

CENTENARY COLLEGE CATALOG

ADULT & PROFESSIONAL STUDIES

Every effort has been made to ensure that the information contained in the Program & Policy section of the Centenary College Catalog is accurate.

Nevertheless, it is the students' responsibility to independently verify the accuracy and completeness of the information contained in this catalog, and to remain current with changes that occur. Since expected changes may occur during the academic year, the listings, descriptions, course offerings and information on costs in this catalog do not constitute a guarantee on behalf of the College. The College reserves the right to correct clerical and /or typographical errors.

Centenary College admits students without regard to race, color, handicap and national or ethnic origin.



2011 – 2012

Student-Centered Learning...Unparalleled Service

Please check the College Website (www.centenarycollege.edu) for the most up-to-date Catalog information.

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2011 – 2013 Academic Calendar

Welcome to Centenary's Adult and Professional Studies Academic Calendar Fall 2011 – Fall 2013. All events and deadlines are subject to change. Please refer back to this calendar throughout the year to confirm dates. Unlike a traditional 16-week semester, our programs are delivered in accelerated 8-week terms that start six times per year.

Fall-11

August	Week of the 14th	Sun-Thu	Orientation
August	Week of the 21st	Sun-Thu	Class starts; tuition refund policy in effect
October	Week of the 9th	Sun-Thu	Orientation
October	Week of the 16 th	Sun-Thu	Class starts; tuition refund policy in effect
November	21-27	Mon-Sun	Holiday Break. No classes; offices closed
December	Week of the 18th	Sun-Thu	Orientation
December	Week of the 23rd	Sun-Sat	Holiday Break. No classes; offices closed.

Spring-12

January	1-7	Sun-Sat	Holiday Break. No classes
January	Week of the 8 th	Sun-Thu	Class starts; tuition refund policy in effect.
February	Week of the 26 th	Sun-Thu	Orientation
March	Week of the 4 th	Sun-Thu	Class starts; tuition refund policy in effect.
April	Week of the 22 nd	Sun-Thu	Orientation
April	Week of the 29 th	Sun-Thu	Class starts; tuition refund policy in effect.
June	Week of the 17 th	Sun-Thu	Orientation.
June	Week of the 24 th	Sun-Thu	Class starts; tuition refund policy in effect.

Fall-12

July	1-7	Sun-Sat	Fourth of July Holiday. No classes.
August	Week of the 19 th	Sun-Thu	Orientation
August	Week of the 26 th	Sun-Thu	Class starts; tuition refund policy in effect.
October	Week of the 14 th	Sun-Thu	Orientation.
October	Week of the 21 st	Sun-Thu	Class starts; tuition refund policy in effect.
November	Week of the 19 th	Mon-Sun	Holiday Break. No classes.
December	Week of the 16 th	Sun-Thu	Orientation.
December	23-31	Sun-Mon	Holiday Break. No classes; offices closed.

Spring-13

January	1-5	Tue-Sat	Holiday Break. No classes.
January	Week of the 6 th	Sun-Thu	Class starts; tuition refund policy in effect.
February	Week of the 24 th	Sun-Thu	Orientation.
March	Week of the 3 rd	Sun-Thu	Class starts; tuition refund policy in effect.
April	Week of the 21 st	Sun-Thu	Orientation.
April	Week of the 28 th	Sun-Thu	Class starts; tuition refund policy in effect.
June	Week of the 16 th	Sun-Thu	Orientation.
June	Week of the 23 rd	Sun-Thu	Class starts; tuition refund policy in effect.

Fall-13

July	1-7	Mon-Sun	Fourth of July Holiday. No classes.
August	Week of the 18 th	Sun-Thu	Orientation.
August	Week of the 25 th	Sun-Thu	Class starts; tuition refund policy in effect.
October	Week of the 13 th	Sun-Thu	Orientation.
October	Week of the 20 th	Sun-Thu	Class starts; tuition refund policy in effect.
November	25-Dec 1	Mon-Sun	Holiday Break. No classes; offices closed.
December	Week of the 15 th	Sun-Thu	Orientation.
December	22-31	Sun-Tue	Holiday Break. No classes; offices closed.

CENTENARY COLLEGE

Centenary College Today

Centenary is a true college in the sense that liberal learning is an integral part of its academic philosophy for both its undergraduate and graduate programs. Centenary's programs, especially at the undergraduate level, are designed to provide students with an ideal blend of career preparation options and a solid liberal arts foundation. Centenary is an independent college offering bachelor degree programs and associate degree programs in the liberal arts and career areas; and master degree programs in business administration, counseling, counseling psychology, school counseling, education, leadership and public administration, and special education. Complementing the academic program at the undergraduate level is an advising program that matches students with faculty members on a one-on-one basis, career planning and placement, and internship opportunities related to a student's major. The total growth of the student, both undergraduate and graduate, is taken into account in planning the Centenary College experience. Specifically, for the undergraduate, the offerings of WNTI, Centenary TV, and the Centenary Performing Arts Guild and other arts organizations add an important cultural dimension to student life. Centenary College offers a variety of extracurricular activities including intercollegiate and intramural sports, clubs and organizations to meet many interests, and social activities round out the undergraduate student life. Centenary College adheres to the values of Student-Centered Learning and Unparalleled Service.

An Historical Note

Centenary College has been related since its founding to the Methodist Church. The name chosen for the College in 1867 commemorated the centennial of the beginning of Methodism in the United States. Today, Centenary, as an independent, baccalaureate and masters level institution, proudly continues its relationship with the United Methodist Church and enjoys a student body rich in diversity in religious and ethnic backgrounds.

Centenary College throughout its history has always been ready to adapt to meet the changing needs of its students. Founded in 1867 as the Centenary Collegiate Institute, a coeducational preparatory school, in 1910 it became a preparatory school for girls. Later, junior college courses were offered and in 1940 Centenary Junior College was formed. Centenary College became a four-year institution for women, granting associate and baccalaureate degrees, in 1976. In the same year, Centenary's coeducational Continuing Studies Department was created, offering men the opportunity to pursue degrees at Centenary in the evening and significantly expanding the ability of the College to serve the citizens of Northwest New Jersey. This growth in adult education led to the College's creation of the Center for Adult and Professional Studies (CAPS), and accelerated degree program for the working adult whose schedule prevents him/her from attending a more traditional schedule.

In 1988 Centenary admitted men and women to all full-time and part-time programs, returning to its original role as a coeducational institution. Originally men were only admitted as commuter students. By the fall of 1989, residence facilities for men became available, allowing men to participate in the College's full residential programs. In 1992, the College established the Office of International Programs to coordinate recruitment of international students for study at Centenary, and to develop opportunities for our students to study abroad. These efforts have greatly enhanced diversity at the College.

By the fall of 1995, Centenary College introduced its first master degree program – Master of Arts (MA) in Education: Instructional Leadership. Since then Centenary has added a Master of Arts (MA) in Special Education, a Master of Arts (MA) in Counseling, Counseling Psychology, or School Counseling, a Master of Business Administration (MBA), a Master of Arts (MA) in English Literature (deactivated effective July 2011), a Master of Arts (MA) in Leadership and Public Administration, a Master of Arts (MA) in Education: Educational Leadership, and an online Master of Education (M.Ed.) in Educational Practice. All of the graduate programs are coeducational.

Centenary College's Faculty

Students discover that Centenary professors are, above all, dedicated teachers. Full professors, department chairpersons, as well as newer faculty members, all teach classes and advise students on an individual basis. Classes are small (the average size is 17 students) and the student-to-faculty ratio is a very desirable 17:1. Although Centenary faculty members are accomplished professionals in their fields, it is their skill as teachers which is paramount and which plays an important role in the success of their students. They have come to Centenary because they want to teach, and they enjoy direct contact with students on a day-to-day basis.

Centenary College's Setting

Centenary's attractive 42-acre campus is located in a pleasant, residential area of Hackettstown, a community of 16,000 people in Northwest New Jersey. The College's 65-acre equestrian center is located eight miles from the main campus on scenic Schooley's Mountain. Nearby, in town or at shopping malls, are most of the shops, services, and conveniences to meet students' personal needs. Hackettstown is also close to interstate highways, providing access to major metropolitan areas such as New York City, which is just an hour away. For recreation such as skiing or boating, the scenic Pocono Mountains are less than 30 minutes from campus, and the New Jersey Shore and its many beaches are within an easy drive.

Vision Statement

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

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

Mission Statement

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

Library/Learning Resource Center

The Taylor Memorial Learning Resource Center houses significant print and audiovisual collections which are searchable using the library's online catalog. A wide range of databases as well as e-books, audio books, and video material can be accessed on the library's website. The library also has a number of public access computers and provides loaner laptops for students. Materials not currently available from the college's library can be borrowed through inter-library loan. The library provides 24 hours/day, 7 days/week reference service via Q&ANJ. The library staff is trained in research techniques and is always available to assist students.

Career Center

The goal of the Career Center is to assist students in connecting academic, co-curricular, and vocational experiences in a meaningful way, leading to successful career employment following graduation. Students should begin using the Career Center in their freshman year. Exploration of personal and work values, interests, skills and personality can be done through a variety of methods. This helps students confirm a major, select a career field, or develop employability skills throughout their time at Centenary. There are assessment tools and an extensive career library for investigation. Professional career counselors are available for individual appointments, to interpret career assessment results, assist with job search correspondence, and do mock interviews. The Center maintains a wide variety of job listings (full-time, part-time, summer positions) from throughout the local and regional area. Also campus Work-Study assignments are obtained here. There are numerous workshops during the academic year to help students fine tune their job search and on-the-job maintenance skills. The Career Center also helps students obtain Internship assignments. These semester-long work experiences are for academic credit. Sophomores, juniors and seniors with a minimum GPA of 2.5 who have completed a minimum of 40 college credits may explore a career field, gain valuable work experience, and often receive a salary. Students can build a valuable network of information and contacts to use in their first job search, a career change, or pursuing graduate school information. Career and life planning are a part of every student's experience at Centenary College.

Accreditation

Centenary College is accredited by the Middle States Association of Colleges and Secondary Schools, the University Senate of the United Methodist Church, the International Assembly for Collegiate Business Education (IACBE), and the Teacher Education Accreditation Council (TEAC). Centenary College's Department of Business Administration has the following degree programs accredited by IACBE: Master of Business Administration, Bachelor of Science degree in Accounting, and the Bachelor of Science degree in Business Administration with concentrations in Finance, Management, Marketing, and Sports Management. Centenary College's Education Department has the following programs accredited by TEAC: the Undergraduate Teacher Certification Programs and the Master of Arts in Special Education. The Bachelor of Social Work Degree is accredited by the Council on Social Work Education (CSWE). To inquire about the accreditation status of Centenary College's programs, you may contact the above agencies as follows:

Commission on Higher Education, Middle States Association of Colleges and Schools

3462 Market Street
Philadelphia, PA 19101-2680
Telephone: (215) 662-5606

The University Senate of the United Methodist Church

P.O. Box 340007
Nashville, TN 37203
Telephone: (615)340-7399

International Assembly for Collegiate Business Education

PO Box 25217
Overland Park, Kansas 66225
Telephone: (913) 631-3009

Teacher Education Accreditation Council

Willard Hall Education Building, Suite 101
Newark, DE 19716
Telephone: (302) 831-0400

Council on Social Work Education
1725 Duke Street, Suite 500
Alexandria, VA 22314-3457

CAPS Department and Programs

Deirdre Letson, Dean of Adult & Professional Programs

Lisa Michalowicz, Director of Adult Student Services

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Centenary Adult and Professional Studies (CAPS) Mission

The purpose of Centenary Adult and Professional Studies (CAPS) is to make it possible for working adults to earn a degree. CAPS provides an innovative learning environment where adult students can complete their degree, either online or on-ground, while maintaining their careers and personal lives. Degree programs at the Associate's, Bachelor's and Master's level can accelerate careers and increase salaries, job security, and career options.

The design of the CAPS program consists of:

- Courses meet for one 3.5 hour evening class a week
- Take one course at a time for eight weeks
- Small class sizes give maximum attention to students
- Faculty are academically credentialed business professionals who bring real-world experience and expertise right to the classroom
- Degrees offered are an Associate of Liberal Arts (AA), Bachelor of Science in Business Administration (BSBA), and a Master of Business Administration (MBA)
- Online CAPS courses are held asynchronously and synchronously

Associate of Liberal Arts Degree (AA)

The AA Degree with a Business emphasis is for those in the early stages of their management or professional career. It includes a solid foundation in the arts and sciences as well as introductory courses in management and business principles.

Requirements for AA Degree:

- Must have completed at least 3 years of full-time work
- Must submit proof of high school graduation or GED (official transcript)
- International applicants must have a minimum TOEFL test score of 500 or obtain a satisfactory score on the Global English placement assessment

Bachelor of Science in Business Administration Degree (BSBA)

The BSBA Degree is designed for those working adult professionals looking to develop their business and management skills. It includes courses ranging from Public Speaking to Business Accounting to Business Law, Organizational Behavior, and Marketing Management.

Requirements for BSBA Degree:

- Must have 44 credits in General Education courses
- Must have 32 credits in General Elective courses
- Must have 52 credits in Business Emphasis courses
- Must have 128 total credits to graduate
- Must have completed at least 3 years of full-time work

- International applicants must have a minimum TOEFL test score of 500 or obtain a satisfactory score on the Global English placement assessment

Master of Business Administration Degree (MBA)

Graduates of the MBA CAPS program will learn how to apply newly developed skills so they can immediately and effectively perform in an upper-managerial position. They will have the necessary evaluative skills to make a critical analysis of an organization's performance. Also, they will have an appreciation for the legal realms and cultural complexities of the American workplace, all the while demonstrating an understanding of the global business environment.

Requirements for MBA Degree:

- Must have earned a Bachelor's degree from a regionally accredited college or university
- Two or three years of professional experience relevant to the program
- A GPA of 2.5 or better
- Applicants who have English as a Second Language are required to furnish a score of 550 or above on a TEOFL examination taken within the last five years or obtain a satisfactory score on the Global English placement assessment.
- Must submit all official transcripts

Note: In order to be successful in the MBA program, students should be capable of good oral and written communication skills as well as the ability to succeed in quantitatively oriented programs.

ADMISSIONS INFORMATION

Centenary College seeks to provide students with the ability to demonstrate True Learning, Global Citizenship, Service Leadership & Team Building and a Values-Centered Life. Therefore, the College considers students for admission on the basis of their ability to successfully complete the academic curriculum while upholding the above core values and contributing positively to the broader academic community.

Admissions Requirements and Guidelines

Undergraduate Admission Requirements

Students seeking admission to Centenary College must be graduates of an accredited high school or preparatory secondary school, or the equivalent. A personal interview is strongly recommended. Centenary College admits students without regard to race, color, sex, handicap, age, and national or ethnic origin. To complete the application process, Centenary College requires the following:

- An application form completed by the student and sent to the Admissions Office with a nonrefundable application fee. Visit www.centenarycollege.edu for current fees. This fee is not credited to the annual charge. It is used to offset the cost of processing the application to Centenary College.
- Official transcript of all school records
- At least 23 years old
- At least three years work experience
- Personal Statement

Graduate Admission Requirements

Centenary College seeks to provide students with the ability to demonstrate True learning, Global Citizenship, Service Leadership & Team Building and a Values-Centered Life. Therefore, the College considers students for admission on the basis of their ability to successfully complete the academic curriculum while upholding the above core values and contributing positively to the broader academic community.

All candidates for admission must have successfully completed an undergraduate degree in the appropriate discipline or completed course work providing appropriate preparation for graduate studies in their chosen field. The specific admission requirements for each for each graduate program of study are delineated under the respective program's description.

Requirements for Graduate Degree:

- An application form completed by the student and sent to the Admissions Office with a nonrefundable application fee. Visit www.centenarycollege.edu for current fees. This fee is not credited to the annual charge. It is used to offset the cost of processing the application to Centenary College.
- Must have earned a Bachelor's degree from a regionally accredited college or university
- At least three years of professional experience relevant to the program
- At least 23 years old
- A GPA of 2.5 or better
- Personal Statement
- Applicants who have English as a Second Language are required to furnish a score of 550 or above on a TEOFL examination taken within the last five years or obtain a satisfactory score on the Global English placement assessment.

- Must submit all official transcripts

Note: In order to be successful in the MBA program, students should be capable of good oral and written communication skills as well as the ability to succeed in quantitatively oriented programs.

(Note: International students must submit TOEFL, IELTS, or PTE examination results and a completed Certification of Finances Form. An application fee (visit www.centenarycollege.edu) should also be included. For more complete information, international students should contact the Office of International Programs.

International Student Admissions Requirements

International students must meet the admission requirements for the specific program of study to which they are applying, and must additionally provide:

1. Certification of English proficiency – official TOEFL, IELTS, or PTE examination results.
2. English translations of all college transcripts through the World Education Services (WES).
3. Certification of Finances Form.
4. Documentation of appropriate health and accident insurance.

(Note: For more complete information, international students should contact the Office of International Programs.

No admission decision will be made until all steps in the application procedure have been completed. Applications and all associated information should be addressed to: The Office of Graduate Programs, Centenary College, 400 Jefferson Street, Hackettstown, NJ 07840.

Provisional Admission Requirements

There are occasions when students whose credentials are insufficient for admission by the usual college standard may be given the opportunity to study at Centenary College. Students admitted under this stipulation may register for the normal course load and during the first two courses must prove their commitment to success.

Undergraduate Transfer Admissions

A student wishing to transfer to Centenary College should have a cumulative GPA of 2.000 or better. In addition to following the regular admissions procedure, the transfer applicant must arrange to have official transcript(s) of college grades and course descriptions forwarded to the CAPS Parsippany site for evaluation of transfer credit. Centenary College evaluates a student's prior learning within the context of the College's own degree programs.

1. As a signee of the State's transfer credit policy guide, Centenary adheres to a course-to-course transfer policy that guarantees students who transfer into Centenary College from a State of New Jersey public two-year college with an AA or AS degree. The evaluation of transfer credits is conducted unofficially through the Adult Admissions Office.
2. Official transfer credit is awarded by the Transcript Evaluator upon receipt of final transcripts after the student submits an enrollment deposit.

Undergraduate Transfer Credit Guidelines

The following criteria are used in the evaluation of transcripts presented to Centenary College by students seeking transfer admission:

1. Residency Requirement: A minimum of thirty-two (32) credits must be completed at Centenary College in order for a student to earn a Centenary degree. The residency requirement must be Centenary classroom course credits (credits based on Prior

Learning Assessment and/or CLEP examinations cannot be applied to the residency requirement).

2. The evaluation of transfer credits is conducted through the Office of Admissions and/or the Registrar's Office from official documents received through the Office of Admissions or the Registrar's Office.
3. A course may be transferred to a Centenary College degree program if (a) the student has earned a grade of "C-" or above for the course; (b) the course was taken in a degree granting, regionally or nationally accredited institution, or any school/college which is an active candidate for such accreditation as determined by the *Accredited Institutions of Postsecondary Education and Programs*, Harris and Shelly, American Council on Education, published annually; (c) the content of the course is the equivalent of a course offered at Centenary and/or consistent with the goals and objectives of the College's curriculum.
4. Advanced Placement (AP courses) and credits earned through examination (e.g., College Level Examination Program or CLEP) may be applied towards a student's degree program. However, AP courses and/or CLEP credits are usually applicable only for transfer into the College's core, as elective credits, or in lieu of entry-level courses in a student's major field. AP and CLEP credits are not applicable for transfer in lieu of upper level courses (300 or 400 level) in one's major field without approval from the respective departments. AP and CLEP credits cannot be applied toward the College's final 32 credits residency requirement.
5. Students with advanced standing, depending on their status upon entering the College, will be required to complete all of the College's core requirements for which they have not received comparable transfer credit.
6. A maximum of 50% of the courses (credits) of a specified major program may be transferred toward the requirements of that major. Courses in excess of that percentage may be counted toward the elective portion of the degree program. Exceptions will be made for institutions with which Centenary has completed a formal articulation agreement.
7. The exact amount of semester credit hours is transferred. Quarter hour course credit is transferred after multiplying that credit by two-thirds (2/3). One unit equals four (4) semester credit hours unless a different conversion is indicated on the transcript.
8. College preparatory and remedial courses are not transferable.
9. Pass (P) credit courses are not generally transferable. Exceptions are made for credit awarded by institutions whose standard of grading is the Pass/Fail system and/or the transcript denotes that a "P" grade is the equivalent of a grade of "C" in a graded course.
10. Credit cannot be granted for courses for which the student has already received credit by examination or has received a passing grade in a comparable course.
11. Credit cannot be granted for courses which students have tested out of at previous institutions unless that institutional transcript granted a passing grade of C- or better and credit for that examination.
12. The cumulative grade point average does not transfer. A student's grade point average at Centenary is determined by the work completed at Centenary.
13. Students from community (junior) colleges and/or proprietary schools are allowed a maximum of 72 semester credit hours which may be transferable to any Centenary baccalaureate degree program, to the extent that they are applicable to a particular program. A maximum of 96 credits from a four-year institution or combination of two and four-year institutions may be transferred.
14. The result of the evaluation is given to the student and placed in the student's file on a form designated for that purpose. The student receives a copy of the evaluation form, upon which the credit hours received in transfer and their Centenary equivalencies are stated.

15. Once the transcript evaluations are completed and the determination of which the College has accepted courses and credits is made, and the student has been informed of the evaluation, the student is advised to see his/her advisor or the appropriate Department Chairperson so that those credits and courses can be properly applied to their specific degree program.
16. The student's designated academic advisor and/or appropriate Department Chairperson, following the initial transfer credit evaluation, is responsible for determining which of the credits received in transfer are directly applicable to the student's degree program and the distribution of specific transfer credits to the student's major. The actual number of courses/credits needed to complete a prescribed degree program, regardless of the total number of credits received in transfer, is directly related to this determination.
17. International transfer students should discuss their options with the Director of International Studies.

Graduate Transfer Admissions

Upon application and before admission to the graduate programs, students may request transfer of up to six credits for the MA in Education: Instructional Leadership, MA in Education: Educational Leadership, MA in Special Education, M.Ed. in Educational Practice, MA in Leadership and Public Administration, and Master of Business Administration, and up to twelve credits for the MA in Counseling, MA in Counseling Psychology, and MA in School Counseling. All credits eligible for transfer must come from a regionally accredited graduate program and have been earned with six years of the date of credit transfer approval. All credits in transfer must be approved by the Director of the graduate program in which the student is enrolling and must be determined at the time of the student's initial enrollment. Courses accepted in transfer must be similar to required or elective courses offered by Centenary College.

Enrollment Deposit

Upon acceptance as a full-time student, the College requests an enrollment deposit within 30 days from date of a student's acceptance and one week prior to Orientation. The deposit (visit www.centenarycollege.edu for current charges), which is deducted from the student's first course tuition charges, is required of all newly admitted students. If the student decides to withdraw his/her enrollment, the deposit(s) will be refunded in full if the College is notified in writing prior to two weeks before the start of their first course. Notification of cancellation after this time will result in forfeiture of the deposit(s).

Readmission

Procedures for readmission apply to those students who have previously attended Centenary, left the College for a period of at least one year, and have not attended college elsewhere during the interim. Students who have attended college elsewhere during their absence from Centenary are reviewed under both the transfer admission procedures and specific readmission procedures. Students seeking readmission after dismissal for academic reasons may petition for readmission after one academic year. The student is encouraged to have earned at least twelve to fifteen credits at an accredited institution of higher education with a 2.3 cumulative grade point average and must follow the readmission policies of the College. Readmission is not automatic. Students seeking readmission to Centenary should contact the Adult Admissions Office to initiate the process which includes clearance from the Business Office, Registrar's Office, Student Services, and Financial Aid Office. Official transcripts from all institutions attended in the interim must be forwarded to the Adult Admissions Office. No additional application fees are charged for readmission students.

Deferral of Application

A student wishing to be considered for admission after a file has been closed must reapply by submitting a new application with a new application fee. All records will be kept on file for two academic years following the original application date.

Credit by Examination

Centenary College participates in the Advanced Placement Examination Program (AP), the College Level Examination Program (CLEP), the DANTES Subject Standardized Tests (DSST), and the American College Testing Program (ACT). Students interested in receiving credit for advanced placement courses should take the specific examination sponsored by the College Entrance Examination Board. Examinations administered by the College Entrance Examination Board and the American College Testing Program of the American College Testing Service are given in general and subject areas. Centenary will grant credit for scores at or above the "C" level as set forth in the equivalency tables prepared and published by these testing agencies.

Centenary also recognizes the strength of the International Baccalaureate (IB) Diploma and will award credits in transfer for students who have completed the Higher level exam scores of 5, 6, or 7. A maximum of eight credits may be awarded for each higher level exam. Official exam scores must be received by the College in order for credit to be awarded.

A maximum of 16 semester hours of CLEP, DSST, ACT, or IB credit, cumulative, may be applied toward an Associate's and 32 semester hours toward a Bachelor's degree.

FINANCIAL INFORMATION

Financial Aid

Centenary College provides information and confidential counseling related to Federal, State, and institutional financial aid programs. All federal, state, and private assistance programs, including eligibility for campus employment are handled through the Financial Aid Office. Anyone seeking financial assistance should submit the **"Free Application for Federal Student Tuition Aid" (FAFSA)**. Since resources are limited, priority is given to students who are full-time and who have filed by the priority deadline of April 15th. By appointment, the staff of the Financial Aid Office will assist students and provide counseling to students and families. When completing the FAFSA, enter the Centenary College Title IV number, 002599. Centenary College administers Federal, State, and institutional financial aid to all eligible students without regard to gender, race, color, handicap, age, and national or ethnic origin.

Application Deadlines

Deadline dates are different for Federal, State and college aid. Centenary College aid deadline is April 15. New Jersey Tuition Aid Grant (TAG) deadline for returning students who reside permanently in the State of New Jersey is June 1. Federal, State, and private grants are available to qualified students based on regulations as set forth by the agency administering the individual grant. Federal grants include: the Federal Pell . State grants include the Tuition Assistance Grant (TAG). Student loan opportunities exist in the form of Subsidized Stafford Loans, Unsubsidized Stafford Loans, parent PLUS loan, and NJ Class Loan. Opportunities exist for students to work at various locations on campus including designated Community. In order to remain eligible for financial aid, students must carry and maintain minimally 6 credits per semester and maintain satisfactory academic progress according to the Centenary Catalog. The Financial Aid Office measures academic progress at the end of each academic year for aid eligibility the following academic year. Students who are denied eligibility for financial aid based on their failure to maintain satisfactory academic progress have the right to an appeal. All appeals must be submitted in writing to the Director for Financial Aid. Should a student withdraw from all courses (officially or unofficially) in a semester, their aid will be adjusted according to Federal and State regulations. Tuition and charges will be adjusted according to the institution's refund policy posted in the Centenary College Catalog. Withdrawal could impact aid that has been awarded for tuition and living expenses.

Refund Policies

The following is a summary of Centenary College's refund policies with regards to tuition and fees. This policy is used to determine the adjusted costs the student is obligated to pay the College after the percentage to be refunded has been applied. 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. (Federal and State aid includes all aid identified on a student's financial aid award as a Federal or state scholarship, grant and/or loan.) A separate calculation, to determine the aid that must be returned, if any, is done according to Federal and state regulations. However, the percentage of funds that must be returned, as prescribed by the regulations, may not match the percentage used to determine costs. This may then create a balance owed by the student to the college above any prior unpaid balance or a balance due on federal grants that must be repaid directly to the federal government. For detailed information or examples of the application of these policies, please contact the Business Office.

Institutional Refund Policy for On-ground and Online Accelerated Undergraduate and Graduate Programs

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

Withdrawal prior to the start of the course/session	...	100%
Withdrawal during the first week of the course/section	...	75%
Withdrawal during the second week of the course/section	...	50%
Withdrawal after the end of the second week of the course/section	...	0%

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

Note: *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 (extension 2350) before withdrawing or taking a leave of absence.

Payment of Bills

All financial obligations to the College must be paid at the beginning of each course. Payment must be made in full, with monthly payments through Tuition Management Services (TMS), and/or Financial Aid sufficient to cover the cost of the course. Any account not meeting the mentioned payment criteria will be considered Past Due and be charged a Late Payment Fee. Past due accounts will prevent a student from registering for the next semester. Also, no grade report or transcript will be issued to any student, and no person may participate in Commencement or receive a degree if all financial obligations owed the College have not been met. A student whose grade report is withheld due to an unmet financial obligation may view his/her grades, in person, in the Registrar's Office. The financial obligations include: tuition, room and board, and all other forms of indebtedness to the College such as special course fees, parking fines, library fines, and return of library books. Any financial obligations outstanding the semester after the one for which a student was billed may be submitted to an outside collection agency. The student will then be responsible for any collection costs and/or attorney's fees (30%-50% of the amount placed for collection). All checks should be made payable to Centenary College and not to any individual officer. Returned checks and ACH payments are subject to a service fee. For the latest and most up-to-date information on tuition and fees, please contact the Business Office or visit www.centenarycollege.edu

ACADEMIC POLICIES AND PROCEDURES

Orientation

Orientation for CAPS students is mandatory and is held one week prior to the start of the first class and includes an online component that must be completed by all new, incoming students for them to be allowed to continue in the program. During the orientation process, the new student is introduced to Centenary College – its mission, geography, academic code of conduct, program expectations and policies, as well as other students, faculty, and administrators. All students are required to participate in a one-week online orientation component in order to become fully acclimated to the Learning Management System.

Catalog

Students are governed by the catalog under which they were admitted. This applies to first-time students and readmitted students (the readmit date will determine the catalog). If a student feels that a subsequent catalog would provide them with an advantage, they may request of the Vice President for Academic Affairs to be moved under a more recent catalog. A student may not request to be governed by a previous, or older, catalog.

Academic Advising

Although Centenary College believes that all students are responsible for their own education, academic programs, and successful completion of program degree requirements, the College provides an Academic Advising Program to assist students in making appropriate decisions about their academic programs and courses. Incoming students are assigned to Program Advisors, whose guidance and assistance help to ease the transition to college life. New students initially meet their program advisors at orientation and set up an initial advisement meeting during their first course at Centenary to discuss their career aspirations and their academic programs and to select their classes for Degree completion. Throughout their course of study, students are encouraged to meet often with their advisors, who monitor the student's academic progress, help the students clarify career goals and relate these to their academic goals, share and disseminate information, and advise students on college policies and degree requirements.

Registration

New and Returning CAPS students are registered for their required classes based on a preset sequence of courses upon admittance to each program.

Online Course Policy for CAPS Students

Centenary College is dedicated to providing its students with a quality educational program that both challenges them and meets their individual needs. Having the flexibility of scheduling online classes as part of their course load is one element in meeting our students' expectations. Even though online classes may be more accessible to a student's schedule, the content and workload are as challenging, if not more challenging, than in a face-to-face class. In the online environment, students can review course materials and interact with other students and the instructor via e-mail, chat rooms or threaded discussions. Online courses are similarly structured as on-ground courses – e.g., they have a syllabus, required texts, weekly assignment, projects, papers, and/or tests. To be successful in an online environment, students are expected to possess basic computer skills – i.e., they should be able to send and receive e-mail; attach, send and open documents from e-mail or internet sites; participate in online chats or threaded discussions; research topics using web-based resources, including the library's online databases; possess a working knowledge of Microsoft Office Word, PowerPoint, and/or EXCEL programs; and have access to the College's learning management system. In addition, the successful online student must have strong time management skills, be self-motivated and self-disciplined, and possess excellent writing skills.

All undergraduate students, whether full-time or part-time, must register for and take the College's tutorial for online learning prior to the first Centenary online class they experience. This tutorial is made available

to the student approximately two weeks prior to the start of the online classes and is offered at no added cost to the student. The online tutorial is approximately two to four hours long and is designed to explain the expectations of the College for its online students so that they better understand what is expected of them in the online learning environment. Once taken, the tutorial does not need to be repeated if the students choose to take a second online class.

Please Note: Failure to attend any class or verbal notification to the instructor, faculty advisor, and/or the Student Services does not constitute an official withdrawal. Failure to withdraw officially by following the above procedures will result in a permanent grade of "F" for the course(s).

Grading Policy for Undergraduate Students

Grading System

The value of grades may generally be described as follows:

A	Excellent
B	Good
C	Average
D	Below Average
F	Failure
AU	Audit (No Credit)
I	Incomplete
MD	Medical Excuse
P	Pass (in a Pass/Failure option course)
W	Withdrawal

Pluses and minuses may be used in reporting grades and they are computed in the grade average. Their use is optional with the instructor.

Determination of Grades

Each instructor is responsible for determining the grading and examination policy for his/her class. This policy includes how the instructor arrives at the course grade for each student, the proportion of grade given for papers, tests, hourly exams, semester examinations, or other requirements of his/her course. The instructor must provide a written copy of his/her policy, along with a course syllabus, to his/her class and he/she must file a copy of the policy with his/her Department Chairperson, the Faculty Office, the Academic Affairs Office. Once grades are posted in the Registrar's Office, they are considered final and cannot be changed by the instructor unless there was an error in the posting or calculation of a specific grade.

Calculation of Grade Point Average

Averages for all students are determined by the point scale as follows:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0.0

The average is computed by dividing the total number of credit hours attempted into the total number of quality points earned. Pass/Fail grades are not used in determining grade point averages.

Removal of a Grade of "F" from Computations

When a course in which an undergraduate student has received a grade of "F" is repeated at Centenary, both the original grade of "F" and the grade for the repeated course will appear on the student's transcript. However, the computations of the student's cumulative grade point average will be based on the grade received for the repeated course. If a student finds it necessary to take a course for the third time, the first "F" will not be calculated in the cumulative grade point average but the second and third grades will be included in the average, and all grades received for that course will appear on the transcript. If a student who repeats a course receives a "W" the original grade of "F" will prevail. If the student retakes the course at another institution, the original grade of "F" in the course taken at Centenary remains in the cumulative grade point average. Exceptions to this policy are Internships, Independent Studies, and Practicum courses.

Grading Policy for Graduate Studies

Graduate students enrolled in a master degree program must maintain good academic standing to continue in their respective program of study. Graduate students are required to have a GPA of 3.0 in order to receive a degree. **The academic standing and grading policy for each graduate program is listed under that department.** A graduate student who has received a grade of C may appeal to the Academic Review Board to request a determination of eligibility to repeat the course. (The student is not required to make such an appeal; however, in some cases, it will be necessary for a student to raise the grade for certification or licensure requirements, or to obtain the 3.0 GPA necessary for graduation.) Decisions will be made on a case-by-case basis. No grades of D will be given (anything lower than a C- is an F). A grade of F will result in dismissal from the program. A minimum GPA of 3.0 is necessary for graduation.

If a student repeats a course in which a grade of C has been received, both the original grade and the repeated grade will count in the GPA. Both grades will also be used to determine eligibility to stay in or to be removed from the program.

Graduate Course Listing and Graduate GPA

All graduate courses for which a student registers (including repeated courses) are listed on the transcript and are used to calculate the student's grade point average whether or not they are taken to fulfill degree requirements.

Graduate Degree Completion

Graduate students must complete the degree within 7 years. If a student does not complete the degree within 7 years, s/he will need to reapply. Upon readmission, the student will be responsible for completing the program currently in effect. Where applicable, such as in the Education Department, state regulations must also be met.

Students who do not take courses for one year or more must also reapply. Upon readmission, the student will be responsible for completing the program currently in effect. Where applicable, such as in the Education Department, state regulations must also be met.

Graduate Grading System

The value of grades may generally be described as follows:

<u>Letter Grade</u>	<u>Quality</u>	<u>Point Value</u>
A	Excellent	4.0
A-		3.7
B+		3.3

B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
F	Failure	0.0
I	Incomplete	0.0
MD	Medical Withdrawal	0.0
W	Withdrawal	0.0

Pluses and minuses may be used in reporting grades and they are computed in the grade average. Their use is optional with the instructor.

Determination of Grades

Each instructor is responsible for determining the grading and examination policy for his/her class. This policy includes how the instructor arrives at the semester grade for each student, the proportion of grade given for papers, tests, hourly exams, semester examinations, or other requirements of his/her course. The instructor must provide a written copy of his/her policy, along with a course syllabus, to his/her class and he/she must file a copy of the policy with his/her Department Director of the Graduate Program, the Faculty Office, and the Academic Affairs Office. Once grades are posted in the Registrar's Office, they are considered final and cannot be changed by the instructor unless there was an error in the posting or calculation of a specific grade.

Calculation of Grade Point Average

Averages for all students are determined by the point scale as follows:

A	=	4.0	B-	=	2.7
A-	=	3.7	C+	=	2.3
B+	=	3.3	C	=	2.0
B	=	3.0	F	=	0.0

The average is computed by dividing the total number of credit hours attempted into the total number of quality points earned. Pass/Fail grades are not used in determining grade point averages.

Incomplete

An incomplete is not computed in the grade point average. When the course is completed, the cumulative average will be recalculated, replacing the "I" with the value for the grade received. A grade of "I" must be completed within 30 days from the end of the class; otherwise a permanent grade of "F" will be recorded for the course(s).

Audits

A student may audit a course with the consent of the instructor. A student must declare he/she is taking a course for audit at the time of registration, or during the one week Add/Drop period. Otherwise, all courses for which a student registers will be for credit. The charge for auditing a course is one-half of the for-credit charge. Visit www.centenarycollege.edu for current charges.

CAPS Attendance Policy

Students are expected to attend all scheduled classes. A student who finds it necessary to be absent from class should, as a matter of courtesy, inform the instructor in advance of the absence. If absences occur, it is the student's responsibility to make up the work missed and to contact the instructor in regard to the missed work. Permission to make up any type of course assignments may be granted at the discretion of the instructor. A student who is absent from three consecutive classes, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from the course. Absences in excess of two classes without a documented reason will result in withdrawal from the course and/or a grade of "F" for the course.

CAPS Grievance of a Grade

If a student has a grievance in regard to the misapplication of an instructor's grading policy for a course, he/she must comply with the following procedures: (1) the student first must make an appointment with the instructor in question to discuss the manner in which the grading policy was administered; (2) if still dissatisfied, the student must then make an appointment with the Department Dean to discuss the issue in an attempt to resolve the conflict; if the instructor in question is the Department Chairperson, then the student must make an appointment with the Vice President for Academic Affairs to discuss his/her concerns. 3) If still dissatisfied, the student then must file an appeal in writing with the Academic Review Board (ARB). The student must send a written explanation of his/her situation to the Dean of Students for Academic Support and request a hearing with the ARB, clearly stating the reason for the request, and provide, when appropriate, supporting documentation. Grade appeals will not be heard by the ARB unless they are based on misapplication or arbitrary application of an instructor's grading policy or unusual extenuating circumstances. All appeals must be filed no later than the last day of the sixth week of the accelerated class immediately following the one in which the grievance occurred. Both the student and the instructor are required to attend the grievance hearing, if one is called. If the instructor is unable to attend, the department chair at his/her discretion may choose to attend instead. The department chair may also attend with the instructor if he/she chooses to do so.

Academic Probation

A student's academic standing at Centenary is determined by his/her academic performance. Normally, a student is either in good standing, on academic probation, or academically dismissed from the College. To be in good academic standing, all students are expected to comply with the following minimal requirements:

Freshman year	1 - 12 credits 1.600 13 - 23 credits 1.700	Sophomore year	24 - 39 credits 1.800 40 - 55 credits 1.900
Junior year	56 - 71 credits 2.000 72 - 87 credits 2.000	Senior year	88 or more credits 2.000 (Including a 2.000 in the major field)

Note: The credit hours shown above are comprised of the total semester hours attempted, including grades of "P," Prior Learning Assessment credits, and transfer credits.

A student whose cumulative grade point average, and whose major cumulative grade point average during their senior year, falls below the minimum required for good academic standing is noted as being on "academic probation." A student on "academic probation" will have his/her records evaluated by the Academic Review Board (ARB) and, at the discretion of the ARB, may be given either a probationary semester in which to raise his/her cumulative grade point average to the level required for good academic standing, or dismissed from the College. A student who is given a probationary semester is restricted to a maximum of four classes during his/her semester of probation. All decisions regarding academic probation are based on a student's cumulative grade point average (not that of the current or past

semester). All decisions regarding reduced course loads, continuance on probationary semester, dismissals, and any exceptions in general to the academic policy of the College are the province of the ARB. A student who is on a probationary semester and who fails to raise his/her cumulative grade point average to the level required for good academic standing after one semester of probation will be considered for dismissal. Students who are on a probationary semester are not eligible to participate in campus activities – i.e., clubs, student government, Greek organizations, interscholastic sports, etc. Students who are on a probationary semester can continue to use their financial assistance if they qualify as determined through the Office of Financial Aid. “Academic Probation” is noted on a student's transcript.

Academic Progress Regulations

All students are expected to show consistent, methodical progress toward their chosen degree. The following Academic Progress Regulations apply to all students at Centenary College. Failure to maintain proper academic progress as outlined below could result in the loss of financial aid and/or dismissal from the College. In the event of dismissal, financial obligations will be in accordance with the College's refund policy. The Office of Financial Aid is responsible for determining student eligibility for financial assistance. The Academic Review Board is responsible for determining whether a student who shows a systematic pattern of failure to maintain proper academic progress is to be dismissed from the College. The academic progress for all students is evaluated at the end of each semester. First-time full-time enrolled degree students, in order to attain satisfactory progress toward the completion of a degree, must earn a minimum of 24 credit hours in their first 12-month period (including equivalent credit hours earned in development courses), whether or not the student receives financial aid during that period. To maintain satisfactory progress thereafter, full-time degree students are advised to earn a minimum of 32 credit hours in any subsequent 12-month period and progress yearly from class to class. To maintain eligibility for financial aid, full-time students must earn minimally 24 credit hours toward their degree over any 12-month period. The College may require a student to attend summer sessions at either Centenary or another accredited institution (with permission) in order for him/her to maintain satisfactory progress and remain eligible for financial aid. Students who have been notified by the Office of Financial Aid that they have not maintained proper academic progress and, therefore, are not eligible to receive financial aid for the upcoming semester/year may appeal that decision in writing to the Director for Financial Aid. Questions concerning the appeal procedure should be addressed to the Office of Financial Aid. First semester freshmen will not be dismissed for academic reasons.

Class Standing

A student's class standing is determined by the number of credits earned, as follows:

Freshman	0-23 credits
Sophomore	24-55 credits
Junior	56-87 credits
Senior	88 or more credits

Dismissal from the College

Any student who displays a systematic pattern of failure to maintain proper academic progress in one or more semesters, who is on probation for an academic semester, or who violates the College's “Academic Code of Conduct” may be academically dismissed from the College by the Academic Review Board.

Students on Academic Probation must sign a contract indicating their willingness to meet certain criteria established by the ARB in order to remain at the college. Progress will be reviewed by the ARB on a monthly basis. Students not meeting the agreed upon criteria may be dismissed at any time during the semester after a hearing with the ARB. Dismissals from the College for academic reasons are noted on a student's transcript: “Academic Dismissal.” Students who violate the College rules and regulations

regarding social conduct may be suspended or dismissed by the Judicial Committee in accordance with procedures set forth in the College's *Student Handbook*.

Appeals: Any student who has been dismissed by the ARB may appeal in writing to the ARB. Letters requesting an appeal must be postmarked or received by the College on or before, but no later than, fifteen calendar days of the date on the letter of dismissal. Grounds for appeal may include technical error, changes in temporary grades, extenuating circumstances, and/or additional information not previously available to the committee. Letters of appeal must state the reason for appeal and, where possible, should be accompanied by appropriate documentation. The decision of the ARB is final. Students will be notified in writing within three weeks of the action taken. A second dismissal is final.

Readmission: Students seeking readmission after dismissal for academic reasons may petition for readmission after one academic year. The student is encouraged to have earned at least twelve to fifteen credits at an accredited institution of higher education with a 2.3 cumulative grade point average and must follow the readmission policies of the College. Readmission is not automatic.

Academic Code of Conduct

As an academic community, Centenary College endorses the pursuit of knowledge through open and honest discourse. Therefore, the College expects students to conduct themselves honestly in all academic activities. Any action which compromises this integrity or otherwise attempts to discredit the knowledge a student has acquired is inappropriate and unacceptable. Through continued participation in the academic code of conduct, students demonstrate respect for Centenary's commitment to academic excellence. It is the intent of the College faculty and trustees that each student acknowledges and adheres to the code. The following definitions of academic code violations encompass misrepresentations of fact and falsification of any portion of the academic process:

1. Plagiarism is knowingly copying published or unpublished material without acknowledging the source.
2. Duplicate course assignment is submitting the same assignment without the instructor's approval for more than one course, or submitting an assignment based on another student's work.
3. Collusion is working with one or more students without the approval of the instructor to complete a project that is expected to be the result of individual effort.
4. Unacceptable classroom conduct includes (a) disruptive and disrespectful behavior; (b) cheating during examinations and laboratory projects by sharing material, looking at another's work, use of unauthorized books, sources, or memory aids, and/or communicating verbally or non-verbally in order to attain assistance; (c) other types of inappropriate actions that impede the learning process.
5. Falsifying information is intentionally giving fraudulent information for the purpose of (a) avoiding negative sanctions; (b) seeking special privileges; (c) assisting another in these purposes.
6. Computer interference is causing damage to or disruption of on-line databases housed on campus, including piracy of copyrighted material and inappropriate duplication of computer disk information. Sanctions for the violation of the "Academic Code of Conduct" are determined by the instructor, but they are limited to academic sanctions pertaining to the course in question – e.g., resubmitting the assignment; grade reduction; failure of the course; etc. Recommendations for more severe sanctions are to be forwarded to the Academic Review Board. Students have the right to appeal sanctions to the Academic Review Board in compliance with the policies of Centenary College and the "Academic Code of Conduct." Copies of the "Academic Code of Conduct," in its entirety and with appeal procedures, may be secured from the Registrar's Office.

All students are expected to adhere to Centenary College's policy concerning Academic Honesty. Any student found cheating, plagiarizing, submitting non-original work, etc., will receive a grade of zero (0) for that work. Flagrant cases of academic dishonesty may result in the student's being dismissed from the class and referred to the Academic Review Board for further action or sanction as deemed appropriate, up to and including dismissal from Centenary College.

Individual instructors or departments may impose additional penalties. Check the syllabus for the policy that applies to each class.

Course Changes

Any CAPS student who wishes to change their scheduled courses must contact their program advisor prior to the start of the class. If you wish to change your schedule after the start of a class, please refer to the Withdrawal Policy.

Leaves of Absence

Students are entitled to take up to three (3) leaves in a 12 month period. A leave of absence (LOA) is defined as an approved break in attendance longer than 29 consecutive days and not exceeding 180 days in a 12 month period. All LOA requests must be approved by the Financial Aid Department and the student's Program Advisor.

Student's on an approved Leave of Absence and receiving Federal Financial Aid will not be considered withdrawn, and a return of funds will not be required. ***However, students receiving a New Jersey tuition Assistance Grant (TAG) will forfeit their grant by taking a Leave of Absence.*** Financial Aid may include, but is not limited to, TAG, Pell, and Stafford loans.

To request an LOA, the student must send a written request to his/her Program Advisor and request a LOA form. The learner must complete and return the LOA form to the PA, via email, including the reason for the LOA with the expected date of return. This form must be completed while the student is still in attendance in the current course and no later than the student's last day of attendance.

Students may request a Leave of Absence if they are between courses. The student must meet the following requirements:

The student's last date of attendance (LDA) must be the last day of the most recently completed course. (For online courses the last date of attendance will be recorded as the first day of the last week of class.)

The request must be made prior to, or no later than, the first day of class for the next scheduled course.

Should unforeseen circumstances prevent a student from providing a request prior to the last day of attendance, an exception may be granted. Unforeseen circumstances may include medical and family emergencies, or business travel.

The LOA will be based on the number of days between the last date of attendance (LDA) and the date of reentry. The first approved LOA and its associated LDA is used when determining the start date for the 12 month period.

Failure to Return: Students who fail to return from an approved LOA, on the date indicated on their form, will be administratively withdrawn from the program.

The Federal Return of Title IV funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. The return of these unearned funds may cause a tuition balance for which the student is responsible.

Withdrawal Policy

Any CAPS student who wishes withdraw from a course or withdraw from the program must contact their program advisor. Students who withdraw from a course or courses between the first and fourth week of class, will have a grade of "W" (withdrawn) posted on their transcripts. In addition, please note the CAPS refund policy (visit www.centenarycollege.edu for current fees). If a student withdraws from a class after week four of the course, an automatic grade of "F" will be recorded.

Transcripts

The College issues two types of transcripts – unofficial (given to the student) and official (issued directly to a college or an employer) upon written request of the student or alumni. The official transcript bears the College Seal. Requests for transcripts should be directed to the Registrar's Office. No transcript will be issued unless a student's final account has been paid in full. Students who request transcripts must pay a fee for each transcript requested.

Degree Applications

All CAPS students who plan to graduate with a degree from Centenary are required to complete a Candidate for Degree Application Form in the Registrar's Office. This form must be completed a minimum of 8 weeks prior to their anticipated graduation and submitted to the Registrar with the conferment fee. Students should check the Academic Calendar for the exact deadline dates for filing.

Degree Requirements

Centenary's Adult and Professional Studies offers programs leading to the degrees of Bachelor of Science, Bachelor of Arts, and Associate in Arts, Master of Arts, and Master of Business Administration. For specific program outlines, refer to Graduate Studies. While Centenary provides quality advising and keeps accurate records to assist the student, it is ultimately the student's responsibility to make certain that all degree requirements have been successfully met.

Candidates for any degree from Centenary College must successfully complete the following requirements:

1. Baccalaureate degree candidates must successfully complete the College's Core Requirements. Associate degree candidates must successfully complete the College's Core Requirements as outlined in their respective programs.
2. All graduates must successfully complete 128 semester hours for a Bachelor degree or 64 hours for an Associate degree with a cumulative grade point average of 2.000 or better, and a minimum cumulative grade point average of 2.000 in their major field of study, as well as specific program requirements as outlined by the College catalog at the time of admission.
3. All degree candidates must complete their final 32 credit hours of course work at Centenary. Exceptions to this policy can be made only by the Dean of Adult & Professional Studies.
4. Master's degree candidates must complete the requirements outlined in their respective program with a cumulative grade point average of 3.0 or better.

Associate Degree

Candidates for either the Associate in Arts or the Associate in Science degree must complete a minimum of 64 credit hours and attain a minimum 2.0 cumulative grade point average. Students who are working toward the Associate degree must complete the final 32 credit hours for academic work at Centenary.

Double Major

Centenary students may declare a double major. If the designations cross degree lines (BA, BS, BFA, BSW), the student must declare which designation is primary. The requirements for both majors must be completed in addition to the College core. Courses may be shared between degrees, providing the core and all major requirements for each degree are completed. A minimum of 128 credits is required.

The student must declare the double major with the Academic Success Center. Notification of the double major will be made to the advisor and the Department Chairs for both majors.

Second Baccalaureate Degree

Candidates for a second baccalaureate degree who already hold a baccalaureate degree from either Centenary College or another accredited college or university must satisfy the following requirements to qualify for a second baccalaureate degree from Centenary College.

1. Meet the minimum residency requirement set by Centenary of 32 credit hours;
2. Successfully complete the major and the College core requirements for that degree;
3. Maintain a minimum overall cumulative grade point average of 2.0;
4. Maintain a cumulative grade point average of 2.0 in the major.

While transfer credit may be applicable to avoid duplication of course work, the residency requirement of 32 credits must be met. Appropriate courses with a grade of C- or better will be accepted for transfer.

Minors

Minors must be declared with the Academic Success Center. A minor must also be identified on the Graduation Application prior to the awarding of the degree, and it must be completed at the same time as the major in order for it to be awarded.

Honors Designations

Baccalaureate degree candidates who have achieved a cumulative average of 3.5 or better based on at least 50 graded semester hours of credits earned at Centenary will receive honors designations on their degrees. Credits earned through Prior Learning Assessment and/or CLEP exams do not count towards eligibility for honors designations. The specific designations are as follows: Summa Cum Laude, 3.850-4.000; Magna Cum Laude, 3.700-3.849; Cum Laude, 3.500-3.699.

Commencement

Centenary College awards degrees three times during the year: May, September, and January. There are two Commencement ceremonies, during the months of January and May as designated in the Academic Calendar. September and January graduates must participate in the January Commencement ceremony.

Candidates for *any* degree (Associate, Bachelor or Master) must have completed all of their degree requirements in order to participate in either the January or May Commencement ceremony.

To be eligible to participate in the Commencement ceremony all students must be in good academic standing.

Undergraduate students must have an overall minimum cumulative grade point average of 2.000. Additionally, the GPA in the major courses must be 2.000 or better. Undergraduate candidates for

graduation who do not have a minimum cumulative grade point average of 2.000 and a GPA of 2.000 in the major courses at the time of Commencement will be excluded from participation in that Commencement ceremony and will be given no more than one semester – i.e., summer sessions, fall, or spring, whichever is relevant – in which to raise their cumulative grade point average to 2.000 or above in order to qualify for graduation. **Students who are not successful in meeting the requirements of this probationary semester will be dismissed from the College for failure to maintain satisfactory academic standing and progress.**

Any students who have not met their financial obligations to Centenary College in full, or who have not made satisfactory arrangements with the Business Office for payment, will be denied the privilege of participating in the Commencement ceremony.

Graduation applications must be completed and delivered to the Registrar's Office by the date specified in the Academic Calendar along with the graduation fee. **Graduation applicants who do not meet the specified application date will be moved to the next graduation date following completion of the application and payment of the graduation fee.**

SPECIAL PROGRAMS

Adult Studies Center (A.S.C.)

Through the campus Adult Studies Center, located on the Parsippany campus, students may receive tutoring by professional or peer tutors. All students may request tutoring themselves or may be referred to the A.S.C. by their instructors. Students are encouraged to register for tutorial services as early as possible in a semester. Additionally, students can receive assistance with time management, effective listening skills, and note taking techniques, study strategies, and test taking hints. The staff counsels students with their academic concerns and is dedicated to helping them achieve academic enrichment and excellence. There are no fees for any of the services offered through the A.S.C.

Services for Students with Disabilities

Centenary College is committed to full academic participation for persons with disabilities. It is the policy that no qualified person will be excluded from participating in any college program or activity or otherwise be subjected to discrimination with regard to any college program or activity. This policy derives from the commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities, and services. Achieving full participation and integration of people with disabilities requires the cooperative efforts of all departments, offices and personnel. To this end, Centenary College continues to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all members of its campus community. Assurance of equal academic participation rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is any person who: 1. has a physical or mental impairment; 2. has a record of such impairment; 3. is regarded as having such an impairment which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Any student who has a disability is encouraged to identify him/herself and seek assistance through the Disabilities Services Office.

The Disabilities Services Office

In accordance with federal mandates, Centenary College provides reasonable accommodations and ensures accessibility for all students with disabilities through its Disabilities Services Office (DSO), located in the Harris and Betts Smith Learning Center. We recognize and challenge the potential of every student. Therefore, the mission of our Disabilities Services Office is to provide students with disabilities the necessary tools, reasonable accommodations and support services to participate fully in the academic environment. The staff assists each student to help maximize their potential for success while promoting self-awareness, independence and self-advocacy. Our staff works closely with eligible students to afford each individual equal access to employment, educational opportunities, activities and programs.

What Services are Available?

Services are determined on an individual basis and may include, among others; arranging for academic accommodations such as access to classrooms or extended time testing; providing instructional support, remediation of basic academic skills, priority registration, tutorial assistance, academic counseling; and/or arranging for auxiliary aides such as books on tape, tape recorders, and specialized computer equipment and software.

Determining Eligibility for Services

Prior to the provision of accommodations and related services, students must self-identify and provide appropriate documentation to the Director of Disability Services. Depending on the nature of the disability and the accommodation requested, the amount of advanced notice may impact upon the college's ability to provide reasonable accommodations in a timely fashion. For this reason, students are encouraged to arrange for accommodations at the beginning of each semester.

Individualized Studies (B.A. Degree)

The Bachelor of Arts program in Individualized Studies is designed to meet the needs of those students who desire greater breadth of study in an arts or sciences discipline (or combination of disciplines) not offered as a major. An "individualized" program also may be designed to accommodate the student who wants to combine liberal arts with a career program or who desires an interdisciplinary program. The major advantage of this program is its adaptability to the educational goals of the student. To qualify for the Individualized Studies major, the student must develop a program of individualized study in consultation with the Office Academic Affairs Dean/Advisor. Program requirements must be specifically delineated for each semester of study, as they are for all other College programs. The student must then complete these program requirements as they have been outlined and approved. While a program of individualized study may be established at any point during the student's first two years at Centenary, the program must definitely be outlined prior to the beginning of the junior year, or in the case of a transfer student, at the commencement of his/her academic studies at Centenary. The Individualized Studies contract must include the following requirements: (1) the completion of all the College's core requirements as agreed upon with the Academic Dean/Advisor; (2) a total of 32 credits in two disciplines, with a minimum of 16 credits in each of the two disciplines; (3) a minimum of 16 credits to be taken at the 300-400 level of course work, with at least 4 credits at this level per discipline. A "discipline" is defined as a major field of study or a related cluster within one of the departments. For example, Fashion Merchandising and International Studies (major fields of study) or Equine and Business (a related cluster within two departments). Credits applied to these two disciplines cannot be used for a minor or concentration in any other academic program, or to satisfy the College's core requirement. Only students preparing for Teacher Certification may include education courses as part of their Individualized Studies cluster.

Independent Study

Any sophomore, junior, or senior who has earned a minimum cumulative GPA of 2.750 may elect, if the program area of study permits, to do intensive independent study in an area that is of special interest and in which previous preparation warrants undertaking work over and beyond that available in the regular course offerings of the College. Independent studies are not to be used as substitutes for established courses unless there is an irreconcilable conflict. The student selects a topic from a single field of learning or one that is interdisciplinary, prepares and executes a plan of study in consultation with a full-time Faculty member who will supervise the course, presents a written report of other evidence of accomplishment suitable to the topic. In addition, the student may be required to take an oral or written examination. The credit granted, to be determined when the topic is approved, may be for one to four credit hours. No more than eight credits in independent study may be applied toward an Associate's degree; the maximum number of credits applicable toward a Bachelor's degree will be determined by the nature of the student's program.

Practicum Courses

At Centenary, students may receive academic credit for work on campus publications, Little Theatre productions, and Dancemakers. This enhances a student's job marketability by adding practical experience to his/her background. Individual descriptions for practicum courses may be found in the course descriptions section.

Prior Learning Assessment Program

Centenary College's Prior Learning Assessment (PLA) Program is designed to help the adult learner combine college courses and life and/or work experience in a nontraditional approach toward earning a college degree. This program is supervised through the office of the Dean for Outcomes Assessment Research. Adult learners who are 23 years of age or older, matriculated, and who have earned a minimum of 8 credits of coursework at Centenary are eligible to participate in this program.¹ Students may not use PLA credits to satisfy their 32 credit residency requirement at the College.²

To become involved in the College's PLA Program, all interested students must complete a Prior Learning Assessment Pre-registration Checklist through their academic/program advisor. Students must then register for and successfully complete a one-credit required course, PLA 1000: PLA Portfolio Development. This course is offered quarterly. The course will cover details of the PLA process and the mechanics of portfolio creation. After successful course completion, students will create and submit portfolios for approved course content to the Dean for Outcomes Assessment, who will then assign the portfolios to faculty evaluators who will assess the portfolio and determine if college-level credit has been demonstrated and the amount of credit earned.

Fees:

- The Prior Learning Assessment fee for PLA1000 is the equivalent of one credit at the prevailing tuition rate at the main campus, payable upon registration for the course.³
- The fee for PLA credits is 50% of the prevailing tuition rate per credit for the main campus. Fee payment is due in full upon submission of portfolio(s) for evaluation.³

¹ Students in the accelerated cohort programs can **only** apply for PLA courses that are not part of their cohort of study.

² PLA credits, including CLEP credits, cannot be applied toward the College's 32 credit residency requirement. All evaluations for PLA credits must be completed by the end of the semester before the one in which the student is planning to graduate.

³ The PLA fee is not eligible for any discounts such as, but not limited to: Employee, PDS, law enforcement, etc. The fee for PLA 1000 is not covered by full-time tuition (12-18 credits); it is an additional tuition charge for 1 credit.

OFFICE OF INTERNATIONAL PROGRAMS

Joseph Linskey, Dean of International Programs; Associate Professor of Criminal Justice and Sociology

Hyo Chong Yoo, Associate Dean of International Programs; Associate Professor of Art and Design

Hye-Jin Lee, Administrative Manager of International Students Affairs; Adjunct Professor of International Studies

Sungwon Yim, Coordinator of ESL and International Tutoring Services; Adjunct Professor of ESL

Patricia Mahaffey, Coordinator of Study Abroad Programs and Internships

Sung-Eun Im, Graphic Designer for International Programs and Adjunct Professor of Fine Arts

Hong Rong (Tina) Tang, Administrative Assistant and International Student Recruiter, Adjunct Professor of International Studies

Marvin Walker, International Admissions and Immigration Assistant

Jaime Dritt, International Student Tutor; Adjunct Professor of ESL

Beth verDorn, International Student Tutor; Adjunct Professor of ESL

Centenary College draws a large percentage of its student population from many countries around the world. The Office of International Programs, located in the Engelhard Corporation International Center in Smith Hall, serves as a connecting point to meet the needs of these students as they adjust to a new culture far from the accustomed support systems of home. The Office of International Programs assists students in establishing and maintaining their legal status as international students in the United States in compliance with the regulations of the United States Citizenship and Immigration Services (formerly Immigration and Naturalization Services); organizes free professional and peer tutoring for international students in all subjects; offers cross-cultural counseling and support in academic and social matters for individuals and small groups; assists students in making arrangements for banking, driver's licenses, and Social Security identification; coordinates the College-wide voluntary Conversation Partners Program; guides students to

internships and community service opportunities; provides academic advising and registration assistance to all international students; serves as a liaison, as needed, between international students and administrative and academic departments of the College; and supports and promotes the activities of Centenary Alumni Association chapters abroad. Any Centenary student may wish to take advantage of the opportunities provided by this office, including shopping excursions, cultural activities, and escorted visits to the Social Security Office or the N.J. Division of Motor Vehicles. The staff of the Office of International Programs is available for consultation or advising on intercultural issues and can arrange for presentations by international students on a wide range of intercultural topics for classes or extra-curricular groups. All students who would like to increase their intercultural awareness are encouraged to participate in activities sponsored by the Office of International Programs and the International Student Organization.

STUDENT ENGAGEMENT

The Reverend David L. Jones, Vice President for Student Engagement & Service and College Chaplain
Dorian Alu, Career Services Coordinator
Neil Andrito, Director of Residence Life
Kelly Bowes, Area Coordinator
Kathleen Boody, Associate Dean of Students
Maria Crimi, Manager, Campus Life
Joshua Ecochard, Coordinator of Community Service
Ann Falbo, M.D., College Physician
Lorna Farmer, Director of the Counseling Center
Deborah Diamond Fisch, Psy.D., Director of the Women's Center
Donald gebhard, Assistant Chaplain
William Giovine, Pool Director
JoAnn Holland, Administrative Assistant for the Women's Center
Michael Iris, Director of Career Services
Leonard Kunz, Assistant Dean of Students for Campus Safety
Tiffany Kushner, Director of Student Activities
Jessica-Lee Marino, Career Services Coordinator
Mikolaya Nunka, Counselor
Mary Painter, Coordinator of Community Service and Campus Life Assistant
Stacy Rinaldi
Jean Robert, R.N., Director of Health Services
Joshua Walker, First Year Experience Coordinator
Suzanne West, R.N., College Nurse
Elba Young, Administrative Assistant for Student Affairs

Campus Ministry

The Campus Ministry program at Centenary is designed to work with all students regardless of their religious background. The program emphasizes cultural pluralism in an interfaith context. This program coordinates all Centenary ministry activities as well as provides students with off-campus activity information, including information on local places of worship.

Community Service

Centenary provides information on community service to all interested students, faculty and staff through the Community Service Office. This office is the focal point for Centenary community service and service learning activities on- and off-campus. Community service and service learning opportunities are available through various classroom experiences, through student organizations and through Orientation, among other programs. Each student is encouraged to get involved in community service and service learning throughout their Centenary career and beyond.

Counseling Center

Centenary College offers all students the opportunity to participate in individual counseling with a professional counselor. Group counseling is also offered as needed. Whether students are having difficulty adjusting to college or experiencing uncertainty or lack of direction in certain aspects of their life, counseling can help them develop decision making skills that can be helpful. The Counseling Center is actively involved in many facets of campus life, including the Residence Life Program, the Fresh Start Program, New Student Orientation, and faculty and staff and student education in the area of mental health issues. Educational programs dealing with such topics as Wellness, Eating Disorders, Issues of Diversity, Substance Abuse, and Dating Violence are sponsored by the counseling department on an ongoing basis.

Counseling services are available without charge and all sessions are strictly confidential. Referrals may be made to professionals or agencies in the community for long-term counseling. Ethical standards of the American Psychological Association and the National Association of Social Workers are strictly maintained.

Health Services

Good health, which includes physical, emotional, and social well-being, is an essential ingredient for the academic success of all students. Maintenance of good health through prevention, education, and treatment of illness is the primary goal of the Health Services Office. To accomplish this goal, the Health Services Office must have an accurate and complete set of health forms on file prior to admission. In addition, the Health Services Office prepares students to be informed health care consumers. The Health Services Office is located on the third floor of the Seay Building. It is staffed by two Registered Nurses certified in college health, one full-time and one part-time. The College physician is on campus twice a week and referral to outside resources and agencies is provided when necessary. All services are confidential.

Security

Centenary strives to ensure a safe, secure campus environment. Information regarding campus crime statistics is available through the Student Affairs Office. Centenary security personnel are on duty twenty-four hours, seven days per week. Security officers conduct safety tours and routine checks. An escort service is available by calling Security through the operator with your name and location. The Campus Life on-duty staff may be reached for assistance at any time by dialing 0. Please check the "Student Handbook" for additional information and policies regarding safety and security on- and off-campus.

Women's Center

The Northwest New Jersey Regional Women's Center at Centenary College was established by the N.J. State Legislature in 1987 to provide educational and counseling services to women and their families in Northwest New Jersey. The goal of the Women's Center is to furnish students, staff and community with a variety of well-informed assistance to enhance decision-making skills. Our legal, counseling, career and financial clinics provide short-term, one-on-one guidance with area and campus professionals. We also offer a range of educational programs and services, featuring an extensive Women's History Month celebration and the sponsorship of Centenary student applicants to the National Women as Leaders seminar in Washington, D.C. Our workshops, programs and services are usually free to Centenary students.

Family Educational Rights and Privacy (FERPA) Statement (Fall 2008)

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

I. SCOPE OF THE ACT

(a) General.

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

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

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

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

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

(b) Records Covered.

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

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

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

II. ACCESS RIGHTS OF STUDENTS

(a) Procedure.

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

(b) Confidential Letters of Recommendation.

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

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

1. admission to any educational institution;
2. an application for employment; or
3. the receipt of an honor or honorary recognition.

In no case will any student be required by the College to waive her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that her professors will write more candid and helpful letters of recommendation if the letters are not available to the student. A number of schools and departments have waiver forms available. A school or department desiring to formulate a waiver form should consult the General Counsel of the College.

(c) Copying.

A student will ordinarily not be provided with copies of any part of her record other than her transcript, unless the inability to obtain copies would effectively prevent her from exercising her right to inspect and review her education records. In cases where copies will be provided, the Office of the Registrar may impose a charge for making such copies at such uniform rates as it shall determine. In general, the charges imposed will not exceed \$.10 per page. An exception is the case of transcripts, which are \$4.

(d) Other Rights.

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

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

- Educational Opportunity Fund Program
- Any program with students who have Declared Disabilities
- Athletics
- First-Year Program

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

2. A student may request that her records be amended to eliminate any information contained therein that she believes is inaccurate, misleading, or violates her privacy or other rights.
3. If the College decides to refuse to amend a student's records, she or she is entitled to a hearing to challenge the content of her educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of her privacy or other rights. Normally, an informal hearing will suffice with an officer of the College who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the Vice President for Academic Affairs.
4. If, after a hearing, the College decides that the student's records are not inaccurate, misleading, or otherwise in violation of her privacy or other rights, the student has the right to place in her records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the College

III. ACCESS BY OR RELEASE TO OTHERS

(a) General.

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

1. Officials of the College who have a legitimate educational interest (including persons with whom the College has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill her or her professional responsibility.
2. Persons who require access in connection with the student's application for, or receipt of, financial aid.
3. Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes. In general, the College does not initiate communication with a student's parents. Where the College believes that it is in a dependent student's interest, information from the student's educational records may be released to the parents of such a dependent student.
4. The College may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. As a general policy, before any information is so released the College will first notify the student at the student's most recent address as shown in the records maintained by the Office of the Registrar. However, in compliance with the Act, some judicial orders and subpoenas issued for law enforcement purposes specify that the College cannot disclose to any person the existence or contents of the order or subpoena or the information furnished in compliance with it.
5. In connection with an emergency, the College may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(b) Release with the Student's Consent.

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

(c) Transfer of Information to Third Parties.

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

(d) Directory Information.

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

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

- name,
- local and permanent address,
- electronic mail address,
- telephone listing;
- date and place of birth;
- major field of study; minor field(s) of study and concentrations (if any)
- campus at which a student is studying,
- learner status (Part-time, Full-time, Matriculated, Non-matriculated)
- participation in officially recognized activities and sports;
- weight and height of members in athletic teams;

- dates of attendance at Centenary and campus and department attended;
- degrees conferred, awards received, and their dates;
- other educational institutions attended

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

IV. GENERAL

1. You may view the Federal Family Educational Rights and Privacy Act on the U.S. Department of Education Web site at **www.ed.gov/offices/OII/fpco/ferpa**.
2. Other than the Office of the Registrar, each office of the College that maintains educational records may offer access only to officials of the College who have a legitimate educational interest. The Office of the Registrar will keep with each student's file a permanent record of all parties who have requested access to the student's records, other than:
 - custodians of such files,
 - College officials normally dealing with such files in performance of their duties,
 - College officials who have been determined to have a legitimate educational interest in obtaining access to the records,
 - parents of a "dependent" student,
 - parties who have received "directory information,"
 - parties who have received records or information pursuant to the student's written consent,
 - recipients of records or information pursuant to certain subpoenas and court orders.

Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student's records and whether or not the request was granted. A student may inspect such records relating to her education records.
3. Questions about the interpretation of the Guidelines should be referred to the Vice President for Student Engagement who will gain an interpretation from Counsel.
4. Complaints regarding violations of a student's rights under the Act may be filed with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, DC 20202-4605
 Telephone: 202-260-3887
 Fax: 202-260-9001

THE UNDERGRADUATE CURRICULUM

The College's curriculum leading to the Bachelor of Arts or the Bachelor of Science degree is organized into three parts: the College's Core Requirements; the major; and electives, divided between liberal arts and free electives. The goal of this organization is to create an educational program, which demonstrates a balance between the career program and the liberal arts.

The College's Core Requirements include a specific number of courses from the liberal arts disciplines, which guarantees a minimal uniformity of study without sacrificing the individual educational interests of the student. In the Spring of 2004, the Centenary Faculty accepted the Centenary Greater Expectations Learning Outcomes:

- CGE 1: Communicating in diverse settings and groups, using written, oral, and visual means.
- CGE 2: Understanding and employing both quantitative and qualitative analysis to describe and solve problems.
- CGE 3: Interpreting, evaluating, and using information discerningly from a variety of sources.
- CGE 4: Integrating knowledge of various types and understanding complex systems.
- CGE 5: Working well in teams, including those of diverse composition, and building consensus.
- CGE 6: Understanding and employing the integrity, social responsibility and ethical behavior required for a diverse democratic society.

Note: The curriculum is ever changing. Some specific courses may not be offered during a student's tenure at Centenary College.

Course Numbering System

Courses numbered 1000-1999 generally are considered freshman level courses, but they are open to all students unless stated specifically that they are freshman only. Unless permission of the instructor is received or the curriculum of the student requires it, the 2000 level courses are open only to sophomores, juniors, and seniors. Courses numbered 3000-3999 generally are considered Junior or Senior level courses, and courses numbered 4000 and above are considered to be Senior level courses. Graduate level courses are indicated by courses number in the 500s and 600s. Students should pay particular attention to prerequisites for courses as noted in their descriptions. Introductory Courses are offered each year, while some of the more advanced courses are offered in alternate years. In order to keep pace with curriculum trends and new teaching practices, Centenary may find it necessary to modify the curriculum by adding or deleting courses.

The College Core Requirements

All students must successfully complete a required core of studies in the categories listed below. Associate degree candidates are expected to complete the core requirements as mandated by their respective programs. Baccalaureate degree candidates must complete all 40 credits.

CAT I	Academic Foundations Course	4
CAT II	Writing and Quantitative Literacy	8
CAT III	Arts and Humanities: Fine Arts; Humanities; Literature	12
CAT IV	Social and Behavioral Sciences	4
CAT V	Laboratory Science	4
CAT VI	Global and Democratic Citizenship	8

NOTE: For specific requirements refer to the departmental sections with courses necessary to earn each degree.

All new first-time full-time students who do not demonstrate competency in English and Mathematics will be required to take and successfully pass ENG1001 College English and MTH1000 College Math. These courses are offered to develop strong foundations in English and Mathematics. Students required to take these courses are selected by SAT scores or are directed by the departments, and are available to those who determine the need for a stronger foundation.

Academic Foundations at Centenary

In adherence with the College's educational philosophy, this foundations course for new students allows the student to gain valuable academic and study skills while focusing on the Centenary Greater Expectations Learning Outcomes. All students must complete this course to be considered for continuation in the program. In the event a student does not fulfill the requirements of passing this course with two attempts they will automatically be withdrawn from the program.

CAPS UNDERGRADUATE STUDIES PROGRAMS

COURSE #	TITLE	CREDITS	GRADE	COMPLETED
YEAR 1				
AFC1001	Academic Foundations (CAT I)	4	_____	_____
ENG1001	Composition and Rhetoric (CAT II)	4	_____	_____
BUS1001	Integrated Business Perspectives (CAT IV)	4	_____	_____
COM2000	Interpersonal Communications (ELECTIVE)	4	_____	_____
BUS1002	Business Applications & Presentations (CORE)	4	_____	_____
BUS1010	Principles of Management (CORE)	4	_____	_____
YEAR 2				
PHI1005	Introduction to Philosophy (CAT III)	4	_____	_____
MTH1151	Algebra (CAT II or ELECTIVE)	4	_____	_____
MTH1152	Statistics (CAT II or ELECTIVE)	4	_____	_____
BIO1110	Environmental Science (CAT V)	4	_____	_____
ART1001	Art Appreciation (CAT III)	4	_____	_____
HIS2007	History of Economics (CAT VI or ELECTIVE)	4	_____	_____
YEAR 3				
ENG2025	Ethnic American Literature (CAT III)	4	_____	_____
BUS2010	Principles of Marketing (CORE)	4	_____	_____
REL2001	World Religion (CAT III OR CAT VI)	4	_____	_____
HIS2006	American, Social & Political Systems (CAT VI OR ELECTIVE)	4	_____	_____
BUS3030	Organizational Behavior (CORE)	4	_____	_____
BUS3130	Individual & Team Management (CORE)	4	_____	_____
YEAR 4				
BUS2020	Management Information Systems (CORE)	4	_____	_____
ECO1001	Economics (CORE)	4	_____	_____
ACC2101	Principles of Accounting I (CORE)	4	_____	_____
ACC2102	Principles of Accounting II (CORE)	4	_____	_____
BUS2030	Principles of Finance (CORE)	4	_____	_____
BUS3010	Business Law (CORE)	4	_____	_____
YEAR 5				
BUS3020	Business Statistics (CORE)	4	_____	_____
BUS3050	Ethics of Business (CORE)	4	_____	_____
BUS3110	Operations Management (CORE)	4	_____	_____
BUS3120	Human Resource Management (CORE)	4	_____	_____
BUS4010	Business Strategy (CORE)	4	_____	_____
	FREE ELECTIVE	4	_____	_____
YEAR 6				
	FREE ELECTIVE	4	_____	_____
	FREE ELECTIVE	4	_____	_____

128 CR

COLLEGE CORE: 40 CREDITS

BUSINESS CORE: 64 CREDITS

ELECTIVES: 24 CREDITS

Students can apply for an Associate of Arts in Liberal Arts after completing College Core (40 credits) and Electives (12 credits).

Additional Programs:

Students In Free Enterprise – SIFE

Centenary College is a member of Students in Free Enterprise (SIFE), an international, non-profit educational organization that works with business and higher education to provide college students with leadership experiences. SIFE Team members establish and conduct a variety of community outreach programs that teach others how market economics and businesses operate. While the Centenary SIFE program is conducted under the auspices of the Business Department, SIFE activities are open to students in all disciplines. This rewarding activity provides college students valuable business experience and networking opportunities that facilitate the successful start of careers. The mission of Centenary College SIFE is to marshal the resources of the entire Centenary community in order to form partnerships to bring innovative free enterprise education projects to SIFE's target audiences, while developing the skills necessary for the students' future careers. The Team led and implemented projects are described in presentations by Centenary SIFE team members at SIFE Regional, National, and International competitions. In past competitions, Centenary SIFE was named the East Regional Exposition Champion in 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2002, 2003, 2004, 2005, 2006, and 2007. Additionally, Centenary SIFE teams have participated in National and International level SIFE competitions.

The **Business Administration Minor** is designed for non-business majors with a minimum GPA of 2.000. To successfully complete the Minor, students must complete all of the required courses with a grade point average of 2.000 or better. Areas of emphasis will be stated on student's degree.

UNDERGRADUATE COURSE DESCRIPTIONS

ACADEMIC FOUNDATIONS AT CENTENARY

AFC1001 Academic Foundations at Centenary I (THIS COURSE IS NOT REPEATABLE)

4 Credits

This course is designed, on both the theoretical and practical levels, to introduce first-year students to the different perspectives, purposes, and methods of the three great general academic disciplines: the natural sciences, the human sciences, and the arts and humanities. Study will focus on addressing fundamental questions, as contemporary as they are perennial, of knowledge and meaning. A strong secondary goal of the course is to help students begin to develop the various skills, attitudes, and values necessary for their future lives as productive scholars and citizens.

ACCOUNTING

ACC2101 Principles of Accounting I

4 credits

Introduction to the structure of accounting through an understanding of the accounting cycle, asset, liability and equity accounts. Develop the ability to prepare and understand basic financial statements

ACC2102 Principles of Accounting II

4 credits

Prerequisite: ACC2101

This course is an introduction to the subject of accounting information systems including their design, control, and implementation. The student will be exposed to the use of computer technology in accounting.

ART

ART 1001 Art Appreciation

4 credits

This course exposes the student to a broad-ranged understanding of the visual arts field. Further, this course seeks to develop an appreciation of visual aesthetic experiences as they enhance the quality of life; in an intellectual, emotional, and philosophical way. The student's understanding of art is enhanced by studying the different periods/movements of history and the progression of art through history. Field trips to galleries and museums, as well as the use of slides and other visual examples, will further stimulate the student's perceptions of art.

BIOLOGY

BIO 1105 Human Nutrition and Performance

4 Credits

LAB FEE

This course is designed to introduce non-biology major students to the concepts of good nutrition for optimal health, fitness, and exercise performance. Topics include the classes of nutrients, body weight and body composition, weight maintenance and loss, nutrition for specific types of athletic events, and supplements and drugs related to exercise performance. Lab exercises will be directly related to issues discussed in class, and include the scientific method and an introduction to laboratory techniques, digestion, nutrient activity, fitness and well-being, and performance supplements. (Open to all students)

BIO 1110: Principles of Environmental Science

4 Credits

LAB FEE

This course is designed to introduce all students to the various components of our dynamic environment, and to promote an understanding of the unique relationship between the environment and the many facets of society. Topics include an introduction to environmental economics and policy, environmental systems, biodiversity, the study of populations, food safety and agriculture, conservation, land use and management, environmental health, freshwater and marine resources, atmospheric science, renewable and non-renewable energy sources, waste management, and sustainability. Lab exercises will be associated with issues discussed in class, and include applied laboratory techniques related to air, soil, and water quality, food safety, population ecology, biodiversity, environmental health and toxicology, pollution, climate change, and energy sources. (Open to all students)

BUSINESS

BUS1001 Integrated Business Perspectives

4 credits

This Business course provides the student with the opportunity to discover the role of business in society and to explore career opportunities. The relations among different business disciplines are analyzed. Students learn team building and communication and apply that learning as they work in teams to create, implement, and assess projects.

BUS 1002 Business Applications and Presentations

4 Credits

This course is designed to familiarize Business students with the software applications, teaming, and communication skills required for effective participation in today's organizations. Topics include Microsoft Office applications (Word, Excel, and PowerPoint), APA formatting, preparation of written reports, and creation and delivery of oral presentations. Students are also introduced to teamwork concepts.

BUS1010 Principles of Management

4 credits

Prerequisite: BUS1001

This Business course will demonstrate how the management functions of planning, organizing, implementing, leading, controlling, and execution of corrections help achieve those ends. Student will learn how to use SWOT, TOWS and PEST analysis and other tools to be effective on a national and international level.

BUS1050 Social Responsibility in Business

4 Credits

Prerequisites: AFC1001 or BUS1001

This course covers the responsibilities of business organizations to employees, shareholders, customers, and society. Students consider the meaning of global citizenship, business ethics, and individual responsibility within corporations through research and experiential learning, emphasizing issue identification, analysis, and decision-making.

BUS2010 Principles of Marketing

4 credits

Prerequisites: BUS1001 and ECO1001

This Marketing course covers the basics of how to satisfy consumers' wants and needs, through what has been described as both an art and a science – marketing. Specifically this course focuses on how marketers

uncover consumers' wants and needs through marketing research, and design strategies that best satisfy target markets.

BUS2020 Management Information Systems

4 credits

Prerequisite: BUS1010

This course introduces students to computer hardware and software, and the application for information systems and technology within an organization from a managerial perspective. The course examines various topics including databases, e-commerce, information based business processes, privacy and security, design and development of information systems, telecommunications, and ethics.

BUS 2030 Principles of Finance

4 credits

Prerequisites: BUS1001 and ACC2102

Principles of Finance is a survey of the key concepts covered in the three general areas of finance: (1) Financial Markets and Institutions, (2) Investments, and (3) Managerial Finance. This course will introduce students to financial concepts including the activities of the finance manager in the planning, acquisition, and the administration of funds used in a business enterprise and to evaluate and control risk.

BUS 3010 Business Law

4 credits

Prerequisite: BUS1001

This Business course will examine areas of law affecting business. The legal forms of businesses; contract law; the law of sales; personal, real, and intellectual property law; and the law of negotiable instruments will comprise the principle focus of the course. International treaties and laws affecting those areas of law will also be explored throughout the course.

BUS 3020 Business Statistics

4 credits

Prerequisites: MTH1000 and BUS2010

This Business course covers the basic terms and concepts of statistics and their use to analyze data and solve problems. Quantitative techniques of forecasting will be highlighted. An overarching goal is to create educated consumers of statistics.

BUS 3030 Organizational Behavior

4 credits

Prerequisite: BUS1010

This Business course explores the study of organizational culture and the affect of that culture upon an organizations performance. Concepts of management, leadership, motivation, and ethics will be examined. Learning how to evaluate the effectiveness of an organization's culture through its policies, practices and productivity is prominent throughout the course.

BUS 3050: Ethics of Business

4 credits

This course examines the theories used in analyzing the ethical dimensions of business decisions. The course explores the ethical role of business and its practices in the various societies and cultures of the global business environment.

BUS 3060: Global Business

4 credits

Prerequisite: BUS1010 and ECO1001

This course is a survey of the ever-changing global environments in which international businesses operate. It examines current and developing political, environmental, legal, financial, and socio-cultural trends and their effect on global businesses.

BUS 3110 Operations Management

4 credits

Prerequisite: BUS1010

This course is designed to provide a focus on the systems and processes that aid organizations in the distribution of products and services. The course covers the quantitative and qualitative methods used by organizations in supporting their operations. Topics studied include the examination of product creation, development, production, and distribution.

BUS 3120 Human Resources Management

4 credits

Prerequisite: BUS1010

This business course surveys the theoretical and practical aspects of Human Resource Management and the legal and regulatory issues affecting human resource planning and management. Topics covered include employee recruiting, selection, and performance management, organizational rewards systems (compensation and benefits), employee safety and well-being, and labor relations.

BUS 3130 Individual and Team Management

4 credits

Prerequisite: BUS1010

This course focuses on the execution of individual and team management concepts, utilizing a blend of management theories and experiential methods. Topics include the allocation of subordinate workload, the design, organization, and implementation of processes, and the adherence to institutional procedures.

BUS 4010 Business Strategy

4 credits

Prerequisites: Business Core and Senior Standing

This Business course is the culminating Capstone Course for the Accounting and Business Administration (all Concentrations) Degrees. The course provides the students with an opportunity to work in teams to complete an International business strategy simulation designed to expose students to the interrelationships of various business disciplines.

BUS 2990, 3990, and 4990 Special Topics in Business Administration

4 credits

These courses focus on special topics in business administration, and are designed to give students an opportunity for in-depth study a topic having current professional or public interest. Topics may differ each time the course is offered. Students should consult the course offering schedule and their academic advisor.

COMMUNICATION**COM 2000 Interpersonal Communication**

4 Credits

This course examines the nature and function of the communication process within the context of social, cultural, intercultural, and professional situations. Students will learn through discussions, readings,

videos, written and oral projects, to apply techniques of effective communication to their lives.

ECONOMICS

ECO 1001 Economics

4 credits

This course covers the composition of the Gross Domestic product, money and banking, monetary and fiscal policy, and economic cycle. The course further explores the pricing and output behavior of companies under various supply and demand conditions in the global economy.

ENGLISH

ENG 1001: Composition & Rhetoric

4 Credits

An introduction to the basics of effective writing: clarity of purpose, use of pertinent supporting details, standardized grammar and usage appropriate to the context, and well-balanced paragraph structures. Techniques for conducting research and documenting sources are introduced as part of formal writing procedures, leading to the required research paper. This course is a prerequisite for all 200+ English courses.

ENG 2008 World Literature I: Beginnings to Shakespeare

4 Credits

This course offers a survey of classic world literature from its earliest forms, such as *The Epic of Gilgamesh* and Homer's *Odyssey*, up to the time of Shakespeare. This class is designed for students who are not majors in English.

ENG 2009 World Literature II: Shakespeare to Today

4 Credits

This course offers a survey of classic world literature from Shakespeare, generally considered to be the greatest author of all time, up to the present day. This class is designed for students who are not majors in English.

ENG 2025 Ethnic American Literature

4 Credits

This course studies representative American writers of various ethnic minority groups. In so doing, it will examine from a socio-historical and literary perspective the novels, autobiographies, dramas, and poems of five groups of writers: African Americans, Native Americans (American Indians), Asian Americans, Hispanic Americans, and Jewish Americans.

GRAPHIC DESIGN

DES 2001 How to Use Your Digital Camera

2 Credits

This course provides the student with a comprehensive understanding of digital camera technology as well as a broader understanding of photograph composition.

HISTORY

HIS 1003 World Civilization I

4 Credits

This course is an introduction to world history from before the Neolithic Revolution until about 1700, with emphasis on the ancient, classical and medieval worlds. Among the themes that receive special focus are men and women, cities and civilizations, religion and society, war and peace, and the development of globalization.

HIS 2006 American Social, Political, and Economic Systems

4 Credits

This course is a study of the United States emphasizing economic, political, and social problems. Topics include: affirmative action, the Bill of Rights, economic justice, crime, conservatism, and liberalism.

HIS 2007 American Economic History

4 Credits

This course is a study of American history from an economic perspective. Topics include the foundations of the American economic system, economic issues in the Constitution, the rise of a national monetary and banking system, the evolution of the modern corporation, the development of the United States as an industrial power, economic depression and global competition.

MATHEMATICS

MTH 1151 Algebra: QL 1

The primary focus of the course is on problem solving and critical thinking, number theory and the real number system, and algebraic modeling. Topics include inductive and deductive reasoning, estimation techniques, properties of rational and irrational numbers, exponents and scientific notation, modeling with linear and quadratic functions, algebraic equations and inequalities, and graphing techniques. The course uses a combination of individual problem-based learning assignments, group projects, exams, and discussion questions.

MTH 1152 Statistics: QL 2

The primary focus of the course is on probability and statistics. Topics include set theory, Venn Diagrams and set operations, counting methods, permutations, combinations, events involving **Not**, **And** and **Or**, conditional probability, expected value, frequency distributions and graphs, measures of central tendency and dispersion, and the normal distribution. The course uses a combination of individual problem-based learning assignments, group projects, exams, and discussion questions. Excel tools will be used for statistics.

PHILOSOPHY

PHI 1005 Introduction to Philosophy

4 Credits

This course is designed to introduce students to the main problems of philosophy as the field has evolved since the time of Plato. Topics to be included are the nature of the mind and its relationship to the body, the existence of God, "the Nature of Love," the problem of free will and determinism, and the most basic theories of ethics. Through papers and class discussion, students will learn how to discuss and analyze philosophical issues and will learn the basic techniques of philosophical analysis.

PRIOR LEARNING ASSESSMENT

PLA 1000

1 Credit

This course is designed to facilitate the assessment of prior learning experience for the purpose of composing and constructing an experiential portfolio. The assessment process consists of individualized exercises designed to help the student identify acquired skills and competencies and the ultimately document them in an experiential portfolio. This course is required of all students seeking prior experiential learning credit.

PSYCHOLOGY

PSY 1000 Introduction to Psychology

4 Credits

Prerequisite: None

Introduction to Psychology is a one-semester course designed to survey basic concepts and theories in the science of psychology. Topics covered include: methodology, learning, personality, abnormal behavior, therapy, and social psychology. This course is open ONLY to those students who have passed the English and Reading sections of the New Jersey College Basic Skills Placement Test.

RELIGIOUS STUDIES

REL 2001 World Religions

4 Credits

All religions imply that human beings do not, and cannot, stand alone. This course is designed to study religion from its beginnings among the primitive cultures to the manifold forms in which it exists today.

SOCIOLOGY

SOC 1000 Contemporary Social Issues

4 Credits

This course is designed to introduce students to social issues that have been mediated by such factors as race, class, age, etc. and designated “social problems” Using authentic learning assignments, students will employ a cross-cultural perspective in examining the social concerns of diverse communities as they relate to poverty, racism, crime, health care, education and the environment. Students will be encouraged to critically evaluate the process and politics involved in naming “social problems” and they will be called upon to offer alternative approaches to addressing the issues considered.

THEATRE ARTS

THA 1001 Theatre Appreciation

4 Credits

This course offers an introduction to the Theatre from a critical as well as a production standpoint. The intent is to provide a student with the groundwork to be an interested, enlightened, perceptive spectator of Theatre. Class work includes current literature, live and recorded productions, lecture and discussions, and at least two field trips.

CAPS Graduate Studies Program & Policies

Master of Business Administration – Accelerated & Online Accelerated

Purpose

The Master in Business Administration is designed to prepare students to successfully pursue leadership positions in business. The program builds on the strong reputation of Centenary's undergraduate degree program, focusing on the development and enhancement of the perspectives, knowledge, and skills required for a career in business. Students who complete the MBA program will develop the advanced skills necessary to function in an upper managerial position; acquire the necessary evaluative skills to critically analyze an organization's performance, utilize technology skills in problem solving and communication, develop an appreciation of the legal and cultural realm of the workplace, and demonstrate an understanding of the global business environment.

These areas of concentration emphasize the understanding and utilization of the latest technology as a way to evaluate performance and create management solutions. Critical thinking is vital to today's manager, and Centenary's MBA program strives to provide this to each student so that all graduates have the necessary evaluative skills to critically analyze an organization and understand the legal and cultural marketplace in which that organization functions.

The Centenary MBA Program is conscious of the unique learning experience that Master's level students undergo. Learning is truly a shared experience, and case courses worked in groups are a primary teaching methodology. That is why we strive to have a diverse body of business students, domestic and international, drawn from various industries such as Pharmaceutical, Financial, Consumer Products, Technical, Medical and Education. This diverse group not only allows for cross-fertilization of ideas and practices across various industries, but also provides students with a wonderful opportunity for networking future career moves.

In order to be successful in the MBA program, students should be capable of good oral and written communication skills as well as the ability to succeed in quantitatively oriented programs.

Program Requirements

Students are required to complete the six foundation courses, before moving on to the next five courses, which can be taken in any order. Upon successful completion of the following foundation courses, with a grade of B- or better in each course, students enrolled in the program will attain the status of "Candidate for the Degree of Master of Business Administration." Students who fail to successfully complete these courses with a grade of B- or better will be dismissed from the program.

Required Master in Business Administration Foundation Courses – 18 credits

These six courses (18 credits) must be taken before moving on to the final six courses (18 credits)

GAC 515	Financial Accounting
GBA 500	Leadership
GBA 510	Managerial Economics
GBA 530	Management Information Systems
GMK 540	Marketing Management
GBA 504	Legal and Social Environment of Business

Five additional courses must be taken (in any order) before proceeding to the Capstone course.

Capstone Course (3 credits) Requirement (Final Course)
GBA 690 Seminar: Business Strategy and Policy

Grading policy for the MBA Program

Graduate students must have a GPA of 3.0 in order to receive a degree. Any graduate student who receives more than one grade of C (to include C+, C, and C-) will be dismissed from the program. A graduate student who has received a grade of C may appeal to the Academic Review Board to request a determination of eligibility to repeat the course.* Decisions will be made on a case-by-case basis. No grades of D will be given (anything lower than a C- is an F). A grade of F will result in dismissal from the program.

If a student repeats a course in which a grade of C has been received, both the original grade and the repeated grade will count in the GPA. The original grade of C will be used to determine eligibility to stay in or to be removed from the program.

GRADUATE COURSE DESCRIPTIONS

GRADUATE BUSINESS (MBA)

GAC 515 Financial Accounting

3 Credits

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

GBA 500 Leadership

3 Credits

This course explores the catalytic function of leadership in the 21st century. Leadership is viewed as the capacity for individuals and groups to bring about organizational change. Issues are explored from both a theoretical and practical standpoint with an emphasis on the formation of personal leadership styles.

GBA 504 Legal and Social Environment of Business

3 Credits

This course examines the interrelations between the business sector and other societal institutions with the view of clarifying to whom and for what the corporation is responsible. Prerequisite: MBA Core

GBA 510 Managerial Economics

3 Credits

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

GBA 530 Management Information Systems

3 Credits

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

GBA 540 The Global Business Environment

3 Credits

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

GBA 603 Organizational Theory

3 Credits

This course examines the foundations, theories, and models of organizational configuration used to analyze the structural and behavioral aspects of organizations. Topics encompass areas such as organizational life cycle, communications, and planned change. Systems thinking and open systems theory are addressed, along with measurements, technology, and cultural analysis. Students learn how to conduct meaningful analysis for diagnosis and recommendations for appropriate organizational change. Prerequisite: MBA Core

GBA 609 Quantitative Analysis

3 Credits

The principal focus of the course is to explore the use of quantitative analysis as a decision-making tool. Topics include decision analysis, linear and integer programming, sensitivity analysis, inventory management, time series analysis and forecasting and schedule control for project management. Prerequisite: MBA Core

GBA 690 Seminar: Business Strategy and Policy
Capstone Course

3 Credits

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

GFN 610 Financial Management

3 Credits

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

GMK 540 Marketing Management

3 Credits

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

GMK 660 Problems in Marketing

3 Credits

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

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Alden Siegel, Morristown, NJ
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Timothy L. Smith, Parsippany, NJ
James D. Stryker, Pittstown, NJ
Linda Van Winkle Watkins '62, Mystic, CT

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Bishop Hae-Jong Kim, Englewood, NJ

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Diane P. Finnan, Senior Vice President for College Relations and Marketing. B.S., Northwestern University; M.A., George Washington University

David L. Jones, Reverend, Vice President for Student Engagement and Service; and College Chaplain. B.A., Montclair State College; M.Div., Drew University

James Patterson, Provost and Chief Academic Officer. B.A., State University of New York (Oswego); M.A., Long Island University (C.W. Post); Ph.D., Fordham University

PRESIDENT EMERITA

Stephanie M. Bennett-Smith, B.A., M.A., University of New Mexico; Ph.D., University of Iowa

SENIOR ADMINISTRATION

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Leonard Kunz, Assistant Dean for Campus Safety

Deirdre Letson, Dean of Adult & Professional Programs

Joseph P. Linskey, Dean of International Programs

Robert Miller, Dean for Institutional Research

Sandra Moore, Dean of Students for Academic Support

Nancy E. Paffendorf, Dean for Community and College Affairs

Kathleen Ward, Assistant Vice President for Strategic Advancement

Glenna Warren, Dean of Admissions and Financial Aid

Use the following address to access the complete Centenary College Faculty/Staff Directory:

https://secure.centenarycollege.edu/staff_directory.php

FACULTY

FULL-TIME

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Alumni Office	Seay Building	2250
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Book Store	Seay Building	2319
Business Office	Seay Building	2245
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CAPS Parsippany Office	Parsippany	1-877-437-3746
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Chaplain	Seay Building	2234
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President's Office	Seay Building	2300
Print Shop	Seay Building	2222
Publications	Seay Building	2328
Public Relations	Seay Building	2238, 2075
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Security	Security Building	0, 2260
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