the implementation of this code of student conduct.

The Dean of Students shall:

1. Coordinate and train all Judicial Committee Members and Residence Hall Directors in the procedures of the Judicial Process including; advising students of charges, scheduling hearings, notifying persons associated to the case, providing necessary forms and notices, and undertaking such measures to implement the code.
2. As provided for in this code, process all disciplinary charges referred to it.
3. Maintain the confidentiality of all disciplinary records in accordance with College policy on maintenance, retention and dissemination of confidential information.
4. Provide for the publication of this code and all actions taken and decisions rendered as appropriate by the Clery Act and FERPA Law.
5. When appropriate advise the Judicial Committee and Residence Hall Staff on the meaning, interpretation, and application of this code.
6. Serve as a liaison, when appropriate, with other members of the college community whose responsibilities may bear on a particular disciplinary matter.

Authority of Judicial Process

- A. Making a Report** - All Centenary College Community Members may make charges of the Code of Student Conduct by completing an incident report and submitting it to the Dean of Campus Safety and Security.
- B. Incident Report Screening** - The reports are reviewed by the Dean of Students and/or her designee, an inquiry will ensue and then referral will be made to the judicial board or the appropriate Residence Hall Director.
- C. Jurisdiction** - In general Residential Life Community Standards are adjudicated by the Residence Hall Directors, Alcohol Violations and other similar cases go before the Dean of Students, and charges eligible for expulsion will be heard by the Judicial Committee. In all cases the following are applicable:
 1. The appropriate hearing officer or committee has full jurisdiction over all the cases referred to it by the Dean of Students.
 2. Sanctioning will be done in accordance with the written policy and as written above.
 3. Students will receive a notice to appear including the date, time and location.
 4. Students will be presented with all evidence of violation and be given an opportunity to defend their behavior or actions. Ignorance of rules or procedures is not a viable defense.
 5. Students will be given written notice of the result of their hearing including a statement of in violation or not in violation, all sanctions, due dates and appeal procedures.

JUDICIAL COMMITTEE

The Judicial Committee is a group created of Students and Faculty and tasked with adjudicating infractions of the student code of conduct. The committee hears cases brought forward by members of the college community for the purpose of deciding if a violation has occurred and the appropriate sanction. The rules governing the Judicial Committee as well as guidelines for the hearing are outlined below.

Judicial Committee Members

The Judicial Committee is comprised of students and faculty. Members shall have training which gives them general understanding of Centenary's policies and hearing procedures. Student Committee members must be a full time undergraduate, have a cumulative GPA of a 2.0 or better, be in good standing with the College, and uphold the Code of Conduct.

From the Judicial Committee, three (3) students and two (2) faculty will be chosen to act as the Judicial Board for each hearing. Board members are chosen based on availability and impartiality to case details.

The Judicial Chairperson presides over each case unless he or she excuses themselves to maintain partiality. The Judicial Chairperson and Vice-Chairperson are chosen by the Dean of Students, the Associate Dean of Students, the President of the Student Government Association and the Vice-President of Student Government Association.

Judicial Process Coordinator

The Judicial Process Coordinator acts as an advisor to the Board during a hearing. He/she maintains order outside of the hearing room and interprets the Student Handbook for the Judicial Board. The Process Coordinator is not a member of the Judicial Committee, rather is a College Official. In the event the Judicial Chairperson excuses him/herself from hearing a case, he/she may act as Judicial Process Coordinator.

Hearing Participants

The other participants in a hearing are the accused, the accuser, witnesses and a judicial guidance officer. The accused is the student accused of violating the code. The accuser is the individual making the charge that a violation occurred.

The accused and accuser may choose to bring up to three (3) witnesses. Witnesses are individuals with significant knowledge of the incident and are called to testify in order of most importance. Witnesses will be called in to give their statement of events by the Judicial Chairperson. At any time, the Judicial Chairperson may excuse the witness for not following Hearing Guidelines, having testimony deemed irrelevant, or due to time constraints.

Students participating in the judicial hearing are not permitted to have outside representation by legal firms, family or friends outside of the college community. The accused and accuser may choose to have guidance during the hearing; however, this person must be requested in advance and is an assigned Campus Life member that is familiar with the policies of the campus. This person may not participate in the hearing by presenting evidence or acting as a witness. Rather they will offer quiet guidance to the individuals in the form of passing notes, or encouraging an appropriate manner in which to deliver their testimony.

Hearing Preparation

Judicial Board members are required to arrive 15 minutes prior to the beginning of a hearing. During this time, each member of the Board should review incident reports which are to be provided by the Judicial Process Coordinator. Any questions Board members have of the incident report should be noted.

The Accused and Accuser will receive a letter of charge including the date, time and location of the hearing. Additionally, they will receive a copy of the incident report, which will be presented to the board. They will not receive notification of the names of the individual board members.

Hearing Procedures

On the Date of the hearing all board members must be present before the case will be heard. All participants in the hearing must be on time, including accused, accuser, all witnesses and any advisors. If the accused is not present when the Judicial Chairperson begins the proceedings, the hearing will be conducted in their absence, unless the chairperson feels a postponement is in order. If they arrive late, the Judicial Chair may decide whether or not to allow them to join the hearing. If the accuser is not present, the chairperson may choose to use the incident report as their testimony and /or may decide to dismiss the case. Late witnesses will not be permitted to testify.

Hearing Procedures Involving Groups

The parties of accused or accusing may choose to commence the hearing as a group, or as individuals when each is being charged for the same incident. In addition, the Judicial Chairperson reserves the right to call in any hearing participants at any time for the purpose of timeliness.

When student groups or organizations are charged with a violation of the code, the executive committee of the organization will stand as representatives of the accused organization. Sanctions will be given to the organization and not to individuals. Individual judicial records will not be available as part of the sanctions, however the organizations record will be.

Guidelines of the Hearing

The following hearing guidelines are read to all participants in the hearing and recorded for evidentiary purposes:

“Thank you for attending this hearing of the Judicial Board. I, _____, am the Chairperson for this hearing on [today’s date] involving [accused] and [accuser]. It is essential that all information presented in this hearing be completely confidential. There is to be no discussion related to incidents at hand outside of this hearing room. This hearing will be conducted in an orderly manner and anyone violating that directive will required to leave. In addition, all participants are obligated to tell only the truth. Further disciplinary action will be pursued against anyone found to be misrepresenting the truth in a hearing.

All discussion and information presented must be relevant to the specific acts and charges alleged in the incident report. Evidence regarding other acts or past infractions are inappropriate at this time and Board members will direct you to restrict your statement accordingly. Only evidence presented in this hearing will be used to determine if a violation occurred.

I will now ask Board Member, _____ to read the charge.”

Board member reads the specific charge(s) from letter of charge to the accused. This is the Level and Section of the violation from the Student Handbook. The Judicial Chairperson then dismisses all witnesses. Accused, accuser and guides remain.

“I now ask that all witness be excused until called upon to present their testimony.”

Accuser’s Presentation

The accuser will have an opportunity to present his or her version of events related to the incident including evidence. At any time during this presentation the Judicial Board may ask questions of the accuser. When the accuser has concluded his or her statement, the accused may ask questions of the accuser. The accuser may then call in his or her first witness. The witness gives their statement of involvement with the incident which may be questioned by the Judicial Board at any time. The accused may ask questions of the witness after they have concluded his or her statement. This procedure continues for all the accuser’s witnesses.

Accused’s Presentation

At the conclusion of the accuser’s presentation, the accused will be directed to begin their presentation. During this time, the accused may present any information or evidence relevant to the incident. This presentation may be interrupted by the Judicial Board for questioning at any time. After the accused has finished their presentation, the accuser may ask questions of the accused. The accused may then call in their first witness. The witness gives their statement of involvement with the incident which may be question by the Judicial Board at any time. The accuser may ask questions of the witness after they have concluded his or her statement. This procedure is carried out for all of the accused’s witnesses.

Are there any other questions from the board?

If not, I now ask that all parties leave the rooms for the board’s deliberation.

Deliberation

Deliberation is the period in which the board will decide if a violation occurred and appropriate sanctioning. Only the board is present for deliberation and all others must be excused from the room. During deliberation, the chairperson may request the council of the Judicial Process Coordinator. If this were to occur, the purpose of the discussion will be disclosed at the time of hearing conclusion. During the period of deliberation the tape recorded is turned off and the board will discuss in detail the case and all evidence presented.

Determination of Violation

Using only the information presented in the case, the incident report and the Student Code of Conduct, the board will determine if a violation of policy has occurred. The board may not use past infractions, previous incidents and character to decide if a violation occurred. If the board feels in necessary, they may briefly recall any participant for clarification. If this were to occur, the accused, accuser, their guides and the judicial process coordinator would be recalled and permitted to ask questions. The recording would commence.

Determination of violation should be decided by a consensus of the Board. Should a consensus not be possible the Chairperson will call for a vote. The Chairperson will call each board members name and ask for their vote. After all four members have voted the majority decision is final. Should the vote end in a tie, the Chairperson will make the deciding vote.

Sanctioning

If it is determined the accused is found in violation of the code, then the Board will proceed to sanctioning. At this time, the accused's judicial record will be reviewed to determine the appropriate consequence. Sanctioning is concluded upon as indicated by the level of the offense. In some cases the board may recommend expulsion to the College President. If upon review the President does not uphold the Judicial Board's recommendation, the board will make a determination of an appropriate sanction.

Hearing Conclusion

The accused will be recalled into the Hearing room for the announcement of the Board's determination. Witnesses will be excused and not able to attend this portion of the case. Guides and the Accuser may be present. Audio recording will commence. The Judicial Chairperson will declare their decision, the purpose of Judicial Process Coordinators questioning as well as explain all sanctioning details.

IN VIOLATION READ:

"_____ you have been found in Violation of Centenary College Policy(ies). As a result, following sanctions have been levied against you:"

Read from the handbook the sanctions and their descriptions.

"If you wish to appeal the decision made by this board, you must do so in writing to the College President, Dr. Lewthwaite, within five(5) working days of this hearing. Should you have further questions regarding these sanctions or the appeal procedure, you may seek the counsel of the Dean of Students. This Case is adjourned."

OR

NOT IN VIOLATION:

"_____ the board has found you to be NOT in violation of the charges against you. Any administrative sanctions assigned to you as a result of this case have been dissolved. A notice of Non - Violation will be posted on your behalf. This Case is adjourned."

Details pertaining to offenses, sanctions and appeals are outlined in the Student Handbook.

All materials will be collected by the process coordinator and appropriately filed or discarded. Under no circumstances may a board member, take any notes or materials from the room.

Confidentiality Statement

These judicial procedures were created in compliance with the FERPA and Clery Act standards of confidentiality. Therefore, information not required to be reported through the Clery Act will not be disseminated beyond the Judicial Hearing Board. Once the case is finalized and the appeal period is expired, the tapes will be destroyed and only the charges, evidence provided, outcome, sanctions and resolution will be on record in the student's individual file. Centenary has an obligation, under the provisions of the Clery act to put a public notice forward about crimes and their results. Therefore, a letter will be crafted and posted within the mail room stating the crime that occurred and the outcome. This posting will not contain the name of the

charged individual and/or group. Should the alleged person be found not in violation, he or she may request their name be published.

Appeals

An appeal of a decision made by the judicial committee must be submitted in writing to the President of Centenary College within 72 hours of the notification of the decision. In the case of recommended expulsion, the appeal must be made to the President of the College prior to her rendering her decision to expel, which shall occur after the 72 hours of notice.

An appeal of a decision of the Dean of Students, Residence Hall Director or the dean's designee shall be made in writing to the Vice President of Student Engagement and Services within 5 business days of the notification of the decision.

Email appeals will not be accepted.

In order for an appeal to be granted any of the following must be proven:

1. Hearing procedures were not followed, regarding notice and opportunity to be heard, unless waived by the student.
2. There is sufficient discovery of new evidence concerning the incident, which must be proven to have not been available at the time of the case.

The appeal shall include:

1. the basis of the appeal (as listed above.)
2. copies of all written decisions of the Judicial Board
3. must be signed by the sanctioned student.

Centenary College of New Jersey

ANTI-HARASSMENT, DISCRIMINATION & RETALIATION POLICY

Revised April, 2009

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/academic environment 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 not 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 she or he 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 her or his 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 her or his communication with the Claimed Offender.

2. **Complaint** - A Faculty or Staff member who is a Complainant may make a complaint to the Director of Human Resources who is the Equal Opportunity Employment Officer for non-Students (referred to as the Director), or designee. A Centenary Student who is a Complainant may make a complaint to the Dean of Students who is the Equal Opportunity Employment Officer for Students (referred to as the Dean), or designee. When a complaint involves both Students(s) and non-Student(s) (i.e., Faculty, Staff, Visitor etc.), the Director of Human Resources, or designee, and the Dean of Students, or designee, will both be involved in the investigation of the complaint, utilizing these Policy guidelines.

Complainants are encouraged to provide the following information to the Director of HR or designee, (for Faculty and Staff) or the Dean of Students, or designee, (for Students) 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 (1st or 2nd 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, 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 (for Faculty and Staff), or the Dean of Students (for Students) the 90-day limit may be extended by the Director of HR in her/his sole discretion (for Faculty and Staff) or the Dean of Students (for Students) in her/his sole discretion.

The Director of HR, Dean of Students, or designee, (referred hereinafter as the Director/Dean) will review with the Complainant the Complainant's perception of unlawful sexual or other harassment, discrimination or retaliation. The Director/Dean 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/Dean, 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/Dean 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/Dean deems the same appropriate under the circumstances after consultation with the President or designee. Any determination by the Director/Dean 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/Dean's receipt of a complaint under this Policy absent good cause warranting an extension of time.

While the Director/Dean 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/Dean be reached short of the forwarding of the complaint to the Committee, the Director/Dean 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/Dean that a complaint should proceed to the Committee for review and/or investigation and action, the Director/Dean 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.
- For a complaint involving a Student, the Dean of Students or designee will be a member of the Committee.

The Director/Dean 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/Dean 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 Human Resources or the Dean of Students, 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/Dean, or if the matter is against the Director of Human Resources or the Dean Students, to the employee's own supervisor who will report it to the Vice President of Finance/CFO or the Vice President for Student Engagement and Services, respectively. 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/Dean shall sign the Director's/Dean's own name to the Statement, stating that the Director/Dean 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/Dean for good cause which shall be determined by the Director/Dean 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/Dean 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/Dean 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 service 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/Dean 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/Dean shall function as the Complainant. The President or designee shall assign the functions of the Director/Dean 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/Dean 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 Human Resources, or the Dean of Students, as applicable, and 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.

Centenary College of New Jersey

POLICY AGAINST SEXUAL ASSAULT & CONTACT

Revised April, 2009

The New Jersey Criminal Code has 22 separate criminal codes for Sexual Assault and Contact. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary College upholds all of the laws, not just those discussed or reviewed within this document.

This policy describes sexual assault and contact 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 sexual penetration with another person with the use of physical force or coercion 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 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 contact involves intentional touching of the victim's or attacker's intimate body parts, even through clothing, for the purpose of degrading or humiliating the victim for the assailant's gratification.

The New Jersey Law

Under New Jersey state law, 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).

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.

Centenary College Policies

The College Code of Conduct lists Sexual Assault as a Level I Offense: "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 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. People ought not to have fewer rights or social opportunities than others; and 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 “reasonable and acceptable” behavior is. The use of power, intimidation, and threats in relationships is always inappropriate; when it results in assault, it is criminal.

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.

Reporting

Centenary College has identified institutional officials trained to handle these matters. To speak with one of these officials, please contact the Office of Student Services at 908-979-4291. Any individual who believes he or she has been sexually assaulted is encouraged to report the incident immediately to one of these officials, who will offer support and information on the process and procedure for such incident. The immediate concern of any member of the Student Services Staff will be the survivor’s emotional and physical well being.

Confidentiality

Victims of sexual assault are encouraged to report the crime to the police and/or the Office of Student Services. However, when a victim reports an assault to any member of the health/counseling services staff or to Campus Ministry, that person will obtain emotional, spiritual and /or medical support and assistance under strict confidentiality. Because of the seriousness and criminal nature of sexual assault, disclosures by a victim to any other person or office, would necessitate faculty and staff contact the Dean of Students with pertinent information about such alleged incidents. In all cases, the confidentiality of all parties will be protected, as far as the process permits.

Depending upon the nature of the alleged incident, the Vice President and Dean of Students will determine the course of action, or the appropriate process to follow with the local law enforcement authorities, as well as within the institutional disciplinary process. Sanctions can include suspension or expulsion from Centenary.

What to do 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.

1. 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.
2. 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.
3. 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 sexual assault, you still have the option of not pursuing the charge, but if you do not report early, you may jeopardize prosecution.
4. 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 Student Services Office.
5. 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.

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 an assault; it also may lessen the chance that the rapist will be able to victimize others.

Each victim of sexual assault will have their own timetable for recovery depending on the circumstances of the assault, 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.

Centenary College of New Jersey

POLICY AGAINST HAZING

Revised April, 2009

The New Jersey Criminal Code has clearly defined standards for Hazing. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary College upholds all of the laws, not just those discussed or reviewed within this document.

Acts of hazing are subject to arrest and prosecution in the state of New Jersey, and therefore, will not be tolerated in any organization at Centenary College, including sport teams and Greek organizations.

Definition

In essence, hazing is defined as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

Hazing acts that are criminal and subject to arrest and prosecution include but are not limited to the following:

1. Deprivation of sleep
2. Deprivation of food
3. Consumption of abnormal food stuff
4. Kidnapping and/or abandonment of any student at an off-campus location
5. Paddling (or beating) of any kind
6. Branding or tattooing
7. Forced, coerced, or implied pressure to consume alcohol
8. Pelting individuals with food or other objects
9. Scavenger hunts involving illegal activities (theft, etc.)

Hazing includes but is not limited to the following practices which will not be tolerated by Centenary College:

1. Unusual eating methods or places
2. Any and all personal servitude
3. Mandatory calisthenics
4. Wearing degrading or abnormal apparel
5. Using terminology which implies superior/inferior status (i.e., "Brother" Smith or "pledge scum")
6. New members walking "in line"
7. Silent periods of any kind
8. Interrogation of new members
9. Mud slides
10. Restrictions on bathing or other hygienic practices
11. Forced change in sleeping quarters

NEW JERSEY LAW

In 1980, the New Jersey legislature passed the following act regarding hazing and aggravated hazing under New Jersey Criminal Code (N.J.S.A 2C:40-3):

A. **Hazing** - A person is guilty of hazing, a disorderly offense, if in connection with initiation 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 injury.

B. **Aggravated Hazing** - A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited in subsection "A", which results in serious bodily injury to another person.

The act further provides that the consent of anyone placed in jeopardy or injured shall not be available as a defense against prosecution under this act. Since aggravated hazing is a fourth degree crime, one who suppresses by way of concealment ... any evidence of the crime (N.J.S.A. 2C:29.3) could be charged with the disorderly persons offense of hindering apprehension or prosecution.

CENTENARY COLLEGE POLICY

Any act of hazing, whether committed on or off campus, will be subject to College disciplinary measures and individual students as well as student groups may be held accountable. The College Code of Conduct lists Hazing as a Level I Offense: "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 a duty to report incidents of hazing and any other crimes to the Warren County Prosecutor's Office, and/or the College will cooperate fully with any investigation that is commenced by any law enforcement authority concerning such an incident.

It should be understood that any student, not solely new members of a fraternity and sorority, could be a victim of hazing. It should be further noted that active member participation in submitting themselves to being hazed is equally unacceptable and likewise will not be tolerated. If any student or student group has plans to conduct an activity, which they feel may be in violation of College policy, it is strongly advised that they contact the Dean of Student Services to clear any questions as to the acceptability of such an event.

Centenary College of New Jersey

ALCOHOL POLICY

Revised June, 2009

NEW JERSEY STATE LAWS

In compliance with current New Jersey Laws, the college prohibits the consumption of alcohol by persons 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 Division for Alcoholic Beverage Control as summarized below. Each student is responsible for being aware of and for abiding by the laws of the state.

- a. All persons while in the state of New Jersey are subject to the rules and regulations of the New Jersey Alcoholic Beverage Control Board.
- b. Any minor who attempts to purchase, purchases, consumes, possesses, or transports any alcoholic beverages within the state of New Jersey is subject to fine, or imprisonment, or both.
- c. 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 part, for the purchase of alcoholic beverages.
- d. 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.
- e. It is unlawful to possess or transport any liquor or alcohol not purchased according to New Jersey Law.
- f. Host liability: Anyone who knowingly furnishes alcoholic beverages to any person under the age of purchase is civilly liable for such furnishing if injury or damage to third party should occur.
- g. It is unlawful to furnish alcohol to obviously or visibly intoxicated person regardless of age.

In New Jersey, you must be 21 to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21. If you are under 21 and you buy or drink alcohol in a place with an alcohol beverage license, you may be fined \$500 and lose your license for 6 months. If you do not have your driver's license, the suspension starts when you are first eligible to receive a license.

A person is guilty of drunk driving if he/she operates a motor vehicle with a Blood Alcohol Concentration (BAC) of 0.08 percent or greater. BAC refers to the amount of alcohol in your blood. Although the law refers to a 0.08 percent BAC, you can be convicted of driving while under the influence of intoxicating liquor even when your BAC is below 0.08 percent. A person under the age of 21 with a BAC of .01 or higher can be convicted of

drunk driving. For details pertaining to New Jersey Laws please see the web page <http://www.nj.gov/oag/hts/alcohol.html>

HACKETTSTOWN ORDINANCES

Hackettstown Ordinances related to alcohol are Disorderly Conduct Offenses and require a court appearance. Violations, except as otherwise provided herein, shall be punished by a fine not exceeding Five Hundred (\$500.00) Dollars, or by imprisonment in the County Jail for a term not to exceed ninety (90) days, or both. (10-24-61 s40)

9-1. Alcoholic Beverages Consumption by Minors - No minor shall knowingly possess or consume any alcoholic beverage in any place or places of assembly or in any motor vehicle in or about the Town. Any person violating this section is a disorderly person and shall be punished by a fine of not more than Fifty (\$50.00) Dollars, or be imprisoned in the county jail for not more than thirty (30) days, or both. Nothing in this section shall apply to possession of alcoholic beverages by any person while actually engaged in the performance of employment pursuant to any employment permit issued by the Director of Alcoholic Beverage Control, or for a bona fide hotel or restaurant in accordance with the provisions of Section 33:1-26 of the Revised Statutes. (10-24-62 s34)

9-6. Drunkenness - No person shall be drunk or intoxicated in, on, near or about any public or private place within the Town to the annoyance of or danger to any other person or against the peace of the Town.

No person or persons, whether owner, tenant, occupant or guest shall suffer or take part in any drunken, riotous or other disorderly conduct that shall disturb the peace and quiet of any family or neighbor, or any of the inhabitants of the Town. (10-24-61 s1 and s2)

No person being under the influence of intoxicating liquor shall loiter or create a disturbance in any public street or public or quasi-public place or in any public conveyance, nor shall go in or upon any private property not his own without the permission of the owner or other person having authority to grant such permission. (10-24-61 s3)

9-15. Consumption of Alcoholic Beverages Prohibited in Public Places - No person shall drink or consume any alcoholic beverages in or upon:

- a. A public street, lane, roadway, avenue, sidewalk, public parking place, park, playground, recreation area, shopping center parking lot, shopping center mall or plaza.
- b. A public conveyance.
- c. A private motor vehicle while the same is in motion or parked in any public street, lane, public parking lot or public or quasi-public place.
- d. Any private property not his or her own, without the express permission of the owner or other person with authority to grant such permission.

9-16. Possession of Alcoholic Beverages in Opened Containers Prohibited - No person shall carry about in his hand or on his person, or while in any parked or moving vehicle any glass, tumbler or open bottle or

can containing alcoholic beverages or beverages of which alcoholic beverages are a part, whether said glass, bottle or can is clearly exposed or contained in a bag or cover, in any of the places designated in Paragraphs (a), (b), (c), or (d) of Section 9-15 set forth above.

Notwithstanding the provisions of Sections 9-15 or 9-16, nothing herein shall be constituted to prohibit the consumption or possession of alcoholic beverages within the licensed premises of a Plenary Retail Consumption Liquor License.

CENTENARY COLLEGE POLICIES

The following regulations have been formulated in accordance with College policies and apply to all members of the College Community and their guests or visitors using the College facilities.

Centenary college is committed to educating students on the health and safety risks associate with possession and consumption. This will occur through workshops, orientation events, and residential hall activities and/or displays etc. These policies and sanctions have been established to enforce responsible use.

Policies pertaining to individuals:

Level I.

- a. Violation of any alcohol or alcohol-related federal, state, local law or ordinance. (See above for details.)
- b. Being a student under the age of 21 in the presence of an open container of alcohol.
- c. Possession, use or distribution of alcohol by a student under the age of 21.
- d. Possession, use or distribution of alcohol by the guest of a student under the age of 21, even if the guest is 21 or older.
- e. Procurement of alcohol for a person or persons under the age of 21.
- f. Possession of alcohol in any campus building or room identified as “Dry”.
- g. Hosting a student or guest, under the age of 21 in the presence of an open container of alcohol.
- h. Consumption of alcohol may not infringe upon the rights of others to sleep study or engage in appropriate activities.

Level I. Sanctioning:

Number of Offense	Sanction	Failure to Complete
1 st Offense	Alcohol Education Workshop(AEW) 5 hours Community Service \$75.00 fine	\$10.00 weekly fine until complete (Maximum \$50.00)
2 nd Offense	Letter to Bill Payer Alcohol Abuse Assessment 10 hours Community Service \$100.00 Fine	\$10.00 weekly fine until complete (Maximum \$50.00)
3 rd Offense	Letter to Bill Payer	Referral to Judicial Board for violation of code

	Loss of Housing / Visitation	
4 th Offense	Suspension for the period of 1 year Dean's approval required for return	Expulsion

Level II.

- a. Possession of an open container of alcohol in an undesignated area including but not limited too; outdoor locations of campus, common areas of residence halls, cafeteria, classrooms, parking lots, etc.
- b. Presence in a room other than that assigned to you, where open containers of alcohol and minors are present.
- c. Advertising unauthorized events promoting alcohol use or abuse including but not limited too; beer pong tournaments, parties, etc.
- d. Decorating with or displaying alcohol containers within ones room or vehicle parked on campus.
- e. Violation of any portion of the alcohol policy while representing the college at an off campus event or venue. (Examples: Dances, Athletic Travel, Service Projects, etc.)
- f. Possession of kegs and/or party balls.
- g. Engaging in games designed to consume alcohol including Beer Pong, Kings, case races, funnels, etc. Items will be confiscated and disposed of.
- h. Individuals legally privileged to consume alcohol are expected to do so in such a manner which does not discredit him/herself nor interfere with the rights and freedoms of others. If the consumption of alcohol seems to be related to behavioral problems, the student, regardless of age, must participate in an intervention program through the counseling center.

Level II. Sanctioning:

Number of Offenses	Sanctions	Failure to Complete
1 st Offense	Fine of no more than \$50.00	\$10.00 weekly until complete (Maximum \$50.00)
2 nd Offense	Fine of no more than \$100.00 5 Community Service hours	\$10.00 weekly until complete (Maximum \$50.00)
3 rd Offense	Develop an Educational Program Re-assignment of housing/ visitation restrictions Letter to Bill Payer	\$10.00 weekly until complete (Maximum \$50.00)
4 th Offense	Loss of housing/visitation Letter to bill payer 10 Page Research Paper (due prior to returning to residency)	Referral to judicial board for violation of code

Policies Pertaining to Organizations and Groups:

Level III.

- a. The above 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. Almost never will College-chartered

organizations and groups be permitted to serve alcohol at an event. For authorization to serve Organizations and groups are expected to develop specific procedures for the implementation of these regulations in conformance with College policy. A written plan that details fulfillment of the cited requirements must be submitted to the Dean of Students for approval prior to scheduling the event.

- b. Any alcohol infraction by individuals in association with the activities of the student group or organization will be subject to College disciplinary measures and individual students as well as student groups may be held accountable.
- c. All College-chartered and recognized organizations are responsible for developing procedures to implement the regulations governing the use of alcoholic beverages. These procedures must meet the criteria listed and 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.
 - a. Effective measures must be in place for monitoring the consumption of alcohol. Security regulations for servicing those permitted to consume must be outlined.
 - b. Non-alcoholic beverages must be available in sufficient quantities, in attractive varieties, and must be displayed as prominently as alcoholic beverages. (It is suggested the 2 non-alcoholic beverages are offered to each alcoholic one.)
 - c. Food must be available in sufficient quantities for the numbers of individuals attending the activity. (It is suggested that 30% of the budget for the event be used for food.)
 - d. The service of alcohol must end at a predetermined time prior to the end of an event.
 - e. Advertising or promotion of an event shall not include reference to drinking or to alcoholic beverages. All publicity must be submitted and approved in the Student Services Office prior to duplication, mailing or posting.

Level III. Sanctioning:

Number of Offenses	Sanctions	Failure to Complete
1 st Offense	20 Community Service hours Fine of no more than \$50.00 per individual present @ incident	\$20.00 weekly until complete (Maximum \$200.00)
2 nd Offense	Probation from period of infraction until the completion of next full semester. Removal of Officers 40 Community Service hours Fine of \$75.00 per individual present at infraction.	\$20.00 weekly until complete (Maximum \$500.00)
3 rd Offense	Revoke of charter Organization disbanded Appeal to Dean of Students for re-establishment after the period of 1 full year.	Re-establishment of organization not eligible for period of 2 years after completion of outdated sanctions.

Centenary College of New Jersey

POLICY AGAINST CONTROLLED SUBSTANCES

Revised June, 2009

The New Jersey Criminal Code has 18 separate criminal codes for Controlled Substances. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary College upholds all of the laws, not just those discussed or reviewed within this document.

DEFINITIONS

Controlled substances are drugs whose general availability is restricted; any one of a number of drugs or other substances which are strictly regulated or outlawed because of their potential for abuse or addiction. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens, and cannabis.

THE NEW JERSEY LAW

The following are general policies based on the New Jersey Criminal Codes for controlled substances (**N.J.S.A. 2C:35-1-18**).

1. The possession, manufacturing, growing, use of, sale and/or distribution of a controlled substance are illegal.
2. Possession of drug paraphernalia.

Drug-Free School Zones:

There is a special provision in this Act if you are on any school property (elementary or secondary) or within 1000 feet of any school property or school bus or on any school bus and are convicted of distributing, dispensing or possessing with intent to distribute a "controlled or dangerous substance", you will be sentenced to a term of imprisonment and a fine up to \$100,000 depending upon amount of the substance you possess. During part of this term of imprisonment you would not be eligible for parole.

Other Penalties:

The New Jersey Comprehensive Drug Reform Act provides for forfeiture provisions under which the state may confiscate a motor vehicle in which any "controlled dangerous substance" is found, no matter how small the amount. Law enforcement officers are instructed to enforce all offenses strictly. Below outlines some of the penalties:

1. There is a penalty of mandatory loss or postponement of driving privileges of at least 6 months upon conviction of many drug offenses.
2. Especially harsh penalties are established to impose "stern punishment for persons involved in illegal manufacture of drugs."
3. If a person distributes a drug to a minor (under the age of 17) or a pregnant female, there is now a stiffer penalty.
4. Simple possession, use or being under the influence of ranges from jail time to \$25,000.
5. Use or possession with intent to distribute ranges from jail time \$300,000

6. Use or possession of drug paraphernalia ranges from six months in jail, mandatory fine of \$500 to \$1000 and a mandatory loss of driving privileges for up to two years.
7. In addition to the foregoing fines, every defendant convicted of any drug offense or who goes into a drug diversionary program must pay a mandatory penalty ranging from \$500 to \$3000 and a mandatory \$50 laboratory charge.

CENTENARY COLLEGE POLICY

As with the abuse of alcohol, the College recognizes the adverse effects the use of controlled substances and illegal drugs can have on students' ability to achieve their personal best. However, unlike alcohol, non-prescription, illegal substances and dangerous drugs are not permitted at any time and discovery of such may warrant the involvement of police authorities. Students who have been prescribed controlled substances should store these narcotics in their labeled containers within locked boxes. Verification of use of a prescribed controlled substance may be requested by a College official at any time.

The College Code of Conduct lists Controlled Substance Policy as a Level I Offense: "offenses that the College does not tolerate". An offense, upon conviction, can result in expulsion or suspension from Centenary.

1. Use of controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
2. Possession of controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
3. Distribution or sale of controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
4. Presence in or on college property under the influence of controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
5. The manufacture or cultivation of controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
6. Being present in a room or apartment in which controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs are being used.
7. Possession of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, etc.).

Impaired behavior due to the use of illegal substance and dangerous drugs will result in additional sanctioning. Students involved in any incident while impaired will be held accountable for an alcohol violation along with any other policy violations.

Centenary College of New Jersey

COMPLIANCE POLICY

Revised June, 2009

CENTENARY COLLEGE POLICY

Centenary College expects all students to comply with written policies of the College and to follow the directions of college officials. For the purposes of this policy a College Official is defined as any member of the community whose employment is authorized by the board of trustees, including but not limited to; faculty, adjunct faculty, staff, administration, housekeeping and facilities staff, food service providers, campus security and residential life staff.

Therefore, the following actions are prohibited:

1. Violation of written College policy or regulations contained in any official publication or administrative announcement of Centenary College.
2. Failure to comply with directions of College Officials acting in the performance of their duties.
3. Failure to present identification to College officials acting in the performance of their duties.
4. Refusal to report to an administrative office upon request.
5. Refusal to comply with a request by College Officials to enter suite or any room therein.
6. Refusal to adhere to any Centenary College Policy stated in this Handbook, the Residence Hall Contract, Computer Usage Contract, the College Catalog or any other college document or announcement.
7. Knowingly using or furnishing false information or identification to a Centenary official (or to someone acting in the name of Centenary College) is prohibited.
8. Failure to comply with reasonable directions of Centenary officials; included, but not limited to, security and Residential Life staff members.
9. Harassment and/or verbal abuse of Centenary officials acting within the scope of their duties; included, but not limited to, security and Residential Life staff members.

Severity of Infraction	Sanctions	Failure to Complete
Casual verbal denial 1 st offense	Meeting with the Dean of Students Fine of no more than \$50.00	\$10.00 weekly until complete (Maximum \$50.00)
Casual verbal denial after the 1 st offense or verbal denial involving harassment	Fine of no more than \$75.00 5 Community Service hours 3 Evaluative Counseling Sessions If 2 or more violations at this level then referred to Judicial Board.	\$10.00 weekly until complete (Maximum \$50.00)
Blatant denial of Professional staff and	Expulsion, Suspension or other sanctions as determined by the	\$10.00 weekly until complete (Maximum \$50.00)

aggravating situation	Judicial Board.	
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Centenary College of New Jersey

SAFETY/ FIRE SAFETY POLICIES

Revised June, 2009

The New Jersey Criminal Code has criminal codes for fire and health safety. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary College upholds all of the laws, not just those discussed or reviewed within this document.

NEW JERSEY LAW

1. Causing a False Alarm: A person is guilty of a crime if he initiates or circulates a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a building, place of assembly or facility of public transport, or to cause public inconveniences or alarm.
2. Arson: A person is guilty of arson if he purposely starts a fire or causes an explosion, whether on his own property or another's.
3. Fireworks: It shall be unlawful to manufacture, sell, transport or use dangerous fireworks within the state. Examples include torpedoes, paper caps, firecrackers or salutes, cannons, canes, pistols or other devices designed for use otherwise than with paper caps, and sparklers or fuses.

CENTENARY COLLEGE POLICY

Centenary is very concerned about the safety and security of all of our students.

Centenary College designed their policies not for the purpose of strong restrictions, rather for compliance with the laws of the State of New Jersey and to ensure a safe community for all students. In order to protect all the members of our community the following standards and policies must be adhered to.

Level I. Fire Safety

For the safety of all individuals in the Centenary College Community, fire safety violations are taken very seriously. When there is damage in a room, from a fire caused by actions that are in violation of College policy, the responsible party will be sanctioned as appropriate and pay for damages caused by the fire as determined by the College.

The following are prohibited:

1. Possession, use, or storage of any firearms or other weapons, explosives, fireworks or incendiary, dangerous or noxious devices or materials as defined by NJ State laws and statutes on property owned or controlled by the university or at functions sponsored or supervised by the university.

2. Circulating a report or warning that property under university control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false.
3. Intentionally or recklessly burning or setting fire to or in any building or starting unauthorized fire on College property.
4. Intentionally pulling or causing a fire alarm under false pretenses.
5. Failure to evacuate from a building during a fire alarm or fire drill.
6. Burning candles, incense, oil lamps or other open flame objects in a residence hall, room or anywhere else on Campus.
7. Possession of prohibited items listed on the Prohibited items sheet.
8. Smoking Policy violations. (See the smoking policy for details.)
9. Extension cords are not permitted. It is acceptable to use an UL-listed surge protector provided the circuit is not overloaded. It is not permitted to link surge protector to surge protector.
10. The use of any door locks other than those provided by the College.
11. Storing and/or improper disposal of rubbish within residence hall room or storing personal belongings in the hallways.
12. Tampering, damaging or removing fire safety equipment, including, but not limited to:
 - a. Covering smoke detectors and other fire safety equipment.
 - b. Removing smoke or carbon dioxide detectors or batteries.
 - c. Hanging items from sprinkler heads or pipes.
 - d. Inappropriately handling or discharging fire extinguishers or breaking the seal that indicates that the fire extinguisher has been prepared for use.
 - e. Tampering with emergency lights, horns, sensors or exit signage.
 - f. Horseplay and sports are not permitted within the residence hall. Damages caused by the breaking of a sprinkler head due to such activity are the responsibility of the person.
13. Failure to report a fire to the proper authorities, even though the building occupants may have extinguished the flames.
14. Blocking fire lanes near and around any building on Campus. Vehicles may be towed at owner's expense.

Level II. Health Safety Policies

For your safety and the safety of the Centenary college community the following policies have been created.

1. Unauthorized entry into or use of Centenary facilities or attempting to gain entrance to unauthorized premises is considered a violation, whether entrance is gained or not.
2. Fleeing the scene of an incident is prohibited.
3. False 911 and/or campus emergency system calls both on and off campus are prohibited.
4. Throwing, launching or propelling objects is prohibited.
5. Propping or tampering with doors to prevent them from closing or locking is prohibited.

EMERGENCY EVACUATION PROCEDURE

Building Evacuation

All building evacuations will occur upon the sounding of the alarm, and/or by notification by Security, Residence Life or by individual choice when the emergency dictates.

1. When the building's fire alarm is sounded, an emergency exists. Walk quickly and calmly to the nearest marked exit and alert others to do the same. Do **not** use the elevators. Do not attempt to access other areas of the building to retrieve personal belongings.
2. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen — do not lock doors (Residence Hall room doors lock automatically. Do NOT use the deadbolt to keep the door open/unlocked.)
3. Assist disabled persons in exiting the building.
4. Keep roads, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.

Campus Evacuation

The evacuation of all or part of the campus grounds will be announced through the web based system. All persons are to vacate immediately the area in question and relocate to another part of the campus or location as directed.

Designated Assembly Points

After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Emergency Coordinator will take attendance and assist the accounting of all building occupants.

<u>Building</u>	<u>Evacuation Site</u>
2. All Hackettstown Buildings	Reeves Gym
3. Reeves Gym	West and Formal Dining Rooms
4. Entire Campus (If Community is not dispersed)	Trinity UM Church Rotunda and Gym
5. Equine Center Old Barn	Equine Center New Barn
6. Equine Center New Barn	Equine Center Old Barn
7. Parsippany Campus (100 Littleton Road)	Dunkin' Donuts Parking Lot
8. Metro Park	

Preparing for an Emergency

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.

1. 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).
2. If you cannot leave the room:
 - a. Seal up the crack around the door using pieces of clothing (dampen it with liquid if possible), tape or whatever is handy.
 - b. To let smoke out and bring fresh air in, open windows a few inches.
 - c. Hang bed sheets or other large items out the window to attract the attention of the Fire Department.
 - d. Cover your mouth and nose with a cloth and stay close to the ground near the window where you can get the attention of those outside.
3. If it is safe proceed out your door and close the door as you leave.
4. Use stairways. Never use elevators during an evacuation.
5. Exit building quickly and quietly. Walk, do not run. If the nearest exit is locked, proceed calmly to the nearest available exit.
6. Report to the designated assembly location. (see above)
7. Report all injuries to the Fire Chief, Police Officer and members of the Residence Life staff.
8. Remain in the designated assembly areas for instructions from the Residence Life staff.

Fire Drills

Fire drills will be conducted periodically during the fall and spring semesters and will be done so unannounced to students. All persons must evacuate the building during a fire drill and report to their designated assembly location following the same instructions as above.

1. Each building will be checked during the drill to make sure every person has evacuated the building by the Residence Life staff.
2. Students should congregate inside of the designated assembly location until the residential life indicating they are permitted to return to their hall.
3. Student that fail to evacuate during a drill are required to meet with the Dean of Students that day. They may be removed from college housing.

Carbon Monoxide Detectors

Carbon Monoxide is a colorless and odorless vapor that can result in suffocation. Carbon Monoxide detectors have been installed in every campus building and within each residence hall room. The alarms are not hardwired to the fire alarm system; they operate individually off of batteries. Anytime the carbon monoxide detector alarm sounds, all residents should assume there is carbon monoxide present and should follow the following steps:

1. Exit the room, building or apartment quickly.
2. Residents should leave their building and assemble at the designated evacuation locations

3. Use the emergency phones or the nearest available campus phone (dial 0) to confirm with Campus Security that a carbon monoxide detector has been activated. If using a cell phone dial (908) 852-1400 then press 0.
4. Remain at the designated location and wait until official college personnel have spoken with you and given you permission to re-enter the building.
5. Residents or guests re-entering the building prior to being given permission are subject to disciplinary action.

Lock Down Procedures

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.

Centenary College of New Jersey

COMPUTER USE POLICIES

Revised June, 2009

COMPUTER USAGE

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's name as well as your name on it.

Proscriptions on Use

In the fast changing world of Information Systems, language and wording often changes as new threats to information integrity are created. For that reason, the list below is not all inclusive and general rules use of the computers, internet, and technologies is for the sole purpose of academic pursuits in achieving your degree here at centenary college.

1. Use that impedes or interferes with or otherwise causes harm to others
2. Harassing or threatening use
3. Attempts to defeat system security
4. Unauthorized access or use
5. Modification or removal of data or equipment
6. Use of unauthorized devices
7. Disguised use
8. Deliberately distributing or launching computer viruses, worms, or other rogue programs
9. Use in violation of the law
10. Use in violation of Centenary College policy

Enforcement

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

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

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.

Virus Detection

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into Centenary College's Network. To that end, all material received on floppy disk or magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Centenary MUST be scanned for viruses and other distinctive programs before being placed onto the computer system.

Portions of this policy were drawn from policies at Yale University and Haverford College. Centenary College would like to gratefully acknowledge their input and permission to use the material.

EMAIL POLICIES

With the rapidly expanding access to new communications media comes the need to establish guidelines for appropriate use. As with all Centenary practices and policies, we expect the user to exercise good judgment in using the computer systems.

Centenary College values privacy and recognizes its importance in an academic setting. However, circumstances arise which outweigh the value of a user's expectation of privacy and warrant college's access to relevant IT Systems without the consent of the user. Those circumstances are discussed below.

Conditions: In accordance with state and federal law, the college may access all aspects of IT Systems, without the consent of the User, in the following circumstances:

- When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems.
- When required or permitted by federal, state or local law or administrative rules.
- When there are reasonable grounds to believe that a violation of law or a significant breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct.
- When such access to IT Systems is required to carry out essential business functions of the college.
- When required to preserve public health and safety or to protect the college from liability.

Centenary College of New Jersey

POLICY AGAINST FRAUD

Revised June, 2009

The New Jersey Criminal Code has clearly defined standards against fraud. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary College upholds all of the laws, not just those discussed or reviewed within this document.

NEW JERSEY LAW

The New Jersey Criminal Code divides Fraud into a number of categories including embezzlement, falsifying records or identification and passing bad checks. Acts of fraud are subject to arrest and prosecution in the state of New Jersey, and therefore, will not be tolerated by any person or organization at Centenary College.

CENTENARY COLLEGE POLICY

The Academic Honesty policy is outlined in Centenary College Catalog. Please refer to that document for issues related to Academic Fraud. Honesty and integrity are expected in and out of the classroom therefore, the following actions are prohibited:

1. Embezzlement or misuse of the funds of the College and/or its student groups, organizations and athletic teams is prohibited.
2. Forgery, falsification or alteration of student employee timesheets is prohibited.
3. Forgery or alteration of Centenary College documents, records or instruments of identification is prohibited.
4. Unauthorized possession of Centenary College documents, records or instruments of identification is prohibited.
5. Forgery, alteration, possession or manufacturing of false identifications, documents or records is prohibited.
6. Use or possession of the driver's license or Cyclone Card of another, supplying such cards to another, furnishing false information in obtaining such cards, or defacing such cards is prohibited.
7. Violation of the computer and information resources policy is prohibited.
8. Unauthorized use of Centenary's name or logo or failure to use Centenary's name or logo in a manner consistent with its designated objectives is prohibited.

Centenary College of New Jersey

POLICY AGAINST VANDALISM/PROPERTY DAMAGE/THEFT

Revised June, 2009

It is expected that all Centenary College students treat the property of the College, of its' members and any other property, with respect. If students witness intentional damage and or vandalism, they should intervene immediately by requesting the behavior cease and contact campus security.

NEW JERSEY LAWS

The New Jersey Criminal code has countless codes related to burglary, theft and robbery. There are separate and additional codes related to defacement and vandalism of property. Penalties for such acts include community service, fines and jail time.

CENTENARY COLLEGE POLICIES

Students responsible for malicious damage and vandalism to Centenary College and/or personal property will be required to pay restitution for the repairs and are subject to sanctions including expulsion. The college staff, including the student resident life staff, will work diligently to identify the perpetrators of such damage.

Residents are responsible for reporting individual damages to their residence hall as soon as they occur. Damages that occur in a particular room are billed to all roommates unless only one is clearly responsible. Damage to the living room, kitchen or unit property are billed to all those living in that apartment or unit.

The following standards relative to respect of property are in effect.

- a. When a person removes, uses, misappropriates, steals or sells property owned by Centenary or another person. This includes, and is not limited to, the illegal downloading and/or file sharing of copyrighted materials (including, but not limited to, music and films) from the internet and the use of University technology and/or technological infrastructure to facilitate same.
- b. Unauthorized and/or misuse of another's property or Centenary's property is prohibited
- c. The theft of, or attempted theft of, or unauthorized possession of another's property or Centenary's property is prohibited.
- d. Malicious or intentional damage, defacement, tampering, vandalizing or destroying property owned by Centenary or another person is prohibited.
- e. Creating messes and littering on campus or in a college-owned or operated building is prohibited.
- f. Failure to report damage is prohibited.

Common Area Charges

The common spaces of our residential buildings are intended to bridge those individuals in a common experience of residing together. Although the college staff, including the student resident life staff, will work diligently to identify the perpetrators of vandalism, in some cases those individuals will go unknown. In cases where damage or vandalism is done to common areas and the responsible party cannot be determined, students sharing that common area share in the cost of the restitution.

Centenary College of New Jersey

CONTEMPT OF THE JUDICIAL PROCESS

Revised June, 2009

The judicial process is designed to create and maintain an environment that fosters community spirit and individual responsibility. Students that violate the foundation of the judicial process are jeopardizing the structure of the community as a whole. Charges may be issued against any person who disrupts, frustrates, subverts the authority, demeans the integrity of, or fails to cooperate with, the judicial process, including, but not limited to:

- A.** Failure to accept or respond to a summons issued by the Dean of Students or his/her designee or the Judicial Committee.
- B.** Failure to obey an order, directive or request by the Judicial Committee, including failure to appear at a hearing or comply with penalties.
- C.** Improper conduct during a hearing.
- D.** Harassment and/ or threat of a member of the Judicial Committee, before, during, and/ or after a hearing.
- E.** Giving false information during a hearing.
- F.** Attempting to influence a member of the Judicial Committee.

Issuing of Charges for Violations of Judicial System

- A.** Verbally during a hearing.
- B.** In writing within 72 hours following a hearing or failure to obey an order, directive or request. In both of these instances an automatic penalty can be given without a formal hearing procedure at the discretion of the Judicial Committee.

Centenary College of New Jersey

RESIDENCE LIFE COMMUNITY STANDARDS

Revised June, 2009

In order to ensure that the policies of the Centenary College Code of Conduct and acceptable standards of community living are upheld, the following Residential Living Standards have been created. While all students of Centenary College are required to follow the regulations, those assigned to a residence hall room are held accountable for upholding these standards. It is the responsibility of the resident to ensure that their guests follow all Centenary College Policies and Residential Living Standards.

The Residential Living Community Standards (R.L.C.S.) are managed and adjudicated by the Residence Life Staff. Sanctions are created, not to be punitive, but rather to be educational and rehabilitative to the residential community.

As members of the Centenary College community, residents are requested to confront violators in a respectful manner, to insist on their compliance with the community standards. If a resident is unsuccessful in achieving a peaceful solution to a noise problem, the RA will intercede to ensure that the policy is adhered to residence life standards.

R.L.C.S.

The following offenses are those that Centenary College does not find acceptable within the residential community. In most cases, these offenses will be adjudicated by the Residence Hall Director. All offenses listed here can be sanctioned with suspension or expulsion if the Judicial committee feels the infractions are serious and if repeated would put the college or community in danger. Due to the serious nature of these offenses, the Dean of Students reserves the right to place restrictions or suspension of those charged until such time that the Judicial Board makes final judgment.

- A. **Bathroom Use** - For residence hall bathrooms that designate as male or female, students must adhere to the gender designations. Shower stalls are designed for single occupancy use only. Visitors must use bathroom facilities designated for their gender. At no time may visitors use shower facilities or restrooms designated for the opposite sex.
- B. **Bicycles** - Bicycles are not permitted to be ridden or stored in residence halls. All Bicycles should be stored at the bicycle rack located between Lotte Hall and the Guard Shack.
- C. **Cohabitation** - Cohabitation or subleasing of rooms or other locations of the residence hall system is prohibited. Individuals not assigned to the room, but are staying in the room as if they live in it are cohabitating.
- D. **Common Areas** - Common areas such as hallways, lounges, bathrooms, laundry rooms, etc. are furnished and maintained by the College for the use of all students.

- a. Furniture is not to be removed from these areas.
- b. When students use any of these common areas, they should clean up after themselves so that other residents can use the common areas.
- c. Damages done to these areas will be assessed to the residence hall as a whole if the responsible individual(s) cannot be found.
- d. If a student is found with furniture from any of the common areas in the residence hall room which they reside, the student will be documented and subject to fines and or hours of restitution.
- e. Common area lounges need to be reserved 24 hours prior for the use by any group, organization, or scheduled activity. This includes social gatherings, educational programs, and social programs. Lounge reservation forms may be acquired from the RD of that hall, and approval is up to the discretion of the RD and will be determined by earliest request when conflicts arise.
- f. Students should post flyers specifying that the lounge is reserved at least 5 hours prior to lounge use, so residents can anticipate not being able to use the space at that time.

E. **Quiet & Courtesy Hours** - Quiet & Courtesy Hours have been implemented to support the students of Centenary College. As a student your primary role here is for academic study. The Office of Residence Life has created these regulations to support those pursuits. We ask all students to monitor the amount of noise and the level of volume when in a residential building.

1. **Quiet hours are in effect Sunday –Thursday 11:00 p.m. – 9:00 a.m.** Quiet hours are specific times designated within the residence halls when residents are required to limit the amount of noise they create. A room is deemed to be violating quiet hours if sustained noise can be heard 10 feet beyond the doorway while the door is closed.
2. **24-Hour Quiet Communities.** Areas designated as “Quiet Floors”, “Quiet Wings” or “Quiet Buildings” are expected to maintain a quiet study environment 24 hours a day 7 days per week.
3. Centenary College encourages students to mediate noise levels, by asking others to lower their volume. Requests to lower noise levels must be honored immediately and must be sustained.
4. All of the residence halls are under 24-hour quiet hours during the last week of classes/finals of each semester. Specified quiet hour periods will be posted.
5. **Courtesy hours are in effect 24 hours/7days a week.** Courtesy hours are defined as a time of the day when your noise should be at a courtesy level for others residing in your hall.
6. Speakers and other musical appliances are expected to be of appropriate size and volume for a residence hall setting. Students not able to comply with appropriate volume level will have their stereo equipment or speakers confiscated.
7. When people gather, noise volume raises. When you have guests it is your responsibility to monitor the volume of noise from chatter or electronics. Repeated violations could result in your guests being vacated or your loss of guest privileges.

F. **Guest & Visitation Policies** - 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 environment conducive to supporting the educational mission and an appropriate level of safety and security in the residence halls. The following general policies apply to all guests, visitors and hosts. Resident students are permitted to host guests and visitors within the residence hall and room. The following conditions of visitation are in place.

1. **Visitation Hours.** The hours visitors and guests are permitted to be in a residence hall are 10:00a.m.–1:00a.m.

- a. There may be special times of the year, such as semester breaks, summer sessions, and last week of classes when the guest and or visitation policy may be restricted or modified. It is mandatory that the host meets his or her guest at the main entrance to the hall.
- 2. Host Regulations.** A person is considered a host in a student room, if they are a student of the college and registered through Campus Life to occupy that specific residence hall room.
 - a. Residents may be a “host” of others, provided he/she meets the regulations of a guest, as outlined in that section.
 - b. Hosts are responsible to inform their guests of all Centenary College and Campus Life policies, procedures, regulations and standards.
 - c. A host may not have more than three persons, including guests and visitors, in the residence hall at one time.
 - d. The host is responsible for the actions of his or her guest at all times. The host will be held accountable for any action of the guest which is in violation of Centenary College Policy.
 - e. The host must remain with their guest at all times when the guest is in the residence hall.
 - f. The College **does not permit** you to leave guests in a room while running errands or attending classes.
 - g. While the College recognizes that students may have children of their own, we do not have a Family Housing option at this time. However, students with children of their own may request a special pass provided by the Director of Residence Life for approval for hall visits **by their own children**.
 - h. Babysitting is not permitted within the residence hall.
 - i. A host may have an overnight guest or visitor, no more than three (3) consecutive nights or 10 total weekdays during a semester.
 - j. A host may have no more than two overnight guests at one time.
 - k. Consistent violation of the guest and visitation policy may warrant termination of housing privileges.
- 3. Guest Regulations.** A person is considered a guest in a student room if they are not a student of Centenary College.
 - a. Guests must be 18 years of age or older, and have a valid photo ID on them at all times. ID must be presented upon request from any security officer, Centenary College administrator, or member of the Residence Life Staff.
 - b. Children, persons under the age of 18, are **strongly discouraged from visitation within the residence hall**. When accompanied by their parent, they may be in the hall for no longer than 1 hour. Centenary College residence halls are designed to accommodate adult students and are not a safe or appropriate place to entertain or care for children.
 - c. Guests may not occupy student rooms or common areas while the host is not present. Guests without a host will be asked to leave the residence hall.
 - d. Any individual found reentering the hall upon removal will be considered trespassing.
 - e. Guests and visitors are responsible to abide by all policies and comply with the instructions of their host.
 - f. Guests must vacate a room at the request of the roommate of the host, Residence Life Staff, college security officer, or college official.
- 4. Overnight Guests.** A person is considered an overnight guest if he/she stays beyond the posted visitation hours.
 - a. Overnight guests must follow the same procedures and conditions outlined in the guest regulations section.

- b. An approved overnight guest pass, including authorizing signatures, must be filed in the Campus Life Office before 4:30pm on the night of the guest's arrival. A weekend guest must have pass completed on the last business day before the visit.
- c. The guest must carry the overnight guest pass and photo ID at all times.
- d. Failure to present a guest pass will be considered failure to present ID and will result in the removal of the guest from campus.
- e. Children, as defined above, are not permitted as overnight guests, except as outlined in the host section.
- f. A guest may not stay more than 3 consecutive nights or 10 total week nights per semester, whether with the same host or different hosts each night.

5. Visitor Regulations. A person is considered a visitor in a student room if they are a student of the college, but not registered through Campus Life to occupy that specific residence hall room.

- a. All visitors are students and bound by the policies of the college in the same manner when they are visiting others.
- b. All visitors must comply with the requests of their host and their host's roommate(s).
- c. All visitors are counted as part of the total number of guests and visitors permitted to each host.
- d. **Common area Visitation Hours.** Visitors and not guests are permitted to be with their host in common areas of residence halls after the hours of private visitation.
 - i. All visitors must be with hosts.
 - ii. All visitors and hosts must sign-into and out of the common space.
 - iii. No infractions of policy may occur.
 - iv. All common space visitations must end by 3:00 am each day.
 - v. This visitation can be revoked if repeated infractions occur.

6. Banned Visitors. 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 front desk receptionist and Campus Security. These individuals will not be given visitor passes and should not enter any residence hall for any reason.

- a. If a student is found to be knowingly allowing a banned visitor to enter the building they will be documented.
- b. Any visitor that is banned from entering the residence halls and found to be breaking the ban will be documented and escorted from the premises.

G. Hall Sports - Recreational activities within the halls may pose a danger to others or cause damage to the hall and are therefore not permitted.

- 1. Throwing, passing, dribbling or kicking balls, hitting or putting golf balls, the use of hockey or lacrosse sticks, running, skateboarding, rollerblading, bicycle riding, or other similar activities are prohibited within the building.
- 2. Activities that place others at risk during a fire or safety emergency, including but not limited to, activities that block the safe and swift evacuation of others, pranks that cause locking mechanisms or doors to fail, and activities that could trigger alarms, extinguishers or sprinklers from enabling are prohibited.
- 3. Activities that may cause damage or destruction of property, including but not limited to excessive horseplay, water fights, and throwing objects within the hall or from windows is prohibited.
- 4. Activities that intentionally or may accidentally, cause personal injury, including but not limited to wrestling, boxing, sparring, etc. are prohibited.

- H. **Furniture** - College issued furniture is the only acceptable furniture in resident's rooms. Students will not be permitted to bring outside furniture into the halls without permission from the Director of Residence Life.
1. Specifically, upholstered furniture, wooden furnishings, shelving or entertainment stands that are larger than 36" x 24" x 12", bean bag chairs, desk chairs, mattresses, non-folding chairs, and water beds are prohibited.
 2. Dismantling or altering college furniture is prohibited. If a student requests a change in bed height, a work order must be filed in the office of Campus Life.
 3. Furniture arrangements must not block entrances for fire safety reasons.
 4. Rooms designated as doubles must remain set up with two sets of furniture.
 5. No additional mattress or cots are permitted for guests.
 6. No piece of furniture can be removed from the room or transferred between rooms.
 7. No Residence Hall furnishings are permitted to be used outdoors or in other buildings.
 8. No common area or lounge furnishings are permitted in individual student rooms or apartments.
 9. Students are allowed to bring the following items to help increase the comfort of their room.
 - a. Folding chairs which can be collapsed and put away when not in use.
 - b. Plastic or metal TV stand 24"x18"x24" (LxWxH)
 - c. Plastic Shelving for storage in their room (ex. Yaffa blocks)
- I. **Illegal Entry** - Students are issued a key or keycard for the residence hall front door and their assigned room/s. Students are responsible for keeping their room/s and exterior doors secured at all times. For the safety of all residents the following regulations are in place.
- a. Exterior and entrance doors to residence hall buildings may not be propped open. Propping an exterior door to any of the residence halls will result in a \$50 fine.
 - b. Students may not enter any building through any means other than the designated key-access door entries.
 - c. Propping exterior doors for re-entry is not permitted.
 - d. Providing a guest your key to the residence hall room or hall is illegal.
 - e. Individual and apartment doors may not be propped or left open when you are not in your room.
 - f. Residents, students and visitors are not under any circumstance permitted on the roof or to sit, stand or hang in windows.
 - g. You may not climb into or out of a window.
 - h. If a resident is locked out of their room they should locate a RA in their building. If there is not an available RA the student should call the Front Desk at ext. "0" and ask for assistance. There is \$2 charge to open the door.
- J. **Key/Key Card** - All residents will be issued keys for their residence hall. Keys can take the form of a hard key for exterior doors into the hall, or as a key card to gain access to room/s or buildings.
- a. The unauthorized possession or use of a master key, key to another's room, apartment or area, or other unlocking tool will result in disciplinary action.
 - b. Transferring or lending an ID card, key card, or hard key is prohibited and both the owner and holder of the key card can be held to disciplinary action.
 - c. Duplication of keys is not permitted.
 - d. The charge to replace a hard key is **\$75** and the charge to replace a key card is **\$10**. All payments must be made the Business Office and receipts brought to Office of Student Services and Engagement to obtain replacement key.

- K. **Personal Property** - Students are responsible for personal property, including providing their own renter's insurance if they wish. At no time will the College be responsible for damaged or stolen personal property of students. This includes property in residence hall rooms or other designated storage areas. If students lose property they should consult the Campus Life Staff and Security to file a report of the loss and should notify parents or insurers for insurance purposes.
- L. **Pets** - To safeguard all persons on campus, pets and other animals are not permitted in any college residence hall because of sanitation, noise, and potential health and safety concerns for students, faculty, and staff.
- a. The exceptions are small non-meat-eating fish in one 10 gallon tank maximum capacity per resident.
 - b. Pet paraphernalia, equipment, supplies and food are also prohibited.
 - c. Residents of the room, regardless of ownership or responsibility for the pet are subject to disciplinary action which may result in loss of housing.
- M. **Prohibited Items** - The following items are prohibited from traditional and apartment style residence halls. This list is not all-inclusive. The Office of Campus Life reserves the right to prohibit items and practices which may not appear on the list but which are deemed hazardous or unsanitary.
- a. Air conditioners (without prior written permission from Health Services and Residence Life.)
 - b. Appliances which exceed the rated outlet capacity of 110V, 15 amps, or are considered fire hazards including, but not limited to, the following:
 - i. crock pots & hot plates, toaster ovens, electric frying pans, toasters, submergible heating coils
 - ii. Irons and coffeemakers without auto shut off.
 - iii. No appliances may have an exposed heating element. *All appliances must be UL-listed.*
 - c. Beer kegs and "party balls"
 - d. Open burning elements, including cigarettes, pipes, wick candles (lit or unlit), incense, candle warmers.
 - e. Dartboards (hard tipped, metal tipped, etc.)
 - f. Electric Blankets and Electric space heaters
 - g. Explosives or fireworks of any kind
 - h. Firearms or weapons of any kind – including but not limited to:
 - i. guns, BB guns, air guns, sling shots, paintball guns, water guns, bows and arrows
 - ii. martial arts weaponry, clubs and knives with a blade of 3" or longer
 - i. Flammable or non-UL-approved decorations, string and twinkle lights
 - j. Gasoline and gasoline equipment and containers including; Grills, motors, including motorcycles and mopeds
 - k. Halogen Lamps or lighting that have plastic components (ex. multicolored medusa lamps)
 - l. Homemade loft or bunk beds are not permitted. Cinder blocks and other homemade loft apparatus may not be used to raise beds.
 - m. Illegal drugs, drug, and alcohol paraphernalia (ex. shot glasses, empty alcohol containers, posters that promote alcohol or illegal drugs)
 - n. Live Christmas Trees
 - o. Non-UL-listed multi-outlet plugs and extension cords

- p. Refrigerators that exceed the following capacity: 3.6 cubic feet; *Electric*: 115 volt, 15 amp, Limited to one per resident
 - q. Unsanitary items, trash, garbage etc.
 - r. Volatile liquids including, but not limited to, propane gas fuel, paint, paint thinner, and turpentine
 - s. Waterbeds, hot tubs (including homemade), swimming pools
- N. Residents are encouraged to decorate their room in an appropriate manner .Exceptions to this include:
- a. No more than 30%, as determined by residence life staff, of the walls should be covered
 - i. Ceilings should remain bare
 - b. Wall mounts are not permitted and include, but are not limited to, dart boards, shelves, and television wall mounts
 - c. Posters must be a minimum of 6 inches from the ceiling and 2 inches from each other.
 - d. Any fabric including, but not limited to, wall hangings, flags, tapestries or curtains must be flame retardant and in accordance with New Jersey fire codes (these may not be hung against walls).
 - e. Nothing may be hung from pipes or sprinkler lines.
 - f. Any damages caused by tape, nails, or pins will be the financial responsibility of the student and will result in fines.
- O. Solicitation is not permitted in any of the residence halls. While not limited to, it can include distributing flyers, promoting any on or off campus event, or advertising any service.
- a. Solicitors will be escorted off campus by security and may be subject to arrest if found to be trespassing.
 - b. Any campus organization must obtain permission from SGA to solicit and any advertisements must be approved through the office of Student Engagement and Service.

RESIDENCE CONTRACT

Terms of Contract - The term of the contract will correspond to the schedule of the regular academic year of the college, including summer school sessions. *Students contracting for residency for the fall term are automatically obligated for the spring term charges providing they remain as full time residents at the institution.*

College Policies - Information included in but not limited to the Student Handbook, Laptop Contract or any other official college publication is considered part of this contract. It is the sole responsibility of the student for reading and adhering to these policies.

Residency Provisions - Residents are responsible for knowing the content of all housing materials and publications developed and distributed by the Campus Life Office. Residency within the college residence system is limited to full time students (12 or more credits) who are making satisfactory progress towards graduation requirements.

Housing Agreement - Only students who are registered for at least 12 semester hours of academic credit or their equivalent shall be housed in residence. Exceptions to this policy may be granted by the Director of Residence Life. Second semester seniors, who register for the number of credits necessary for graduation, even though this may be less than 12 credit hours, may be allowed to live on campus to complete their degree, if space is available. They should put their requests for housing in writing to the Campus Life Office.

Housing Assignments - Assignment to college housing locations will be done under the direction of the Office of Campus Life. Continuing resident students in good standing whom have deposited and registered for the upcoming semester may participate in the housing lottery, held in the spring semester. Students with specific health conditions *which prevent them from having a roommate* will be accommodated, based on availability provided they have documentation from a physician and *final approval from the College nurse are on file*. Room and roommate assignments are made without regard to race, creed, color, religion, sexual orientation or national origin. Centenary college reserves the right to reassign any occupant of a rooming space when such a reassignment is judged to be in the best interest of the student and/or residence system.

Room Reservation - A \$300.00 yearly room reservation/damage deposit and full time registration is required from all individuals requesting college housing. Deposits not received by the date of Housing Selection are not guaranteed, and therefore housing and room assignments will be made by the Campus Life Office based on availability.

Room Condition - Residents are expected to maintain their rooms in a neat and orderly fashion. Special cleaning required by neglect of reasonable room care will be billed to those responsible. Any damage to the room or its contents will be deducted from the housing deposit. Students are also expected to cooperate in keeping lounges, corridors, stairwells, and bathrooms in satisfactory condition. Any common area damages (lounges, corridors, stairwells, and bathrooms) that occur will be billed on a proportioned basis to each student residing in that hall for the semester. Brooms, mops and other items used by college maintenance workers are not available for student use.

Conduct - Proper conduct is expected of all residents within the system. Special emphasis is expected relative to maintaining an area conducive to academic pursuits, positive interpersonal relationships and providing a space for sleep. All students are expected to respond to directives issued by the college, Division of Student Affairs, Security and members of the Campus Life Staff. Failure to maintain established standards of behavior will be addressed through the judicial processes of the college and/or the Associate Dean of Students. Respect for the rights of others is expected at all times. Actions which ignore these rights or which demean or harass others are unacceptable and may lead to disciplinary action, possible suspension or expulsion from the residence halls. Additional actions, which reflect an inability to care for oneself, are unacceptable and will lead to disciplinary actions and/or removal from the residence halls.

Inspections - Any room alterations or decorations are to be accomplished in such a way as to not cause damage to the space or present a fire hazard. Damages resulting from room personalization or failure to follow issued guidelines will be corrected at the residents' expense and may also result in a fine being assessed. Correction of improper or unauthorized renovations may be ordered at any time. Room inspections to check for adherence to guidelines will be conducted by residence hall staff during the fall and spring term and at other times deemed appropriate.

Termination of Occupancy - Any resident, who withdraws from the college residence halls due to completion of degree requirements, leave of absence, or withdrawal, before the semester begins, or after the first semester but before the second semester, must complete the required form in the office of Student Affairs by May 31 for the first semester or December 23 for the second semester. There upon he/she shall receive a full credit refund of the room and board charges.

Any resident who withdraws from the college residence halls due to leave of absence or withdrawal will be issued a prorated refund until such point that three-quarters of the semester have been completed, then no refund

will be issued. No refund is issued to residents required to leave residency due to judicial violations or dismissal from residency.

Rooms must be vacated and personal property removed 24 hours after the final scheduled examination of the resident, or after the withdraw of the resident from housing whether judicially mandated or by students choice. Graduating students must vacate the room and have all personal property removed no later than 5 pm on the day of graduation.

Students eligible for a refund of college room and board costs will be issued a full refund provided the student officially withdraws prior to the start of the semester. After the start of the semester the student will be issued a prorated refund.

Centenary College of New Jersey

PARKING POLICY

Revised June, 2009

CENTENARY COLLEGE POLICY

The Centenary College Campus is private property and the College determines all motor vehicle regulations on our campus. The following were designed to create an environment of safe and efficient parking and driving on campus.

All Centenary students may park cars at Centenary 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.

1. All Centenary students, faculty and staff must register their car, if they wish to park on campus in the parking lot instead of using the public street.
2. Motor vehicles operated on any College property by students, faculty, or staff, either regularly or temporarily, must be registered with the Campus Security and are subject to all driving and parking regulations issued by the College.
3. The campus speed limit is 15 miles per hour.
4. Students, faculty and staff will be held responsible for the violations of any vehicle registered to any member of their immediate family or other visitor.
5. Motorcycles must also be registered
6. All motor vehicle regulations are in effect 24 hours a day, 12 months a year.
7. Centenary will share information about vehicles, including registration and owner information if questioned by the authorities.

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 is an on-line process only.

Registration Fee

New Commuting (non-resident) students Fall 2009 or Spring 2010	\$100.00 per semester
New Residential students Fall 2009 or spring 2010	\$25.00 per semester
All Returning Students * Fall 2009	\$25.00 per semester

* A returning student is one who has attended Centenary College Classes without leave, prior to June 15, 2009. Re-admitted resident students will pay the new fee of \$100.00.

Sticker Information

Registration stickers must be permanently and immediately attached and displayed in full view on the lower portion of the left side of the rear window.

- a. All stickers remain the property of Centenary College and are nontransferable.

- b. Financial responsibility for each sticker remains with the person to who issued until completely removed from the vehicle and destroyed.
- c. 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 15minutes, 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 has 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 with campus security upon your arrival and that you follow parking guidelines as stated in this Student Handbook and on campus signs.

Loss of Privileges

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.

1. 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.
2. Faculty and staff are expected to pay their fines promptly, and are subject to conditions as stated in the payroll deduction authorization form.
3. The fact that a person has been incorrectly advised does not constitute an excuse. In this regard, the authority is the Motor Vehicle Regulations.

Appeal

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 Policy

1. 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.
2. An ordinance prohibits overnight parking on any street in Hackettstown.
3. 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.
4. 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.
5. Driving on campus while intoxicated will result in automatic loss of driving privileges and further sanctioning under the alcohol policy.
6. 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.
7. 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.

Centenary College of New Jersey

POSTING AND SOLICITATION POLICY

Adopted June, 2009

SOLICITATION

Solicitation by student groups and organizations is permitted, if approved by the Dean of Students and/or his designee. In some cases approval will be required by the Student Government Association, Inter-Greek Council, and or Student Activities department. Solicitation is not permitted by outside vendors or groups unless approved by the Dean of Students. In either case, the following regulations must be adhered to.

1. Solicitation is not permitted in any of the residence halls without the authorization of the Director of Residence Life. *While not limited to, it can include distributing flyers, promoting any on or off campus event, or advertising any service.*
2. Solicitation is only permitted by non-student groups when scheduled through the Office of Student engagement and services. Space is limited and specific items may be prohibited from being sold.
3. Solicitors not following these procedures will be escorted off campus by security and may be subject to arrest if found to be trespassing.
4. Any campus organization must obtain permission from SGA to solicit and any advertisements must be approved through the office of student engagement and service.

POSTING POLICY

In order to effectively communicate events and activities occurring on campus, the following posting policy has been established. The intent of this policy is to curtail and ensure that everyone has equal access to the posting area. *A poster has been defined as a flyer, notice, or other material that is intended to disseminate information to the campus community.*

1. Notices posted on campus should not exceed 2x3 foot in size.
2. All posters must have a stamp of approval by the Office of Student Engagements and Services.
 - a. Unauthorized duplication of stamp will result in charges of fraud.
 - b. Items posted without authorization will be removed immediately and discarded.
3. Posters are only permitted on approved bulletin boards and locations.
 - a. Postings are NOT permitted on windows.
 - b. Postings are permitted in bathrooms, hallways, and lounges, provided no damage will result from the posting.
4. Posting on top of other postings is prohibited
5. Posters whose content is deemed libel or otherwise excessively vulgar as determined by the Dean of Students or Student Government Association will be removed.
6. A limit of 6 posters per 20 yards will be permitted. Any excessive posters will be removed.
7. All expenses for posters will be paid by the responsible organization/group, including paper, duplication costs, tape, staples, etc.

Approval of Posting

In order to have a poster approved the following regulations must be met.

1. The poster must clearly state the following information:
 - a. date and time of the event

- b. responsible organization or group
- c. the location of the event
- d. a contact name and phone number or email address for more information
- e. proper use of grammar and spelling

Centenary College of New Jersey

SMOKING POLICY

Adopted June, 2009

NEW JERSEY SMOKE-FREE AIR ACT

The [New Jersey Smoke-Free Air Act](#) (NJ SFAA) was passed by the New Jersey legislature and signed by the Governor in January, 2006. Effective April 15, 2006, the new law requires smoke-free environments in essentially all indoor workplaces and places open to the public, except gaming areas in casinos. In 2007, supplemental regulations were enacted to help implement the NJ SFAA.

CENTENARY COLLEGE POLICY

In accordance with New Jersey State law, and as safeguards against fire and in consideration of the health of our community members, smoking is prohibited in all buildings owned or operated by Centenary College. Please use caution when smoking outside as lit cigarettes, cigars, etc., when improperly disposed, can result in unintended fires.

Enforcement of the Smoking Policy is the responsibility of all of us. Any member of the community observing an infraction of the smoking policy is encouraged to remind violators of our policy. Centenary community members are also responsible for their guests respecting all regulations. Infractions may be documented with campus security, the office of Student Services or to the Human Resources Department.

1. Smoking is not permitted in any building on the Centenary College campus.
2. There is no smoking within 25 feet of any building. When smoking outdoors, smoking must take place beyond 25 feet of any building.
3. No smoking is permitted inside any building.
4. Students may **not** smoke in their rooms, hallways, common areas, or bathrooms of any building.
5. Standing in doorways, vestibules, or hanging out windows while smoking is not permitted.
6. Students are held responsible for any smoking-related damage to any property of Centenary College and/or the property of a member of the community.
7. Individuals who choose to smoke are expected to dispose of their cigarettes in the provided container. Improperly disposed of butts and ashes can cause unintended fires.

Number of Offenses	Sanctions	Failure to Complete
1 st Offense	Meeting with College Official and Letter of Reprimand	\$10.00 weekly until complete (Maximum \$50.00)
2 nd Offense	10 hours of Community Service Review of Policy	\$10.00 weekly until complete (Maximum \$500.00)
3 rd Offense	Fine up to \$75.00 Loss of housing(if occurred in	Failure to comply charges brought before Judicial Board

	college residence)	
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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:

1. Inspect and review her educational records
2. Request an amendment to her education records
3. Participate in a hearing if the request for an amendment is unsatisfactory.
4. Request that Centenary College does not disclose directory information about him or her.
5. 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:

1. Records maintained personally by faculty members that are not available to others.
2. Records maintained by Campus Safety that are not available to others outside that department.
3. 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.

4. Records, such as those that might be maintained by the College's legal counsel, the confidentiality of which is protected by law.
5. Records containing financial information about 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 education 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 either the Parsippany or 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

1. admission to any educational institution;
2. an application for employment; or
3. 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. A number of schools and departments have waiver forms available. A school or department desiring to formulate a waiver form should consult the General Counsel of the College.

(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 \$4.

(d) Other Rights.

1. 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
Any program with students who have Declared Disabilities
Athletics
First-Year Program

In addition, the College Health Service and the Counseling Center maintain records relating to students who have utilized the services offered by those two departments. If a student has utilized the Career Development Office at the College, that office may also maintain records relating to the student.

2. 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.
3. 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.
4. 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

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:

1. 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 her or her professional responsibility.
2. Persons who require access in connection with the student's application for, or receipt of, financial aid.
3. 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.
4. 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.
5. 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)
- campus 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 campus 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

1. 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.
2. 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.

3. Questions about the interpretation of the Guidelines should be referred to the Vice President for Student Engagement who will gain an interpretation from Counsel.
4. 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

IDENTIFICATION CARDS

The Centenary College identification card is known as the Cyclone Card. The Cyclone Card is the official campus identification card for all Centenary College students, faculty and staff members. It is required for all active members of the Centenary College Community to carry the card and present it upon request.

Rights and privileges associated with the Card are contingent upon the cardholder's status as a student, faculty member, staff member or other person affiliated with the Centenary College Community. The Card is valid so long as the cardholder is enrolled as a student, employed as a faculty or staff member, or otherwise affiliated with the College as set forth in the Terms and Conditions.

[Download the Cyclone Card Terms and Conditions](#) 

Persons applying for issuance of the Card must present a government issued photo id such as a passport, civilian or military identity card, or driver's license.

The initial Card is issued at no charge. A replacement will be issued for any Card reported by the Cardholder as lost, stolen or damaged. A fee of \$10 will be charged for the issuance of a replacement Card.

The Card will bear the name of the cardholder as it appears in the records of the College. In the event of a change of name that is recorded in the records of the College, a replacement Card will be issued at no charge.

The Cyclone Card is non-transferable and should not be loaned or given to anyone else for any purpose. Please keep it secure and do not expose it to electronic or magnetic devices, chemicals, or excessive heat or water. Any damaged, lost, or stolen card must be reported immediately at <https://blackboard.centenarycollege.edu> and replaced at the Finance Office.

The ID card will be used for such things as cashing a check, registration, receiving work-study/work-shop payment, weight-room and gym access, eating meals, laundry use, library use, entrance into a College event/activity and residence halls. ID pictures are taken during Orientation in the Student Services Office located in Seay Building Room 007.

CYCLONE DOLLAR INFORMATION

The Cyclone Card is now the medium for Cyclone Dollars, which can be used for purchases on-campus and at off-campus participating merchants, such as the campus [Dining Hall and Food Services](#). As a holder of the Cyclone Card, you may have up to \$350 deposited in your Cyclone Dollars Account at any one time.

There is no fee for use of the Cyclone Dollar Account. No cash withdrawals are permitted from the Cyclone Dollar Account. You are responsible for all charges to your Cyclone Dollar Account, including charges made using a lost, stolen or borrowed Cyclone Card.

A Cyclone Dollar Account is established by the deposit of funds to the Cardholder's Account by or on behalf of a Cardholder. By making a deposit into a Cyclone Dollar Account, the Cardholder agrees to be bound by the terms and conditions governing Cyclone Dollars.

The Cardholder may obtain a historical statement of the prior 90 days activity on-line at <https://blackboard.centenarycollege.edu>.

Deposits to Cyclone Account

Deposits may be made by Visa, Master Card or Discover Card on-line at <https://blackboard.centenarycollege.edu> or at the Finance Office during normal business hours. The minimum deposit by credit card is \$20.00.

Deposits by cash or check may be made at the Finance Office during normal business hours. Deposits by cash or check may be made in increments of \$5.00 up to the maximum balance of the Account.

The Guest Deposit screen will allow only non Cyclone card holding persons to make a deposit to a Cyclone card holder's account, with a credit and/or debit card bearing the Visa, MasterCard and /or Discover card logo.

For a guest deposit you will need to enter the Cyclone cardholder's first name and last name, as it appears on the card, and then the Centenary College email address of the cardholder. Contact the cardholder if you do not know their Centenary College email address.

Names are case sensitive so you will need to use a capitol letter in the beginning of the person's first name and last name. Only click on the "SUBMIT" button once to process a credit card transaction. Clicking submit more than once will process another credit card transaction.

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 first-time, 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.

ENROLLMENT STATUS

Change of Status

Students with a change in personal record information (name, address, phone number) and /or those who make changes which affect their campus status (resident, commuter) must report this in writing to the Student Services Office by completing a Change of Status form. The status change will not be in effect until 24 hours after the completed and signed form has been submitted.

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 Students Services 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 the period of one full year. A student who is on leave for more than one year will be withdrawn from the College. A student on Leave of Absence may not attend another institution. Should a student complete a Leave of Absence and attend another institution, he/she will be requires to re-apply for admission.

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 Student Services 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 and discuss the refund policy.

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 official registration by the Registrar's Office and attendance in classes. 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 responsible for costs associated with an administrative withdrawal from the College if proper check-in is not completed.

INSTITUTIONAL 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 Finance Office.

TRADITIONAL 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 1 st day of semester Classes	100%
Withdrawal During the 1 st and 2 nd week of Classes	80%
Withdrawal During the 3 rd week of Classes	60%
Withdrawal During the 4 th week of Classes.....	40%
Withdrawal During the 5 th week of Classes.....	20%
Withdrawal After the 5 th 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.

TRADITIONAL 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 st day of semester Classes	100%
Withdrawal During the 1 st week of Classes.....	75%
Withdrawal During the 2 nd week of Classes.....	50%
Withdrawal During the 3 rd week of Classes	25%
Withdrawal After the 3 rd 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.

TRADITIONAL – SUMMER SESSIONS – ALLSTUDENTS*

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

Withdrawal Prior to the 1 st day of Semester Classes	100%
Withdrawal During the 1 st week of Classes.....	75%
Withdrawal During the 2 nd week of Classes.....	50%
Withdrawal After the 2 nd 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.

ONGROUND & ONLINE ACCELERATED UNDERGRADUATE AND GRADUATE PROGRAMS*

Refund of a course’s charges will be made in accordance with the following schedule:

Withdrawal Prior to the 1 st day of each course/session.....	100%
Withdrawal Between the 1 st and 7 th day of each course/session.....	50%
Withdrawal After the 7 th day of each course/session	0%

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

** 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.*

RESIDENCE LIFE INFORMATION

Centenary has a long tradition as a residential college and seeks to provide safe, comfortable and convenient campus housing for students. The college believes that education encompasses social and personal development, and the residence life program is designed to embrace that philosophy.



RESIDENCE HALL ACCOMMODATIONS

Residence accommodations include eight residence halls, each offering a unique living environment. As your personal and social skills develop, your accommodations change to challenge you in a new way.

<i>First-year Experience Halls</i>	<i>Apartment Style Living</i>
Reeves Hall – Coed, Dry Hall Smith Hall – Coed, Dry Hall	Bennett-Smith Hall Founders Hall
<i>Traditional Residence Halls</i>	
Anderson Hall – Coed, Break Housing Van Winkle Hall – Female	Lotte Hall – Coed, Quiet Washabaugh Hall – Coed

THE RESIDENCE LIFE STAFF

A team of professional and student staff members reside in the residence halls with students. The Residence Life staff is tasked with the responsibility of assisting students in their development of life and safety skills. A variety of social and educational programs that meet the diverse needs of students are offered within each hall. Programs are conducted throughout the academic year and student input regarding program topics is always requested.

<i>Reeves Hall – 140 residents</i>	<i>Smith Hall – 106 residents</i>
1 Professional Staff 5 Student Staff	1 Professional Staff 5 Student Staff
<i>Anderson Hall – 80 residents</i>	<i>Lotte Hall – 52 residents</i>
1 Professional Staff 2 Student Staff	0 Professional Staff 2 Student Staff

<i>Washabaugh Hall – 75 residents</i>	<i>Van Winkle Hall – 52 residents</i>
1 Professional Staff	0 Professional Staff
3 Student Staff	2 Student Staff
<i>Bennett-Smith Hall -124 residents</i>	<i>Founders Hall – 124 residents</i>
1 Professional Staff	1 Professional Staff
4 Student Staff	4 Student Staff

ROOM ASSIGNMENTS

Room Assignments are made at the discretion of the Director of Residence Life. Incoming first-year and transfer students are assigned rooms by the director based upon the housing questionnaire they are asked to complete before arriving on campus. Please note, the Residence Life Staff is not obligated to fulfill specific requests, nor does it take any responsibility for roommate compatibility.

Each spring returning students are encouraged to participate in the Housing Selection Process, in which students select their rooms for the following academic year. Participation in the process is at the discretion of the student, and offers him/her the most choice in their building, room and roommate. In order to participate, a student must make a housing deposit and register for full-time status. Students that do not participate are not guaranteed housing for the following or any future academic years.

A very limited number of single rooms are available on campus. Resident students may obtain an application for a single room from the Residence Life Office. Single room priority is based upon medical need; you must present a physician's note to the Centenary Health Center to be approved to live in a single

CONSOLIDATION

Centenary college reserves the right to fill all beds within a residence hall room or apartment. Consolidation will occur when a vacancy exists in a double room. Students must comply with the direction of the Director of Residence Life to fill spaces. When and if it is necessary, the college will require room changes.

ROOM CHANGES

At the start of each semester there is a two week housing freeze where no students will be permitted to change their housing assignments. If after this period of time a resident still wishes to change their housing assignment they must follow these steps:

1. Conduct roommate mediation and complete a roommate contract with the assistance of their RA.
2. If after this mediation the issues are not resolved a student may then meet with the RD to discuss further actions to attempt to resolve the situation.
3. After meeting with their RD the student may then complete a Room Change Request form and meet with the Director of Residence Life to request a housing change.

4. All moves must be approved by the Director of Residence Life prior to move.
5. After approval for room change the student must complete the following steps to officially check into their new assignment and out of their old assignment.
 - Complete Room Change form
 - Exchange keys for new assignment (failure to return old keys will result in fines)
 - Check into the new assignment
 - Check out of old assignment

ROOM CONDITION INVENTORIES

Residents are responsible for completing Room Condition Inventory reports with their Resident Assistant prior to occupancy of and upon check out of any room on campus. Failure to complete this paperwork can result in fines. Residents are responsible for maintaining the condition of the room and upon moving out of any space on campus will be held financially responsible for not leaving the room in its original condition. Special cleaning required or damages found in the room upon check out will also result in fines.

RESIDENT HOUSING AND DAMAGE DEPOSIT

Each year students are required to make a \$300.00 deposit for their resident hall room. 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.

At the time of move-in, resident students will sign a Residence Hall Contract and Room Condition Inventory. The Inventory is an agreement between the college and individual about the condition of the furnishings, walls, windows and doors of the room or apartment. At the conclusion of the year, after the student has removed all of their belongings, the inventory will be completed again. Damages, other than usual wear and tear, will be assessed and charged to the student account. The balance of the Housing Deposit will be forward to the next semester account. At the time of official withdrawal or commencement, the balance will be refunded to the student.

HOUSEKEEPING SERVICES

Housekeeping services are offered Monday through Friday during business hours. Residents are responsible for the maintenance of their rooms and/or apartments. Excessively unsanitary conditions in the halls, common areas, and bathrooms are subject to fines. As students live in shared halls, they are responsible for general upkeep of shared living spaces. Emergency housekeeping concerns should be brought to the attention of Residence Life staff. In case of situations deemed appropriate by the Director of Residence Life, housekeeping may enter an occupied room to clean it and prepare it for a student moving in and/or maintain a healthy environment for others in the community.

STORAGE

The College does not offer storage of student belongings other than what is provided by their room accommodations. Students may not store any belongings in their room assignment over the summer or between academic years/semesters. All resident hall rooms are cleaned out each summer and any items that are found are discarded.

Storage is provided for international students by the International Studies Department in Anderson Hall. This is based on need and any students requesting space must contact the International Studies Department to use this area.

BREAK PERIODS

The residence halls and dining facilities are closed during recess periods. If a student needs to remain in on-campus housing during breaks (e.g., Winter Break, Spring Break), the student must make a formal request with the Director of Residence Life. Students will be relocated into a consolidated break housing location and students will be responsible for their own meals during this time.

We understand that some of our students may not be able to travel home for the short break periods. Students will be permitted to stay if traveling further than an 8 hour drive and/or have an academic or athletic commitment to the institution. A designated Break housing space will be determined and students that regularly reside in that space are required to provide that space for our break housing residents.

ROUTINE ENTRY AND INSPECTION OF PREMISES

The College respects the students' right to privacy and their desire to control their own living environment. Students are responsible for the contents of their room at all times. Authorized personnel, such as Housekeeping, Facilities, Security and Residence Life Staff reserve the right to enter any resident room, locked or unlocked, without documented notice for the purpose of policy enforcement, maintenance and repair, routine health and safety inspections, damage appraisal inspection, vacation closing inspections, searches for missing items or unauthorized people, or other official purposes.

The College reserves the right to enter all campus premises on a regular basis to examine the same or to make such repairs, additions, or alterations, as it deems necessary. In addition the College reserves the right to enter the premises in order to take those precautions that might be found necessary to protect the health and safety of the occupants of other persons therein. Students must be advised that the College will take disciplinary action against any violators of the College policy, even if the violation is observed as part of a routine operation.

Authorized personnel will not disturb personal property during their time in the room, and will spend the least amount of time in the room needed to complete their task. During room entry, authorized personnel are permitted access all College property including refrigerators provided by the College, kitchen cabinets, dressers, drawers, closets and desks. They may not touch personal property contained in College property. Resident Directors may open or touch students' personal property only with the approval of the Dean of Students.

HEALTH AND SAFETY INSPECTION

Health and Safety Room Inspections are conducted to check for adherence to residency guidelines and the Fire Safety Regulations will be conducted by the Residence Life Staff on a periodic basis, prior to each vacation period and at any other time deemed appropriate with or without notice or the presence of residents. During Health and Safety Room inspections, authorized personnel may enter a room and inspect for adherence to College regulations. During routine inspections the resident(s) may be required to remove, correct or make other necessary changes to meet College residency guidelines and safety regulations. **Prohibited items may be confiscated.**

Health and Safety Inspections will include Residence Life Staff checking for:

- General cleanliness: It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist.
- Disabled or tampered smoke detectors
- Overloaded electrical outlets, extension cords
- Tapestries & Wall Decor blocking lights, smoke detectors, doors, windows
- Excessive trash
- Evidence of prohibited items such as pets, smoking, candles, incense
- Unauthorized appliances or lofts
- Obvious damage to College property
- Properly charged fire extinguishers (Apartments)

Residence Life Staff will note issues and concerns on a Room Inspection Form initially, in which residents will have at least 24 hours to correct minor problems and then re-inspect. If the corrections are not completed, the Resident Assistant will submit an incident report for the follow-up inspection.

ROOM SEARCH

For the safety of the student, student body, college roommate or the community, a room search may be warranted. A room search will be conducted when there is a report made of violation of the code of conduct, state or federal law and specific information about the particular item/s in question and the specific location is given. Prior to the examination of the premises, application must be made to the Dean of Safety and Security, indicating the reasons for the search and the objects or information sought. Except in cases of potential or real imminent danger, or if the occupant cannot be located within a reasonable period of time, the occupant will be invited to be present and will be informed of the reason for the examination.

Commuter Life Information



COMMUTING LIFE

Centenary believes the college experience can be enhanced by becoming involved in some of the many organizations and activities offered at the College. For commuter students, this involvement can augment the student's academic experience and help him/her feel more a part of the Centenary Community. All students are encouraged to take an active role in the college both through academic experiences and social activities. Outlined below is information pertinent to you as a commuter student.

Commuter Council

Commuter students should consider joining the Commuter Council. The goals of the Commuter Council involve addressing specific issues and concerns of commuter students, organizing activities and informing commuters of pertinent information.

Lockers

There are a limited number of lockers available for commuter students in the Seay Administration Building next to the mail room. These lockers are provided as a convenience to students. Lockers must be registered for in the Student Services Office. Upon registration, the student will provide their own lock. Lockers will be reserved for the period of 1 semester or 1 academic year. At the completion of the academic year, lockers must be emptied and locks removed. Students are responsible for the content of their lockers. Centenary College is not responsible for lost, damaged or stolen property.

For the safety of the student, student body, or college community, a locker search may be warranted. A locker search will be conducted when there is a report made of violation of the code of conduct, state or federal law and specific information about the particular item/s in question and the specific location is given. Prior to the examination of the premises, application must be made to the Dean of Safety and Security, indicating the reasons for the search and the objects or information sought. Except in cases of potential or real imminent danger, or if the occupant cannot be located within a reasonable period of time, the occupant will be invited to be present and will be informed of the reason for the examination.

Should it become necessary for Centenary College to access your locker either for the purpose of search, mechanical default, maintenance, or to remove your belongings, the lock will be cut off and not replaced.

Dining on Campus

Traditional full-time undergraduate commuters are entitled to five meals per week, Monday through Friday. This is a gift to you, provided by Centenary College and Chartwell's Food Service, and is not reflected in your tuition. These meals are only available in the main cafeteria and are not able to be transferred to another location. Upon entrance to the cafeteria, you must present your Centenary ID card. Without your ID card, no meals are provided.

Additionally, commuter students are able to purchase snacks and meals in Tillie's, the Equine Center snack shop, the Library coffee stand, and meals in the main cafeteria. The Cyclone Card is a convenient way to pay for these services.

Emergency Accommodations

Housing accommodations can be made available for commuter students in the case of inclement weather. Contact the Director of Residence Life for a safe and comfortable place to stay. Since we have sold out spaces in our residence hall rooms, accommodations will most likely be a sofa in an apartment or a blanket and pillow with a friend or classmate. In the case of a late meeting or event, prior arrangements must be made. Your

classmates or friends can request an overnight guest for these purposes. Please see the visitor and guest policy for more details.

Commuter Lounge

There is a commuter student lounge located on the third floor of the Ferry Arts Building for your comfort between classes. The area is designed for commuter students to relax and enjoy Comcast Digital television on the over-stuffed sofa, take in a quick game of Wii, have a cup of coffee or snack at the marble table. You can also spread yourself out and work on projects and other activities.

The lounge can be reserved for group meetings. Reservations should be made 24 hours prior for the use by any group, organization, or scheduled activity. This includes social gatherings, educational programs, and social programs. Lounge reservation forms may be acquired from the Director of Student Activities, and approval is up to the discretion of the Director and will be determined by earliest request when conflicts arise. Students should post flyers that lounge is reserved at least 5 hours prior to lounge use, so residents can anticipate not being able to use the space at that time. Since the location is on the third floor, an additional posting of the hours the lounge is closed should be posted at the main entrance to the Ferry Building.

Commuter Student Deposit

All students intending to attend Centenary College in subsequent semesters are required to make a deposit, which will secure your attendance at the institution. A Full-time Commuter student is required to pay a \$150.00 non-refundable deposit, which will allow them to have an official class registration. Students failing to make deposit will not be given an official schedule and may be dropped from courses. Once deposit is made Centenary will authorize the registration, but there is no guarantee that the same courses or sections will be available.

