Centenary University – VP for Student Life’s Welcome

Dear Students,

Welcome to the 2018-2019 Academic Year. At Centenary, our primary focus is on you and your success. In addition to your academic success, we want to provide you with the support that will enhance your educational experience outside the classroom. Few experiences compare to your college days. During your college career, you will get to explore existing interests, delved into new passions inside and outside the classroom, gain insights, make new friends and have a lot of fun!!!! This student handbook is going to be your guide to ensure that you are equipped with all of the necessary information to be successful and have a lot of fun!!!!

It is important that you take time to familiarize yourself with the resources in this handbook. Using the information in this handbook will help make your experiences at Centenary more enjoyable. Pay particular attention to the rules and regulations which have been instituted to provide a safe environment as well as protect the rights of all members of the Centenary community, a community of which you are now an important part. Lastly let us know if you have any questions, or if you have suggestions for how this handbook can be improved.

On behalf of the Student Life staff, I wish you best of luck for a successful and rewarding academic year.

Sincerely,

Kerry Mullins
Vice President for Student Life and Dean of Students
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The identity of Centenary University as an institution of higher education is rooted in a set of core values. The standards of conduct articulated in the University 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 University’s heritage, property and resources.
4. Recognize and celebrate the contributions of everyone.
5. Seek involvement with people different from oneself. Demonstrate 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. Employ 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
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 University 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 University. 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 University strives to provide a quality education for all its students within the context of the University’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 University, its community members and its mission as a learning community.

This Code of Citizenship and Ethical Behavior at Centenary University 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 that follow illustrate the broad spectrum of activities, many of which are complex, in which ethical concerns may arise at Centenary University. Each example is followed by a reference to the University 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 University’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 University. Individual instructors or departments may impose additional penalties. Check the syllabus for the policy that applies to each class.

2. **Centenary Values-based Behavior** - All Centenary University 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.

3. **Hiring and Admissions Practices** - Centenary University 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.

4. Relationships - The members of Centenary University 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 much avoid potential conflicts of interest, abuse of power, or exploitation of any type of those they supervise, teach, coach or advise.

5. Confidentiality - Centenary University 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 University. Examples of confidential information include but are not limited to, health, financial, academic, and employment records of individuals.

6. Conflicts of Interest and Commitment - Centenary University 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 University. Areas of potential conflict include the use of confidential information, the acceptance of gifts and, the use of university resources, property, or funding for one’s own benefit.

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 University upholds the laws and the principles underlying them. Grants and contracts are subject to Centenary University review to assure that funds are expended in compliance with all applicable statutory and regulatory requirements.

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 University's Core Values:

- How would my action appear to others at Centenary University?
- Could it harm the University’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 Vice President for Student Life and 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.

Centenary University is enrolled in Campus Conduct Hotline®, The Hotline will be available to faculty, staff and students to report any questions or concerns about possible violations of our ethical practices or employment-related policies. The Hotline will not replace, but is a supplement to, the University’s current complaint reporting procedures. The Hotline will be available 24 hours a day, seven days a week. The Hotline is operated by an independent organization, and so any calls made to the Hotline are confidential and may be completely anonymous.

To use the Hotline, dial toll-free: 866-943-5787.

**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.

**Responsibilities**
All members of the Centenary Community are responsible for conducting school-related activities ethically and for making Centenary University 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 University students. Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them.

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**Code of Student Conduct**

**Introduction**
Centenary University strives to provide a quality education for all its students within the context of the
University’s mission statement and its emphasis on commitment to diversity, community service and lifelong learning. The University 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 University 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 university rights; and to ensure a safe and inclusive environment conducive to intellectual, personal, and professional growth.

Each student is responsible for his/her conduct from admission to Centenary University till the time of graduation. Students are expected to know and abide by the Code of Student conduct as well as local, state and federal law. If community members fail to uphold the Code of Student Conduct then they will be expected to face action through the conduct process. Although most violations of the Code of Student Conduct occur while on campus, students involved in off-campus incidents may also be charged through the conduct process. Such incidents will be reviewed for action if the alleged incident adversely affects members of the University community, interferes with the daily lives of local residents, and/or jeopardizes the University’s positive public relationship with the public/community. The President of Centenary University has assigned responsibilities for implementation of the Code of Student Conduct to the Vice President of Student Life and Dean of Students or designee.

As an institution of higher education, Centenary University prides itself in maintaining an enriched learning community where students will become engaged in their future through displaying responsible citizenship and advocating for the needs of each other.

### CODE OF STUDENT CONDUCT: Student Rights

Centenary University recognizes that all students have basic rights and freedoms afforded to them as citizens and members of the university community. Those rights include:

1. **Speech/Expressions/Press**
   Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the rights of all members of the University to exercise these freedoms.

2. **Non-Discrimination**
   Students have the right not to be discriminated against by any agent or organization of Centenary University for reasons of age, color, disability, ethnic or national origin, gender, marital status, political or social affiliation, race, religion, sexual orientation, or veteran status. Students have the responsibility not to discriminate against others in their individual roles or as members of student organizations.

3. **Assembly/Protest**
   Students have the right to assemble in an orderly manner and engage in peaceable protest, demonstration, and picketing which does not disrupt the functions of the University, threaten the
health or safety of any person, or violate the Code of Student Conduct.

4. **Religion/Association**
Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities designated for such purposes provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the University community to free exercise of their religious convictions and to free association with organizations of their choice.

5. **Academic Pursuits**
Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

6. **Quality Environment**
Students have the right to expect a reasonably safe environment supportive of the University’s mission and their own educational goals. Students have the responsibility to protect themselves, exercise reasonable behavior, and take precautions to avoid risk.

7. **Governance/Participation**
Students have the right to establish representative governmental bodies and participate in University governance in accordance with the rules and regulations of the University.

8. **Fair Process**
Students have the right to a fair process before formal conduct sanctions are imposed by the University for violations of the Code of Student Conduct. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for conduct reasons, unless a significant threat to persons or property exists or per the discretion of the Vice President for Student Life and Dean of Students.

9. **Confidentiality**
Under the federal Family Educational Rights and Privacy Act, students have a right to (a) inspect and review educational records, (b) amend educational records, and (c) have some control of the information the University discloses related to their educational records. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as “directory information” by legislation. For more information visit:

**CODE OF STUDENT CONDUCT: Student Responsibilities**

Just as students have rights, they also have responsibilities. Centenary University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it
expects students to be responsible for the following:

A. Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus events, field, internships, or in-service experiences.

B. Obey all local, state, and federal laws as well as all applicable university policies and procedures.

C. Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.

D. Plan a program of study appropriate to the student’s educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.

E. Take advantage of university property, resources and facilities in support of their education while being mindful of the rights of others to use university property and facilities.

F. Maintain and regularly monitor their university accounts including e-mail and bursar accounts.

G. Uphold and maintain academic and professional honesty and integrity.

H. Be responsible for their behavior and respect the rights and dignity of others within and outside of the university community.

**CODE OF STUDENT CONDUCT: Complaint Process**

It is the expectation of Centenary University to promote a safe community where students will practice responsible decision-making and have the ability to hold each other accountable. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Any student may file a complaint regarding alleged abuse, harassment, or policy violations.

**Procedure**

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

- A student complaint form should be submitted to the Office of Student Life. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any
appropriate documentation. The complaint must be submitted within ten (10) business days of the alleged conflict or action.

- After hours residential students may file a complaint with a Residence Life staff member by contacting their RA or security.

- Upon receipt of a completed form, the student will be contacted to request a meeting to discuss the complaint.

- The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint.

- The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve complaint.

- A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.

- When possible, the final resolution (or a finding of “unresolved”) will be filed in the student(s) record located in the Office of Student Life within ten (10) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

If the student is not satisfied with the outcome of the complaint, the Vice President for Student Life and Dean of Students will review the information and render a final decision. The decision by the Vice President for Student Life and Dean of Students will be final.

**CODE OF STUDENT CONDUCT: Process**

When an incident is documented, or information is received in the Office of Student Life regarding inappropriate behavior it will be reviewed to identify if it violates our university policies or Code of Student Conduct. If it is determined that there is a violation of the Code of Student Conduct, a charge letter to the student(s) is generated. The student charged with the violation(s) will be referred to an appropriate hearing officer to hear the case. The hearing officer/board to which the student(s) is referred is based on the student’s conduct history and the severity of the alleged violation. A student may request a Procedural Advocate once they have received their charge letter and must inform the hearing officer prior to the scheduled hearing. For students who have a housing or educational accommodation, the Judicial Advocate could be a member of the Disability Service Office.

A hearing will proceed to determine the responsibility of the student and any participants. A student is asked to enter a plea of responsible/not responsible for each violation. Please note that the student’s plea does not determine or influence the outcome of responsibility being found.
Standard of Proof: When determining responsibility for each individual involved in an alleged violation the standard of proof used, is preponderance of evidence. The hearing officer must be more sure than not that a violation occurred and the student is responsible for violating the code of student conduct.

Following a hearing, the student will receive a Hearing Outcome Letter (Sanction letter) along with a Sanction Notification Form (If there are formal sanctions assigned). The student is responsible for signing and returning the Notification Form to the Office of Student Life. If a student does not sign the Sanction Notification Form or fails to return it to the Office of Student Life by the designated time, the sanctions will be considered to be accepted and student takes responsibility for completing them by the assigned due date.

If a student is found responsible for violating the Code of Student Conduct but believes their outcome isn’t appropriate, he or she may request an appeal by indicating this option on the Sanction Notification Form. Student must submit their appeal in writing within 72 business hours of receiving their letter. The Office of Student Life will then contact the student to set up an appeal hearing with the appropriate administrator or hearing board if their appeal is accepted. The student will then receive written notification of the outcome of their appeal.

A student forfeits their right to appeal if they fail to attend the scheduled hearing to discuss the incident.

NOTE: Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for Student Conduct procedures as well. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available. The student will be given a determination of the outcome of their request prior to the scheduled hearing.

A request for accommodation must be made to the Disabilities Services Office. The Disabilities Services Office may consult with the Director of Residence Life & Community Standards or designated conduct administrator to determine, based on appropriate legal standards and University policy, what accommodation, if any, is appropriate. The student may be required to provide appropriate documentation from qualified health care professionals to support the request. The Disability Services Office will make their determination in light of the student’s particular disabilities and the nature of the conduct process, as informed by any consultations, relevant documentation, and relevant previous accommodations provided to the student. Accommodations cannot be applied retroactively; students must arrange for accommodations at least five days prior to the hearing.

The Centenary University Student Conduct process is educational in nature and is intended to address student misconduct in accordance with Centenary’s community expectations. As an educational experience, the participating student is expected to take primary responsibility for responding to the
incident in question. Throughout the conduct process, students may find that a trained and knowledgeable advocate can be both supportive and beneficial. The Advocacy Program is a university initiative designed to provide students with assistance throughout the Centenary Student Conduct Process by partnering the student with a Centenary University faculty or staff member as they engage in the Student Conduct Process. An advocate neither legally represents the student in the hearing, nor may an advocate serve as a character witness for the student. The advocate serves as a supportive partner to the student in this educational process. Advocates will provide:

1. Advocacy prior to Conduct Hearings, including:
   - Meeting with the student to assist in preparing for the hearing;
   - Assisting the student in understanding Centenary policies, and the procedures of the Student Conduct Process.
   - Assisting the student in accessing available University resources.

2. Advocacy during Conduct Hearings, including:
   - Participating, ranging from silent support, to assisting the student in making statements and responding to questions.
   - Assisting the student in clarifying information pertinent to the incident.

3. Choosing an Advocate. In choosing an advocate, students may:
   - Select a specific person from a list of trained advocates provided by the Office of Student life;
   - Request that a selection be made for them from a list of trained advocates; or
   - Select a Centenary University faculty/staff member with whom they are familiar.

Advocates who have not yet been trained for advocacy may receive training by the Director of Residence Life & Community Standards. Advocates will not be attorneys admitted to practice law in any court or members of a bar association. An advocate will determine, within their sole discretion, whether or not they are willing to serve as an advocate in any particular matter. In the event a chosen advocate declines to serve in any particular matter, the student may select another person. Parents will not be permitted to participate as an advocate in the Student Conduct Process. Students with a Housing or Educational Accommodation may select a member of the Disability Service office as their Judicial Advocate.

**VIOLATIONS OF CODE OF STUDENT CONDUCT**

The following acts of misconduct are prohibited on campus, at any clinical or internship site, and at any university sponsored or university affiliated activity or event. The Code of Student Conduct shall apply to any and all lands owned or leased by the university, as well as to any location where a student is engaged in a university related activity. Additionally, the University reserves the right to enforce this code even where civil authorities have acted. Such incidents will be reviewed for action if the alleged incident adversely affects members of the University community, interferes with the daily lives of local residents, and/or jeopardizes the University’s positive public relationship with the public/community.
The following behaviors have been deemed unacceptable by any community member or guest and are therefore violations of the Code of Student Conduct:

1. Intentional disruption or obstruction of lawful activities of the University or its members, including the exercise of the right to assemble and to protest peacefully. This includes but is not limited to unauthorized use of cell phones, headphones, computers, or any other technological device when such disrupts the academic process.

2. Physical harm or threat of physical harm to any person(s) whether intentional or not, including but not limited to: physical violence, sexual misconduct, or other forms of personal abuse.
   A. Aggressive Behavior, which is any behavior less than physical contact including verbal/written statements.
   B. Physical violence, which is any inappropriate physical contact.
   C. Sexual Misconduct (See Sexual Misconduct Policy)
   D. Domestic Violence/Dating Violence (See Dating/Domestic Violence policy).

3. Bullying: Bullying occurs when a person, while attending Centenary University, intentionally targets and repeatedly assaults, teases, slanders, batters, threatens, harasses, stalks, menaces, intimidates, extorts, or taunts another student. Bullying also occurs when a student or a group of students maliciously spread rumors about another student(s) (See policy on Bullying).

4. Harassment: Harassing conduct may include verbal acts and name-calling; graphic and written statements, which may include the use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is pervasive or persistent and interferes with a student’s ability to participate in or benefit from the services, activities, or opportunities offered by the university. Harassment may also include other behavior that may be considered stalking per the Centenary University. (See policy on harassment).

5. Surreptitious use of electronic devices including, but not limited to, unauthorized use of electronic or other devices to secretly make an audio, video, photographic, or digital record of any person while on a University premises or in the University community without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress.

6. Conduct that threatens the mental or physical health and safety of any person(s), including drug and/or alcohol abuse, attempted abuse, attempted suicide, and other forms of self-destructive behavior.
   A. Endangered Own Safety
   B. Physical Hazing
   C. Emotional/Psychological Hazing

7. Theft or damage to personal, institutional property, or service(s).
A. Theft/Misappropriations of Funds
B. Vandalism
C. Damage to Property
D. Possession or use of stolen property
E. Theft of Services.

8. Misuse of University identification cards, records, or documents, including forgery, alteration, or fabrication.

9. Providing misinformation or failing to comply with the directives of University officials or contract personnel who are performing the duties of their office. For more information refer to the (University Compliance Policy)

10. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
    A. Unauthorized use/misuse of keys
    B. Trespassing
    C. Unauthorized use of property
    D. Door Propping

11. Violation of the Residence Hall Contract and Community Standards (for residents).

12. Conduct that adversely affects the quality of life on-campus and/or unduly disturbs one or more members of the University community.
    A. Solicitation/Violation of the Centenary University Posting Policy
    B. Hallway Sports
    C. Indecent/Obscene Behavior

13. Illegal purchase, use, possession, or distribution of alcohol or any alcohol related substance, or underage persons in the presence of alcohol being consumed. (See University Alcohol Policy)
    A. Underage possession of Alcohol
    B. Underage consumption of Alcohol
    C. Underage persons in the presence of alcohol/ being consumed
    D. Providing alcoholic beverages to persons under the age of 21
    E. Any activity that promotes the mass consumption of alcohol
    F. Hosting or participating in drinking games with alcoholic beverages
    G. General over 21 violations of alcohol policy
    H. Endangered Safety of Others
    I. Alcohol/Drug Use Resulting in Medical Treatment

14. Use, possession, manufacturing, distribution, being in the presence of, or sale of drugs or any controlled substance which is prohibited by law.
    A. Use of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
    B. Possession of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
C. Distribution and/or sale of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.

D. Presence in or on university property under the influence of any substances, non-prescribed prescription drugs, or otherwise dangerous drugs that can/have alter/change the mental state of an individual. Displaying any evidence of use/possession (bodily response, odor, etc.).

E. The manufacture or cultivation of illegal/controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.

F. Being present in a room or apartment in which any controlled/illegal substance(s) are being used, are present or there is an odor of.

G. Being in the presence/possession of evidence of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, rolling papers, syringes, etc.).

15. Intentionally or recklessly inhaling or ingesting any substance that will alter a student’s mental state.

16. Possession and/or use of firearms, explosive devices, fireworks, dangerous, and/or illegal weapons or hazardous materials.
   A. Using anything not intended for its purpose as a weapon.

17. Interference with or misuse of fire alarms, fire prevention and detection equipment, or other safety and security equipment outline in the University Fire/Safety Policy.
   A. Tampering with fire, safety, and/or security equipment on campus.
   B. Intentionally, carelessly, or recklessly causing the false report of a fire.
   C. Intentionally, carelessly or recklessly causing a fire.
   D. Intentionally interfering with or failing to follow emergency procedures, including fire drills/alarms.

18. Violation of any federal, state, or local law when the violation has a negative impact on the well-being of Centenary University or its individual members.

19. Hazing, is defined as any activity expected of someone that humiliates, degrades, abuses, or which endangers the mental, emotional, or physical health and safety of a student, or which destroys or removes public/private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in an organization or team whose members are or include students at Centenary University is prohibited. Hazing may occur regardless of a person’s willingness to participate.

*Instances of academic dishonesty may be referred to the Academic Standards Committee by the Vice President for Student Life and Dean of Students or designee, and instances of academic misconduct may be referred by the Academic Standards Committee to the Vice President for Student Life and Dean of Student or designee for possible adjudication through the student conduct process. Behavior by a student may result in both academic action and action through the conduct process. As these processes are separate, the decision rendered in one place will not determine the decision rendered in the other.
As an educational institution committed to excellence and the development of all members of our community; Centenary University expects each student to uphold our community’s values, norms, and expectations. It is our expectation for community members to behave in an honest, responsible and professional manner that will respect the rights and dignity of other community members.

The goals of the Student Conduct program include a commitment to fostering a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect, providing a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community, and assisting students in developing alternatives to inappropriate behavior. As a result, students will be held accountable for behavior that violates our Code of Student Conduct.

When sanctioning a student, Centenary University will follow a process of progressive discipline. Our expectation is that students learn from prior incidents and that prior violations of the Code of Student Conduct will be taken into account in the sanctioning process. Subsequent violations are therefore likely to result in more significant sanctions. Prior violations are not, however, used to determine responsibility for behavior in the situation currently under consideration.

Several factors are considered in the sanctioning process. A sanction is the consequence for student(s) who violate the Code of Student Conduct. Factors that are considered in this process include the prior history of the student(s) involved in the incident, the severity of the incident and its impact on individuals and the university community, the demeanor of the student(s) during the process, the student(s) acceptance of responsibility and cooperation with University officials throughout the process, and other mitigating factors.

In specific incidents where restrictions may be put in place prior to a hearing (relocation, no-contact, etc.) to ensure safety of individuals involved, students are expected to comply with directions.

NON-COMPLIANCE WITH SANCTIONS
Sanctions imposed through the Student Conduct program are official actions of the University. Failure to comply with sanctions that are imposed by hearing officers or to comply with specific conditions related to the safety and security of any parties while a case is pending, is likely to result in additional charges through the Student Conduct program and/or placement of holds affecting a student’s ability to take action through the Office of the Registrar (i.e. register for classes, etc.). Failure to complete assigned sanctions by the given deadline may result in an additional late fine being applied, as well as additional fines for each incomplete sanction. Under extraordinary circumstances, non-compliance with sanctions may result in immediate suspension from the University.
In order to ensure that the policies of the Centenary University Code of Conduct and acceptable standards of community living are upheld, the following Residential Living Standards have been created. While all students of Centenary University 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 University 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 University 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 Resident Assistant will intercede to ensure that the policy is adhered to Residence Life standards.

The following offenses are those that Centenary University does not find acceptable within the residential community. In most cases, these offenses will be adjudicated by the Residence Life staff. All offenses listed here can be sanctioned with suspension or expulsion if the hearing officer feels the infractions are serious and if repeated would put the university or community in danger. Due to the serious nature of these offenses, the Vice President for Student Life and Dean of Students or designee reserves the right to place restrictions or suspension of those charged until such time of final judgment.

A. 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.

B. 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.

C. Common Areas - Common areas such as hallways, lounges, bathrooms, laundry rooms, etc. are furnished and maintained by the University 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 GRD, and approval is up to the discretion of the GRD 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.

D. **Quiet & Courtesy Hours** - Quiet & Courtesy Hours have been implemented to support the students of Centenary University. 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 11:00 p.m. – 9:00 a.m. (Weekdays) and 1:00 am – 9:00 a.m. (Weekends).** 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. **Centenary University 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.

3. **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.

4. **Courtesy hours are in effect 24 hours / 7 days 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.

5. **Speakers and other musical appliances are expected to be of appropriate size and volume for a residence hall setting, amps are not permitted.** Students not able to comply with appropriate volume level will have their stereo equipment or speakers confiscated.

6. **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.

E. **Guest & Visitation Policies** - The University does not permit long-term guests nor long-term cohabitation of residents with guests. Anyone who is not assigned to a particular room/suite is considered a guest of that room/suite. The intention of the following policy is to allow students, the privilege of hosting guests in a manner that does not infringe upon the comfort or rights of other residents. 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 9:00 a.m.–1:00 a.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 university and registered through Residence Life to occupy that specific residence hall room. Hosts are expected to sign each guest in with a Residence Life staff member.

   a. Residents may have a guest with the approval and consent of their roommate(s).
   
   b. Hosts are responsible to inform their guests of all Centenary University and Residence 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; a room/suite should not exceed more than 8 people for fire safety regulations.
   
   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 University Policy.
   
   e. The host must remain with their guest at all times when the guest is in the residence hall.
   
   f. The University **does not permit** you to leave guests in a room while running errands or attending classes.
   
   g. While the University 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 & Community Standards 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 and cannot exceed 10 nights 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 University or are not assigned to that space.

   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 University administrator, or member of the Residence Life Staff.
   
   b. Children, persons under the age of 18, are **prohibited from visitation within the residence hall.** Anyone under the age of 18 must be accompanied by an adult at all times. When accompanied by their parent, they may be in the hall for no longer than 1 hour. Centenary University 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, university security officer, or university official.

4. **Overnight Guests.** A person is considered an overnight guest if they stays beyond the posted visitation hours, whether they are a current Centenary student or not.
   a. Overnight guests must follow the same procedures and conditions outlined in the guest regulations section.
   b. The host must sign their overnight guest in at the RA Desk, or with a Residence Life Staff member. All individuals must provide photo identification when signing a guest in.
   c. The guest must carry a photo ID at all times.
   d. Failure to sign a guest in 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 72hrs total in a period of a month, 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 university, but not registered through Residence Life to occupy that specific residence hall room.
   a. All visitors are students and bound by the policies of the university 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 non-guests are permitted to be with their host in common areas of residence halls after visitation hours (1am-9am)
      i. All visitors must be with hosts.
      ii. No infractions of policy may occur.

6. **Banned Individuals.** There are some people who are banned from entering Centenary University residence halls for various reasons. A list of these individuals has been given to the Residence Life Staff and Campus Security. These individuals will not be given guest/visitor privileges and should not enter any residence hall for any reason.
   i. If a student is found to be knowingly allowing a banned individual to enter the building, they will be documented.
   ii. Any individual that is banned from entering the residence halls and found to be breaking the ban, will be documented and escorted from the premises.

F. **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.

G. Furniture - University 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 & Community Standards.

1. Specifically, upholstered furniture, wooden furnishings, shelving or entertainment stands that are larger than 24” x 18” x 24” bean bag chairs, desk chairs, mattresses, non-folding chairs, and water beds are prohibited.

2. Dismantling or altering university furniture is prohibited. If a student requests a change in bed height, a work order must be submitted on-line.

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 (cannot be made of fabric or cloth material).
   b. Plastic or metal TV stand 24”x18”x24” (LxWxH) or smaller.
   c. Plastic shelving for storage in their room (ex. Yaffa blocks, sterilite containers)

H. Illegal Entry - Students are issued a 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 keycard/ID to the residence hall room or hall is illegal.

E. Individual and apartment doors may not be propped or left open when you are
I. **Key/Key Card** - All residents will be issued keycard(s) for their residence hall. Keycards take the form of your ID card for all exterior and bedroom doors for the residence halls. Some residents may be issued an additional key card for interior doors. A hard key will be assigned for residential mailboxes.

   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 mailbox 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 key card or mailbox key is $10. All payments must be made to the Business Office and receipts brought to ID Card Office or Mailroom to obtain replacement key.

J. **Mailroom Policies**: Each residential student will receive a designated mailbox and assigned key to send and receive mail, while they reside on campus. When receiving mail to Centenary University students should have packages labeled as:

   **Name:** Your Full Name  
   **Street Address:** 400 Jefferson St. Box F*  
   (F* are for mailboxes located in Sunken Lounge)  
   **City, State, Zip:** Hackettstown, NJ 07840

Your box number must be on all incoming mail and packages. Your box number may be printed on your key, but don’t forget the F if your box is in the Sunken Lounge area.

*Please* check your mailbox for a **package notification slip** when you are expecting a package or box. These are usually distributed after lunch, when all packages/boxes have had a chance to arrive. You will be expected to sign for your item(s). We generally do **not** send emails as notification.

All residential students are expected to comply with the following guidelines:

A. **Do NOT** put P.O. box, as we are not the town Post Office, but you may use Apt./Suite # for your mailbox number. We’ll know what you mean.

B. **Do NOT** use any of your **Residence Hall** information on incoming mail or other items.
C. Do **NOT** put your box number *before* the street address.
D. Do **NOT** have huge or extremely heavy items sent to the university, such as refrigerators.
E. Do **NOT** repeatedly ask the Welcome Center staff to open your mailbox. You are required to bring your key each time.
F. Report lost keys to the mailroom immediately, so you may still receive your mail.
G. RETURN your mailbox key to your Resident Assistant at the end of the year when you check out of your room. Be sure it is marked on your Room Condition Inventory that it has been returned. Any keys not returned will be billed.

**Welcome Center Hours:** 8:30am-12noon and 1pm to 4:15pm, Monday through Friday ONLY.

The Welcome Center is located in the Seay building on the first level, across the hall from the President’s Office. We are closed on university holidays and whenever all offices are closed (i.e. snow day/delay). Contact us with any questions, (908) 852- 1400 ext. 2316 or mailroom@centenaryuniversity.edu

K. **Personal Property** - Students are responsible for personal property, including providing their own renter’s insurance if they wish. At no time will the University 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 Residence Life Staff and security to file a report of the loss and should notify parents or insurers for insurance purposes.

L. **Pets** - Students are not permitted pets or other animals in any university 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 Residence Life reserves the right to prohibit items and practices which may not appear on the list, but which are deemed hazardous or unsanitary. **Prohibitive items may be confiscated and not returned.**

- Air Conditioners
- Extension cords (of any kind), multi-plug devices, Power strips WITHOUT built-in circuit or a surge protector.
- Personal wireless routers (will not be permitted, and will be confiscated).
- Any display which advertises alcohol or drugs (i.e. shot glasses, posters, lighted signs, flags, blow up items)
- Open burning elements including, (electronic and regular) cigarettes, pipes, Candles (lit or unlit), incense, and candle warmers.
- Charcoal or gas grill
Appliances which exceed the rated outlet capacity of 110V, 15 amps, or are considered fire hazards including but not limited to the following:

- Crock pots & hot plates, toaster ovens, electric frying pans, toasters, submergible heating coils.
- Irons and coffeemakers without auto shut off.
- Beer Kegs and "party balls" or homemade brewing kits.
- Dartboards (hard tipped, metal tipped, etc.)
- Electric blankets and electric space heaters
- Electronic/Vapor cigarettes of any kind.
- Firearms or weapons of any kind including but not limited to:
  - Guns, BB guns, air guns, sling shots, paintball guns, water guns, bows and arrows
  - Martial Arts weaponry, clubs and knives with a blade of 3” or longer.
  - Personal MASE in excess of 3/4 ounce
- Explosives or fireworks of any kind
- Furniture not issued by the university (i.e. couches, tables, etc.)
- Halogen lamps or lighting that has plastic components (ex: multi-colored medusa lamp).
- Homemade loft or bunk beds are not permitted. Cinder blocks and other homemade loft apparatus may not be used to raise beds.
- Illegal drugs, and paraphernalia (ex: shot glasses, empty alcohol containers, pipes, empty containers, etc.)
- Decorative lights of any kind including but not limited to (tube, string, LED, strobe, lava, etc.).
- Christmas trees (artificial or real)
- Toaster ovens, hot plates, Foreman grills, or any other cooking appliances. Microwaves must be no more than 800 watts, and only 1 per room is permitted.
- Refrigerators that exceed the following capacity: 3.6 cubic feet, Electric 115 volt, 15 amp. Limit 1 per resident.
- TV Wall Mounts
- Pets (except fish)
- Track lighting
- Traffic signs or cones
- Unsanitary items, trash, garbage
- Volatile liquids including but not limited to, propane gas, fuel, paint, paint thinner, lighter fluid and turpentine.
- 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 Life.

RESIDENCE HALL CONTRACT

Terms of Contract - The term of the contract will correspond to the schedule of the regular academic year of the university, 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.

University Policies - Information included in but not limited to the Student Handbook, university catalog, or any other official university 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 Student Life Office. Full time (12 or more credits) undergraduate students, and Graduate students enrolled in (6 credits or more) are eligible for residency within the university residence system. All students must be 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 & Community Standards. 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 Residence Life Office.

Housing Assignments - Assignment to university housing locations will be done under the direction of the Office of Residence Life. Continuing resident students in good standing whom have deposited and registered for the upcoming semester may participate in the housing selection process, 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 health care provider and final approval from the Disability Services Office. Room and roommate assignments are made without regard to race, creed, color, religion, sexual orientation or national origin. Centenary University reserves the right to reassign any occupant of a roaming space when such a reassignment is judged to be in the best interest of the student and/or residence system.
Room Reservation - A $200.00 yearly room reservation/damage deposit and full-time registration (12 credits) is required from all individuals requesting university housing. Deposits not received by the date of Housing Selection are not guaranteed, and therefore housing and room assignments will be made by the Office of Residence Life after housing selection is complete and is 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 or excessive cleaning of (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 university 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 University, Division of Student Life, Security and members of the Residence Life Staff. Failure to maintain established standards of behavior will be addressed through the judicial processes of the University and/or the Vice President for Student Life and 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 university residence halls due to completion of degree requirements, leave of absence, or withdrawal, before the semester begins, on/or before the first day of classes shall receive a full credit refund of the room and board charges. Any resident who withdraws from the university 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 university 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.

ROOM ASSIGNMENTS

Room Assignments are made by the Director of Resident Life & Community Standards (DRLCS). Incoming first-year and transfer students are assigned rooms by the DRLCS 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 before meeting all other deadlines outlined in the process. 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 should submit an application for a single room online and take part in the Single Room selection night. Single room priority is based upon medical need; you must apply for a housing accommodation for a single room by submitting an application and documentation to the Disability Services Office in order to be considered for this priority housing.

CONSOLIDATION

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

ROOMCHANGES

At the start/end 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 Resident Assistant.
2. If after this mediation the issues are not resolved a student may then meet with the Graduate Residence Director to discuss further actions to attempt to resolve the situation.
3. After meeting with their Graduate Residence Director, the student may then complete a Room Change Request form and meet with their Graduate Residence Director to request a housing change.
4. The Director of Residence Life & Community Standards or designee prior to moving must approve all moves.
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 fees)
   - Check into the new assignment
   - Check out of old assignment
   - Return Room Change form to Residence Life in the Student Life Office.

ROOM CONDITION INVENTORIES

Residents are responsible for completing Room Condition Inventory (RCI) reports with their Resident Assistant prior to occupancy or and upon check out of any room on campus. Residents will be expected to return keys including mailbox key and sign their RCI upon check-in and check out to confirm their acceptance of the Room Condition Inventory. Failure to complete this paperwork properly can result in fines.

Residents are responsible for maintaining the condition of the room. Upon moving out of any space on campus, the resident will be held financially responsible for not leaving the room in its original condition including the cleaning of room/bathrooms. Special cleaning required or damages found in the room upon check out will also result in fines. Community damages are billed to all students in the community and cannot be appealed.

MAILBOX

Each residential student will be issued a Centenary University Mailbox, to receive mail during their time here at Centenary. Each residential student will be expected to comply with the agreement regarding mailroom use outlined in the Student Handbook. Residents are expected to return their mailroom key each year to their Resident Assistant when checking out of their room.

ABANDONED PROPERTY

Property left in your room after you have checked out will be removed and stored temporarily. You may also incur improper checkout charges and a daily storage charge. You will be notified in writing and given 14 days from date of notification to claim all items in person. Centenary University is not liable for any items left behind that are damaged or lost. If items are not claimed within 14 days, Centenary University will dispose of these items. To claim items, you will need to provide proper identification. We will only release items to the resident to whom they belong, unless the resident has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

RESIDENT HOUSING AND DAMAGE DEPOSIT

Each year students are required to make a $200.00 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 University is not responsible for lost, damaged or stolen property and strongly discourages students from leaving valuable articles in their residence hall rooms.

By the time of move-in, resident students will sign a Residence Hall Contract and Room Condition Inventory. The Inventory is an agreement between the university 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 by a Resident Assistant. A Residence Director will then review all rooms, and assess any damage or charges to each space and document it on the RCI. Damages, other than usual wear and tear, will be assessed and charged to the student account. The balance of the Housing Deposit will be mailed to the address on file for residential students. At the time of official withdrawal or commencement, the balance will be refunded to the student.

Any student who fails to meet with a staff member to sign their RCI or uses the Express Check Out at time of check out will forfeit their right to appeal any damage charges found in the room. Leaving keys in a room is not considered returning them to staff, and a charge may be applied.

**HOUSEKEEPING SERVICES**

Housekeeping services are offered Monday through Friday during business hours and a light schedule on the weekend. 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 & Community Standards or designee, 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 University 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 in Anderson Hall. This is based on need and any students requesting space must contact the Student Life office 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 Office of Residence Life. Students will be responsible for their own meals during this time unless they are being provided by an athletic team. Any students that fail to comply with directives of Residence Life staff during break periods risk removal from the halls.

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. Students will only be approved to stay for the identified reason above, any other students will need to vacate the halls during the identified break periods.

There is to be no alcohol or overnight guests in the residence halls during a break period. Visitors are only permitted in the common areas/lounges of the halls and should not be allowed into the shared student room.
ROUTINE ENTRY AND INSPECTION OF PREMISES
The University 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 University 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 University 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 University will take disciplinary action against any violators of the University 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 to all University property including refrigerators provided by the University, kitchen cabinets, dressers, drawers, closets and desks. They may not touch personal property contained in University property. Residence Directors may open or touch students' personal property only with the approval of the Vice President for Student Life and Dean of Students or designee.

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 University regulations. During routine inspections the resident(s) may be required to remove, correct or make other necessary changes to meet University residency guidelines and safety regulations. Student furniture may be moved in order to check for adherence. 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 or hung from ceiling.
- Excessive trash
- Waste, or bodily fluids kept in room.
- Evidence of prohibited items such as pets, smoking, candles, incense, lights.
- Unauthorized appliances or lofts
- Obvious damage to University 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, university 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 Director of 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.

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**Code of Student Conduct: University Policies**

The following outlines in more detail several written policies pertaining to the expectations of all community members, and the University’s stance on said behavior. It is the expectation that all members of the community familiarize themselves with the policies and adhere to them during their time at Centenary.

Each policy contains vital information in regards to acceptable behavior, and the response the university may take regarding each policy.

**Institutional Policies**

• Student organizations or academic programs that facilitate political activities on campus must ensure that they are open to all members of the campus community and must be conducted in a neutral and nonpartisan manner. Invitations should be extended to opposing candidates to provide them the same opportunity to be heard.

• No political campaign rallies may be held on campus.

• Posting of political materials must adhere to the University’s Posting Policy. Political canvassing (mass distribution of fliers) is prohibited.

For more information, please contact the Office of Student Activities located in Student Life suite, main floor of Seay Building.

**Roller-skates, Rollerblades, Skateboards, Bicycles, Scooters**

For safety reasons, using roller-skates, rollerblades, skateboards, bicycles, and/or scooters within the interiors of buildings is prohibited. Care and good judgment should be exercised when skateboarding outdoors to reduce the risk of serious injury. Pedestrians always have the right of way and is the participants’ responsibility to prevent contact with pedestrians. Participants should wear full protective gear (helmets, wrist guards, kneepads, and elbow pads, etc.).
Parking areas are strictly for vehicular traffic. Using parking areas for any other purpose is dangerous and prohibited.

Bicycles are required to be stored in the designated bike rack near the Campus Security Guard Shack next to Lotte Hall.

Permanent Separation from Centenary University

If it is deemed appropriate, the University can separate a student from the University. If this happens, the University reserves the right to determine the length of separation, up to and including permanent separation. Any student who is separated from the university who wishes to return must submit a letter of intent to return to the Vice President for Student Life and Dean of Students for approval.

Amnesty Policy

Philosophy
Student health and safety are the primary concerns of Centenary University. Students are expected to contact Security/Residence Life when they believe that assistance for an intoxicated/impaired student is needed. Security/Residence Life will assist intoxicated individuals by facilitating transport to medical facilities at Hackettstown Medical Center, or by taking other protective measures. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals.

Policy
A. Students who seek emergency medical attention for themselves or for whom medical assistance was sought related to consumption of alcohol and/or drug overdose may not be charged with violations of Centenary University Code of Conduct associated with that action provided they comply with the following conditions:
   I. The student subsequently completes an evaluation with the Counseling Center.
   II. This follow-up must be completed within a time frame determined by the university.
   III. Failure to complete this evaluation/treatment may result in discipline charges filed with the Office of Student Life.

B. Students who seek emergency medical attention for someone else will not be charged with violations of Centenary University Code of Conduct related to consumption of alcohol, alcohol intoxication, and/or drug use, provided that the student subsequently participates in a meeting with and complies with all recommended stipulations established by the Vice President for Student Life and Dean of Students/designee.

C. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to Centenary University disciplinary action with respect to the alcohol policy.

This policy does not preclude disciplinary action regarding other violations of Centenary University standards, such as causing or threatening physical harm, sexual abuse, damage to
property, harassment, hazing, etc. Students should also be aware that Centenary University policy does not prevent action by local and state authorities. Security/Residence Life will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students’ well-being. Other information may also be recorded to enable any other necessary follow-up.

D. This policy applies only to those students or organizations who seek emergency medical assistance in connection with alcohol or drug overdose and does not apply to individuals experiencing an alcohol medical emergency who are found by Centenary University employees. (i.e. Campus Security, faculty, administrative staff, Resident Directors, Resident Assistants, etc…)

E. This policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of Centenary University Code of Conduct occur, the University reserves the right to take disciplinary action on a case by case basis regardless of the manner in which the incident is reported. Additionally, the University reserves the right to adjudicate any case in which the violations are determined by the University in its sole discretion to be egregious.

F. The Director of Residence Life & Community Standards or designee reserves the right to contact any student to discuss an incident whether or not the Good Samaritan Policy is in effect.

G. Information concerning students who utilize the Amnesty Policy is confidential but will be recorded for case management purposes.

H. This policy does not preclude students from being held responsible for other violations of the Code of Conduct.

I. Parental Notification will still apply if applicable under FERPA Policy.

(Note: This Policy only provides amnesty from violations of Centenary University Student Code of Conduct. It does not grant forgiveness for criminal, civil, or legal consequences for violations of Federal, State, or Local law. However, the “911 Lifeline Legislation “approved on October 1, 2009, P.L.2009, c.133does allow for underage individuals to receive amnesty in accordance with the provisions of the law. Individuals must stay on scene and assist responders with information concerning the at-risk individual to comply with the law. Further, Good Samaritan Emergency Response Act, approved on May 2, 2013 (A578/S851), allows for the same regarding drug overdoses.)
**TITLE IX: ANTI HARASSMENT, DISCRIMINATION & RETALIATION POLICY**

Revised January, 2018

**Introduction**
Centenary University is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual or other harassment, discrimination and retaliation. Centenary University is an Equal Opportunity and Affirmative Action Employer. No one will be denied employment at or admission to Centenary University on the basis of race, creed, color, religion, handicap/disability or veteran status, gender, age, marital status, sex, sexual orientation, gender identity, or expression, genetic information, citizenship, ethnic or national origin. The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by Federal law and regulations. The Senior Human Resources Specialist/Compliance Officer/Title IX Coordinator coordinates Centenary’s efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. Discrimination complaints are processed in accordance with the procedures set forth in this policy.

**Title IX Statement**
It is the policy of Centenary University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Centenary University has designated Susan Dunham, Senior Human Resources specialist to serve as the Title IX Officer, and Kerry Mullins, Vice President for Student Life and Dean of Students to serve as the Deputy Title IX Coordinator. Each individual is available to any student/faculty/staff seeking additional information or wishing to file a complaint related to sexual harassment, discriminatory harassment, dating and domestic violence, sexual assault and stalking. Susan Nesmith also serves as the Equal Employment Opportunity Officer for the University, and is the resource available to anyone seeking additional information or wishing to file a complaint.

The Title IX Coordinator is located in the Human Resources Office and can be reached at 908-852-1400 x 2364. The Deputy Title IX Coordinator is located in the Student Life Office and can be reached on x2291.

A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting the U.S. Department of Education’s website or calling 800-421-3481.

**Applicability of Policy**
This Policy sets forth the University’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 University and includes acts of domestic violence, dating violence and stalking. This Policy prohibits
sexual or other unlawful harassment, discrimination or retaliation against all members of the University 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 University community to abide by this Policy. The use of the term “sexual harassment” throughout this policy includes sexual violence unless otherwise noted. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the individual’s use of drugs or alcohol. When drugs and/or alcohol are involved, consent rests on the state of incapacitation. Any person initiating sexual activity should clearly communicate such person’s intentions to such person’s partner and give such partner a chance to clearly relate such partner’s intentions. One must not only receive affirmative consent but must receive explicit verbal consent from such partner. One should ask such partner whether such partner wants to be intimate and to wait for a clear response. If there are any questions or ambiguity, then you DO NOT have consent.

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including discharge. Students are subject to disciplinary action, up to and including suspension or expulsion. In any case, educational programming or alcohol/substance assessment may be required. Sanctions may include reassignment of work duties or location; reassignment of class meetings; reassignment of or removal from living accommodations; restrictions on contact with Complainant; access restrictions to University property and/or events, disciplinary probation, suspension or expulsion. Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements. Vendors or other agencies in contract with the University will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all University properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to University property or events may also be imposed.

All information regarding prevention awareness programs and bystander intervention for all incoming and returning students as well as new employees can be found on the University’s website at [http://www.centenaryuniversity.edu](http://www.centenaryuniversity.edu)

**B. Limited Amnesty (Students)**

While the University does not condone underage drinking or violation of other University policies, it considers reporting sexual misconduct, domestic violence, dating violence, or stalking to be of paramount importance. To encourage reporting and adjudication of sexual misconduct, domestic violence, dating violence, or stalking, Centenary University extends limited amnesty to students who have been survivors/cooperating witnesses of a Title IX offense. The University will generally not seek to hold the student responsible for a violation of the law (e.g., underage drinking) or the Code of Student Conduct during the period immediately surrounding the incident/report of sexual harassment, discrimination or retaliation.

**Laws Regarding Discrimination & Sexual Harassment**

The University 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, affection 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 University. 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. Sexual harassment is a form of sex discrimination and is therefore prohibited under Title IX. 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 University policy and will not be tolerated.

The University will respond promptly and effectively to reports of any discrimination and sexual harassment and will take appropriate action to prevent, correct and if necessary discipline individuals who violate this policy.

**Rights of Individuals throughout A Sexual Misconduct Proceeding**

- The right to have an advisor of your choosing (who can be an attorney) to accompany the accuser or the accused individual or group during a complaint investigation.
- The right to a prompt and fair investigation and adjudication/disciplinary process that adheres to legal and policy requirements of due process in which officials are appropriately trained and do not have conflicts of interest or bias.
- The right to be informed in writing of the outcome of any institutional adjudication/disciplinary proceeding arising from an allegation of sexual misconduct and notice of available appeal procedures.
- The right to be informed of any sanctions imposed as a result of any institutional adjudication/disciplinary proceeding.
- The right to participate or decline to participate in any adjudication process.
- The right to review all the available evidence on file in the case.
- The right to be given timely notice of meetings at which the accused or the accuser are present.

**Policy Against Retaliation**

The University 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 University policy and will not be tolerated. Retaliation is, in addition to the underlying conduct about which a Complainant has complained, grounds for disciplinary action. Anyone who experiences conduct that believes to be retaliation, should immediately report it to the Title IX Coordinator at x2364.

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

Primary Prevention: Refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy respectful behaviors and beliefs.

Awareness Programs: Refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus community-wide mobilizations as well as targeted audience-specific programming (including both students and employees).

Bystander Intervention: Refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual.

Risk Reduction: Refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural risk reduction approaches which may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies.

On-going Awareness & Prevention Campaigns: Refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to Sexual Assault, Domestic Violence and stalking prevention. These programs will occur at different levels, different times throughout the academic year(s) and be directed to different areas of the University (i.e., faculty, athletics, staff, students).

Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University’s educational program and University activities. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying; and gender-based cyber-bullying.

Sexual Assault: Unwelcome, gender-based conduct, which includes on-line language, when such act(s) is intentional and committed by physical force, violence, threat, or intimidation; ignoring the objections of another person; causing another’s intoxication or impairment through the use of drugs or alcohol; taking advantage of another person’s incapacitation, state of intimidation, helplessness, or other inability to provide consent.

Incapacitation: The physical and/or mental inability to make informed, rational judgments such as: 1. due to the use of drugs and/or alcohol; 2. when a person is sleeping or unconscious and; 3. due to an intellectual or other disability that prevents the person from having the capacity to give consent.
Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; *i.e.*, when in doubt, assume that another person is Incapacitated and therefore unable to give Affirmative Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

**Sexual Misconduct:** Unwelcome, gender-based conduct when such act(s) is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonably that consent was given without having met his/her responsibility to gain consent. Situations involving physical force, violence, threat or intimidation fall under the definition of Sexual Assault, not Sexual Misconduct, and will be treated as such under these procedures.

**Discrimination:** Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, status, creed, national or ethnic origin, citizenship, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person’s ability to participate in or benefit from the University’s educational program or activities.

**Discriminatory Harassment:** Detrimental action based on an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, citizenship, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a person’s ability to participate in or benefit from the University’s educational program or activities.

**Retaliatory Harassment:** Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

**Dating violence**

The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

**Domestic violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
**Result:** Refers to any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The definition provides that the “result” must include any sanctions imposed by the institution and, notwithstanding FERPA, the rationale for the result and the sanctions.

**Proceeding:** Refers to all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
(A) fear for his or her safety or the safety of others; or (B) the campus community.

**Duty to Report Complaints**
Members of the University who are aware of or witness prohibited conduct as defined above must report these matters to the appropriate Responsible Official (see below for contact information).

A. **Confidential Reporting**
   Support, Medical and Counseling Resources for Students. Students are encouraged to utilize the following resources for confidential discussion and support related to sexual harassment or other illegal discrimination and its effect. Because of the confidentiality afforded to these relationships, however, students should know that these confidential resource persons are not in a position to report the harassment to University officials or to intervene to end the discrimination.
   **Confidential resources include:**
   Counseling Center: x 2125
   Clergy: x 2234

B. To ensure University involvement, students must report the unlawful discrimination to a Responsible Employee.

   **Responsible University Employees:** Centenary considers all employees (including student employees), as well as nonemployees with teaching or supervisory authority, other than those employees designated as confidential resources, as responsible officials, and they are obligated to report to the Title IX Coordinator any information they become aware of during the scope of their work. Contact information for reporting is as follows:
   
   Title IX Coordinator-Susan Nesmith x 2264
   Deputy Title IX Coordinator-Kerry Mullins x 2105
   Student Life – General Number x 4291
   Security Office x 2720 or “0”

*After 4:30 p.m. students should report directly to your Graduate Residence Director or Resident Assistant; employees should contact Security at “0.”*
STUDENT SECTION

This section outlines the process that a student can take when there has been an incident of Sexual Harassment, Sexual Assault, Sexual Misconduct, Discrimination, and/or Retaliation as related to Title IX.

If you have experienced sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital.

It is also important to take steps to preserve evidence in cases of stalking; to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Contact anyone of the individuals listed above in Section A or B. You also have the option to report the incident to the local police. University personnel are available to assist the student in notifying these authorities, if the student requests this assistance.

The Title IX Coordinator or a Title IX Deputy Coordinator shall, as soon as practicable and in any event no later than 60 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 final report, inclusive of recommendation(s) regarding resolution of the complaint, is presented to the appropriate administrator or designee.

The precise features and steps of the investigation process may vary depending on the nature of the allegations, but the following categories of evidence will be reviewed, if relevant: documents, physical and electronic evidence, witness interviews and interviews with the Complainant and the Respondent. There will be a thorough review of all ascertained facts in connection with the alleged incident. Expert witnesses may be interviewed when deemed necessary for the determination of the facts of the case. All persons interviewed will be reminded of the need for confidentiality and non-retaliation, consistent with the requirements of Title IX when allegations under Title IX are an issue.

All other grievances not involving sexual harassment, sexual misconduct or sexual violence by students against students or employees against students will be addressed through the student conduct procedures found in the Student Handbook.

Complaint Process for Students

The procedures described below are provided for the prompt and equitable resolution of complaints by students who believe they might have experienced a specific act or pattern of conduct falling within the above definitions of harassment or discrimination and/or complaints which involve retaliation or are aware of or have witnessed such conduct. The University will handle complaints discreetly, with facts made available to those who need to know to investigate and resolve the matter. 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**
   
   Any student who believes he/she has experienced sexual assault or sexual misconduct should feel free to avail himself/herself of all remedies, including confidential discussion with the University Counseling Center, the University Chaplain, or the University Wellness Center. If the complainant is in no jeopardy to his/her personal safety, they may solely at his/her option, verbally or in writing, communicate to the claimed Respondent that the behavior is unwelcome and/or offensive and request that the conduct cease immediately. The complainant should keep a record of what happened, the date it happened, the names, addresses and telephone numbers of any witnesses to the conduct, and a record of his/her communication with the claimed Respondent.

**Informal complaint process**

When appropriate and when both parties desire to resolve the situation cooperatively, Centenary will attempt to facilitate an informal resolution under Title IX to the extent practicable and in accordance with federal government regulations:

- The informal process is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved.
- Informal resolution may include inquiries into the facts but does not typically rise to the level of a formal investigation unless required by applicable law.
- Informal resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures.
- Both the complainant and the respondent have the right to bypass or end the informal complaint process at any time in order to begin the formal complaint process.

2. **Making a Formal Complaint**

   Any student who is aware of or has experienced an incident of sexual harassment, sexual misconduct or sexual assault should promptly report the matter to one of the following individuals:

   - Title IX Coordinator-Susan Nesmith x 2264
   - Deputy Title IX Coordinator-Kerry Mullins x 2105
   - Student Life – General Number x 4291
   - Security Office x 2720 or “0”

*After 4:30 p.m. please report directly to your Assistant Director, Graduate Residence Director or Resident Assistant.*

Complainants are encouraged to provide the following information, preferably in writing:

- The Complainant’s name, academic program, and student status (1st or 2nd year, etc.);
• The basis for the complaint: unlawful sexual or other harassment, gender-based discrimination and/or retaliation;
• The name and position/status of the University community member, visitor, or third-party who engaged in the claimed unlawful conduct;
• 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 date on which the complainant first knew of the claimed unlawful conduct and any step(s) the complainant has taken, to date, if any, to resolve the complaint;
• A statement of the remedy sought by the complainant;
• The complainant’s signature and date of signature;
• Copies of material(s), if any, which the complainant believes may be relevant to the University’s investigation, should be attached and/or provided.

Formal Process

The Title IX Coordinator or deputy will review with the complainant the claim of unlawful sexual or other harassment, discrimination or retaliation. The Title IX Coordinator or deputy may then do any of the following things, or any combination thereof, in his or her discretion.

• Discuss (separately) with the Complainant and the claimed Respondent the claimed unlawful conduct;
• Gather any other information or conduct any investigation or interviews that the Title IX Coordinator, in his or her discretion, deems appropriate;
• Remind the claimed Respondent, in writing, of the University’s policy against such claimed unlawful conduct and this policy’s provisions against retaliation;
• Provide written documentation to both parties;
• Take other steps deemed appropriate by the Title IX Coordinator which may include instructing the complainant and the claimed Respondent 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 (b) taking appropriate steps so that the complainant and the claimed Respondent will have minimal or no business or academic contact with one another, to the extent practicable, pending resolution of the matter, including changing an individual’s academic and living situations after an alleged sex offense and other options that are reasonable.

While the Title IX Coordinator will be sensitive to a complainant’s wishes not to proceed, if any, in certain circumstances, the University may need to take action including, but not limited to, the referral of a complaint to further review and/or investigation and action consistent with the University’s legal obligations and/or this policy.

The Complainant and the Respondent are entitled to the same opportunities to have others present during any proceedings or discussions. Each party is entitled to have an advocate of choice. Both will be informed of the outcome of any University disciplinary proceeding that is brought alleging a sexual offense regarding the final determination with respect to the alleged sex offense and any sanction that is imposed.
Standard of Proof/Outcome

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 during the investigative process.

The Investigation Report shall be based upon statements and evidence gathered formally during the course of the investigation. If the Respondent is found to have violated this policy, the Title IX Coordinator, in making their decision(s), should take into account prior disciplinary action(s), if any, against the Respondent.

The Title IX Coordinator will write an Investigative Summary Report outlining the investigative findings and an organizational action plan. This report will recommend sanction(s)/discipline if it is found that a violation has occurred. The recommendation may include, but is not limited to, (1) a letter of disposition which includes a statement of the University’s policy against unlawful sexual or other harassment, gender-based discrimination and/or retaliation; (2) a letter of disposition stating the discipline or recommended discipline for the Respondent; a statement recommending the organizational action plan going forward; and (3) the guidelines to submit an appeal.

Appeal

The Respondent or Complainant may request an appeal of the recommendation and/or sanctions rendered by the Title IX Coordinator on one or more of the following three grounds:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;

2. The party has substantive new evidence that was not available to the investigator at the time of the hearing and that may change the outcome of the decision;

3. The party feels that the severity of the sanction is substantially disproportionate given the details of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals. The request for an appeal, including the grounds upon which the request is based, should be submitted in writing, via Registered Mail to the Title IX Coordinator within five (5) business days following the date on the transmittal email attaching the Investigative Summary Report. The other party will be notified if an appeal request is submitted and be provided the opportunity to submit a written statement to the Appeals Panel within five (5) business days of notification.

If no appeal is requested within the time limit set forth, the Investigative Summary Report shall become final and binding.

Appeals will be conducted in an impartial manner by University officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the Title IX Coordinator’s decision is warranted. If a change in this decision is necessary, the Appeals Panel will
review the appeal and Title IX Coordinator’s rationale and make a final decision. The appeals decision is final.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within thirty (30) business days after the receipt of the formal request for appeal. Both parties will be notified in writing of appeals outcome.

**Appeals Panel**
A panel of three administrators will serve as the Appeals Panel. Typically, the Appeals Panel will comprise three individuals selected by the President of the University.

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

**Complaint - Title IX Coordinator**
If any complaint under this policy is made against the Title IX Coordinator, the functions assigned to that person under this policy will be transferred to an individual designated by the President of the University.

**External Reporting**
In addition to utilizing the internal procedures set forth in this Policy, any student who believes that she/he has been the subject of unlawful sexual or other harassment, discrimination and/or retaliation may file a complaint through the college’s anonymous hotline number at (800) 401-8004 (English speaking) (800) 216-1288 (Spanish speaking); website: https://www.lighthouse-services.com/Centenary University; email: reports@lighthouse-services.com or fax: (215) 689-3885.

In addition, the individual may formally file a complaint directly with the United States Department of Education:

Office for Civil Rights (OCR)
400 Maryland Avenue,
SW Washington, DC 20202-1100
Customer Service Hotline #: 800-421-3481 Fax: 202-453-6012
TDD#: 877-521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr

Or with the State of New Jersey Division of Civil Rights

**Central Regional Office**
140 East Front Street 6th Floor
Trenton, NJ 08625
609-292-4605
TTY: 609-292-1785
Title IX Reporting Process for Students

Notify Student Life of Actual Notice of Incident

(May or may not come from a formal complaint)

- Deputy Title IX Coordinator/Initial Remedial Actions
- Counseling/Health Resources
- Assess Duty to Warn

Student Life notify Title IX Coordinator

Notice of Charge/Report sent to Respondent

Informal Resolution*
Parties agree to informal resolution to resolve complaint
*both parties must agree to bypass or not use informal

Resolved

Investigator shares Report summarizing the findings with the Title IX Coordinator

Final Investigative Summary Report and Action Plan Shared with both Parties

Report Not Sustained

Violation

Sanction Imposed

Appeal

No Appeal

Share Final Outcome

Enforce Sanctions
Reassess Duty to Warn
Remedy Effects
Staff and Faculty Section

This section outlines the process that an employee can take when there has been an incident of Sexual Harassment, Sexual Assault, Sexual Misconduct, Discrimination, and/or Retaliation as related to Title IX.

If you have experienced sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital.

It is also important to take steps to preserve evidence in cases of stalking; to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

This section outlines the formal and informal grievance processes that a staff or faculty member can take when there has been an incident of Sexual Harassment, Discrimination, and/or Retaliation.

Formal and Informal Reporting Process for Complaints not involving Students

This procedure is intended to apply to employee grievances against another employee or employee grievances against third party persons. Individuals who are aware of or have experienced an incident of sexual harassment or sexual assault should promptly report the matter to the following individual:

Susan Nesmith, Senior Human Resources Specialist & Title IX Coordinator x 2264

Informal Dispute Resolution Efforts not involving Students

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual’s direct supervisor to attempt to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The University does not require an employee to contact the person involved or that person’s supervisor if doing so is impracticable, or if the employee believes that the conduct cannot be effectively addressed through informal means.

Should a resolution of the matter be deemed appropriate to the Senior Human Resources Specialist, they will file all documentation concerning the 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,
Formal Grievance Process for Faculty or Staff NOT involving students

The procedures described below are provided for the prompt and equitable resolution of complaints by employees who believe they might have experienced 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. While the Senior Human Resources Specialist will be sensitive to a complainant’s wishes not to proceed, if any, in certain circumstances, the University may need to take action including, but not limited to, the referral of a complaint to further review and/or investigation and action consistent with the University’s legal obligations and/or this policy.

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
Any employee who believes he/she has experienced sexual assault or sexual misconduct should feel free to avail himself/herself of all remedies, including confidential discussion with the University Counseling Center, the University Chaplain, or the University Wellness Center. If the complainant is in no jeopardy to his/her personal safety, they may solely at his/her option, verbally or in writing, communicate to the claimed Respondent that the behavior is unwelcome and/or offensive and request that the conduct cease immediately. The complainant should keep a record of what happened, the date it happened, the names, addresses and telephone numbers of any witnesses to the conduct, and a record of his/her communication with the claimed Respondent.

2. Make a Complaint

Any employee who is aware of or has experienced an incident of sexual harassment or sexual assault should promptly report the matter to the following individual:

Susan Nesmith: Senior Human Resources Specialist x 2264

(or in his/her absence, the Human Resources Consultant, on x2334, x2332 or x2364) After hours contact the Security Office at (908) 852-2720 or “0”

Complainants are encouraged to provide the following information, preferably in writing:

- The Complainant’s name, title and department
- The basis for the complaint: unlawful sexual or other harassment, gender-based 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 of the University 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 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 University’s investigation, should be attached and/or provided.

The Title IX Coordinator will review with the complainant the complainant’s claim of unlawful sexual or other harassment, discrimination or retaliation. The Title IX Coordinator may then do any of the following things, or any combination thereof, in his or her discretion:

• Discuss (separately) with the Complainant and the claimed Respondent the claimed unlawful conduct;
• Remind the claimed Respondent of the University’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 Title IX Coordinator which may include (a) instructing the Complainant and the claimed Respondent 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 taking appropriate steps so that the Complainant and the claimed Respondent will have minimal or no business or academic contact with one another, to the extent practicable, pending resolution of the matter.
• Gather any other information or conduct any investigation or interviews that the Senior Human Resources Specialist, in his or her discretion, deems appropriate;

**Standard of Proof/Outcome**

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 appeal hearing.

The Investigation Report shall be based upon statements and evidence gathered formally during the course of the investigation. If the Respondent is found to have violated this policy, the Title IX Coordinator, in making his or her decision(s), should take into account prior disciplinary action(s), if any, against the Respondent.

The Title IX Coordinator will write an Investigative Summary Report outlining the investigative findings and an organizational action plan. This report will recommend sanction(s)/discipline if it is found that a violation has occurred. The recommendation may include, but is not limited to, (1) a letter of disposition which includes a statement of the University’s policy against unlawful sexual or other harassment, gender-based discrimination and/or retaliation; (2) a letter of disposition stating the discipline or recommended discipline for the Respondent; a statement recommending the organizational action plan going forward; and (3) the guidelines to submit an appeal.

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 University. 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
University’s authority or discretion to make all lawful employment decisions, including decisions about discipline, suspension without pay, discharge, corrective action concerning conduct that the University deems unacceptable, improper or inappropriate regardless of whether that conduct constitutes sexual or other harassment, discrimination or retaliation. Nor does it limit the University’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 University Constitution.

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

All other grievances by employees against employees or employees and third parties not involving sexual harassment, will be addressed by the Senior Human Resources Specialist as soon as practicable and in any event no later than 60 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 final report, inclusive of recommendation(s) or discipline regarding resolution of the complaint, is presented to the parties named in the complaint.

If any complaint under this policy is made against the Title IX Coordinator, the functions assigned to that person under this policy will be transferred to an individual designated by the President of the University.

Complaints Filed by the Title IX Coordinator
The Title IX Coordinator 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 Title IX Coordinator shall function as the Complainant. The President or designee shall assign the functions of the Title IX Coordinator delineated in this policy to a member of the Executive Staff.

Appeal
The Respondent or Complainant may request an appeal of the recommendation and/or sanctions rendered by the Title IX Coordinator on one or more of the following three grounds:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;

2. The party has substantive new evidence that was not available to the investigator at the time of the hearing and that may change the outcome of the decision;

3. The party feels that the severity of the sanction is substantially disproportionate given the details of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing via Registered Mail to the Title IX Coordinator within five (5) business days following the
date on the transmittal email attaching the Investigative Summary Report. The other party will be notified if an appeal request is submitted and be provided the opportunity to submit a written statement to the Appeals Panel within five (5) business days of notification.

If no appeal is requested within the time limit set forth, the Investigative Summary Report shall become final and binding.

Appeals will be conducted in an impartial manner by University officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the Title IX Coordinator’s decision is warranted. If a change in this decision is necessary, the Appeals Panel will review the appeal and Title IX Coordinator’s rationale and make a final decision. The appeals decision is final.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within thirty (30) business days after the receipt of the formal request for appeal. Both parties will be notified in writing of appeals outcome.

Appeals Panel

A panel of three administrators will serve as the Appeals Panel. Typically, the Appeals Panel will comprise three individuals selected by the President of the University.

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

Complaint - Title IX Coordinator

If any complaint under this policy is made against the Title IX Coordinator, the functions assigned to that person under this policy will be transferred to an individual designated by the President of the University.

External Reporting

In addition to utilizing the internal procedures set forth in this Policy, any student who believes that she/he has been the subject of unlawful sexual or other harassment, discrimination and/or retaliation may file a complaint through the college’s anonymous hotline number at (800) 401-8004 (English speaking) (800) 216-1288 (Spanish speaking); email: reports@lighthouse-services.com or fax: (215) 689-3885.

In addition, the individual may formally file a complaint directly with the United States Department of Education:
Office for Civil Rights (OCR)
400 Maryland Avenue,
SW Washington, DC 20202-1100
Customer Service Hotline #: 800-421-3481
or

State of New Jersey Division of Civil Rights

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

False Accusations
Once a complaint of unlawful sexual or other harassment, discrimination and/or retaliation has been made and if 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.

Time Limits
Any time limits set forth in this Policy may be extended by the Title IX Coordinator for good cause which shall be determined by the Title IX Coordinator in their sole discretion. For purposes of this Policy, “good cause” shall include, but not be limited to, examination periods or schedules, University 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 until the beginning of the following semester.

The Complainant and Claimed Respondent 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 Senior Human Resources Specialist to the Complainant, the complaint will be deemed to have been withdrawn.

In addition to utilizing the internal procedures set forth in this Policy, any faculty member or staff member 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 as stipulated in the External Reporting Section above.
Missing Persons Policy

In accordance with the Higher Education Opportunity Act of 2008, the University has implemented a Missing Persons Policy to respond to reports of a missing student.

This policy applies to students who reside in on-campus housing and are deemed missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence.

Such circumstances include, but are not limited to:

1. reports or suspicions of foul play
2. evidence of suicidal thoughts, drug use, any life-threatening situations, or
3. has been with persons who may endanger the student’s welfare.

Once a student has been reported missing, an investigation will begin. Notification will be made to the individual(s) identified by the missing student as his/her emergency contact and if necessary the local law enforcement agency. In the event the student is under 18 years of age and is not emancipated, the Vice President for Student Life and Dean of Students or designee will be responsible for communicating with the parents or guardian.

Missing Person Protocol

In accordance with the Higher Education Opportunity Act of 2008, the University will take the following actions when the university has been notified of an alleged missing student.

1. **Notification of Missing Person:** If a member of the Centenary University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify:
   - Centenary University Security (Dial 0) from any campus phone, and
   - Residence Life Staff member
   - The Office of Student Life. (908) 852-1400 ext. 4291.(if during business hours)

2. **Report:** The Office of Student Life will generate a missing person report and initiate an investigation.

3. **Action:** After investigating the missing person report, should the office of Student Life determine that the student is missing and has been missing for more than 24 hours Centenary University will notify the Hackettstown Police Departments and the student's emergency contact no later than 24 hours after the student is determined to be missing.

4. **Contact Procedure:** If the missing student is under the age of 18 and is not an emancipated individual, Centenary University will notify the student's parent or legal guardian immediately after Centenary University has determined that the student has been missing for more than 24 hours.
Contact Information Form:
In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially, an individual to be contacted by Centenary University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Centenary University will notify that individual no later than 24 hours after the student is determined to be missing. This information will remain confidential and only accessible to authorized campus official, and it may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Students who wish to identify a confidential contact can do so through the Centenary University Residence Life (908) 852-1400 ext. 3950 or by completing the Emergency Contact Form

Student Health Insurance

All Centenary University Students must be covered under medical insurance. This coverage can be provided by the University policy or through insurance bought by the individual or their family. Before the start of the Fall semester, student who wish to waive the Universities insurance must go on the student portal to waive out along with providing proof of the insurance that is covering them. If a student does not waive out, they will be charged for the Universities insurance.

Election Activities

Centenary University encourages faithful citizenship, active participation in local, state and national governance, and the thoughtful analysis of contemporary political issues. Furthermore, we are committed to the value of discourse and debate as an essential component of a liberal education. In accordance with Section 501(c) (3) of the Internal Revenue Code and the Federal Elections Commission, the University, as a non-profit, tax-exempt institution is prohibited from:

- Participating or intervening in the political campaign of any candidate for public office;
- Making contributions to a political campaign or
- Funding communications that influence (or are intended to influence) the outcome of an election.

The following rules are to be used for political activity on campus to ensure compliance with the federal statutes while encouraging student participation:

- Students and employees are free to express their individual and collective political views provided they understand and make clear that they are speaking for themselves and not representing the University’s position. The University cannot support any one specific political candidate.
- The use of the University’s name, letterhead or logo on any written materials used for political purposes, such as the solicitation of funds or in support of a political party or agenda, is prohibited.
- Unless a candidate for public office is of significant stature as to warrant an
invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to the faculty within academic programs.

Student Organizations that wish to host a political candidate should obtain approval from the Vice President for Student Life and Dean of Students Office, prior to the invitation being extended to the candidate.

**POLICY AGAINST HAZING**

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 University 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 University, 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 University:

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, they 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 they commit 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 UNIVERSITY POLICY

Any act of hazing, whether committed on or off campus, will be subject to University disciplinary measures and individual students as well as student groups may be held accountable.

Centenary University has a duty to report incidents of hazing and any other crimes to the Warren County Prosecutor’s Office, and/or the University 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 University policy, it is strongly advised that they contact the Vice President for Student Life and Dean of Students to clear any questions as to the acceptability of such an event.
Prohibition against Bullying
Bullying, harassment, or intimidation at school is prohibited. This policy shall be published in the student handbook and reviewed annually with all employees. Bullying is prohibited at Centenary University.

Definition of Bullying
Bullying occurs when a student or adult, while at school, intentionally targets and repeatedly assault, teases, slanders, batters, threatens, harasses, stalks, menaces, intimidates, extorts, or taunts either orally or in writing another school community member. Bullying also occurs when a student or a group of students maliciously spread rumors about another student.

University Atmosphere
University faculty, administration and staff, at all times, will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive, humiliating, or demeaning language will not be accepted. Additionally, students and their families are expected to exhibit correct and courteous behavior to all members of the learning community in university and at university sponsored events.

Forms of Bullying
Bullying can take many forms including, but not limited to:

Physical: intentional assault, battering, pushing, kicking, hitting or any use of violence.

Social/Emotional: slurs, innuendos, demeaning comments or jokes, drawings, notes, graffiti, pranks, gestures, threats, stalking, taunting, name calling, sarcasm, extorts, rumors spreading

Sexual: unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality or sexual orientation.

Racial/Ethnic: taunting, gestures, graffiti, jokes, demeaning comments

Cyber and Electronic Bullying
The use of technological communications (text or images) at university to stalk, taunt, extort, humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. This includes instant messages, text messages, email, chat rooms, cell phones and personal websites or blogs. Cyber and electronic bullying also includes the act of being cruel to others by sending or posting harmful material or compromising photographs on the internet or through a cell phone.

Disciplinary Action Against Bullying
Disciplinary sanctions for bullying may include but not limited to:

a. Admonitions and warnings
b. Parental/Guardian contact
c. Loss of student parking pass
d. Loss of the opportunity to participate in extracurricular activities

e. Loss of the opportunity to participate in school social activities

f. Loss of the opportunity to participate in graduation exercises

g. Police contact

Reporting Procedure
The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying through the student complaint process. Any student or staff member who believes they are being bullied should immediately report such circumstances to an appropriate staff member.

Responsibility of Staff
University staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes professional and para-professional staff. Failure to report incidents of bullying may result in disciplinary action. The victim of bullying, shall, however, not be subject to discipline for failing to report an act of bullying.

Responsibility of Students
Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to university staff. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report an act of bullying.

Investigation of Bullying, Harassment, or Intimidation
The designee, shall investigate all allegations of bullying, harassment, or intimidation in a timely fashion. If the allegation is found to be credible, appropriate disciplinary action, sanctions, will be imposed.

Police Notification
Students who experience bullying and have reported it to university officials may contact local law enforcement when bullying involves conduct that violates the law.

Prohibition against Retaliation
Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated.

Prohibition against False Reports of Bullying
False reports concerning bullying will be subject to appropriate school discipline.

Help for the Victim of Bullying
If a student is the victim of serious or persistent bullying, the Director of Residence Life & Community Standards or designee will intervene to provide the student with a safe educational/living environment. The student will also be notified of appropriate resources that they may take advantage of.
POLICY ON HARMFUL BEHAVIOR

The health, safety and emotional well-being of students are of primary concern to the University. Therefore, in an effort to protect and assist students experiencing emotional distress, a policy for dealing with harmful behaviors has been adopted and implemented.

DEFINITION OF HARMFUL BEHAVIOR
Self-harm and/or harmful behaviors are high-risk behaviors that would cause a reasonable person concern. Examples of such behaviors include, but are not limited to, the following:

- Cutting/self-injury
- Alcohol abuse
- Drug abuse (including use of illegal drugs and misuse of prescription drugs, over-the-counter drugs and/or herbal supplements)
- Eating disorders
- Suicidal ideation, threats or gestures of any type
- Aggressive or destructive behavior towards others or property
- Making threats about harming self, others or property

Since it is often difficult for non-professionals to evaluate the seriousness of self-harm and/or harmful behaviors or threats, and since oftentimes such behavior represents an indirect cry for help, it is imperative that Counseling Services be notified of the behavior or threat so that professional evaluation and/or intervention can take place.

STATEMENT OF POLICY
Students are encouraged to seek help from the licensed, clinical mental health professionals employed in Counseling Services if they are:

1) Exhibiting self-harm or other harmful behaviors, that renders the student unable to effectively function in the residence areas and/or the University;
2) Thinking about or threatening to harm themselves, others or property;
3) Experiencing emotional distress;
4) Engaging or threatening to engage, in behavior(s) which poses a danger of causing harm to others;
5) Exhibiting disruptive behavior(s) that significantly interferes with the educational pursuits or living environment of other;

Likewise, any individual (friend, roommate, faculty/staff member) who witnesses or has factual knowledge of a student engaging in harmful behavior toward self or others is also encouraged to report their concerns to a University Counselor. All contact made with Counseling Services regarding a student will remain confidential, unless there is an imminent threat of harm to the student, to others or to property. In all cases, the Counselor will determine, and take, an appropriate course of action based upon the information provided.

If a concern arises outside of normal business hours, a member of the Residence Life staff or Campus Security (x0) should be notified of the situation immediately.
EVALUATION PROCESS FOR STUDENTS EXHIBITING SELF-HARM AND/OR DANGEROUS BEHAVIOR

Once notified that a student is threatening to commit and/or engaged in harmful behavior, a University Counselor will evaluate the student as soon as possible (based upon the nature of the report). If danger is imminent, and/or a University Counselor cannot be reached, a call will be placed to the local emergency services (911). In either case, if the mental health professional deems it necessary to have the student transported to the local hospital, an ambulance will be summoned, and the student taken to a local hospital for further evaluation, treatment, and monitoring. The student may be admitted to the hospital through either a voluntary or involuntary commitment process. The Vice President for Student Life and Dean of Students, in consultation with the attending mental health professionals, may elect to notify the parent or guardian about the hospitalization (and the events leading up to it), with or without the student’s permission. All costs associated with emergency transportation and hospitalization will be the sole responsibility of the student.

Once the student has been transported to the hospital, s/he will not be permitted to return to campus until permission to do so is secured from the Vice President for Student Life and Dean of Students or their designee. Permission will not be granted until University officials, including the Vice President for Student Life and Dean of Students (or their designee), the Director of Counseling Services, and the Director of Residence Life & Community Standard have met to evaluate the seriousness of the situation and discharge plans from the hospital, as well as the appropriateness of returning to residence life and/or class. If the student is not granted permission to return, his or her parents or guardians (or emergency contact) will be contacted to assume responsibility for her care.

RETURNING TO CAMPUS AFTER PROFESSIONAL EVALUATION

The University reserves the right to alter the residence hall assignment of any student, at any time, to protect the student, the safety and well-being of any other member(s) of the community, and/or University property. Furthermore, the University reserves the right to have a student re-evaluated at a later date. The university will notify the student(s) of appropriate steps that must be taken in order to allow the student to continue and meet the required treatment plan. Before a student will be allowed back into housing the student must complete all required steps outlined by staff and be cleared to reside.

Duty to Warn

Centenary University abides by the newly amended New Jersey Duty to Warn Law, which states that in the circumstance where a University staff member feels that there is a threat of imminent, serious physical violence against identifiable individual or against oneself, University staff may notify the Hackettstown police that the Duty to Warn has been triggered. When the Duty to Warn has been triggered, the University / Hackettstown Police may reach out to the student’s hometown municipality / township police, so a firearms check can occur.
NEW JERSEY STATE LAWS
In compliance with current New Jersey Laws, the university prohibits the consumption of alcohol by persons who are under the age of 21, on or off campus. The university 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 they 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)

9-15. **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 UNIVERSITY POLICIES**
The following regulations have been formulated in accordance with University policies and apply to all members of the University Community and their guests or visitors using the University facilities.

1. No alcohol is allowed to be brought into/onto campus by a non-student.
2. Residential students may only bring alcohol into their assigned building/room only if they are 21 years of age or older.
3. Students will only be allowed to enter the Residence Halls with 1 case of beer, or one bottle of liquor. Residence Life staff reserve the right to restrict excessive amounts of alcohol from being brought into students’ room.
4. Students over the age of 21 are not to store alcohol, in public/common areas where a minor may gain access at any time.
The following are identified as negative behaviors that will not be tolerated and are a violation of the alcohol policy:

a. Procurement of alcohol for a person or persons under the age of 21
b. Possession of alcohol in any campus building or room identified as “dry”
c. Hosting a student or guest, under the age of 21 in the presence of an open container of alcohol or where that person may have access to alcohol.
d. Consumption of alcohol may not infringe upon the rights of others to sleep, study or engage in appropriate activities.
e. Possession of an open container of alcohol in an undesignated area including but not limited to; outdoor locations of campus, common areas of residence halls, cafeteria, classrooms, parking lots, etc.
f. Presence in a room other than that assigned to you, where open containers of alcohol and minors are present.
g. Advertising unauthorized events promoting alcohol use or abuse including but limited to; beer pong tournament, parties, etc.
h. Decorating with or displaying alcohol containers within ones room or vehicle parked on campus.
i. Hoarding, or stock-piling alcohol of any kind, where the amount is excessive for personal consumption.
j. Violation of any portion of the alcohol policy while representing the university at an off campus event or venue.
k. 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 freedom 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.
l. Hosting or participating in alcohol games such as, but not limited to, beer pong, quarters and other games that promote excessive drinking or alcohol are prohibited from being played. Any type of pong is prohibited.

Policies pertaining to Organizations and Groups:

a. The above regulations shall also apply to University-chartered and recognized organizations, student organizations, residence hall organizations, sororities/fraternities, and events held in university facilities where the consumption of alcohol is permitted. Almost never will University-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 University policy. A written plan that details fulfillment of the cited requirements must be submitted to the Vice President for Student Life and 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 University disciplinary measure and individual students as well as student groups may be held accountable.
c. All university-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 Life staff member and the Vice President for Student Life and Dean of Students. Procedures must be completed and approved prior to the scheduling of an event where alcoholic beverages will be served.

1. Effective measures must be in place for monitoring the consumption of alcohol. Security regulations for servicing those permitted to consume must be outlined.
2. 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).
3. 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).
4. The service of alcohol must end at a predetermined time prior to the end of the event.
5. Advertising or promotion of an event shall not include reference to drinking alcoholic beverages. All publicity must be submitted and approved in the Student Life Office prior to duplication, mailing or posting.

Centenary University is committed to educating students on the health and safety risks associate with possession and consumption. This will occur through workshops, orientation events, and residence hall activities and/or displays etc.

When determining appropriate sanctioning for alcohol violations, the hearing officers will review each case, and determine individual responsibility in each case. Sanctions may differ depending on individual involvement and responsibility in a particular case. It is the discretion of the hearing officer to apply fines or community service in addition to any and all educational requirements.

The following may be used as a guide when determining appropriate sanctions for alcohol violations:

<table>
<thead>
<tr>
<th>Number of Offense</th>
<th>Sanction</th>
<th>Failure to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Alcohol Education 5-10 hours Community Service</td>
<td>$10.00 weekly fine until complete (Maximum $50.00)</td>
</tr>
<tr>
<td></td>
<td>$75.00 fine</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Alcohol Abuse Assessment 10 hours Community Service</td>
<td>$10.00 weekly fine until complete (Maximum $50.00)</td>
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<td></td>
<td>$100.00 Fine</td>
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### POLICY AGAINST DRUGS AND/OR CONTROLLED SUBSTANCES

*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 University 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 UNIVERSITY POLICY
As with the abuse of alcohol, the University 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 University official at any time.

The University Code of Conduct lists the Policy against Drugs and/or Controlled Substances as serious “offenses that the University does not tolerate”. An offense, upon conviction, can result in expulsion or suspension from Centenary. The following acts/behavior(s) are prohibited:

1. Use of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
2. Possession of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
3. Distribution and/or sale of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
4. Presence in or on university property under the influence of any substances, non-prescribed prescription drugs, or otherwise dangerous drugs that can have alter/change the mental state of an individual. Displaying any evidence of use/possession (bodily response, odor, etc).
5. The manufacture or cultivation of illegal/controlled substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
6. Being present in a room or apartment in which any controlled/illegal substance(s) are being used, are present or there is an odor of.
7. Being in the presence/possession of evidence of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, rolling papers, syringes, 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 or under the influence of any
substance will be held accountable for violation of the drug policy along with any other policy violations.

**Drug Convictions and Financial Aid Eligibility**

According to federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid, may lose eligibility for Federal Aid.

If a student answers ‘Yes’ to question 31 on the FAFSA, they will be sent a worksheet by the federal processing center in order to determine if the conviction affects eligibility for aid. Should the financial aid office be notified that a student has been convicted of sale or possession of illegal drugs, the financial assistance will be suspended immediately.

If a conviction was reversed, set aside, or removed from the student’s record it does not count. Convictions occurring during periods of non-enrollment do not count. In addition, any conviction received as a juvenile does not count, unless they were tried as an adult.

The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses. The chart below demonstrates the periods of ineligibility:

<table>
<thead>
<tr>
<th></th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Offense</strong></td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td><strong>2nd Offense</strong></td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td><strong>3+ Offenses</strong></td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

If the student was convicted of both selling and possessing illegal drugs, they will be ineligible for the longer period.

**Regaining Eligibility**

The student may regain eligibility:

- The day after the period of ineligibility ends,
- When they successfully complete a qualified drug rehabilitation program, or
- If the student passes two unannounced drug tests given by a qualified rehabilitation program they may regain eligibility.

Students denied eligibility for an indefinite period can regain it after:

- Successfully completing a rehabilitation program as described below,
- Passing two unannounced drug tests from such a program, or
- If a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

**Qualified Drug Rehabilitation Program**
A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by a federal, state, or local government agency or court
- Be administered or recognized by a federal or state-licensed hospital, health clinic, or medical doctor.

Additional drug convictions will make the student ineligible for federal aid again.

_It is the student’s responsibility to certify to the school that they have successfully completed the rehabilitation program._

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**COMPLIANCE POLICY**

**CENTENARY UNIVERSITY POLICY**

Centenary University expects all students to comply with written policies of the University and to follow the directions of university officials. For the purposes of this policy, a University 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 University policy or regulations contained in any official publication or administrative announcement of Centenary University.
2. Failure to comply with directions of University Officials acting in the performance of their duties.
3. Failure to present identification to University 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 University Officials to enter suite or any room therein.
6. Refusal to adhere to any Centenary University Policy stated in this Handbook, the Residence Hall Contract, Computer Usage Contract, the University Catalog or any other university 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 University) 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.
FIRE / SAFETY POLICIES

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 University 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 UNIVERSITY POLICY
Centenary is very concerned about the safety and security of all of our students. Centenary University 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 too.

Level I. Fire Safety
For the safety of all individuals in the Centenary University 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 University policy, the responsible party will be sanctioned as appropriate and pay for damages caused by the fire as determined by the University.

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 where the impact will negatively affect the university community.
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 (of any kind), multi-plug devices, Power strips WITHOUT built-in circuit or a surge protector. It is not permitted to link surge protector to surge protector.
10. The use of any door locks other than those provided by the University.
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 monoxide 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 university 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

Current Emergency Response Plans for each location can be found at:

http://www.centenarvuniversity.edu/campus-safety/emergency-response-plans/

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, e2campus. 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 as per the Emergency Response Plan. Stay there until an accurate head count is taken. The Emergency Response Team members will take attendance and assist the accounting of all building occupants.

**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.


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, Security 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 in the residence halls 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 timely evacuate during a drill will be documented and formally adjudicated through the conduct process. They may be removed from university housing.

**Carbon Monoxide Detectors**
Carbon Monoxide is a colorless and odorless vapor that can result it 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. Students are not to remove the batteries from the detector for any reason, doing so will result in the equipment not working properly. 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. Call Campus Security and inform them 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 university 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 University. 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.

**SMOKING POLICY**

**NEW JERSEY SMOKE-FREE AIR ACT**
The [New Jersey Smoke-Free Air Act](https://www.nj.gov/health/civial/healthcare/policies/flightbans.htm) (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 UNIVERSITY 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 University. 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 Life or to the Human Resources Department.

1. Smoking is not permitted in any building on the Centenary University 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 of any illegal or prohibited items are allowed on university property or within any university building.
4. Students may **not** smoke in their rooms, hallways, common areas, or bathrooms of any building. This also includes but is not limited to electronic or vapor cigarettes.
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 University 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.

**COMPUTER USE POLICIES**

**COMPUTER USAGE**
All computer systems are established, maintained, provided and owned by Centenary University for faculty, students and staff to support the educational, administrative and other functions of
Conditions: Those however, Centenary’s connection.

Electronic devices, Centenary and Network. Reasonable precautions ensure they do not introduce viruses into Centenary University’s Network. To that end, all material received on memory stick, or any 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. This includes but is not limited to personal computers, portable computing devices, personal technology that has/can access the Centenary network.

VIRUS DETECTION
Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure they do not introduce viruses into Centenary University’s Network. To that end, all material received on memory stick, or any 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. This includes but is not limited to personal computers, portable computing devices, personal technology that has/can access the Centenary network.

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.

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 University 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. A chain email 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 on it as well as yours.

Centenary University 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 university'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 university 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 University 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 university.
   • When required to preserve public health and safety or to protect the university from liability.

Proscriptions on Use
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 University policy

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

Enforcement
When a violation of this policy occurs, Centenary University 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

PEER-TO-PEER FILE SHARING POLICY
Centenary University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The university is required by Federal Law – H.R. 4137, Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to detect and punish users who illegally distribute copyrighted materials. The university must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the university to provide alternatives to illegal file sharing. All users are encouraged to check the list of “Alternatives to Illegal Downloading”.

Although the HEOA make reference only to students using Peer-to-Peer, this policy applies to all Centenary University network users. The University reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe. Likewise, network access may be suspended if any use is affecting the operations of the network. Violations may be reported to
appropriate authorities for criminal or civil prosecution.

*Peer to Peer software allows you to share files with others and make files on your computer available to other users of the software. Examples of P2P programs include but are not limited to Ares, Bittorrent, Utorrent, Edonkey, Filetopia, Gnutella, and Limewire. Using these programs to copy and distribute copyrighted works without permission of their author is a direct violation of copyright law. Files illegally shared on these networks are typically movies, music, games, and software but can include other things like books and even photos.*

*Centenary is a BYOD (Bring Your Own Device) campus and allows you to join any personal device to our network. Note that this policy extends to any of these devices regardless of them being Centenary issued or not. If any of your devices have software that you know or suspect of being a P2P program we recommend you uninstall it. Simply closing the software in many cases does not stop it from running in the background where it will continue to share your files to others even if you're not using it to download. If you would like assistance identifying or removing any suspected software, please contact the helpdesk at **helpdesk@centenaryuniversity.edu** or call extension 2000.*

*If Centenary detects or is notified that copyright infringement has occurred, the following steps will be taken.*

**First Violation**

The first time a report of distributing or downloading copyrighted files is received, the person who was using the computer at the given time is notified by the Chief Information Officer (CIO) of the violation via an email sent to their campus email address. The user must respond within two business days.

If the user does not respond within two business days, the user’s network access is suspended (the user’s network connection is disabled) immediately and until the situation is resolved. E-mail and other accounts are not disabled. The user is required to submit a signed Technology Copyright Violation Certification Page that states that the user understands copyright issues and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than two business days after receipt of the certification page. The CIO will send notifications via email of violations to the appropriate vice president, dean, supervisor, sponsor and/or other appropriate personnel. Users who receive notifications of copyright violation are strongly encouraged to review the educational materials located at the campus web-site: [http://www.centenaryuniversity.edu/information-technology/how-to-get-help/](http://www.centenaryuniversity.edu/information-technology/how-to-get-help/)

If the user feels the warning is erroneous, he/she must show evidence to the CIO that the file(s) was used legally or was not copyrighted. Notifications of all violations will be maintained by Information Technology. If any notification is shown to be unwarranted, no record of the violation notification is retained.

**Second Violation**

If a second notification of violation is received, network access shall be suspended immediately.
The user is again informed of the violation from the CIO. Second violations involving students are forwarded to the Office of Student Life and those involving faculty or staff are referred to the appropriate Executive Staff member of the violation. Network access is not restored, if at all, until the case is ruled on by the Office of Student Life or reviewed and decided by the appropriate Executive Staff member and the CIO. The Office of Student Life or the appropriate Executive Staff member can impose whatever sanctions – including termination of network access; probation, suspension, expulsion (for students); or disciplinary action (for faculty and staff) – as deemed appropriate.

The existence and imposition of Centenary University sanctions do not protect members of the campus community from any legal action by external entities or the University itself.

There are several alternatives to illegal file sharing. Below is a list of some services that are safe and approved by Centenary University.

For music, AOL Radio, Pandora Radio, iHeartRadio, and SHOUTcast are great sources of music. Video, TV, Movies can be watched for free on Hulu or Sling. Additionally, many TV networks have begun putting content online without requiring a cable TV subscription. Examples include abc.go.com, www.cbs.com, www.fox.com, and www.nbc.com. The Centenary library also has an extensive video library where you can check out movies for free as well as some online services where you can stream movies for free. See a librarian for details.

There are also many very affordable subscription services for music, movies and TV shows such as Netflix, Rhapsody and iTunes to name a few.

Services that stream video and do not allow you to download it like YouTube are also safe to use when watching videos or listening to music (even if it is copyrighted material). However, posting (uploading) of copyrighted content to be viewed by others may be a violation and is recommended against.

Centenary University Copyright Policy

- United States copyright law governs the making of photocopies or other reproductions of copyrighted material. It is Centenary policy to comply with the requirements of the copyright law, and Centenary expects all members of the University community to abide by such law. Copyright infringement is a violation of this policy and can result in the imposition of discipline under the Campus Code of Conduct and the Academic Code of Conduct as well as human resources policies.
- The copying of a copyrighted work by any means (e.g., photocopying, scanning, digitizing, ripping, etc.) constitutes reproduction that is governed by copyright law. Except as may be set forth below, such reproduction may require the permission of the owner of the copyright.
- No one should use content consisting of copyrighted works or portions of such works in
either hard copy or electronic form without first either:
  o obtaining the permission of the copyright owner or
  o concluding after reasonable inquiry, with the benefit of resources made available by the University for these purposes, including the attached Checklist, that the use qualifies as a fair use or other exempt or licensed use for which permission is not required.

- Permission may be required for the use of copyrighted material even when such material is:
  o available on the internet;
  o being used in a course for the first time; or
  o characterized for purposes of course use as optional, supplemental, or ancillary reading material, rather as required, assigned, or recommended reading material.

- The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments. Any use of copyrighted electronic material that would require permission from the copyright owner if the materials were part of printed material likewise requires the copyright owner’s permission when made available in electronic format.

- Fair use is a longstanding doctrine, embodied in Section 107 of the Copyright Act, which recognizes the importance of accessing, using, and building upon copyrighted works in the context of teaching, research, and scholarship. The law establishes a zone of “fair use” protection for copying or disseminating copyrighted works without obtaining permission from the copyright owner under certain circumstances. The copyright statute provides a framework for deciding whether a particular use is a “fair use”. The “fair use” analysis, whether in the paper or electronic environment, includes the following factors:
  o the purpose and character of the use;
  o the nature of the copyrighted work;
  o the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  o the effect of the use upon the potential market for or value of the copyrighted work.

- See the attached Checklist for help in determining whether fair use may be applicable to any planned use of copyrighted materials.

- To the extent technologically feasible, instructors should use passwords, ID numbers, or other appropriate means to limit access to copyrighted electronic course content to students enrolled in the course or other individuals requiring access to the course material for purposes of conducting the course. The availability of such content to students should terminate when the students have completed the course. IT provides support for implementing these features in the classroom management system.

- It is preferable to link to materials already legally available at another site rather than scanning or making a digital copy.

- Copies of copyrighted works, regardless of their format, should include proper attribution and copyright notices.

- Instructors should not direct or encourage students to print unauthorized copies of course content. Students seeking information about how to make or acquire personal
copies for purposes of private study, scholarship, or research should be directed to consult available resources.

- Questions regarding this Policy may be directed to the Chief Operating Officer.

### POLICY AGAINST FRAUD

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 University 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 University.

### CENTENARY UNIVERSITY POLICY

The Academic Honesty policy is outlined in Centenary University 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 University 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 University documents, records or instruments of identification is prohibited.
4. Unauthorized possession of Centenary University 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.

### POLICY AGAINST VANDALISM / PROPERTY DAMAGE / THEFT

It is expected that all Centenary University students treat the property of the University, 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 UNIVERSITY POLICIES
Students responsible for malicious damage and vandalism to Centenary University and/or personal property will be required to pay restitution for the repairs and are subject to sanctions including expulsion. The university staff, including the Residential 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 university-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 university staff, including the Residence 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, residents sharing that common area share in the cost of the restitution.

CONTEMPT OF THE JUDICIAL PROCESS
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 Vice President for Student Life and Dean of Students/designee or a Hearing Officer.
B. Failure to obey an order, directive or request by a Hearing Officer, including failure to appear at a hearing or comply with penalties.
C. Improper conduct during a hearing.
D. Harassment and/or threat of a hearing officer, before, during, and/or after a hearing.
E. Giving false information during a hearing.
F. Attempting to influence a hearing officer, witness or other individual involved in the process.

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 Hearing Officer in conjunction with the Director of Residence Life & Community Standards.

IDENTIFICATION CARDS

The Centenary University identification card is known as the Cyclone Card. The Cyclone Card is the official campus identification card for all Centenary University students, faculty and staff members. It is required for all active members of the Centenary University 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 University Community. The Card is valid as long as the cardholder is enrolled as a student, employed as a faculty or staff member, or otherwise affiliated with the University 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 University. In the event of a change of name that is recorded in the records of the University, 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 to the
IT helpdesk or Security.

The ID card will be used for such things as cashing a check, registration, receiving work-study payment, fitness-room and gym access, meals, laundry use, library use, entrance into a University event/activity and residence halls. ID pictures are taken in the ID Card Room located in the Student Life suite in Seay 117.

**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. 

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 http://www.centenaryuniversity.edu/student-life/about-student-life/the-cyclone-card/

**Deposits to Cyclone Account**
Deposits may be made by Visa, Master Card or Discover Card on-line at https://www.centenarycollege.edu/cms/en/parents/. Deposits by credit card can only be made online. The minimum deposit by credit card is $20.00. Deposits by cash or check may be made at the Student Billing 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 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, **names are case sensitive**, and then the Centenary University email address of the cardholder. Contact the cardholder if you do not know their Centenary University email address.

You will also need the student’s Transaction Campus ID Number. This 9 digit Campus ID number can be found on the **lower** right corner on the **back** of the users’ Cyclone card. Students will have a number starting with a “3” and end with a number like “01.” (Faculty/Staff may have a number starting with a “1” or “2.”) Please use only the first 9 digits and omit the last 2 digits.
PARKING POLICY

CENTENARY UNIVERSITY POLICY
The Centenary University Campus is private property and the University 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 University providing they register their car(s), through “centenary.thepermitstore.com” which is our on-line registration service.

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. Students register through the online service, and faculty and staff through Campus Security.
3. Motor vehicles operated on any University property by students, faculty, or staff, either regularly or temporarily, must be properly registered as above and are subject to all driving and parking regulations issued by the University.
4. The campus speed limit is 15 miles per hour.
5. 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.
6. Motorcycles must also be registered as above.
7. All motor vehicle regulations are in effect 24 hours a day, 12 months a year.
8. 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 Chief 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
Resident students: fall 2018 or spring 2019 - $115.00 per semester
All Commuter, Part-time and Graduate Students: fall 2018 or spring 2019 $31.00 per semester.
Shipping and handling fees do apply and are the responsibility of the buyer.

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 University 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.
d. Any changes (purchase of new car, etc.) must be brought immediately to the attention of the Office of Student Life.

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 University. Only Hackettstown residents are permitted to park on the streets around the university.

On Campus:
1. There is only one student parking lot located next to the Lackland Center. A Centenary University parking decal is required and cars without a decal will be subjected to being immobilized (booted.) Parking decals are available at “thepermitstore.com” as stated above.
2. There is only one faculty/staff parking lot and that is Anderson lot. A Centenary University Faculty or Staff parking decal and an access bar code is required to enter and park in this lot. Decals are available in the Business Office with proper identification. Students parked there will be immobilized or towed at the owner’s expense.
3. The Executive (Smith) lot is designated for those with assigned parking spaces only. This lot will be monitored frequently and those in violation will be subject to immobilization.
4. The parking spaces behind Ferry are assigned and/or reserved for admissions visitors only. They also will be monitored frequently and violators subject to immobilization.
5. All handicap spaces on campus are governed by state law and subjected to enforcement by local police, even on private property.
6. Anyone parked anyplace else on campus is in violation of being parked in a fire zone and subjected to sanctions imposed by campus security, local police, and/or the local fire marshal.
7. Illegally parked vehicles will have a boot placed on them until the parking ticket is paid.
8. 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.

Off Campus:
1. Student and/or faculty/staff parking in the spaces around Tannery ball field (adjacent to Bennett-Smith and Founders) and in the ice skating rink is prohibited. Violators are subject to municipal summons issued by the local police.
2. Street parking is allowed on the university side of Moore Street from Jefferson Street south to Tannery Field.
3. From Labor Day until Memorial Day, parking on the streets in the vicinity of Centenary University is restricted to those who have HACKETTSTOWN parking permits. These permits are obtained at the Hackettstown Municipal building and are limited to Hackettstown residents. Centenary parking permits are not acceptable for on-street parking.
4. From October 1 until May 1, parking is prohibited on all streets in Hackettstown from 3:00am until 4:00am regardless of permits.
5. The spaces on Jefferson Street in front of Centenary University are limited to three-hour parking and specifically for visitors/guests of the university. Students, faculty and staff are requested not to park there and adherence to this request will be monitored by campus security.

**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.

**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.
- 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 Vice President for Student Life
and Dean of Students for action.

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 University 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
Students may appeal tickets in approved parking areas on campus. Appeals must be filed in writing to the Vice President for Student Life and 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. Emails will not be accepted.

General Policy
1. Any change in car or license must be reported to the office of Student Life within 24 hours. University employees are not permitted to render any service to a student’s car.
2. Failure to comply with any regulations constitutes an offense against the University. The penalty for violation of car regulations of Centenary University 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.
3. 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.
4. Driving on campus while intoxicated will result in automatic loss of driving privileges and further sanctioning under the alcohol policy.
5. 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.
6. The University 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 they are responsible for the car and any tickets and/or damages to University property.*

**POSTING AND SOLICITATION POLICY**

**SOLICITATION**
Solicitation by student groups and organizations is permitted, if approved by the Office of Student Life. 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 Vice President for Student Life and 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 & Community Standards. *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 Life. 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 to solicit and any advertisements must be approved through the Office of Student Life.

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, flyers, handouts and table tents must have a stamp of approval by the Office of Student Life.
   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, in stairwells, in elevators, on doors or hanging from windows (outside).
   b. Postings are permitted in bathrooms, hallways, and lounges, provided no damage will result from the posting.
   c. Postings are to be hung using clear tape only.
4. Posting on top of other postings is prohibited
5. Posters whose content is deemed libel or otherwise excessively vulgar as determined by the Student Life Staff 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

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Illegal Audio and Video Recording

Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
SOCIAL MEDIA POLICY

Social Media Policy
Centenary University supports the use of social media to connect with students, colleagues, and alumni. This handbook explains how to do so effectively and safely within the guidelines established by Centenary University. Social media is dynamic and will continue to constantly evolve.

CENTENARY AND SOCIAL MEDIA

What is Social Media?
Social media refers to online tools, services and mobile applications that allow anyone to easily create and publish content. Many of these sites utilize individual profiles, where users post personal information. The “social” in social media comes in as the user finds and interacts with others with similar interests. It’s in these online communities that users are offered the chance to share information and knowledge, as well as offer support and the opportunity to network. Popular social media services include but are not limited to: Facebook, Twitter, LinkedIn, blogs, YouTube, Flickr, Instagram and Snapchat.

Social media has fundamentally changed the way we communicate as individuals and as an institution. With sites like Facebook, Twitter, YouTube, Flickr, and blogs, virtually anyone can develop a dynamic web presence and share content instantly with family, friends, and followers. Centenary University recognizes and embraces the power of social media, and the opportunity to participate and engage in the ongoing “conversations” with our employees, students, alumni, and friends.

How Centenary University is Using Social Media
Social media tools enable Centenary University to share what is happening at our various University locations with the world but more importantly let us hear directly and immediately from students, employees, parents, and fans about what is important to them. This “conversation” is what makes Social Media so different from traditional forms of institutional communication.

Social media usage at Centenary University is governed by the same policies that govern all other electronic communications. Usage is also governed by all University policies as found in their respective handbooks and the University’s code of conduct. Read the policies below before engaging in any Social Media campaign as part of your official duties at Centenary University and if you use Social Media for personal purposes.

- Communication Policy: https://docs.centenaryuniversity.edu/display/KNOW/Communications+Policy
- Computer Use Policy: https://docs.centenaryuniversity.edu/display/KNOW/Computer+Use

POLICIES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

- Protect confidential and proprietary information: Do not post confidential or proprietary
information about Centenary University, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA regulations and adhere to all applicable institution privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary up to and including termination.

- **Do not use Centenary University logos for endorsements:** Do not use the Centenary University logo or any other institution images or iconography on personal social media sites. Do not use Centenary University’s name to promote a product, cause, or political party or candidate.

- **Consistent Branding Standards:** The standards below correspond to any type of social media site:
  - The Centenary University Official Logo is reserved for use only with the Marketing Department’s approval: malavee@centenaryuniversity.edu.
  - The Centenary University Official Seal is reserved for use only by the Advancement Department.
  - The Centenary Athletics Cyclone Logo is reserved for use only at the discretion of the Athletics department.
  - A department with their own approved logo may utilize that logo only with the approval of their department head.

**Terms of service:** Centenary University employees and students must obey the Terms of Service of any social media platform employed.

**INSTITUTIONAL SOCIAL MEDIA**
If you post on behalf of Centenary University, the following policies must be adhered to in addition to all policies and best practices listed in this document.

**Notify Centenary University:** Departments or individuals that have a social media page, or would like to start one, must contact their manager/department director and may contact guellat@centenaryuniversity.edu for guidance.

**Centenary’s Account Requirements**
All Centenary accounts must adhere to the following requirements:
- The account posts frequently and content being delivered is attractive.

- All institutional pages must have a full-time employee who is identified as being responsible for the content being produced.

- Access must be granted to at least one other employee within the department handling the account, and access must be granted to the marketing department.

- Full-time employees and support staff responsible for the account(s) may have to undergo training on social media, at Centenary's request.
- Maintains all rules set forth in this policy.

**Centenary University Branding and Social Media**
Centenary University’s social media properties are an online extension of the University’s presence.
What we say about our University must be in accordance with established brand guidelines. Our brand guidelines are intended to create consistency in our communications, and not to stifle the creativity of those who wish to share positive messages about Centenary University through social networking. For more information on branding, contact: malavee@centenaryuniversity.edu.

Our logo is the most important symbol of our brand. Only Centenary accounts may use Centenary's branding. Centenary University reserves the right to close accounts, pages or other social media presences that use Centenary University’s branding.

Benefits
- Centenary accounts’ content can be shared, republished, or otherwise promoted via the main Centenary social media accounts.
- Centenary accounts can use Centenary University branding.
- Centenary accounts can be used on official marketing material.
- Centenary accounts can be used and featured on the main Centenary website.

*Centenary reserves the right to close these accounts at any time.*

**Accounts using Centenary’s Branding may be closed, see section on Centenary and Social Media.**

**STUDENT & EMPLOYEE SOCIAL MEDIA USAGE**
Centenary University strives to create a warm, safe and inviting environment for students and employees. The following represents community-based standards that all Centenary students should follow on social media.

**Social Media Usage Guidelines**
- **Harassment, Intimidation & Bullying:** Language, photos, communication and information that is offensive, illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful, embarrassing to any person or entity or injurious are considered unacceptable.

- **Be conscious of mixing business with personal lives:** Students and employees should never post in reference to other students, rumors or allegations.

- **Posting rights for Centenary accounts:** Students and employees are not permitted to post to Centenary University accounts without express consent from a department director. Access to Centenary University accounts may be revoked at any time.

**Proscriptions on Use**
- Use that impedes, interferes with or otherwise causes harm to others.

- Harassing or threatening use.

- Attempts to defeat system security.
- Unauthorized access or use Modification or removal of data or equipment.
- Use of unauthorized devices.
- Disguised use.
- Deliberately distributing or launching computer viruses, worms, or other rogue programs.
- Use in violation of the law.
- Use in violation of Centenary University policy.

*This list is not limited to the above listed “Proscriptions on Use” and may include other areas not mentioned above.*

**Enforcement**
When a student or employee violation of this policy occurs, Centenary University may enforce one or more of the following:
- Temporarily suspend or block access
- Permanently suspend or block access
- When appropriate, refer suspected violators to the appropriate law enforcement agencies
- Disciplinary action up to and including termination or expulsion

**SECTION 5: BEST PRACTICES**
This section applies to those posting on behalf of Centenary University, though the guidelines may be helpful for anyone posting on social media in any capacity.

- **Think twice before posting.** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the University. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input.

- **Strive for accuracy.** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity. (See “Institutional Social Media”.)

- **Be respectful.** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional voice.

- **Remember your audience.** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
• On personal sites, identify your views as your own. If you identify yourself as a Centenary University employee online, it should be clear that the views expressed are not necessarily those of the institution.

• Photography. Photographs are a great way to engage visitors and draw interest to a social media post. Whenever possible, Photographs should be included in social media posts. However, photographs posted on social media sites easily can be appropriated by any visitors, without your permission. You should always take time to consider a photograph before posting on official and personal accounts. If the picture is not something that you would want distributed by media across the world you may want to reconsider posting this picture.

• Linking. Social media represents a great opportunity for Centenary University to drive traffic to its website(s). Special care should be paid to posting content with links to Centenary’s own website whenever possible. If a link being posted does not link directly to Centenary University’s website(s), there should be a clear indication that a link is not associated with Centenary University.

Let’s do it right…. If we do it right social media can create and nurture relationships, share information, raise awareness, build support, build brand reorganization, and lead to collaboration on ideas by participating in conversations. If we follow the guidelines and best practices, we can effectively tell our story about our people, environment, and programs to support the mission of the University. Social media can be a simple, fun, creative way to interact with people. Make sure to mention our main accounts:

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<thead>
<tr>
<th>Platform</th>
<th>Link</th>
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<tbody>
<tr>
<td>Facebook</td>
<td><a href="https://www.facebook.com/centenarynj/">https://www.facebook.com/centenarynj/</a></td>
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<td>Twitter</td>
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<td><a href="https://www.instagram.com/centenary_nj/">https://www.instagram.com/centenary_nj/</a></td>
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Please contact the Office of Public Relations and Communications at publicrelations@centenaryuniversity.edu if you would like to have content posted on the main accounts.

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**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 (full time to part time) must report this in writing to the Office of the Registrar. Students who are changing their status from resident/commuter can do so by completing a Change of Status form in the Office of Student Life. The status change will
not be in effect until 24 hours after the completed and signed form has been submitted. Note: Part time to Full time must be completed through Admissions.

**Leave of Absence**

For traditional undergraduate students, a leave of absence may be granted to a student for financial, personal, academic, student experience, medical reason, internship/employment, or other approved reason. Permission must be secured from the Student Success Coach. Request for a leave of absence is available in the Academic Success and Advising Center.

The student must also indicate the date of return and if that date changes, must notify the Student Success Coach in writing from their Centenary email. A leave of absence may be extended for up to two consecutive semesters. If a student starts a leave of absence during a semester the time allowed starts at the beginning of the semester. A student who is on a leave for more than allotted time or date designated without notice of extension may be withdrawn from the University.

Students on a leave of absence will be able to access certain services and resources while others will only be available to students that are enrolled in classes. For a list of the services and resources or for more information please contact the Office of Student Life.

**Withdrawal from the University**

A traditional undergraduate student who plans to drop all classes or withdraw from the University during the year or at the end of a semester for any reason must contact the Student Success Coach. A student who fails to complete a leave of absence or officially withdraw from the University and does not report to the University for the subsequent semester may be moved to an inactive status. Thereafter, the student may be administratively withdrawn from the University no earlier than one year from the end of the last term attended. Should the student wish to return, reapplication will be necessary.

**INSTITUTIONAL REFUND POLICY**

The following is a summary of Centenary University’s refund policies with regards to tuition, room & board, and fees.

This policy is used to determine the adjusted costs the student is obligated to pay the University after the percentage to be refunded has been applied. The date used to calculate the refund percentage, regardless of whether or not a student has attended a course, will be one of the following: 1. The date the student submits an Add/Drop form to the Registrar’s Office; 2. The date the student submits an official Withdrawal or Leave of Absence form to the Academic Services Advising Center; 3. The date the University is notified that the student has ceased participating in an academic related activity for all courses. This policy is not to be confused with federal and state regulations regarding the return of federal and state aid funds when a student receiving federal and state financial aid withdraws or takes a leave of absence. (Federal and state aid includes all aid identified on a student’s financial awards as a federal or state; scholarship, grant and/or loan.)

A separate calculation, to determine the aid which must be returned, if any, is done according to federal and state regulations. The date used in determining the federal refund will be the last date the student participated in an academic related activity for the applicable term’s courses. However,
the percentage of funds that must be returned, as prescribed by regulations, may not match the percentage used to determine costs. This may create a balance owed by the student to the university, over and above any prior unpaid balance or balance due on federal grants, which must be repaid directly to the federal government.

For example, if you withdraw from all your courses in a traditional undergraduate program, 4 weeks after the semester started, you will receive no refund of your tuition & fees and will be responsible for 100% of the cost for that semester according to the University Refund Policy. In addition, you will have only completed 4 weeks of a 15-week semester which is about 26%. As a result, you will be eligible to retain about 26% of your federal aid and the remaining 74% of your federal aid may be returned to the federal government. This leaves you, the student, responsible for payment of the difference between 100% of the costs and the 26% of retained federal aid.

For more detailed information see our Student Withdrawal and Return of Federal Title IV Funds Policy web page.

UNIVERSITY REFUND POLICY FOR TRADITIONAL – UNDER-GRADUATE AND GRADUATE PROGRAM STUDENTS – Fall and Spring Semesters

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

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the 1st day of the Semester</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week of the Semester</td>
<td>75%</td>
</tr>
<tr>
<td>During the 2nd week of the Semester</td>
<td>50%</td>
</tr>
<tr>
<td>During the 3rd week of the Semester</td>
<td>25%</td>
</tr>
<tr>
<td>After the 3rd week of the Semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

UNIVERSITY REFUND POLICY FOR ALL TRADITIONAL SUMMER PROGRAMS

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

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the 1st day of Semester Classes</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week of Classes</td>
<td>75%</td>
</tr>
<tr>
<td>During the 2nd week of Classes</td>
<td>50%</td>
</tr>
<tr>
<td>After the 2nd week of Classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

ONGROUND & ONLINE ACCELERATED UNDERGRADUATE AND GRADUATE PROGRAMS - School of Professional Studies (SPS formerly CAPS):

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

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the 1st day of each course/session</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week (first and seventh day of each course/session)</td>
<td>50%</td>
</tr>
<tr>
<td>During the 2nd week (eighth and fourteenth day of each course/session)</td>
<td>25%</td>
</tr>
<tr>
<td>After the 2nd week (after the fourteenth day of the course/session)</td>
<td>0%</td>
</tr>
</tbody>
</table>

*The date used to calculate the specific period of enrollment shall be the date on which the student
notifies the University as stated above, of his/her intent to withdraw or take a leave of absence from the University or a 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.*

**Exceptions to the Refund Policy**
The following pertains to all University refund policies. Exceptions to the University’s refund policy, will pro-rate cost to number of weeks in attendance. Any decision to make an exception will be made based on documentation of extraordinary circumstances, such as a medical condition/emergency or accident, death of an immediate family member or voluntary military deployment. Request for extra-ordinary circumstances should be submitted immediately, however, no request will be considered 30 days beyond the end of the term in question.

To apply for an exception, you will need to submit a brief written statement of explanation and documentation to:

Centenary University
Bursar’s Office
400 Jefferson Street
Hackettstown, NJ 07840
FAX: 908-852-8313
bursar@centenaryuniversity.edu

### Academic Accommodations

Student requesting an academic accommodation must submit an application along with supporting paperwork to the Disabilities Service office. Once all of the required information is submitted it will be reviewed by a representative of the Disability Services Office and the student will be contacted on their Centenary University email address to let the student know if the requests have been approved, denied, or asked for more clarification on the request(s). All requests will be dealt with in a timely manner.

### Service Animals

**Service Animal Overview**
Centenary University acknowledges that Service Animals play an important role in fostering the independence of some individuals with disabilities. The University will reasonably accommodate individuals with disabilities to be accompanied by their Service Animals in campus facilities where animals are typically prohibited on campus. In order to ensure the health and safety of Centenary University students, faculty, and staff, as well as the Service Animals, only Service Animals will be
exempt from the rules that typically prohibit animals on campus.

**Students and campus personnel should not attempt to pet, feed, or distract Service Animals, as they are working companions.**

Students and campus personnel should not prevent a Service Animal from accompanying its handler, except where specifically prohibited. Specific locations, such as, the cafeteria kitchen where food preparation is occurring, may prohibit a Service Animal due to health and safety restrictions. If it is determined an area is unsafe, reasonable accommodations will be provided to ensure equal access to the student needing such areas.

**Service Animals Policy**

In accordance with the Americans with Disabilities Act (ADA), Service Animals are permitted in University facilities. A Service Animal means a dog (in some cases a miniature horse) trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of the functions of Service Animals include, but are not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing, pulling a wheelchair, providing physical support, providing minimal rescue or non-violent protective work, preventing impulsive/destructive behavior, assisting during a seizure, etc. Assistance Animals are not Service Animals and are not covered under the ADA, therefore the provision of emotional support, well-being, comfort or companionships does not constitute work or tasks for the purposes of this definition. For more information on assistance animals, please refer to the Disability Services Handbook at [http://www.centenarycollege.edu/cms/en/academic-services/disabilities-services-office/](http://www.centenarycollege.edu/cms/en/academic-services/disabilities-services-office/).

To work on campus, a Service Animal must be specifically trained to perform a service function.

Furthermore, the Service Animal should wear a harness, cape, identification tag or other gear that clearly identifies its working status. Although not required, this is in the best interest of the student and the animal.

Service Animals whose behavior pose a direct threat to the health or safety of others may be excluded regardless of training or certification. Actions that pose a direct threat include but are not limited to; barking, growling, jumping and biting.

Service Animals are meant to assist the handler with daily functions and therefore must be with the handler at all times (with brief exceptions for personal care activities, in which the Service Animal must be kept in a kennel or cage in the student’s Residence Hall Room). Service Animals that are being left alone or in the care of another person may be excluded from the University.

Service Animals are the responsibility of the handler. All care, feeding, disposing of waste and supervision of the animal are the responsibility of the handler.

The handler is also responsible for:
- Any damage caused by his/her animal and must take precautions to prevent damage.
- Measures should be taken to prevent flea and tick infestations, such as Frontline or other equivalent medications. Should an infestation occur the handler will be charged cleaning
and replacement costs.
- Maintaining a clean and odor-free living environment.
- Any expenses above and beyond a normal cleaning or repairs that are assessed after the handler vacates the residence.

Further Requirements for Public Behavior of Service Animals
Each handler is expected to maintain appropriate behavior of the animal as follows:
- Animal must not initiate contact/approach people, dining tables, or the personal belongings of others.
- Animal must not display behaviors or noises that are disruptive to others.
- Animal must not block an aisle or passageway.
- Animal must be trained not to be attracted to food that may be in close proximity.

A Service Animal may be excluded from the University for the following reasons:
- Unruly or disruptive behaviors (ex. barking, growling, jumping on people). If disruptive behavior occurs repeatedly, the handler may be prohibited from bringing the animal to University facilities until it is demonstrated that the handler has taken steps to alleviate such behaviors.
- Handler does not follow through with proper care and grooming of animal (illness of animal, poor hygiene, evidence of fleas or ticks).
- Animal exhibits aggressive behaviors.
- Damage to property.
- Animal has consistent accidents in buildings due to not being housebroken.

If a Service Animal is excluded from campus, alternative accommodations will be reviewed with the student and DSO.

Students must comply with the Service Animal Policy of the University. Centenary University reserves the right to amend this policy as circumstances require and laws are adjusted.

Emotional Support Animals

Emotional Support Animal Housing Accommodation Policy
Overview
Centenary University acknowledges that emotional support animals (ESA) can play an important role for some individuals with disabilities. The University will reasonably accommodate individuals with disabilities to have one ESA in their university residence if they present documented need for such an accommodation. In order to ensure the health and safety of Centenary University students, faculty, and staff, as well as the ESA, only an ESA that meets the criteria described in this policy will be exempt from rules that prohibit animals from living in residence halls. Students must comply with the University’s Emotional Support Animal Housing Accommodation Policy.

Definition
An emotional support animal provides therapeutic support to individuals with an identified disability to ameliorate symptoms or effects of that disability. An ESA is not a pet. An ESA is not
required to be trained to assist an individual with specific tasks or activities of daily living and can be a species other than dogs or miniature horses. Therefore they are not considered service animals and do not qualify for legal protection under the Americans with Disabilities Act (ADA). Service animals, as defined by the ADA, are limited to dogs and miniature horses. For more information on service animals, please refer to the Disability Services Handbook at http://www.centenarycollege.edu/cms/en/academic-services/disabilities-services-office/.

Under the Fair Housing Act (FHA), an emotional support animal may be viewed as a reasonable housing accommodation. Every attempt will be made by the University to ensure University policies adjust as changes in the laws may occur. Requests for an emotional support animal are reviewed on a case by case basis.

An emotional support animal cannot be kept in university housing without prior approval from the University’s Housing Accommodation Committee.

A request for an ESA housing accommodation must be initiated with the Disability Services Office.

Emotional Support Animal Determination Process

1.) Student must submit an Application for FHA Housing Protection requesting an emotional support animal and documentation from a qualified external, licensed medical professional that substantiates a relevant disability and identifies specific impacts that are related to the disability. Documentation must describe criteria used to assess the impact of the disability. This documentation should make a clear case for the necessity of a specific ESA in alleviating the impact of diagnosed disabilities and the necessity of the emotional support animal to allow the student equal access to residence living and programs at the University. Documentation must be submitted at least 3 weeks in advance of bringing the animal to campus to process the application.

2.) Application and documentation is reviewed by the Housing Accommodations Committee comprised of Disability Services and Residence Life staff.

3.) In considering whether an ESA is a reasonable accommodation or when making housing assignments for individuals with ESAs, the Housing Accommodations Committee will take into account the following factors:

A. Suitability of proposed animal for the university environment including:
   - Is the animal’s crate or enclosure size feasible for available assigned housing space? *Crate/enclosure must fit in double occupancy rooms as small as 10’6”W x 14’6”L without unduly intruding upon living space.*
   - Does the animal’s presence impact another individual in the housing space (e.g. serious allergies)?
   - Does the animal’s presence otherwise violate other resident’s rights to peace and quiet?
   - Is the animal housebroken?
   - Are the animal’s required vaccinations are up to date?
• Does the animal exhibit or has exhibited dangerous or aggressive behavior?
• Does the animal cause or has it caused damage to housing beyond reasonable wear and tear?

B. Evidence of consistent, significant impact of disability within the University environment.
C. Evidence that proposed emotional support animal would be beneficial in alleviating the impact of that stated disability.

4) The request for an ESA is rejected, approved, or pending. DSO will notify the applicant of ESA status via email.

5) Students with approved requests must complete the following steps:
   • Submit the Emotional Support Animal Registration Form and submit to the Disability Services Office within 6 weeks from date of acceptance.
   • Review and sign the Emotional Support Animal Owner’s Statement in presence of a DSO staff member
   • Submit documentation of the ESA’s current vaccinations and a health statement from a licensed veterinarian dated within one year of application.
   • Request roommate(s) to send an email to Disability Services Office indicating their knowledge and acceptance of residing with the ESA.

6) An approved emotional support animal may then be brought to campus in defined locations only. Pending requests must meet the conditions outlined via e-mail within 3 weeks or the application will be rejected.

7) Rejected requests may go to the appeal process (see Grievance Procedures).

Responsibilities of Owners of an Emotional Support Animal in Housing

Local Mandates
• The ESA must meet the codes/regulations of local and state ordinances and laws.
• The owner is responsible for ensuring that the ESA meets these mandates.
• If an ESA must be licensed, according to local and/or state mandates, then proof of licensing must be provided to the Disability Services Office as part of the application process. For information about Hackettstown policies please contact the Animal Control Officer at (908)625-0106

Health
• The ESA must be properly groomed and in good health. Measures must be taken at all times for flea, tick, odor control, etc. If fleas or ticks are discovered during a housing inspection, the student will be billed for the expense of any pest treatment
• Documentation of vaccination records dated within the past year are due at time of submitting Application for FHA Housing Protection requesting an ESA. The University reserves the right to request an updated verification at any time during the ESA’s residency.
• The ESA should be bathed on a regular basis. ESAs cannot be bathed in residence hall facilities.
General Responsibilities

- Owner must register approved ESA with the Disability Services Office by completing the *Emotional Support Animal Registration Form* and *Emotional Support Animal Owner’s Statement* and providing all necessary documentation.
- Care, feeding and supervision of the ESA are the sole responsibility of the owner.
- The ESA must not be left alone overnight or in the care of another student/individual.
- The owner will develop an emergency plan for the ESA in case of an evacuation of the building during his/her absence or if they must travel without notice.
- If traveling without notice and the owner is unable to bring the ESA, he/she should have a kennel or off campus location to bring the ESA.
- Owner is responsible for any damage caused by his or her ESA and must take precautions to prevent damage or injury. The owner is responsible for any expenses above and beyond a normal cleaning or repairs that are assessed after the owner vacates the residence.
  - Note – all damage caused by urine, feces or physical damage to beds, furniture and floor finishing will be charged. This could include fees to replace furniture or the entire apartment’s carpet.
- An ESA must be contained within the private and common residential area (ie. room, apartment, and suite) at all times unless transported by leash or carrier by owner.
- The owner must notify the Disability Services Office and Residence Life in writing if the ESA is no longer necessary or no longer residing on campus.
- The owner is financially responsible for the actions/behavior of the ESA (property damage, bites, scratches, running away, etc.). It is in the owner’s interest to consider obtaining renter’s and/or liability insurance to provide coverage for any damages to university property or persons as a result of the ESA.
- ESA waste must be placed in a sturdy plastic bag, tied securely, and disposed of in outside trash receptacles on a regular basis.
- The owner is responsible for controlling animal related odor in the dormitory room and in the immediate vicinity of the room.
- Owner must request and ensure that current roommates/apartment-mates email Disability Services Office informing that they are willing to live in the room/apartment with the ESA.
  - If roommates/apartment mates are unwilling to live with ESA then Residence Life Office will work with the student(s) to determine appropriate housing solutions. This may mean that the student with the ESA will need to change rooms.
- If an ESA should pass away, it is the owner’s responsibility to remove the animal from campus on that same day. The animal cannot be buried or stored on campus.
  - Hackettsstown Animal Hospital has storage and cremation options. They can be contacted at 908.852.3166.

Restricted Areas

- An ESA is permitted only within the student’s on-campus housing assignment.
• An ESA must be kept enclosed in a cage/crate when the owner is not present.

**Conflicting Health Needs/Concerns**

• Other students with animal allergies or medical concerns regarding the ESA should direct their concerns to the Disability Services Office and provide documentation to the Disability Services Office.
• If there is a conflicting health need or concern within a residence hall that cannot be resolved, Residence Life and the Disability Services Office will collaborate on a solution.
• An ESA cannot be removed from campus solely because individuals claim allergies or fear of animals.

**Removal of Approved Emotional Support Animals**

• The University’s Residence Life staff has the right to inspect the living space to investigate complaints or concerns and/or to confirm the student’s compliance with the Emotional Support Animal policy statement.

An ESA may be excluded from the University for the following:

• Unruly or disruptive behaviors.
• Owner does not follow through with proper care and grooming of animal (illness of animal, poor hygiene, evidence of fleas or ticks, excessive animal odor).
• Animal exhibits aggressive behaviors.
• Animal causes damage to property.
• Animal has consistent accidents outside of its cage.
• If an ESA is excluded from campus, alternative accommodations will be reviewed with the student and the Disability Services Office.
• If an ESA is unduly disruptive or poses an immediate threat to others, the student will be asked to remove the ESA from University property. In such a case the ESA will be removed within 24 hours of the University’s request.

**Grievance Procedure**

Appeals should be submitted to the VP for Student Life/Dean of Students who will determine the best course of action to address the concern.

Centenary University reserves the right to amend this policy as circumstances require.

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**Housing Accommodations**

**Basic Procedure to receive Housing Accommodation(s)**

1. Complete the Application for Housing Accommodations and Services. This can be picked up at the Disability Services Office or you can email dso@centenaryuniversity.edu to get a copy.
2. Submit the application and any other supporting documentation that verifies functional limitations imposed by the disability(ies) that you identified in the application. If you need
additional guidance regarding documentation guidelines, reach out to the Disability Services Office or refer to the Documentation Guidelines posted on the Disability Services Office website http://www.centenaryuniversity.edu/academics/disability-services/.

3. The Housing Accommodations Committee will review your application and documentation and a representative from the Disability Services Office will discuss your disability-related accommodation needs with you.

4. DSO will contact you to inform you of the accommodation(s) that have been approved. Notification will be sent to your Centenary email address.

*Note: You must pay your housing deposit and complete necessary paperwork for housing selection with the Office of Residence Life.

Contact information for the Disability Services Office
E-Mail: dso@centenaryuniversity.edu
Phone: 908-852-1400 x2168
Fax: 908-979-4277

Policies for General Housing Accommodations
Policy for Single Room Housing Requests
Living within a community and sharing space is an accepted part of the college learning experience. Therefore, accommodation requests for a single room will be granted only when this is a necessity based on a student’s disability(ies). Students making the request for a single room based on their disability will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for a single room. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support that the typical adjustments to having a roommate are not possible due to the student’s disability.

Submission of a housing accommodation request does not guarantee availability of housing. The University strives to find the most appropriate housing for students with accommodation needs. However, due to the limited size of the campus and number of housing options, timely submission of paperwork is essential. Should a student be placed in a single room as an accommodation, the student will be charged the traditional double room occupancy rate. This should be reflected on the student’s bill.

A returning student who has been approved for specific housing accommodation(s) is not required to participate in the Housing Selection process but will need to complete the online Point Tally and online Returner Application for a Single Room and also inform the Disability Services Office of their intent to maintain their current accommodation approximately two weeks prior to the housing selection deadline. Upon receipt of the student’s response that they plan to continue using their accommodation, the representative from the DSO office will offer the student available times to come in and choose their room with representative from Residence Life and DSO. At this time the student should indicate their building preference. The student’s indicated housing preference as well as the student’s earned housing points will be considered when offering room placements.
to the student. Please note that, if a student’s preference is a campus apartment building, the student will not be able to select their apartment-mates.

Roommate conflicts are not sufficient cause for the request of a single room. When a roommate conflict is the prevailing concern, the student must first attempt to resolve the conflict through mediation involving Residential Life staff, counseling and other services offered by the University. If there is sufficient documentation to prove that a single is necessary, all other options are completely exhausted and a room is available, the student will be granted the single room as an accommodation but continue to be charged the double occupancy rate.

**Exceptions to the General Criteria:**

- Any student with a disability who chooses to self-select through the Housing Selection process will pay the full amount of the room they select and forfeit their accommodation for that housing period.

**Deadlines:**

**Incoming Students:** Must submit their application and documentation to the Disability Services Office by June 30th. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that the accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on the residential space available on campus at the time of submission.

**Current Students:** Must inform the Disability Services Office of intent to continue with a single room for the following year, approximately two weeks prior to Housing Selection. An email will be sent to current students detailing a specific response date. The Housing packet sent by Residence Life will also have this information.

**Policy for Housing Requests that Require a Specific Type of Residence**

An accommodation request for a specific type of residence will be granted only upon necessity based on a student’s disability(ies). Students making a disability-related request for a limited share bathroom, access to a kitchen, etc. will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for this specific type of housing. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support that the typical adjustments to traditional housing are not possible due to the student’s disability.

Submission of a housing accommodation request does not guarantee availability of housing. The University strives to find the most appropriate housing for students with accommodation needs. However, due to the limited size of the campus and number of housing options timely submission of paperwork is essential. Should a student be placed in a specific location or room as an accommodation, the student will be charged the traditional double room occupancy rate. This should be reflected on the student’s bill.
A returning student who has been approved for specific housing accommodation(s) is not required to participate in the Housing Selection process but will need to complete the online Point Tally and online Returner Application for a Single Room and also inform the Disability Services Office of their intent to maintain their current accommodation approximately two weeks prior to the housing selection deadline. Upon receipt of the student’s response that they plan to continue using their accommodation, the representative from the DSO office will offer the student available times to come in and choose their room with representative from Residence Life and DSO. At this time the student should indicate their building preference. The student’s indicated housing preference as well as the student’s earned housing points will be considered when offering room placements to the student. Please note that, if a student’s preference is a campus apartment building, the student will not be able to select their apartment-mates.

Exceptions to the General Criteria:

- Any student with a disability who chooses to self-select through the Housing Selection process will pay the full amount of the room they select and forfeit their accommodation for that housing period.
- If the accommodation need can be met in any building on campus (for example, a first floor room) then the student will be charged for the location that the student has selected.

Deadlines:

Incoming Students: Must submit their application and documentation to the Disability Services Office by June 30th. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on the residential space available on campus at the time of submission.

Current Students: Must inform the Disability Services Office of their intent to continue with your special location request for the following year, approximately two weeks prior to Housing Selection. An email will be sent out to current students detailing a specific response date. The Housing packet sent by Residence Life will also have this information.

Policy for Air Conditioning

An accommodation request for an air conditioner will be granted only when this is a necessity based upon a student’s disability(ies). Students making the request for an air conditioner based on their disability will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for air conditioning. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support the need for this accommodation. Submission of a request does not guarantee that it will be granted. The University strives to find the most appropriate housing for students with accommodation needs but due to the limited number of available air conditioner units and spaces on campus with central air conditioning, timely submission of paperwork is essential.
Air conditioning units will be provided by the University to students with an approved accommodation of air conditioning. Therefore, there is no need for students to bring a unit at move in.

**Deadlines:**
**Incoming Students:** Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodation based on the availability of housing with the electrical abilities to install air conditioning units and housing with central air conditioning.

**Current Students:** Once a student has completed the Housing Selection process, the student must inform Disability Services of their housing placement. If the student has been placed in middle campus, an air conditioning unit will be installed in the student’s room prior to their return for the fall semester. If the student is placed in the apartments then the student will not need an air conditioning unit since the apartments have central air conditioning. Please inform the Disability Services Office of this prior to May 15th.

**Other Requests**
Any accommodation request will be granted only when this is a necessity based on a student’s disability(ies). Students making a request based on their disability will work through the Disability Services Office (DSO).

- If a student’s request requires an installation, the procedure will follow that of the air conditioner request.
- For information regarding Service and Assistance Animals please see the policies posted in the Disability Services Handbook or request a copy from the Disability Services Office.
- For anything not covered, contact the Disability Services office for more information.

**Deadlines:**
**Incoming Students:** Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on availability.

**Current Students:** Follow the deadlines for the most similar request above or contact the Disability Services Office for more information. Please note that the Disability Services Office does send reminder emails when students need to confirm accommodation requests, so it is important that students regularly check their email.

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**Lost and Found**

The Office of Student Life in conjunction with Campus Security maintain a Lost & Found collection in the office of Student Life located on the main floor of the Seay building.
Any student/staff/faculty that believes they have lost or misplaced an item should first try to retrace their steps to locate any items. If you have done this and have not been successful in retrieving your lost item(s) you should contact Student Life 908-852-1400 ext. 4291 to inquire. To claim a lost item individual will need to provide identification and be able to describe the item in detail.

Any items that are found and believed to be misplaced or lost by their owner should be surrendered in the Office of Student Life immediately or to a Campus Security Officer.

The Office of Student Life will only hold items for a maximum of thirty calendar days and is not responsible for the security or condition of the items while being held. After thirty days any items that have not been claimed will either be donated or discarded.

**ABANDONED PROPERTY - In Residence Halls.**
Property left in residence hall rooms after you have checked out will be removed and stored temporarily. You may also incur improper checkout charges and a daily storage charge. You will be notified in writing and given 14 days from date of notification to claim all items in person. Centenary University is not liable for any items left behind that are damaged or lost. If items are not claimed within 14 days, Centenary University will dispose of these items. To claim items, you will need to provide proper identification. We will only release items to the resident to whom they belong, unless the resident has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

### Weapon Policy

Possession of dangerous weapons - concealed or unconcealed - on University property, in University vehicles, or in personal vehicles when on University property shall be a violation of Centenary University policy. A dangerous weapon shall include guns, knives, explosives, or any other device defined by statute or as determined by the University, which in the manner used or intended is capable of producing death, harm to person or property, or bodily injury. Violation of this policy shall make the offender subject to appropriate disciplinary or legal action.

### Commuter Life

Centenary believes the university experience can be enhanced by becoming involved in some of the many organizations and activities offered at the University. 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 university 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 lower level. These lockers are provided as a convenience to students. Lockers must be registered for in the Student Life 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 University is not responsible for lost, damaged or stolen property.

For the safety of the student, student body, or university 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 Chief 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 University 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**
Upon entrance to the cafeteria, you must present you Centenary ID card. Without your ID card, no meals are provided. Additionally, commuter students are able to purchase snacks and meals at late night in the cafeteria, the Equine Center snack shop, 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 & Community Standards 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.

**Procedures for Photo Release**

The Centenary community is the best resource for portraying the life of the University, and as a result images/videos of people publicly engaged in university related events or campus life are often taken for these purposes.
Centenary University uses photographs, photographic images, names, and audio/video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc. Your presence in or around University facilities and/or properties, as well as at off-campus University-sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration.

Centenary University does not collect release forms from its students, faculty, staff members or guests for the use of images or films taken on campus. Centenary University understands that there may be employees, students (or parents/guardians of such person if under the age of 18), or guests who may wish to not be photographed or have their image used for university-related purposes and can opt-out by contacting the main line (908) 852-1400 EXT. 0 and completing a Photo Opt Out Waiver.

Unless a fully completed Photo Opt Out Waiver is on file, your image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. The university reserves the right to use any such image, photograph, video, or the like for university related purposes.

**Employees or students who do NOT want to be photographed and have completed a Photo Opt Out Waiver are responsible for notifying the camera operator of their opt-out status, and/or removing themselves from any event where photographs/videography are in use.**

Once photograph/video(s) are taken and developed, they become the property of Centenary University and may be used for the purposes of recruiting, advertising, and/or promoting Centenary University or university related events without compensation to participant.