



CENTENARY COLLEGE

NEW JERSEY

SCHOOL OF PROFESSIONAL STUDIES

CATALOG 2012-2013

Adult-Centered Degree Programs

- Parsippany
- Edison
- Hackettstown
- Online



CENTENARY COLLEGE CATALOG

SCHOOL OF 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.



2012 – 2013

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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2012 – 2014 Academic Calendar

Welcome to Centenary's School of Professional Studies Academic Calendar Fall 2012 – Fall 2014. 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. Please note SPS does not follow the same holiday breaks as the main campus calendar.

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 18 th | Sun-Sat | 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

| | | | |
|------|---|---------|-------------------------------------|
| June | June 30 th -July 6 th | Sun-Sat | 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 | Week of the 24 th | Sun-Sat | 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. |
| Spring – 14 | | | |
| January | 1-4 | Wed-Sat | Holiday Break. No classes. |
| January | Week of the 5 th | Sun-Thu | Class starts; tuition refund policy in effect. |
| February | Week of the 23 rd | Sun-Thu | Orientation. |
| March | Week of the 2 nd | Sun-Thu | Class starts; tuition refund policy in effect. |
| April | Week of the 20 th | Sun-Thu | Orientation. |
| April | Week of the 27 th | Sun-Thu | Class starts; tuition refund policy in effect. |
| June | Week of the 15 th | Sun-Thu | Orientation. |
| June | Week of the 22 nd | Sun-Thu | Class starts; tuition refund policy in effect. |
| Fall-14 | | | |
| June | 29 th -July 5 th | Sun-Sat | 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 | 23 rd -29 th | Sun-Sat | 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

SPS Department and Programs

Deirdre Letson, Dean of School of Professional Studies

Lisa Michalowicz, Director of Adult Student Services

Lisa Plantamura, Assistant Professor, Director of Instructional Design, & MBA Program Director

Donna Williams, Dean of Enrollment

Anthony Yacullo, Assistant Professor & Director of Faculty Services

Centenary School of Professional Studies (SPS) Mission

The purpose of Centenary Adult and Professional Studies (SPS) is to make it possible for working adults to earn a degree. SPS 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.

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.

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.

Bachelor of Arts in Sociology with a Concentration in Organizational Studies (BAS)

The BAS degree combines Sociology with a Concentration in Organizational Studies which allows students to maintain a valuable business focus. It includes courses ranging from Organizational Theory to Cyber-Sociology to Global Societies, Ethics of Business and Leadership courses.

Master of Business Administration Degree (MBA)

Graduates of the MBA SPS 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.

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 Admission 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 Admission

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 SPS 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 Admission

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 within 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 six months, 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 counseling related to Federal, State, and institutional financial aid programs. . Anyone seeking financial assistance should submit the **Free Application for Federal Student Aid (FAFSA)** online at www.fafsa.gov. When completing the FAFSA, enter Centenary College's school code, **002599**. Centenary College administers Federal, State, and institutional financial without regard to gender, race, color, handicap, age, and national or ethnic origin.

Students who qualify for financial assistance will not be awarded aid over the estimated cost of attendance.

Application Deadlines

Deadline dates are different for Federal, State and college aid:

- New Students should complete their FAFSA at least 2 months before their first course.
- Continuing students should complete their FAFSA 2 months before the end of their award year.
- Tuition Aid Grant (TAG) deadline for students who have not previously received TAG is no later than October 1st.
- New Jersey Tuition Aid Grant (TAG) deadline for students who have received TAG in the past is June 1st.

Federal grants include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG).

State grants include:

- Tuition Assistance Grant (TAG)

Student loan opportunities include:

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Perkins Loans
- Federal Graduate PLUS loans
- Alternative (Private) Loans

Parent Loan opportunities include:

- Federal Parent PLUS Loan

For more information about these and other financial aid opportunities, please visit the financial aid website at www.centenarycollege.edu/finaid.

Student Employment

Centenary College offers need-based Federal Work Study and Institutional College Work Study funds to eligible students. Opportunities exist to work at various locations on campus including designated community service locations.

Students are paid monthly for their hours worked. In order to maintain eligibility, students must maintain half time enrollment each semester.

For more information about Student Employment, please visit www.centenarycollege.edu and search student employment.

Financial Aid Eligibility

To be eligible for Federal and State financial aid programs, students must:

- Be accepted as a student in an eligible associates, bachelors, or graduate degree program
- Be making satisfactory academic progress for financial aid purposes
- Have a high school diploma, General Education Development (GED) certificate, have successfully completed at least 6 college level credits applicable toward a degree, or received a minimum score on a federally approved ability-to-benefit test
- Be a U.S. citizen or eligible non-citizen (this includes green card holders).
- Have a valid Social Security Number.
- Register with Selective Service if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.

Different types of financial aid may have additional eligibility criteria. Many forms of financial aid are available for students in study abroad programs as well.

Satisfactory Academic Progress

The Financial Aid Office measures Satisfactory Academic Progress (SAP) 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. Our full SAP Policy is available under the Policies section of our website at www.centenarycollege.edu/finaid.

Withdrawal Policy for Financial Aid

Should a student withdraw from all courses (officially or unofficially) in a semester, their aid may be adjusted in accordance with Federal and State and institutional regulations. Tuition and charges will be adjusted according to the institution's refund policy. Withdrawal could impact aid that has been awarded for tuition and living expenses. To initiate a withdrawal, a "Withdrawal Form" must be completed in the Office of Student Engagement. Our full Withdrawal Policy is available under the Policies section of our website at www.centenarycollege.edu/finaid.

CENTENARY COLLEGE INSTITUTIONAL REFUND POLICY

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

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

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

For example, if you withdraw from all of your classes in a traditional undergraduate program 4 weeks after the semester started, you will receive no refund of your tuition according to the [Institutional Refund Policy](#). In addition, you will have completed 4 of 15 weeks of the semester which is about 26%. As a result, you will be eligible to retain about 26% of your federal aid and the remaining 74% of your federal aid may be returned to the federal government.

For detailed information see our [Student Withdrawal and Return of Federal Title IV Funds Policy page](#).

INSTITUTIONAL REFUND POLICY FOR ONGROUND & ONLINE ACCELERATED UNDERGRADUATE AND GRADUATE PROGRAMS: School of Professional Studies (SPS) (Formerly known as CAPS)*

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

| | |
|---|------|
| Withdrawal Prior to the start date of each course/session | 100% |
| Withdrawal During the 1 st week (first through seventh day of each course/session) | 75% |
| Withdrawal During the 2 nd week (eighth through fourteenth day of each course/session) | 50% |
| Refund After the 2 nd week (after the fourteenth day of the course/session) | 0% |

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the SPS Registrar Office and/or Graduate Office, in writing on a Change of

Status/Withdrawal Form, of his/her intent to withdraw or take a leave of absence from the college or a course. Refunds will be made in accordance with any federal and/or state loan or grant program regulations as applicable.

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

For detailed information see our [Student Withdrawal and Return of Federal Title IV Funds Policy page](#).

Exceptions to Refund Policy

The following pertains to all College refund policies. Exceptions to the College refund policy may be made based on documentation of extraordinary circumstances, such a medical condition/emergency or accident. Request for extraordinary circumstances should be submitted immediately, however, no request will be considered 30 days beyond the end of the term in question.

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

Centenary College
Bursar's Office
400 Jefferson Street
Hackettstown, NJ 07840
Fax: 908-850-8313
bursar@centenarycollege.edu

Payment of Bills

All financial obligations to the College must be paid at the beginning of each course. Payment must be made in full, enrolling in the monthly payments which are only available 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 of \$25 per returned item. For the latest and most up-to-date information on tuition and fees, please contact the Tuition and Billing Office or visit www.centenarycollege.edu

ACADEMIC POLICIES AND PROCEDURES

Orientation

Orientation for SPS 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 SPS students are registered for their required classes based on an audit of transfer credit (if applicable) upon admittance to each program. SPS students can approve registration for their courses 7 days prior to the start of the course. Accepting courses is required for students to be added to the course roster and to gain access to course information via the Learning Management System.

Online Course Policy for SPS 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.

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 six months or more must also reapply.

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.

SPS 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. 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. However, it is within the discretion of the instructor to excuse the absences due to compelling circumstances. A student who is absent from three consecutive classes, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from the course.

SPS 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 Dean, 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.

SPS Academic Progress Regulations

Students attending Centenary College who wish to be considered for Federal Title IV financial aid, in addition to meeting other eligibility criteria, must maintain satisfactory academic progress (SAP) in the course of study being pursued. The College is required to establish satisfactory academic progress standards in accordance with U.S. Department of Education regulation 34 CFR 668.34. Students will be reviewed for satisfactory academic progress (SAP) annually at the end of a student's annual 12 month academic calendar for students who are enrolled in an accelerated undergraduate or graduate program.

Satisfactory Academic Progress: Minimum Standards

Satisfactory Academic Progress (SAP) is measured on three standards: cumulative Grade Point Average (GPA), cumulative pace of completion, and the maximum time frame to complete the course of study. Students requesting consideration for federal financial aid must demonstrate a positive forward movement toward their degree and meet the standards listed at www.centenarycollege.edu/finaid

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 SPS 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 .The student must include the reason for the LOA with the expected date of return. The PA will submit the LOA form to the Financial Aid office and it 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 SPS 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 SPS 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 SPS 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 School of Professional Studies offers programs leading to the degrees of Bachelor of Science, Bachelor of Arts, and Associate in Arts, and Master of Business Administration. 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 School of 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 the Associate in Arts 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.

SPS students must declare the double major or change of major with the Director of Adult Student Services. 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 for SPS students must be declared with the Program Advisor. 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.**

Family Educational Rights and Privacy Act (FERPA) Policy

Purpose

The Family Educational Rights and Privacy Act ("FERPA" - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to students who are at least eighteen years old or who attend or attended a post-secondary institution, even if they have not reached the age of eighteen.

Policy

It is the policy of Centenary College ("College") to comply with all provisions of FERPA.

FERPA Summary

Below is a summary of the important rights granted to students under FERPA. To view the definitive set of regulations and for other helpful information, please visit:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Definitions

Education Record

Education Record means any record (1) directly related to a student and (2) maintained by the College or a party acting for the College. There are several important categories of records that are specifically exempted from the definition of an Education Record:

Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker of the records, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records,

Records maintained by a law enforcement unit of the College that were created by that law enforcement unit for the purpose of law enforcement,

Records relating to individuals who are employed by the College, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose,

Records relating to a student which are: (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in his/her professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment.

Records that only contain information about an individual after he or she is no longer a student at the College.

College Official

College Official means a person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff; a trustee, public safety officer, or outside contractor such as an attorney or auditor acting as an agent for the College; a student serving on an official committee, such as a disciplinary or grievance committee or who is assisting another College Official in performing his or her tasks; and any contractors, consultants, volunteers or other party to whom the College has outsourced institutional services or functions as long as the individual: (1) performs a service for which an institution would otherwise have to use its own employees; (2) is under the direct control of the College with respect to the use and maintenance of the education record; and (3) is subject to the same conditions on use and re-disclosure of education records that apply to other College Officials.

Directory Information

Directory Information means the following student information:

- Student name
- Local address and telephone number
- Campus e-mail address
- Dates of attendance at the College
- Registration status
- Graduating Class
- College or College
- Major field of study

- Awards
- Honors
- Degree(s) conferred and date(s) received
- Past and present participation in officially recognized sports and activities
- Physical characteristics (height, weight) of NCAA athletes
- Previous educational institutions attended

Legitimate Education Interest

Legitimate Education Interest means an interest that a College Official has in the protected records when the College Official is performing a task that is:

- Specified in his or her position description or contract agreement;
- Related to a student's education; or
- Related to the discipline of a student.

Personally Identifiable Information

Personally Identifiable Information includes, but is not limited to:

- The student's name
- The name of the student's parent or other family members
- The address of the student or student's family
- A personal identifier, such as the student's social security number, student number, or biometric record
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the College community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Student Rights Under FERPA

Right of Inspection and Review

Current and former students have the right to inspect and review their Education Records within 45 days of the date that the College receives a request for access.

A request that identifies the Education Record(s) to be reviewed or inspected must be submitted in writing by the student to the College Registrar, a Dean, a Chair, or other appropriate College Official. That College Official will make arrangements for access to the records with the College Registrar and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was made, that College Official shall advise the student of the correct individual to whom the request should be made.

Right to Request Amendment of Education Record

The College provides a student with an opportunity to request amendment to the contents of an Education Record which he/she considers to be inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. A College Official who receives such a request will coordinate with the College Registrar and they will decide within a reasonable period of time whether corrective action consistent with the student's request will be taken. The student must be notified of the decision. If the decision is in agreement with the student's request, the appropriate record(s) must be amended. A student who is not provided full relief sought by his/her challenge must be informed by the appropriate College Official, in writing, of the decision and his/her right to a formal hearing on the matter.

Right to Consent to Disclosure of Education Records

The College will disclose information from a student's Education Records only with the written consent of the student, unless one of the following exceptions apply:

Directory Information may be made available to anyone who makes a request for such information, without first notifying the student, unless a [Request for Non-Disclosure of Directory Information form](#) is completed by a student while he/she is enrolled and the [form](#) is submitted to the Office of the College Registrar.

The disclosure is to authorized federal and state representatives for audit or evaluation or compliance activities.

The disclosure is to College Officials who are in the process of carrying out their assigned educational or administrative responsibilities and have a legitimate educational interest. The determination as to whether or not a legitimate educational interest exists will be made by the College Registrar, who serves as the FERPA Officer for the College. When the FERPA Officer has any questions regarding the request, the FERPA Officer should withhold disclosure unless he or she obtains

consent from the student or the concurrence of a supervisor or other appropriate official that the record may be released.

The disclosure is to provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

The disclosure is to maintain the health or safety of the student or others on or off campus. When the College discloses personally identifiable information under the health or safety emergency exception, the College must record the significant threat to the health or safety of a student or other individuals and the parties to whom the information was disclosed. This documentation must be done within a reasonable period of time after (but not necessarily prior to) the disclosure and must be maintained with the student's education records. This documentation should identify the underlying facts the College relied upon in determining there was a defined and significant threat.

The disclosure is to officials of other institutions in which a student seeks or intends to enroll, as long as the disclosure relates solely to the purposes of the transfer, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer.

The disclosure is in connection with financial aid for which a student has applied or received, if the information is necessary for the determination of eligibility, amount and conditions of aid or to enforce the terms and condition of aid.

The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction, provided that individual identity of students is not made and that the disclosure is restricted to the representatives of the organization that have a legitimate interest in the information. Information may only be disclosed per a written agreement between the College and the organization conducting the study on the College's behalf that:

Identifies the purpose, scope, and duration of the study; ii.) Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement; iii.) Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with

legitimate interests; and iv.) Requires the organization to destroy or return the personally identifiable information to the College when the information is no longer need and specifies the time period in which the destruction or return must occur.

Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement;

Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and

Requires the organization to destroy or return the personally identifiable information to the College when the information is no longer need and specifies the time period in which the destruction or return must occur.

The disclosure is to accrediting organizations carrying out their accrediting functions.

The disclosure is to comply with a judicial order or a lawfully-issued subpoena, provided that the College makes a reasonable attempt to notify the student in advance of compliance. If a contractor receives a subpoena for a student's information, the contractor is required to provide the appropriate notice. The College is not required to notify the student if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the institution not to disclose the existence or contents of the subpoena. In addition, the College is not required to notify the student if disclosure is necessary to comply with an ex-parte court order obtained by the U.S. Attorney General or an Assistant Attorney General concerning certain criminal investigations and prosecutions.

The disclosure is to a victim of an alleged crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense). The disclosure may only include the final results of the disciplinary proceeding conducted by the institution, regardless of whether the College concluded a violation was committed or not. The College may not require students who are sexual assault victims to sign confidentiality pledges to protect from further disclosure the disciplinary proceedings.

The disclosure is to the parents of a student under 21 years of age who has been found responsible for a violation involving the use or possession of alcohol and/or drugs.

The disclosure is related to a student registered sex offender and is information that was provided to the College pursuant to the Wetterling Act and other applicable federal guidelines. In addition, the College may make available to the campus community additional information about a student who is also a registered sex offender where the information is relevant to protecting the public.

The disclosure is one where all personally identifiable information has been removed. Written record of such a disclosure is not required.

In the event that a student wants to provide ongoing access to their Education Records to an individual such as a parent or family member, they must first complete a FERPA waiver. This will allow the individual named by the student to have complete or limited access to the student's Education Record until such permission is revoked by the student.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-5920

Contact Information

In the event of questions or concerns regarding this policy or other matters pertaining to FERPA, a student can contact the Office of the College Registrar at 908-852-1400, ext. 2214, or email at registrar@centenarycollege.edu.

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.

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 School of Professional Studies and administered by the Dean of the School of Professional Studies. Adult students 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.

To become involved in the College's PLA Program, all interested students must complete a Prior Learning Assessment Pre-registration Checklist through their 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 of the School of Professional Studies, 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. The portfolio review period is 4-8 weeks.

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 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.

² 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.

SCHOOL 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 School 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 School 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 School 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 School of International Programs and the International Student Organization.

STUDENT LIFE

Kerry Mullins, Dean of Students
Michael Coughlin, Area Coordinator
Maria Crimi, Manager, Student Life
Joshua Ecochard, Coordinator of Community Service
Ann Falbo, M.D., College Physician
Lorna Farmer, Director of the Counseling Center
Donald Gebhard, Assistant Chaplain
William Giovine, Pool Director
Jessica Hoover, Director of Student Activities
Anthony Olivo, Assistant Director of Student Activities
Tiffany Kushner, Director of Co-Curricular Programs
Mikolaya Nunka, Counselor
Mary Painter, Director of Student Services
Jean Robert, R.N., Director of Health Services
Joshua Walker, First Year Experience Coordinator
Elba Young, Administrative Assistant for Student Life

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 Life 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 Residence 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.

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 MTH1151 Algebra. These courses are offered to develop strong foundations in English and Mathematics.

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.

CENTENARY COLLEGE
BSBA in Business Administration Concentration in Management
DEGREE AUDIT WORKSHEET RECOMMENDED FOUR-YEAR SEQUENCE

| COURSE # | TITLE | CREDIT | GRADE | COMPLETD |
|-----------------|---|---------------|--------------|-----------------|
| YEAR 1 | | | | |
| AFC1001 | Academic Foundations (CAT I) | 4 | _____ | _____ |
| ENG1001 | Composition and Rhetoric (CAT II) | 4 | _____ | _____ |
| BUS1001 | Integrated Business Perspectives (CAT IV) | 4 | _____ | _____ |
| SOC1025 | Introduction to Sociology (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 | | |

CENTENARY COLLEGE
BA SOCIOLOGY CONCENTRATION ORGANIZATIONAL STUDIES
DEGREE AUDIT WORKSHEET RECOMMENDED FOUR-YEAR SEQUENCE
Note: SOC1000 or SOC1025 is a prerequisite for all Sociology courses

| Course # | Title | Prerequisites | Credits | Completed |
|-------------------------------|---|---------------|---------|-----------|
| <u>YEAR 1 (Fall)</u> | | | | |
| AFC 1001 | Academic Foundations at Centenary I | | 4 | _____ |
| CAT III | Arts and Humanities: Fine Arts | | 4 | _____ |
| SOC 1025 | Introduction to Sociology | | 4 | _____ |
| ENG 1001 | Composition and Rhetoric | | 4 | _____ |
| <u>YEAR 1 (Spring)</u> | | | | |
| CAT III | Arts and Humanities: Rel.; Phil.; World Civ.; LAS | | 4 | _____ |
| MTH 1151 | Algebra QL1 | | 4 | _____ |
| BUS1010 | Principles of Management | | 4 | _____ |
| SOC 1000 | Contemporary Social Issues (CAT IV Soc/Beh Science) | | 4 | _____ |
| <u>YEAR 2 (Fall)</u> | | | | |
| CAT III | Arts and Humanities: Literature | | 4 | _____ |
| CAT VI | Democratic | | 4 | _____ |
| SOC 2001 | Sociological Theory | | 4 | _____ |
| ECO1001 | Economics | | 4 | _____ |
| <u>YEAR 2 (Spring)</u> | | | | |
| SOC2050 | Race & Ethnicity | | 4 | _____ |
| BIO1110 | Principles of Environmental Science | | 4 | _____ |
| SOC 2060 | Groups, Organizations & Leadership | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| <u>YEAR 3 (Fall)</u> | | | | |
| MTH 1500 | Statistics for the Social Sciences | | 4 | _____ |
| SOC 2005 | Global Societies & Systems | | 4 | _____ |
| CATVI | Global | | 4 | _____ |
| BUS3130 | Individual & Team Mgt | | 4 | _____ |
| <u>YEAR 3 (Spring)</u> | | | | |
| SOC 30003 | Living on the Edge | | 4 | _____ |
| SOC 3025 | Cyber-Sociology | | 4 | _____ |
| BUS3050 | Ethics of Business | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| <u>YEAR 4 (Fall)</u> | | | | |
| SOC 4002 | Research Methods in Social Sciences | | 4 | _____ |
| MTH1505 | SPSS LAB | | 1 | _____ |
| SOC3001 | Gender & Sexuality Or Elective | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| <u>YEAR 4 (Spring)</u> | | | | |
| SOC4005 | Senior Seminar in Sociology | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| ELECTIVE | Elective | | 4 | _____ |
| Total | | | 129 | |

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.

The Sociology Minor:

Students interested in completing a minor in Sociology must complete a minimum of 16 credits in Sociology above and beyond the classes in their areas which may be used to fulfill the College's core requirements or other program requirements.

To minor in Sociology, all students must take:

- SOC 1025 Introduction to Sociology
- Any 3 Sociology courses above the 1000 level

UNDERGRADUATE COURSE DESCRIPTIONS

ACADEMIC FOUNDATIONS AT CENTENARY

AFC1001 Academic Foundations at Centenary I (THIS COURSE CAN BE REPEATED ONCE)

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 overreaching 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 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 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

4 Credits

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

4 Credits

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.

MTH 1505 SPSS LAB

1 Credit

The MTH1505 lab will focus on the relationship between the course material learned from a statistics class or specifically from MTH 1500 Statistics for the Social and Behavioral Sciences and the application of SPSS. The SPSS program will be taught during this lab as students are introduced to the SPSS package and gain working knowledge of the software. The output of the data will be interpreted by the students during the one-hour period for the lab. MTH 1505 is design to be taken concurrently with MTH 1500, or may be taken as a stand-alone one-credit course for students who have already taken a statistics class and have no working knowledge of SPSS.

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.

SOC 1025- Introduction to Sociology (majors/minors only)

This course introduces the student to the main concepts, theories, methods and issues in Sociology. The students will learn to employ their “sociological imagination” in an attempt to understand culture and society while becoming more aware of the social forces that shape and change their lives. (SPO 1-5; CGE 2)

SOC 2001- Sociological Theory (Prerequisite SOC 1025 or permission of Department Chair)

This course examines and explores classical and contemporary sociological theories. Structural Functionalism, Conflict theory, Symbolic Interactionism, Postmodernism, and specific theories of Deviance will be considered. The perspectives will be examined in detail and students will analyze current social phenomenon using the basic tenants of those theories. In addition, students will learn how to discern primary and secondary sources, learn to format using APA guidelines and evaluate scholarly articles.

SOC 2005- Global Societies and Systems

This course will define and explore the complex issues of globalization including the mass relations and integration of societies from various countries throughout the world. The critical examination of complex issues such as political structures, technology, economic systems, health, culture and the environment will provide students with an understanding of the mechanics of globalization. An in-depth study of the theories of globalization will allow students to understand the process of globalization and accurately debate this controversial issue. To better understand and evaluate the effects of globalization students will examine and compare both modern and post modern globalization.

SOC 2050 - Race and Ethnicity

This course is a comparative inquiry into the sociological perspective of racial and ethnic thinking which creates societal discord and social inequality. The course provides analysis and research into historical and contemporary patterns of racial and ethnic relations both in a domestic and global context. Students will be given the opportunity to reflect on their own values and to consider strategies to combat discrimination, oppression, and deprivation as well as consider ways in which to promote social and economic justice.

SOC 2060- Groups, Organizations and Leadership (Prerequisite SOC 1025)

The course is designed to introduce students to sociological concepts, ideas and literature pertaining to formal organizations, group dynamics and leadership. The course will examine organizational theory, the processes by which groups form, change and commit, leadership styles, and the role of the socio-political field.

SOC 3001 - Gender and Sexuality (Prerequisite SOC 1000 or 1025; junior standing or permission of Dept. Chair)

This course is an introduction to the subfield of gender studies and examines the complicated relationships between biological sex, cultural gender, and human sexuality. In order to better understand these complicated relationships, students will consider both global and domestic cultures and the ways in which sex, gender and sexuality contribute to: identity formation; social status; social and political power; marriage and family; and morality in those cultures.

SOC 3003 – Living on the Edge: Perceptions of a Stratified Society (Prerequisite SOC 1000 or 1025; junior standing or permission of Department Chair)

This course analyzes and explores social class and extremes of wealth and poverty. In contemplating the continuing controversy over the causes and explanations of socioeconomic inequality, students will engage in active learning assignments which allow them to critically reflect upon theories, programs, policies, values, and attitudes that both reflect and create the

stratified world in which we live. Students will be expected to filter current events through this lens of stratification.

SOC 3025- Cyber-sociology (Prerequisite SOC 1000 or 1025; junior standing or permission of Dept. Chair)

This course will examine how new technologies generate new forms of society and culture; how these technologies perpetuate or overturn existing patterns of inequality and identity; and how these technologies change the larger society and culture. Engaged in active learning, students will use the technology while critically examining it.

SOC 3090- Non-Profit Organizations (Prerequisites SOC 1025 or permission of Department Chair)

This course focuses on non profit organizations and the role they play in contemporary global societies. In particular the course examines the impact of Non Profit Organizations in comparison with government to build capacity in society, introduces students to the concepts of management of Non Profit Organizations and those concepts differ from government and for profit management, and helps students to understand proposal and grant development as they relate to Non Profit Organizations.

SOC 4002- Research Methods in the Social Sciences (Prerequisites/co requisites MTH 1500 & MTH 1501)

This course is designed to teach students how to both conduct and evaluate original research in the Social Sciences. As this course aims to prepare students to be "Social Scientists", students will learn about a variety of research methods (survey design will receive particular attention) by engaging in authentic assignments which require them to conduct their own research. Students will learn about case study analysis, secondary source analysis, the experimental design and the foundations of ethical research. The Statistical Package for the Social Sciences (SPSS) will be used regularly as students learn how to create a data set, and read, analyze and interpret data output. (SPO 3-4; CGE 1-5)

SOC 4005- Senior Seminar in Sociology (Prerequisite SOC 1025; senior standing)

This is the capstone course for all Sociology majors. In this course students will: review the main methods, theories and concepts used by sociologists; examine current events by employing the sociological imagination and other sociological principles; and explore various career options by researching selected companies or organizations. (SPO 1,2,5)

NOTE- all underlined courses are required of Sociology Majors. Majors must take EITHER Soc 2050, 3001 or 3003 as well.

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.

SPS 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)

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| GAC 515 | Financial Accounting |
| GBA 500 | Leadership |
| GBA 510 | Managerial Economics |

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| 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.

*Indicates Foundation courses. Student must receive a B- or better in each to remain in the program. Please see Graduate Studies Program Requirements for more information.

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| OFFICE | LOCATION | EXTENSION |
|---|--|----------------|
| Academic Affairs | Seay Building | 2420 |
| Academic Success Center | Harris & Betts Smith Learning Center | 2353 |
| Admissions Office | Seay Building | 2217, 2220 |
| Alumni Office | Seay Building | 2250 |
| Athletics | Reeves Gymnasium | 2297 |
| Book Store | Seay Building | 2319 |
| Business Office | Seay Building | 2245 |
| Centenary Adult & Professional Studies | Parsippany | 1-973-257-5190 |
| SPS Parsippany Office | Parsippany | 1-877-437-3746 |
| Career Center | Seay Building | 2388 |
| Centenary Performing Arts Guild | Lackland Center | 2203, 2348 |
| Chaplain | Seay Building | 2234 |
| Chartwells Food Service | Lackland Center | 2205, 2339 |
| College Relations | Seay Building | 2379 |
| Community Service | Ferry Building | 2123, 2127 |
| Computer Center | Seay Building | 2362 |
| Counseling Services | Brotherton Hall | 2125, 2374 |
| Disabilities Services Office | Harris & Betts Smith Learning Center | 2168 |
| Education Department Secretary | Brotherton Hall | 2269 |
| Educational Opportunity Fund Program | Harris & Betts Smith Learning Center | 2307, 2153 |
| Equestrian Center | Califon | 1-908-832-7010 |
| Faculty Administrative Assistant | Brotherton Hall | 2228 |
| Financial Aid Office | Seay Building | 2350, 2207 |
| Graduate Enrollment | Seay Building | 2073 |
| Health Office | Seay Building | 2206 |
| Human Resources | Seay Building | 2364 |
| International Student Services | Smith Hall | 2221 |
| Library | Taylor Memorial Learning Resource Center | 2345 |
| Maintenance Office | Maintenance Building | 2301, 2302 |
| Post Office | Seay Building | 2316 |
| President's Office | Seay Building | 2300 |
| Print Shop | Seay Building | 2222 |
| Publications | Seay Building | 2328 |
| Public Relations | Seay Building | 2238, 2075 |
| Registrar's Office | Seay Building | 2214 |
| Residence Life | Seay Building | 2291 |
| Security | Security Building | 0, 2260 |
| Special Events Coordinator | Housekeeping | 2310 |
| Student Activities | Seay Building | 4291 |
| Theatre | Lackland Center | 2203, 2348 |
| TV Studio | Lackland Center | 2181 |
| WNTI Radio Station | Lackland Center | 1-908-979-4355 |
| Women's Center | Brotherton Hall | 2374 |

Main Telephone Number: (908) 852-1400