

---

GRADUATE LEARNER HANDBOOK  
2006

---

<b>WELCOME.....</b>	<b>4</b>
DEDICATION TO SUCCESS .....	4
VISION STATEMENT .....	4
ACCREDITATION.....	5
<b>OVERVIEW .....</b>	<b>5</b>
PROGRAM GOALS AND OBJECTIVES .....	5
ADMISSIONS REQUIREMENTS .....	6
GENERAL TRANSFER POLICIES.....	6
<b>COURSE DESCRIPTIONS .....</b>	<b>7</b>
GBA603 ORGANIZATIONAL THEORY.....	7
GBA504 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS .....	7
GBA518 MIS: MANAGEMENT INFORMATION SYSTEMS .....	7
GBA550 MANAGERIAL ECONOMICS.....	7
GBA540 THE GLOBAL BUSINESS ENVIRONMENT.....	7
GAC514 FINANCIAL ACCOUNTING.....	7
GBA601 FINANCIAL MANAGEMENT.....	8
GBA604 QUANTITATIVE ANALYSIS .....	8
GBA602 MARKETING MANAGEMENT.....	8
GMK620 INTERNATIONAL MARKETING MANAGEMENT.....	8
GMK660 PROBLEMS IN MARKETING.....	8
GBA690 SEMINAR: BUSINESS STRATEGY AND POLICY .....	8
<b>ACADEMIC POLICIES AND PROCEDURES.....</b>	<b>10</b>
PROGRAM/COURSE REGISTRATION .....	10
CLASS ATTENDANCE.....	10
LEARNING TEAMS.....	10
PEER/SELF ASSESSMENT .....	11
DROP-IN POLICY.....	11
CONCURRENT ENROLLMENT .....	12
LEAVE OF ABSENCE .....	12
PROGRAM WITHDRAWAL.....	13
NAME AND ADDRESS CHANGES .....	13
GRADUATE GRADING SYSTEM.....	14
ACADEMIC STANDING.....	14
<i>Determination of Grades.....</i>	<i>14</i>
<i>Grievance of a Grade.....</i>	<i>15</i>
<i>Incomplete Grades.....</i>	<i>15</i>
MAXIMUM TIME FRAME .....	15
RESPONSIBILITIES OF CLASS REPRESENTATIVES .....	15
<b>LEARNER SERVICES.....</b>	<b>16</b>
TEXTBOOKS AND COURSE MATERIALS .....	16
GRADE REPORTS AND TRANSCRIPTS.....	16
LIBRARY SERVICES .....	16
CAREER SERVICES.....	17
<b>GENERAL COLLEGE POLICIES.....</b>	<b>17</b>
ACADEMIC CODE OF CONDUCT .....	17
LEARNERS' RIGHT TO PRIVACY .....	18
EMERGENCY CLASS CANCELLATIONS.....	18
REQUIRED COMPUTER EQUIPMENT .....	19
I.D. CARDS.....	19
SMOKING POLICY .....	20

---

---

<b>FINANCIAL OBLIGATIONS .....</b>	<b>20</b>
FEE STRUCTURE .....	20
FINANCIAL AID – .....	22
<b>POLICY AGAINST HARASSMENT .....</b>	<b>23</b>
<b>STATEMENT OF NONDISCRIMINATION ON THE BASIS OF HANDICAP .....</b>	<b>25</b>
<b>HIV/AIDS POLICY .....</b>	<b>25</b>

---

## **WELCOME**

The Board of Trustees, faculty, and staff of Centenary College welcome you to Centenary's Adult and Professional Studies (CAPS) MBA program. CAPS is designed to challenge and reward the adult learner by providing a program designed to make both graduate and undergraduate degrees accessible to working professionals. We recognize that your needs differ from those of more "traditional" learners. Therefore, CAPS responds to each learner as an independent, mature individual who takes responsibility for the outcomes of his or her educational experience.

In addition to the solid academic preparation which the College offers, Centenary seeks to bring together a richly diverse learner body, consisting of individuals of all races, creeds, ages, and nationalities. Centenary fosters an atmosphere of mutual respect among faculty members, staff, and learners.

A learner's registration in this program indicates an agreement on the learner's part to fulfill the terms of the contract for the program. It also indicates the acceptance of the general and financial regulations of the College. The Learner Handbook provides the learner with information related to the CAPS program and its corresponding policies and procedures. While every effort is made to provide accurate and current information, Centenary College reserves the right to change, without notice, statements in the Handbook concerning rules, policies, fees, curricula, courses, and calendar, etc. Learners enrolled in the CAPS program agree to comply with the College's rules and regulations and to accommodate any necessary changes.

## **DEDICATION TO SUCCESS**

Between 1766 and 1866, the American people were faced with perplexities that shaped and reformed the foundations of our country. The commitment to provide access for all Americans to education became a focus throughout much of the mid to late 1800s. In 1867, Centenary College was established. The name Centenary was chosen to commemorate the 100 years and the men and women who fought to ensure freedom. Since its founding in 1867, Centenary College has been dedicated to the promotion of learning and to the success of its learners.

## **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 as well as 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 quality undergraduate and graduate programs. To this end, it offers excellent educational programs in a variety of formats to qualified learners throughout northern New Jersey.

---

## **ACCREDITATION**

Centenary College is accredited by the Middle State Association of Colleges and Secondary Schools to award Associate's, Bachelor's and Master's degrees. It is also accredited by the National Association of State Directors for Teacher Education and Certification.

## **OVERVIEW**

Centenary's Center for Adult and Professional Studies programs are designed to make efficient use of the working professional's time, with the courses being scheduled at times and places convenient to working adults. The curriculum is structured and sequential in nature, with specific goals, learning activities and learning outcomes explicit in every course and in every degree program. The learners in these programs, both graduate and undergraduate, enter as cohorts and are accepted for the entire program rather than for individual courses. The courses themselves offer an appropriate blend of theory and practice, liberal arts, business, and career activities.

Traditionally, the role of the learner has been largely passive. The CAPS program emphasizes participative learning that comes from working with other adult learners. This is, in fact, the core of the educational model for the CAPS program. A cohort size of 16-22 learners is necessary for optimal group dynamics and allowing for learners with diverse backgrounds to interact in manner that adds value.

To ensure that CAPS learners benefit from each other's expertise and to maintain vitality in the classroom, Centenary will merge two cohorts if any particular group decreases in number and the effectiveness of the educational model is no longer valid. Learners enrolled in the CAPS program agree to accommodate any necessary changes. All efforts will be made to have the minimal effect on cohorts, calendars, and anticipated date of commencement.

### **Program Goals and Objectives**

The CAPS MBA program is an accelerated version of the MBA currently offered at Centenary College. The goals and objectives are, therefore, the same as those in the traditional MBA. Specifically, the overarching goals have been identified as follows: Graduate of the Centenary College MBA will:

1. Develop the advanced skills necessary to function in an upper-managerial position.
2. Acquire the necessary evaluative skills to critically analyze an organization's performance.
3. Utilize technology skills in problem solving and communication.

- 
4. Develop an appreciation of the legal and cultural realm of the workplace.
  5. Demonstrate an understanding of the global business environment.

### **Admissions Requirements**

#### **CAPS MBA ADMISSIONS CRITERIA**

1. A bachelor's degree from a regionally accredited college or university.
2. Official transcripts from the undergraduate degree granting institution and graduate course work. Unofficial transcripts from other undergraduate institutions are required for course completion analysis, with follow-up official transcripts as needed. Official transcripts from all graduate institutions, if appropriate.
3. Two to three years of professional (managerial/supervisory preferred) experience relevant to the program.
4. Applicants who have English-As-A-Second-Language are required to furnish a score of 550 or above on the TOEFL examination taken within the last five years.

Note: Conditional or non-matriculated admissions may also be considered for applicants whose who may not have the requisite two-to-three-years of managerial work experience but whose undergraduate record is excellent, and who has demonstrated maturity and commitment to graduate work. In this scenario, a personal interview may be required.

- A “completed” admission file contains a completed application form, official transcripts from all colleges and universities attended and TOEFL scores if necessary. Incomplete files must completed after 60 days from admissions learners failing to complete their files will be academically withdrawn. Admissions files will not be reviewed until the applicant has paid the application fee.

### **General Transfer Policies**

The following transfer policies apply for the CAPS MBA program:

Transfer credits will only be accepted from learners who have attended CAAHE affiliated institutions. Learners who have attended CAAHE-affiliated institutions may, upon application and before admission to the graduate program, request transfer of up to six credits. The transfer of up to six credits into the learner's course of study applies only when the CAAHE institution's courses duplicate the College's courses and if the courses were completed during the past five years.

---

## **COURSE DESCRIPTIONS**

### **GBA603 Organizational Theory**

3 Credits, 6 weeks

This course explores human behavior and the overall functioning of organizational structures on three levels: the individual, the group, and the organization. Issues are explored both from a theoretical and a practical standpoint. Topics include group dynamics and group process, organizational structure, conflict management, and organizational change.

### **GBA504 The Legal and Social Environment of Business**

3 Credits, 6 weeks

This course examines the interrelationships between the business sector and other societal institutions with the view of clarifying to whom and for what the corporation is responsible.

### **GBA518 MIS: Management Information Systems**

3 Credits, 6 weeks

This course examines the effective use of information systems in organizations. Topics include the use of information systems to support the strategies of the firm, using information technology for competitive advantage, technical foundations of information technology, information systems in a global environment, issues of ethics and privacy, and future trends.

### **GBA550 Managerial Economics**

4 Credits, 8 weeks (2 weeks mandatory prep, 8 weeks advanced)

This course explores the tools of microeconomic analysis with an emphasis on decision-making in domestic and international management settings. Topics include demand theory, supply, the price system, cost analysis, market structures, factor pricing, decision criteria, and international economics. The course integrates economic reasoning with statistical techniques in order to facilitate decision-making under conditions of uncertainty.

### **GBA540 The Global Business Environment**

3 Credits, 6 weeks

This course focuses on understanding the global environment in terms of interrelated geopolitical, legal, cultural, economic, and competitive issues. A team project is required.

### **GAC514 Financial Accounting**

4 Credits, 8 weeks (4 weeks fundamental, 6 weeks advanced)

This course addresses accounting as a business tool that assists management in communicating information to stakeholders. The course deals with analysis of the various components of the financial reporting process, and the preparation and understanding of financial statements.

---

### **GBA601 Financial Management**

3 Credits, 6 weeks

This course is a study of the control of the resources of business enterprises in order to maximize the value of the investment for the owners. Topics include the budgeting process, investment valuation and the cost of capital, inventory and cash management, and global activities.

### **GBA604 Quantitative Analysis**

4 credits, 9 weeks:

This course examines the quantitative tools necessary for business analysis and the study of quantitative business methods. Topics include the interpretation of statistical findings, decision theory, linear programming, queuing models, and simulation modeling.

### **GBA602 Marketing Management**

3 Credits, 6 weeks

This course examines the processes involved in the creation, distribution, and marketing of products and services to the consumer. The focus is on the tasks and decisions facing marketing managers. Topics include market competitive analysis, transition from product development to product management, customer behavior and the implementation of marketing strategies in domestic and international markets.

### **GMK620 International Marketing Management**

3 Credits, 6 weeks

This course examines the marketing problems and opportunities arising from various degrees of foreign involvement (exports, licensing, foreign subsidiaries). Subjects include marketing research, product planning and development, pricing, promotion, distribution, and organization for international marketing, with emphasis on the management response to parameters that differ from those in domestic marketing – such as, international economic factors, foreign cultures, nationalism and government influences, and economic development.

### **GMK660 Problems in Marketing**

3 Credits, 6 weeks

This course involves the investigation, analysis, and discussion of selected emerging problems relevant to strategic marketing decision-making in dynamic markets and environments. Through analysis of past marketing mistakes and lost opportunities, insight is provided for strategic marketing planning.

### **GBA690 Seminar: Business Strategy and Policy**

3 Credits, 6 weeks

This capstone course examines advanced management techniques and theories combining important elements from organizational and strategic studies. The major focus of the course will be the development of strategic actions in response to issues emanating in the external environment as well as those found within the organization. Application of current and emerging strategic theory through case analysis and computer simulations will be emphasized.

---

Total Credits: 39 Total Weeks: 84

To be in compliance with the regulations of our accrediting institution, the last course will be held on-line for those cohorts not conducted at the main campus in Hackettstown. This residency requirement applies to all cohorts enrolled in a degree granting program.

---

## ACADEMIC POLICIES AND PROCEDURES

### Program/Course Registration

Usually, learners register at one time for all courses within a specific program. A learner who fails to attend or complete any course for which (s)he registered may receive an F or be billed for the course. In order to prevent such action, the learner must either be granted a waiver/exception from the course or officially withdraw from the course in writing.

### Class Attendance

Classes are held once per week for four hours. At this session, the entire class meets with the instructor. Additionally, learners are expected to meet a second time during the week in small learning teams without the instructor's presence. Class attendance is mandatory and records are maintained by the instructor and submitted to the Office of Learner Services after each class meeting. Learners who must miss a class must notify the instructor and their learning team. Notification should be made with faculty directly and all such arrangements should be in writing and have the approval of the Program Advisor. Learners are required to make up all assignments, exams, etc. Learners who miss two or more classes (depending on the length of the course and the instructor's discretion) may be subject, depending on their status, to administrative withdrawal from the program, and/or may be required to repeat the course at the learner's expense. Learners who need to withdraw while within a course must contact their Program Advisor to do so.

Attendance is monitored in compliance with Federal regulations.

### Learning Teams

Learning teams are a **mandatory** and valuable part of the adult program curriculum. Learning Teams will be randomly assigned and rotated periodically to ensure that each learner has an opportunity to work closely with a unique and diverse body of learners. A complete calendar of reassignments will be developed by the Program Advisor at the start of the learner's calendar and distributed during the first course. This policy affects all cohorts who started on or after June 1, 2006.

Learning teams are typically comprised of three to five learners who meet weekly outside of class for an average of four hours or longer, if needed. The learning team functions as a mutual support mechanism for the adult learners and is used to enhance the learning process and to simulate the use of teams in the business world. The learning team exemplifies shared participant responsibility for self-directed learning and small team learning dynamics and assists in the development of interpersonal skills necessary for effective participation in groups. In some courses, learner evaluation is partially based on learning team assignments.

---

All learners are required to meet in a learning team for a **minimum of four hours** per week. The team selects a time and location for weekly meetings, which is mutually convenient and conducive to learning. The facilitator initiates weekly assignments for learning teams. Teams can meet in person, electronically or in any fashion that is convenient for all members.

Any conflict within the learning team must be resolved within the group. If this is not possible, the instructor will be consulted. If the instructor is unable to resolve such conflict, Learner Services will be contacted.

Learners that “drop-in” to any particular cohort are required to join existing learning teams. This is to be handled in the classroom between the “drop-in” learner and the cohort. The learner dropping-in must contact the class representative and the instructor two weeks prior to class start.

### **Peer/Self Assessment**

An important part of all CAPS courses is participation in learning teams. Learners are expected to work effectively in diverse groups to complete tasks. Learners are expected to participate as both leaders and followers. Learning team members will employ the integrity, social responsibility, and ethical behavior required for a diverse democratic society.

As of November 1, 2006, at the end of the course, each learner will assess his/her own participation in the learning team and will also assess each of the other team members. The Peer/Self Assessment rubric will be used. A portion of the final grade (to be determined by the instructor) will be determined by the results of this peer/self assessment.

### **DROP-IN POLICY**

Any learner who needs to make up a course and drop into another cohort must be pre-approved by Learner Services at least 3 weeks prior to class start. Learners may not be concurrently enrolled.

Learners will be permitted to "drop-in" at the discretion of Centenary College CAPS Program. Approval will be done on a "first come, first serve" basis.

Completed course registration/drop-in forms must be completed with Learner Services.

Learners are responsible for obtaining all educational resources for drop-in courses.

Updated course information and dates are accessible on the website. All cohort calendars are subject to change.

---

## **Concurrent Enrollment**

Due to the accelerated nature of courses offered by the Centenary College CAPS Program, graduate learners are not permitted to take more than one course at any given time.

## **Leave of Absence**

**Policy:** Learners are entitled to take up to three (3) leaves in a 12 month period. A Leave of Absence (LOA) is defined as an approved break in attendance longer than 29 consecutive days and not exceeding 180 calendar days in a 12 month period. All Leave of Absence requests must be approved by the CAPS office prior to the leave.

Learners on an approved Leave of Absence and receiving Federal Financial Aid will not be considered withdrawn, and a return of funds will not be required. However, learners receiving a New Jersey Tuition Assistance Grant (TAG) will forfeit their grant by taking a Leave of Absence. Financial Aid may include, but is not limited to, TAG, Pell, Stafford Loans, etc.

**Process:** A Leave of Absence (LOA) will be considered approved if Centenary College CAPS determines that there is a reasonable expectation that the learner will return. In addition, the learner must follow Centenary College CAPS policy in requesting the LOA. To request a LOA the learner must submit to their Learner Service Specialist, a written, signed, and dated request including the reason for the LOA with the expected date of return, no later than the learner's last day of attendance in the class. Should unforeseen circumstances prevent a learner from providing a request prior to the last day of attendance in the class, Centenary College CAPS may grant the leave of absence. Unforeseen circumstances may include medical and family emergencies, business travel, college course cancellation, and/or facility closure and natural disasters.

**Length & Number of Approved LOAs:** Learner may be approved for up to three (3) leaves of absence in a 12 month period the total of which will not exceed 180 calendar days. The maximum amount of days for an LOA is 180.

The LOA will be based on the number of days between the last date attended (LDA) and the date of re-entry. The count should be based on the number of days between the LDA and the re-entry date. The first approved LOA and its associated LDA is used when determining the start date for the 12 month period.

**Failure to Return:** Learners who fail to return from an approved LOA will be administratively withdrawn from the program.

---

**For Financial Aid Learners:**

- The LOA request will be forwarded to the Financial Aid Department for approval. Upon approval, the learner's account will be frozen and any unearned additional funds will not be disbursed and posted.

**Program Withdrawal**

A learner who finds it necessary to withdraw from the program or take a leave of absence is required to first contact their Program Advisor. A learner withdrawal form will be sent to the learner, who will complete, sign, and return the form. Failure to complete the proper paperwork may result in a failing grade for the learner in one or more courses.

**Name and Address Changes**

A learner who changes name, address, and place of employment or telephone number must fill out and submit a change of status form.

---

## Graduate Grading System

<u>Letter Grade</u>	<u>Quality</u>	<u>Point Value</u>	<u>Numeric Value</u>
A	Excellent	4.0	93-100
A-		3.7	90-92
B+		3.3	88-89
B	Good	3.0	83-87
B-		2.7	80-82
C+		2.3	78-79
C	Average	2.0	73-77
F	Failure	0.00	72 and below
I	Incomplete	0.00	
W	Withdrawal	0.00	

Formal grade reports are issued to the learner upon completion of each course. Grade reports indicate courses taken, credits received, and grades assigned. Grades will not be issued to any learner who has failed to pay the course tuition.

Grades are either distributed in class or mailed. Under no circumstances are grades given over the phone, e-mailed, or faxed.

A grade given in a course is considered to be final and may not be raised by repeating the course at Centenary or elsewhere. However, when a course in which a learner deserves a grade of "F" is repeated at Centenary, both the original grade of "F" and the grade for the repeated course will appear on the learner's transcript, but the computation of the cumulative average will be based on the grade received for the repeated course. If a learner who repeats a course receives a "W", the original grade of "F" will prevail.

### **Academic Standing**

Learners enrolled in a master degree program must maintain good academic standing to continue in their program. Automatic dismissal of a learner will result if the learner:

1. Receives two grades of "F" in graduate course work;
2. Receives any grade of "C" (C+ or C) in more than two graduate courses;
3. Does not maintain a minimum cumulative grade point average of 3.0 or above by completion of 12 credits in the graduate program
4. Fails to maintain a 3.0 or above cumulative grade point average at any point in the graduate program after the initial 12 credits

### **Determination of Grades**

Instructors are responsible for determining the grading and examination policies for their classes. These policies must also be consistent with those of the college. Such policies should minimally include an explanation of how a learner's final course grade is determined and the relative proportion of that grade contributed by papers, quizzes,

---

---

examinations, and graded activities. Instructors must provide all of their classes with a written copy of the grading policy. Copies of the grading policy must also be filed with the Faculty Liaison.

### **Grievance of a Grade**

Learners may file a grievance of a grade received on the basis that the grade resulted from a misapplication of the professor's stated grading policy for the course in question. Learners should understand that evaluation in the form of grading is viewed by Centenary College as a contractual relationship between the faculty member and the learner. Therefore, although learners have the right to protest, actual changes in grades are rare and are at the option of the faculty member. The grievance may be filed only after learners have initially met with the professor to discuss their concerns and failed in those discussions to satisfactorily resolve the issue. Grievances of grades must be filed in writing with the CAPS Program Director, identifying the professor and course in question and providing a clear rationale for the grievance. The learner should complete the form and return it to the Office of Learner Services within 10 days of the receipt of the protested grade. A copy of the grade appeal will be kept on file in the Office of Learner Services, and a copy will be sent to the faculty member. The faculty member will respond to the grade appeal through the Office of Learner Services, which will notify the learner in writing of the outcome of the appeal. If necessary, the Director will convene an Academic Review Committee to hear the grievance. Both the learner and professor involved will be required to attend the Committee's hearing.

### **Incomplete Grades**

Learners are expected to present themselves for examinations as scheduled and to complete all other course requirements on a timely basis. If learners are unable to complete the requirements for any course, they must submit in writing to the course professor a request for an incomplete grade. Professors, in turn, must state their agreement in writing and inform the Office of Learner Services. An "Incomplete" is not computed in the grade point average. When the coursework is completed, the cumulative average will be recalculated replacing the "I" with the value for the grade received. **A grade of "I" must be completed within three weeks from the final meeting date of the course.** If an "I" is not completed within this time frame, a permanent grade of "F" will be recorded for the course and that "F" will be calculated in the grade point average. The learner will be required to repeat the course at his or her own expense.

### **Maximum Time Frame**

The maximum time frame for a learner to complete a master degree at Centenary College is six years.

### **Responsibilities of Class Representatives**

A class representative from each cohort will be identified at the beginning of the first course. The representative's duties and responsibilities include but are not limited to:

- 
1. Collecting and returning end-of-module evaluations to the Office of Learner Services.
  2. Ensuring that the classroom is in satisfactory condition at the end of each class meeting.
  3. Assisting new instructors in making a smooth transition when beginning a new class and assisting with the placement of “drop-in” learners into learning teams where necessary.
  4. Maintaining and distributing a list of contact numbers, including e-mail, for each instructor.
  5. Developing and coordinating the use of the telephone calling chain for informing learners of important information.

## **LEARNER SERVICES**

### **Textbooks and Course Materials**

Textbooks and course materials are to be purchased by the learners. The textbooks and course materials are outlined in the course module which is available on-line. For your convenience, textbooks may be purchased on-line through [efollet.com](http://efollet.com) or at the Centenary College bookstore in Hackettstown. Please keep in mind that you should have your book at least one week prior to your next course.

### **Grade Reports and Transcripts**

At the end of each course, the instructor submits grades for each learner. Grades are recorded and mailed/distributed from the Office of Learner Services. Payments must be up-to-date in order for grades to be issued.

Requests for transcripts of course work must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and be signed by the learner.

A \$4.00 per transcript fee must accompany each transcript request.

### **Library Services**

The Taylor Memorial Learning Resources Center (LRC) located on Centenary’s main campus in Hackettstown, New Jersey, houses a print and audiovisual collection of 91,205 items, including 67,890 items in print, 4,820 audio/visual tapes, 19,481 microforms, 14 electronic data bases (several that provide full text), and internet access. Through a network of national and regional library systems, the library has access to books, journal articles, and A-V materials not currently available in the library. The library staff is trained in research techniques and is available during normal business hours to assist learners.

---

## **Career Services**

Centenary's Center for Adult Career Services, located at 300 Littleton Road, Parsippany, New Jersey, offers a variety of print resources, assessment instruments and computer software to aid learners in career exploration. Individual career counseling appointments are available with the Director or the Career Center. Throughout the year, workshops on a variety of topics are available, from how to write a resume, interviewing with success, and salary/benefits negotiation.

## **GENERAL COLLEGE POLICIES**

### **Academic Code of Conduct**

As an academic community, Centenary College endorses the pursuit of knowledge through open and honest discourse. Therefore, the college expects learners to conduct themselves honestly in all academic activities. In the classroom, the faculty has the responsibility to set the tone of academic pursuit. Any action which compromises academic integrity or any attempt to discredit the knowledge another learner has acquired is inappropriate and unacceptable. Violations will be addressed in accordance with the established procedures of the college.

The following definitions of academic code violations encompass misrepresentations of fact and falsification of any portion of the academic process. The terms defined below are intended to provide learners with notice of the types of conducts which may result in code violations and are not intended to be all-inclusive.

1. Plagiarism is knowingly copying published or unpublished material without acknowledging the source.
2. Duplicate course assignment is submitting the same assignment without the Instructor's approval for more than one course, or submitting an assignment based on another learner's work.
3. Collusion is working with one or more learners without the approval of the Instructor to complete a project that is expected to be the result of individual effort.
4. Unacceptable classroom conduct includes:
  - a) Disruptive and disrespectful behavior.
  - b) Cheating during examinations and projects.
  - c) Other types of inappropriate actions that impede the learning process.
5. Falsifying information is intentionally giving fraudulent information for the purpose of:
  - a) Avoiding negative sanctions.
  - b) Seeking special privileges.
  - c) Assisting another in these purposes.

---

Penalties for Academic code violations within individual courses are defined at the Department Level and Instructors may include a statement of academic penalties in their course syllabi. These penalties may include, but are not limited to:

- a) Resubmission of the work in question
- b) Failure of the work in question
- c) Course grade reduction
- d) Withdrawal passing from the course
- e) Withdrawal failing from the course
- f) Withdrawal from the department

More severe penalties, including suspension or expulsion from the college, are possible.

Any suspected violations of the Academic Code of Conduct shall be reported within 24 hours of their observance to the Instructor in whose course the violation occurred.

### **Learners' Right to Privacy**

In compliance with the Family Education Rights and Privacy Act of 1974, as amended, Centenary College guarantees its learners access to all personally identifiable education records. No one outside the institution shall have access to such information from the learners' education records without the written consent of the institutions in which learners seek to enroll, persons or organizations providing learners financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with judicial order, and persons in an emergency in order to protect the health or safety of learners or other persons. Within the Centenary community, only those members, individually or collectively, acting in the learners' educational interest are allowed access to learner education records and only within the limitations of their need to know.

Centenary College further guarantees to learners the right to challenge the accuracy of recorded grades and content of their records, through the use of proper institutional procedures. This right to challenge does not include the correctness of a grade assigned by an instructor.

Information designated by the law as "directory information" includes: learner name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the learner, and participation in officially recognized activities. At the discretion of the College, directory information will be made available unless a request for non-disclosure is filed by the learner. This authorization to withhold directory information must be filed annually in the Office of the Registrar.

### **Emergency Class Cancellations**

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes are postponed or facilitated in Blackboard rather than

---

canceled. In the case of off-site classes, class representatives are encouraged to call Learner Services to report severe weather conditions.

The first line of notification is through the Class Representative who will then activate the telephone chain. In cases such as illness of a professor, this is the only means of notification. In cases if inclement weather, the College will also notify the following radio stations:

91.9FM	WNTI	Hackettstown, NJ
99.1FM	WAWZ	Northern NJ
790AM/104FM	WAEB	Allentown, PA
96.1FM	WLEV	Lehigh Valley, PA
1400AM	WCTO	Lehigh Valley, PA
1360AM/103.7FM	WNNJ	Newton, NJ
106.3FM	WHCY	Blairstown, NJ
102.3FM	WSUS	Sussex County
1510AM/107.1FM	WRNJ	Hackettstown, NJ
NEWS12NEWJERSEY		

### **Required Computer Equipment**

Each learner is required to have internet access in addition to an IBM compatible computer with the following **minimum** capabilities:

1. 266 MHz Pentium Processor
2. 2.1 Gigabyte Hard Disk Drive
3. 32 Megabytes RAM
4. 24X CD-ROM
5. 3.5" Diskette Drive
6. 512KB Cache
7. 56K Modem
8. Microsoft Windows 98 Operating System
9. Microsoft Office 97 (Including Microsoft Word, Microsoft Excel, Microsoft Access 97, and Microsoft PowerPoint 97).

Computer equipment must be available for use during the entire time that the learner is enrolled in the CAPS Program. A compatible printer must also be available.

### **I.D. Cards**

An official identification card is issued to each Centenary College learner. ID cards are valid for the duration of an individual's degree program and allow learners borrowing privileges at the library, as well as special learner discounts. Learners who withdraw from the program should submit their ID cards to the CAPS Learner Services Office.

---

## Smoking Policy

As safeguards against fire and in consideration of the health of our community members, the following regulations have been established:

**Smoking is prohibited in all buildings in which classes are held.** Our classrooms in various conference centers are also considered to be Centenary College and are thus smoke-free as well. If you must smoke during breaks, please consider your classmates and find a place off the immediate premises.

## FINANCIAL OBLIGATIONS

### Fee Structure

Payment of tuition, the educational resource fee, any other fees, and any penalties are due one week prior to the course start date. It is understood that regardless of financial source, the learner is responsible for all costs involved in the CAPS program in which the learner is enrolled.

Learners receive a schedule of tuition and fees prior to Registration. Learners are expected to meet their financial obligations according to the published schedule. Any questions regarding payments or problems associated with making those payments should be directed to the CAPS Accounting Office.

Centenary College reserves the right to change the tuition and fee schedule at any time. However, tuition and fee rates are guaranteed for learners who complete the program according to their initial curriculum schedule.

A late fee is charged each time a payment is received after the due date. There will be a charge for each check returned for insufficient funds.

1. General Procedure
  - a) Payment is considered late if not received by the start date of the course.
  - b) A one-time fee of 5% will be charged if payment is not received by the start date of the course.
  - c) If payment is not received in full by the start date of the next course, grades will not be released.

If payment is not received for two sequential courses, the learner will be administratively withdrawn.

No transcripts will be issued for any learner with an outstanding balance.

2. Financial Aid

---

Tuition will be deferred based on the dollar amount the learner receives from the financial aid office. The learner is responsible for any balance not covered by financial aid. (S)he is also responsible for submitting appropriate financial aid forms, on time, for each payment period. Please contact the financial aid officer for forms and due dates. Learners must fulfill their responsibilities regarding such forms and deadlines in order to maintain their deferred payment status.

### 3. Refund Policy

Application fees are not refundable.

The educational resource fee (except for the initial registration fee) is refundable for materials not yet received or not yet used. Refunds will not be made for books that have been marred in any way, nor will refunds be made for books required in any class that the learner has attended. All books and course materials issued must be returned to the CAPS Program Office within ten days of the first session of that course to obtain a refund. In the event of a course withdrawal, the learner should not presume that the same materials will be issued when he or she enrolls in that course at a later time.

Learners are eligible for tuition refund under the following conditions:

- a) If a learner provides written notification of withdrawal from the course prior to the first class session, 100% of tuition will be refunded.
- b) If the learner provides written notification of withdrawal prior to the second class session, 50% of the tuition will be refunded.
- c) No refunds will be made after the beginning of the second class session.

The allocation of the Title IV share of the refund amount will be made to the individual accounts using the appropriate allocation policy:

Federal Stafford Unsubsidized Loan  
Federal Stafford Subsidized Loan  
Federal PLUS  
Federal PELL Grant  
FSEOG  
NDSL

### 4. Reentering Learners and Special Enrollments

Learners are subject to tuition and fee levels applicable to the class group with which they are attending class. This policy means that learners who withdraw from the program and then rejoin at a later date will be subject to tuition and fee levels of the class they join. Also, learners who withdraw from or retake a course are subject to tuition and fee levels of the class with which they enroll.

---

### **Financial Aid –**

Centenary College administers federal, state, and institutional financial aid to all eligible learners without regard to race, color, handicap, age, and national or ethnic origin.

Centenary College participates in the following federal programs. Additional information and/or application forms may be obtained by contacting the Financial Aid Office at 908-852-1400, ext. 2305.

Learners may borrow financial aid eligibility loan limits once every academic year (24 credits) and 45 weeks of instruction time. Therefore, learners are eligible to apply for two or three loans and/or two or three grants during their program. The learner must complete the credits approved under the first loan of his or her academic year, (24 credits and 45 weeks of instruction time) before receiving the first disbursement of a new loan.

All learners receiving financial aid must meet the requirements of Centenary College's Satisfactory Academic Progress Policy. If a learner falls below established standards, the learner will be placed on academic probation for two consecutive courses. Financial aid funds will continue to be disbursed while on probation. If satisfactory progress is not evident by the end of two courses, the learner will be disqualified and financial aid will cease. Learners receiving financial aid are required to complete their program within a maximum period of 1.5 times the standard program length. This time frame is limited to in-school time only.

#### 1. Federal Pell Grant Program

The Federal Pell Grant Program is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's degree or professional degree. A professional degree would include a degree in such fields as pharmacy or dentistry. Unlike loans, grants do not have to be repaid. Eligibility is based on a formula revised and approved each year by Congress. The amount of funding is based on the learner's financial need.

#### 2. New Jersey State TAG Program

Centenary College's CAPS program has submitted an application which is being considered for TAG approval.

#### 3. Veterans' Administration Educational Benefits

If a veteran is entitled to benefits according to the Department of Veterans Affairs, (s)he will be entitled to these benefits at a full-time learner status limit. These benefits include all Veteran Educational Assistance Programs.

#### 4. Vocational Rehabilitation Services

---

Individuals with a handicap which directly impedes employability may apply to the New Jersey Division of Vocational Rehabilitation Services to determine eligibility for assistance, including education, toward a goal of employability.

#### 5. Federal Family Educational Loan Programs

The Federal Subsidized Stafford Loan is a low-interest loan made to learners attending school at least half-time (the CAPS program is a full-time program). The loan is made by a lender such as a bank, credit union, or savings and loan association. This loan is insured by a guarantee agency and reinsured by the federal government. Learners can qualify for a Federal Subsidized Stafford Loan based on financial need. Principal and interest are deferred until six months after the learner ceases to be enrolled. The interest rate is variable with a cap. This is a loan and must be repaid.

In addition to the above programs, many companies, corporations and foundations offer aid to learners based upon a variety of criteria. Learners should investigate policies and programs of employers and foundations within their fields. You may contact the Financial Aid Department for further information on how to investigate this option.

#### 6. Loan/Grant Disbursement

Loan applications can be certified and disbursed under registered admission status. All Financial aid transcripts from prior institutions attended must be received before funds can be disbursed, regardless of whether learners applied for or received financial aid at the prior institutions. These transcripts are requested by campus personnel at the time of application for aid during the admission process.

Federal disbursements are made in two payments; at the beginning of the loan period and after completing one-half of the credits for that loan period. Any processing fees will be divided in half and deducted from both payments. The loan check will be made co-payable to the College and the learner. Since federal loans can only be used for educational purposes, the College will apply all financial aid monies toward tuition for the current payment period. Any excess monies will be refunded to the learner.

In the event of absence, the college must view the learners as withdrawn until the learner resumes classes. Federal regulations require that any loan and/or grant monies applied for or received for a period which the learner has withdrawn be returned to the loan originator based on the schedule shown in the refund policy.

#### Policy Against Harassment

Sexism, Ageism, Racism, Heterosexism, Anti-Semitism, Harassment, and similar behaviors...

---

Regrettably, these behaviors do exist in our society through language, actions, non-verbal and verbal communication, institutions, and the media. Centenary is a microcosm of the greater society and as such, no member of our community is immune to the "isms." Therefore, we the members of the Centenary community affirm that our cultural diversity adds to the richness of our community.

Centenary's Codes of Citizenship and conduct state the following as among the most serious conduct violations: academic dishonesty; acts of racial, religious, sexual or ethnic intolerance or incivility; intimidation; verbal and physical harassment or misconduct; sexual harassment; use, possession or distribution of controlled dangerous substance; use or possession of alcoholic beverages on campus; theft; and failure to comply with any oral or written instructions given by a college official in relation to a college regulation.

Centenary expects all members of the community to respect both differences and commonalities. You are also expected to examine the motives and possible effects of your behavior and to modify any inappropriate behaviors before you act.

Centenary will not tolerate the subjection of another person, group, or class of persons to inappropriate, abusive, threatening or demeaning actions, based on differences including, but not limited to race, sex, sexual orientation, age and/or religion. Examples include a wide range of behaviors such as lewd or suggestive remarks, name-calling, using demeaning epithets, vandalism, pranks, etc.

Centenary acknowledges every individual's constitutional right to freedom of speech and freedom of inquiry. At the same time, we affirm every individual's right to an environment that is free from harassment of any kind.

If the purpose of your behavior, language, gesture, or humor is to harass, harm, or cause emotional or psychological distress, you are engaging in unacceptable behavior.

Some effects of the "isms" are:

- loss of self-esteem
- a vague sense of danger
- a sense that one's personal security and dignity have been undermined
- denial of opportunity, privilege or right
- feelings of impotence, anger and alienation
- withdrawal
- fear
- anxiety
- depression
- a sense of embarrassment from being ridiculed

All incidents should be reported, even when the offender is unknown. Your report, combined with the reports of others, may help to confirm a pattern of offenses. Every possible effort will be made to preserve confidentiality and to protect the rights of learners, faculty, and staff.

---

## Statement of Nondiscrimination on the Basis of Handicap

Centenary College has a policy of nondiscrimination on the basis of handicap. The Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 prohibit discrimination on the basis of a disability and require the College to provide reasonable accommodations to qualified disabled learners in all College programs and activities. A grievance procedure has been established for learners who allege discrimination on the basis of handicap. The first step in the grievance process is to contact the Director of Learner Services to discuss and, if possible, resolve the problem in question informally. If the matter cannot be resolved to the satisfaction of the learner through this informal procedure, the learner may pursue the formal ADA grievance procedure through a written complaint to:

Section 504 Coordinator:

Director of Personnel  
Seay Building  
(908)-852-1400 extension 2268

## HIV/AIDS Policy

As an institution committed to self, community and profession, Centenary College strives to educate individuals to make knowledgeable decisions and to enhance the well being of all members of the community. Thus, we are committed to providing an open forum for ongoing education on a broad range of topics as well as support for those with special needs. Recognizing the diverse nature of the campus community, the College encourages input from all sources and seeks to enhance knowing and compassionate responses to social issues. It is in this spirit of openness and concern that we have developed the current Centenary College HIV/AIDS policy.

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

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

HIV/AIDS can be transmitted from mother to infant at birth, by intimate sexual contact, by sharing a syringe with an infected person, and by exposure to contaminated blood.

---

There have been no confirmed cases of transmission of HIV/AIDS by any household, school, or other casual contact. The Public Health Service states that there is no risk created by casual exposure such as living in the same place as an infected person, eating food handled by an infected person, casual kissing, or swimming in a pool with an infected person.

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

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

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

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

1. Institutional Committee. The Crisis Management Team, drawn from various campus groups, will organize and oversee educational programs and provide a mechanism for making such policy decisions as they become necessary. Should an issue be raised regarding a member of Centenary College faculty, staff, or learner body (or applicants for the same) with HIV/AIDS, the case circumstances will be evaluated by a small core group for the Crisis Management Team. This core will include the College Health Center staff, Counseling Services staff, and, if applicable, legal counsel and the Director of Personnel. In making recommendations, consideration will be given to the health and safety of both the individual and the institution, maintaining and protecting the civil rights of both.
2. Admissions. There shall be no discrimination in accepting persons with HIV infection or AIDS into the College as learners.
3. Employment. Persons seeking employment by Centenary College shall not be discriminated against on the basis of HIV infection or AIDS, nor shall employment be terminated on the basis of HIV/AIDS, unless the nature and extent of the illness

---

reasonably precludes the performance of such employment or impairs any operations of the College. If a person is unable to continue his or her duties because of HIV/AIDS, benefits shall be continued in accord with College policy pertaining to employees with any other handicap or illness.

4. **Class Attendance.** Learners who are HIV positive or who have AIDS shall not be excluded from attending classes or partaking in College activities for reason of their infection. Learners who may be too ill to attend will be treated as any other learner with a serious illness.
5. **Access to Facilities.** There will be no restriction or access of persons with HIV/AIDS infection to learner centers, theaters, pub/grille areas, kitchens, cafeterias, gymnasiums, swimming pool, recreational facilities, barns, or other common areas.
6. **Residential Housing.** Decisions about housing for learners with HIV/AIDS infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. The College may choose to provide private rooms in order to protect the health of infected learners - not to protect other learners from them.
7. **HIV/AIDS antibody testing.** There will be no mandatory testing of learners or employees, or prospective learners or employees, for HIV/AIDS infection. Testing will be voluntary, and should only be done where it is confidential or anonymous, where positive results can be confirmed by specific tests, and both pre- and post-test counseling are available. The Health Office has a complete list of HIV/AIDS testing and counseling locations.
8. **Confidentiality.** There will be no requirement that learners or employees, or prospective learners or employees, be asked to respond to questions about their status as regards HIV/AIDS infection. It is appropriate, however, for learners and employees with HIV/AIDS infection to inform campus health care providers to enable the College to provide proper medical care, support, counseling and education. This, like any other medical information, will be handled in the strictest of confidence.

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

The number of people in the institution who are aware of the existence and/or identity of learners and employees who are HIV/AIDS positive will be kept to an absolute

---

---

minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among learners and staff. The College must remember that all confidential medical information is protected by statutes and that any unauthorized disclosure of it may create legal liability. The duty of health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, life-threatening circumstances.

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

9. **Public Health Reporting Requirements.** In all jurisdictions, cases of HIV/AIDS meeting the criteria for the surveillance definition of the Centers for Disease Control must be reported to the local public health authorities. In New Jersey, a blood test positive for HIV antibody is reportable but must be kept confidential; i.e., the person is not identified by name, but only by sex, age, and county of residence. The detailed and revised surveillance definition of HIV/AIDS case reporting purposes is included in: *Centers for Disease Control. Revision of the CDC surveillance case definition for Acquired Immunodeficiency Syndrome. Morbidity and Mortality Weekly Reports 1987: 36-1S.*
10. **Medical Care.** The College's Health Office will encourage regular medical follow-up and counseling for those who are HIV/AIDS-positive. If office staff is unable to deal with the scope of the problems, patients will be referred to the appropriate external facilities. Special precautions to protect the health of the infected individuals should be considered during periods of prevalence of certain contagious diseases, such as measles or chicken pox. Those who are infected may be excused from any institutional requirements, as medically indicated.
11. **Support Services.** The College provides counseling through the College Counseling Services and/or College Chaplain for:
  - a. Persons who are HIV positive or have AIDS.
  - b. Persons who are concerned that they may have been exposed to HIV.
  - c. Persons who are experiencing stress because someone close to them is HIV-positive or has AIDS.
  - d. Persons who have suffered the loss of someone close to them because of HIV/AIDS.
12. **Safety Precautions.** The College must follow the College Safety Precautions as proposed by the United States Public Health Service for the handling of the blood and

---

body fluids of all persons, not just those previously known to have HIV/AIDS infection. No learner will be required to obtain or process the blood of others.

13. Harassment. The College's Codes of Conduct and Citizenship condemn all forms of discrimination and considers verbal or physical manifestation of such discrimination intolerable. Violators will be quickly dealt with according to College disciplinary policies. See the Crisis Management Team Policy Against Harassment.
14. Discrimination. According to the New Jersey Law Against Discrimination (LAD), discrimination against an individual based on the perception that the person is HIV/AIDS-infected, that the individual is in a category of persons at risk of infection, or because of an individual's familial responsibility for, or relationship with, a person in one of the above categories, is not permitted. The exclusion of people with HIV/AIDS because of the infection constitutes discrimination and is in violation of the NJ Law Against Discrimination.
15. Handicap. Persons with HIV/AIDS are considered by law (the LAD) to have handicapping conditions. The legal rights of these individuals must be guaranteed.
16. Education and Prevention. The College will provide educational programs and services on HIV/AIDS prevention. It will also provide information as it continues to become available.

Resources. A bibliography of resources about HIV/AIDS and related issues is available through the Centenary Health Office, Learner Affairs Office, or the Library. In addition, confidential HIV/AIDS testing is available at Centenary at the beginning of the Fall and Spring semesters, free of charge. It is done confidentially by the Public Health Department. To schedule a confidential appointment (only first name needed), please call (908)-852-1400, extension 2206.