

School of Professional Studies Catalog

2017-2018



CENTENARY UNIVERSITY
A NEW JERSEY NONPROFIT
INSTITUTION
SCHOOL OF PROFESSIONAL
STUDIES

Every effort has been made to ensure that the information contained in the Program & Policy section of the Centenary University 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 University. The University reserves the right to correct clerical and /or typographical errors.



Centenary University is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual or other harassment, discrimination and retaliation. Centenary University is an Equal Opportunity and Affirmative Action Employer. No one will be denied employment at or admission to Centenary University on the basis of race, creed, color, religion, handicap/disability or veteran status, gender, age, marital status, sex, sexual orientation, gender identity, or expression, genetic information, ethnic or national origin. The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by Federal law and regulations.

2017 – 2018

*Student-Centered Learning, Unparalleled
Service*

**Please check the University Website
(www.centenaryuniversity.edu)
for up-to-date Catalog information)**

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2017-2018 Academic Calendar

All events and deadlines are subject to change. Please refer back to this calendar throughout the year to confirm dates. Please note SPS **does not** follow the same holiday breaks as the main campus.

Fall 1

Orientation week of 08/19/18
Classes start the week of 08/26/18
Classes end the week of 10/20/18

Fall 2

Orientation week of 10/14/18
Classes start the week of 10/21/18
NOTE: Classes move online 11/22 due to Thanksgiving holiday
Classes end the week of 12/15/18

Spring 1

Orientation week of 01/03/18
Classes start the week of 01/07/18
Classes end the week of 03/03/18

Spring 2

Orientation week of 02/25/18
Classes start the week of 03/04/18
Classes end the week of 04/28/18

Summer 1

Orientation week of 04/22/18
Classes start the week of 04/29/18
Classes end the week of 06/23/18

Summer 2

Orientation week of 06/17/18
Classes start the week of 06/24/18
NOTE: No classes July 1-7
Classes end the week of 08/2/18

Centenary University Today

Centenary is a true University 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 University 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. The total growth of the student, both undergraduate and graduate, is taken into account in planning the Centenary University 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 University 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 University adheres to the values of student-centered learning and unparalleled service.

A Historical Note

Centenary University has been related to the Methodist Church since its founding. The name chosen for the University in 1867 commemorated the centennial of the beginning of Methodism in the United States. Today, Centenary, as an independent, baccalaureate, masters and doctorate 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 University, 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 University 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), an 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. In addition, Centenary now offers a Doctorate in Education. All of the graduate programs are coeducational.

Centenary University'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 daily basis.

Centenary University's School of Professional Studies' Setting

Located in Northwest New Jersey, Centenary's Parsippany Learning Center is located on a corporate campus in a residential area of Parsippany, a community of 16,000 people. Nearby, in town or at shopping malls, are most of the shops, services, and conveniences to meet students' personal needs. Parsippany is also close to interstate highways, providing access to major metropolitan areas such as New York City, which is just an hour away.

Vision Statement

Working with area businesses, institutions, and school systems, Centenary University 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 University 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 University is a community of learners distinguished by a diverse student body, a dedicated faculty and staff, and stimulating educational opportunities. Centenary University is committed to a quality liberal arts and career studies education with a substantial international dimension to engage 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 University'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.

The Career Development Center

The goal of the Career Development Center is to assist students in connecting academic, co-curricular, and vocational experiences in a meaningful way, leading to successful employment following graduation. Students are encouraged to begin using the Career Development Center during their freshman year and throughout their academic career at Centenary. To assist students with their career development progress, the Career Development Center has developed a 4-Year Action Plan designed to keep them on track each year.

In the first year, students embark on an exploration of 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 employable skills throughout their time at Centenary. Professional career development staff are available for individual appointments, to interpret career assessment results, assist with job search correspondence, and do mock interviews. The Center maintains a variety of job listings from the local and regional area, which are posted on the Career Development Center webpage. The Student Employment and Academic Internship program are also operated by the Career Development Center, providing career-building opportunities for students.

Each year, the Career Development Center provides information sessions and special lectures featuring alumni and industry leaders designed to help students fine-tune their job searches and professional skills. The Career Development Center also hosts annual career fairs with local, regional, and national employers open to students, alumni, and the local community.

Accreditation

Centenary University is accredited by the Middle States Association of College's 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 University'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 University'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 University'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

Council for the Accreditation of Educator Preparation

2010 Massachusetts Avenue, NW
Suite 500
Washington, D.C. 20036
Telephone: (202)223-0077

Council on Social Work Education

1725 Duke Street, Suite 500
Alexandria, VA 2231

SPS Departments and Programs

Centenary's School of Professional Studies Mission

The purpose of Centenary's School of 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: Management (BSBA)

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

Bachelor of Science in Business Administration Degree: Social Media Marketing (BSBA)

The BSBA Degree with a concentration in Social Media Marketing is designed for working adult professionals looking to develop their business and social media marketing skills by working with real-world business in our modern technology center, #theVIBE. Students can couple this concentration with another business concentration, such as 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)

Students in the School of Professional Studies' MBA 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. Additionally, 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. Students are elected to choose one of our four concentrations, Management, Marketing, Leadership and Health Administration.

Social Media Marketing Certificate (Undergraduate)

Students in the Social Media Marketing Certificate program will receive a hands-on view of Social Media Marketing tools and Social Media platforms and how this can be applied to a business setting. The main focus will be how to use social media for businesses and how to leverage these skills from a marketing prospective. Students will also receive additional certificates embedded within the current curriculum and course work.

Health Administration Certificate (Graduate)

The Health Administration Certificate is designed to educate students on essential economic and business aspects of the healthcare industry. The certificate program will focus on theories and strategies around healthcare delivery and systems, organizational leadership, economic policies and more. This educational opportunity will provide students with the skills necessary to pursue a successful and rewarding career in a wide variety of healthcare settings.

Leadership Certificate (Graduate)

The Leadership Certificate is designed for students who are interested in attaining their MBA. The program focuses on theories and strategies around ethical leadership, change, conflict resolution, project management and more. Students will learn how to manage interpersonal conflicts, lead and influence teams to achieve high quality results and how to incorporate ethics into business strategies. All courses can be carried over to the MBA program enabling working professionals to get even closer to achieving their business goals.

Admissions Information

Centenary University seeks to provide students with the ability to demonstrate True Learning, Global Citizenship, Service Leadership and Team Building, and a Values-Centered Life. Therefore, the University 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.

Undergraduate Admission Requirements

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

- An application form completed by the student and sent to the Admissions Office. Visit www.centenaryuniversity.edu to apply.
- Official transcript of all post-secondary education; i.e. colleges, universities, trade school, military experience, etc.
- Be an adult learner
- Applicants who have English as a Second Language are required to furnish a score of 550 or above on a TOEFL examination taken within the last five years or obtain a satisfactory score on the Global English placement assessment.

Am I An Adult Learner?

The School of Professional Studies defines an adult learner as a student who is:

- 22 years of age or older
- A veteran or actively serving member of the armed forces
- Returning to school after four or more years of employment, homemaking, or other activity
- Assuming multiple adult roles, such as a parent, spouse/partner and employee.

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:

- Certification of English proficiency – official TOEFL, IELTS, or PTE examination results
- English translations of all college transcripts through the World Education Services (WES)
- Certification of Finances Form
- 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:

Centenary University, Admissions
7 Campus Drive, Second Floor
Parsippany, NJ 07054

Undergraduate Transfer Admission

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 location for evaluation of transfer credits. Centenary University evaluates a student's prior learning within the context of the University's own degree programs.

- 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 University 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 SPS Admissions Office.
- Official transfer credit is awarded by the Transcript Evaluator upon receipt of final transcripts.

Undergraduate Transfer Credit Guidelines

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

- **Residency Requirement:** A minimum of thirty-two (32) credits must be completed at Centenary University 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). All transfer credits including CLEP scores must be received no later than the start of the student's final three terms.
- 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.
- A course may be transferred to a Centenary University 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 *Database of Accredited Post-Secondary Institutions and Programs*; (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 University's curriculum.
- 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 University's 32 credits residency requirement.

- Students with advanced standing, depending on their status upon entering the University, will be required to complete all of the University's core requirements for which they have not received comparable transfer credit.
- 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.
- 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.
- College preparatory and remedial courses are not transferable.
- 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. 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.
- 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.
- The cumulative grade point average does not transfer. A student's grade point average at Centenary is determined by the work completed at Centenary.
- Students from community (junior) colleges 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.
- 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.
- Once the transcript evaluations are completed and the determination of which the University 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.
- 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.
- International transfer students should discuss their options with the Director of International Studies.

Readmission

Procedures for readmission apply to those students who have previously attended Centenary, left the University for a period of one year and have not attended college elsewhere during the interim. Students who have attended college elsewhere during their absence from Centenary are reviewed under both the transfer admission procedures and specific readmission procedures. Readmission is not automatic. Students seeking readmission to Centenary should contact the SPS Admissions Office to initiate the process. Official transcripts from all institutions attended in the interim must be forwarded to the SPS Admissions Office.

Deferral of Application

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

Credit by Examination

Centenary University 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 University 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.

Undergraduate Certificate Admissions Requirements

An application form must be completed by the student and sent to the Admissions Office. Visit www.centenaryuniversity.edu to apply.

- Official high school transcripts confirming completion
- Applicants who have English as a Second Language are required to furnish a score of 550 or above on a TOEFL examination taken within the last five years or obtain a satisfactory score on the Global English placement assessment

Graduate Certificate Admissions Requirements

An application form must be completed by the student and sent to the Admissions Office. Visit

www.centenaryuniversity.edu to apply.

- A Bachelor's Degree
- Original transcripts from all colleges and universities attended
- No GRE/GMAT required
- Only graduate courses may apply toward the graduate certificate; a maximum of 3 graduate credits taken at another institution can be transferred into a graduate certificate program
-

Leadership Certificate Admissions Requirements

Applicants to this certificate program must provide the following information for admission:

- Bachelor's Degree from an institution accredited by a U.S Department of Education recognized accrediting agency or an internationally recognized institution
- Grade point average of a 2.5 or higher on a 4.0 scale

Health Administration Certificate Admissions Requirements

Applicants to this certificate program must provide the following information for admission:

- Bachelor's Degree from an institution accredited by a U.S Department of Education recognized accrediting agency or an internationally recognized institution
- Grade point average of a 2.5 or higher on a 4.0 scale

A student enrolling in a certificate program, but not intending to complete a Master's Degree at Centenary University, is limited to the certificate's courses only. In order to complete the certificate successfully, students will need to obtain a final GPA with a minimum of a 3.0. Acceptance into a certificate program does not guarantee admission into any other program. After completing the certificate, if a student decides to apply to the MBA program, the student must provide any other documentation that is required for the MBA program acceptance, including, but not limited to, personal statements, official transcripts, etc. Students admitted into the MBA program from a certificate program must meet all of the requirements for that degree.

The courses completed in the certificate program may be transferred to the MBA program if the student receives a grade of a "B-" or higher and they have been earned within 10 years of the date of credit transfer approval. All credits in transfer must be approved by the MBA Program Director and must be determined at the time of the student's initial enrollment. For more information, please contact the Graduate Admissions Office at (877) 236-4723 or by e-mail at graduateadmissions@centenaryuniversity.edu.

Graduate MBA Admission Requirements

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 graduate program of study are delineated below.

Admission Requirements for MBA Graduate Degree

An application must be completed by the student and sent to the Admissions Office. Visit

www.centenaryuniversity.edu to apply.

- Bachelor's Degree including completion of undergraduate courses in Economics, Business Statistics, and Accounting with a grade of B or better. If those courses have not been completed, they will be required in addition to the graduate courses
- Original transcripts from all colleges and universities attended
- Minimum cumulative GPA 2.5
- Personal statement/essay
- No GRE/GMAT required

***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, including the completion of courses in Accounting, Business Statistics and Economics at the undergraduate level with a "B-" or better.*

MBA Provisional and Conditional Admission Requirements

There are occasions when students whose credentials are insufficient for admission by the usual University standard, may be given the opportunity to study at Centenary University. Students admitted provisionally have to provide the missing required admissions documentation by the end of their first semester. Conditional admittance refers to those students that did not meet admissions standards (GPA, GRE, or prerequisite courses) but are given time to prove they can be successful in a particular program. Students admitted conditionally need to meet the admission condition within a prescribed period of time as determined by the department/program.

MBA Transfer of Credits

A maximum of 6 graduate credits may be accepted for transfer into the MBA program. Exceptions will be considered on a case by case basis. All credits in transfer must be approved by the Director of the MBA program and must be determined at the time of the student's initial enrollment. Courses accepted in transfer must be similar to required MBA courses offered by Centenary University. All credits eligible for transfer must be graduate credits from regionally accredited colleges or universities, and have been earned within six years of the date of credit transfer approval. To be considered for transfer, courses must carry a grade of "B-" or better.

International Student Graduate Admission Requirements

International students must submit TOEFL, IELTS, or PTE examination results and a completed Certification of Finances Form. An application fee (visit www.centenaryuniversity.edu) should also be included.

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

Financial Information

Centenary University 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 University's school code, **002599**. Centenary University administers federal, state, and institutional financial aid without regard to gender, race, color, sexual orientation, 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 institutional aid:

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

Student Employment

Centenary University offers need-based Federal Work Study and Institutional College Work Study funds to eligible students. Opportunities exist to work at various locations on and off 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.centenaryuniversity.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 (SAP) 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. Please visit our website at www.centenaryuniversity.edu/financialaid for more information about how financial aid can be applied to your study abroad program.

Satisfactory Academic Progress

The Financial Aid Office measures Satisfactory Academic Progress (SAP) at the end of each award year for aid eligibility for the following award 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.centenaryuniversity.edu/finaid.

Leave of Absence Policy

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 one year. All LOA requests must be submitted to the student's Program Advisor. If the student fails to return after one year, then the student will be administratively withdrawn from the University and must follow the re-admit policy to return.

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 along with the expected date of return prior to the start of your next course. **If utilizing financial aid, students are required to speak with a Financial Aid**

Counselor prior to requesting a Leave of Absence. Student's on an approved Leave of Absence and receiving federal financial aid may not be considered withdrawn, and a return of funds may not be required. However, students receiving a New Jersey Tuition Assistance Grant (TAG) may forfeit some or all of their grant by taking a Leave of Absence.

If a Federal Return of Title IV Funds is required, the calculation will be completed using 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

Should a student withdraw from any or all courses (officially or unofficially) in a semester, his or her aid may be adjusted in accordance with Federal, State, and institutional regulations. Tuition and charges will be adjusted according to the institution's refund policy. Withdrawal could affect aid that has been awarded for tuition and living expenses. Students should contact their program advisor to initiate a withdrawal from a course or program. Students are required to speak with a Financial Aid counselor prior to requesting and/or initiating a withdrawal from a course or program. Our full Withdrawal Policy is available under the Policies section of our website at www.centenaryuniversity.edu/finaid.

Note: Any student receiving federal/state grants or loans are strongly encouraged to contact the Financial Aid Office (extension 2350) or the Bursar's Office (extension 2365) before withdrawing or taking a leave of absence.

Veteran's Benefits

Educational benefits may be available to eligible veterans and veteran's dependents. Students who believe that they are eligible for such benefits should contact the Director of Veteran Services, Margie Pavlichko, at 908-852-1400, extension 2318, or by e-mail at pavlichkom@centenaryuniversity.edu.

Centenary University Institutional Refund Policy

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

Institutional Refund Policy for School of Professional Studies and Main Campus Eight Week Online Courses*

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

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

****Effective January 30, 2014, any student that does not attend class during the first week will be marked as a RDNS and not held to the refund policy.***

The date used to calculate the specific period of enrollment shall be the date on which the student notifies their Program Advisor in the School of Professional Studies in writing via email, of his/her intent to withdraw or take a leave of absence from the University or the course. The written notification date, **not** class attendance, is used to determine refund percentage. Refunds will be made in accordance with any federal and/or state loan or grant program regulations as applicable.

Institutional Refund Policy for 16 week Graduate Program Students for the Fall and Spring Semesters*

Refund of a semester charge will be made in accordance with the following schedule:

Withdrawal prior to the 1st day of semester classes	...	100%
Withdrawal during the 1st week of classes	...	75%
Withdrawal during the 2nd week of classes	...	50%
Withdrawal during the 3rd week of classes	...	25%
Withdrawal after the 3rd week of classes	...	0%

****Effective January 30, 2014, any student that does not attend class during the first week will be marked as a RDNS and not held to the refund policy.***

Exceptions to Refund Policy

The following pertains to all University refund policies. Exceptions to the University 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. In most cases, the exception will be to pro-rate the costs of the term based on number of weeks attended prior to withdrawing or taking a Leave of Absence.

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

Centenary University
Bursar's Office
400 Jefferson Street
Hackettstown, NJ 07840
Fax: 908-850-8313
bursar@centenaryuniversity

Payment of Bills

All financial obligations to the University must be paid at the beginning of each course. Payment must be made in full, with monthly payments through Tuition Management Services (TMS), and/or Financial Aid sufficient to cover the cost of the semester. If the payment criteria have not been met before the start of the course, the University reserves the right to drop a student from his/her course. Once payment or satisfactory payment arrangements have been completed, the student will be allowed to re-register but will not be guaranteed placement in his/her originally scheduled course(s). A late payment fee will be charged prior to the student being allowed to re-register.

In addition, if prior payment criteria have not been completed the student's account will be considered past due and be charged a late payment fee. Past due accounts will prevent a student from registering for the next course.

In addition, 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 University 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 University such as special course fees, parking fines, library fines, return of laptop (if required), return of athletic equipment, and return of library books. Any financial obligations outstanding the trimester 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 University and not to any individual officer. Returned checks and ACH payments are subject to a service fee. For the latest and most up-to-date information on tuition and fees, please contact the Business Office or visit www.centenaryuniversity.edu.

Academic Policies and Procedures

Orientation

Orientation for SPS students is mandatory, 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 University – 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 University believes that all students are responsible for their own education, academic programs, and successful completion of program degree requirements, the University provides Professional Advisors 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 University life. New students initially meet their program advisors at orientation. They then set up an initial advisement meeting during their first course to discuss their goals 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 University policies and degree requirements.

Registration

New and Returning SPS students are planned for their required classes based on an audit of transfer credit (if applicable) upon admittance to each program. SPS students can register for their courses at least 30 days prior to the start of the course. Registering for courses is required for students to be added to the course roster and to gain access to course information via the Learning Management System.

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
I	Incomplete
P	Pass (in a Pass/Fail option course)
W	Withdrawal
WF	Withdrawal with grade of F

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
			WF	=	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 Students

Graduate Grading System

The value of grades may generally be described as follows:

<u>Letter Grade</u>	<u>Quality</u>	<u>Point</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B		3.0
B-	Good	2.7
C+		2.3
C		2.0
C-		1.7
F	Failure	0.0
I		0.0
MD		0.0
W		0.0
WF	Withdrawal grade of F	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.

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 the 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. 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. Students who do not take courses for one year or more must also reapply.

Graduate Determination of Grades

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 the Associate Dean of Student Services and Enrollment Management and the Director of Faculty Services in the School of Professional Studies. 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.

Graduate 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
			WF	=	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 Grades

Students who fail to complete all coursework prior to the end of the course may be awarded an "Incomplete" provided that

- They already have completed a substantial portion of the coursework (75% or more)
- There are compelling circumstances that warrant an extension.

- An Incomplete (“I”) is a temporary letter grade assigned by the instructor until course work is completed in a satisfactory manner. ***The instructor is not required to submit an incomplete but can exercise discretion only if compelling circumstances warrant an extension.***

Incompletes should be used sparingly and judiciously. When an Incomplete is granted, the instructor must establish a firm time frame for the student to complete the course. Once the work is completed, the instructor must submit a "Grade Change Form" to the Registrar's Office indicating the new grade that will replace the Incomplete. ***If a grade change is not submitted, a grade of “Incomplete” automatically will turn to an “F” on the student’s transcript four (4) weeks from the course end date.*** The grade can be changed if the course work subsequently is completed, but the student's transcript will include the “F” until that time. Extensions should not exceed **two weeks** -- and usually should be shorter -- except in compelling circumstances. If the student fails to comply with the guidelines of the extension, the instructor should calculate the final grade based on the work actually completed and submit an appropriate Grade Change Form.

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. 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.centenaryuniversity.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 inform the instructor in advance, when possible, 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 may 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 an absence due to compelling circumstances if documentation is submitted by the student. If a student ceases to attend class, the instructor may issue a grade of WF.

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 and begin the process within 2 weeks of the end of the course:

- The student first must make an appointment with the instructor in question to discuss the manner in which the grading policy was administered.
- If still dissatisfied, the student must then make an appointment with the Director of Faculty Services to discuss the issue in an attempt to resolve the conflict; if the instructor in question is the Director of Faculty Services, then the student must make an appointment with the Vice President of SPS to discuss his/her concerns.
- 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 Vice President of SPS 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 two weeks after the prior decision. 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. A student is either in good standing, on academic probation, or academically dismissed from the University. To be in good academic standing, all students are expected to have a minimum GPA of a 2.0.

A student whose cumulative grade point average, and whose major cumulative grade point average falls below a 2.0 is noted as being on academic probation. The student on probation will be given a probationary term in which to raise his/her cumulative grade point average to the level required for good academic standing, or be dismissed from the University. Student will be notified in writing of their academic probation. A student who is given a probationary term is restricted to a maximum of 1 class during his/her term of probation. They will be required to meet with their academic advisor during their academic probation. All decisions regarding academic probation are based on a student's cumulative grade point average (not that of the current or past semester). A student who is on probation and who fails to raise his/her cumulative grade point average in three terms unless otherwise stated will be considered for dismissal. Dismissals and any exceptions in general to the academic policy of the University is the province of the Adult Student Services department. 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.

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 + credits

Dismissal from the University

Any student who displays a systematic pattern of failure to maintain proper academic progress, who is on probation for an academic semester, or who violates the University's "Academic Code of Conduct" may be academically dismissed from the University. Students on Academic Probation will have their progress reviewed by SPS on a monthly basis. Students not meeting the agreed upon criteria may be dismissed at any time during the semester. Dismissals from the University for Academic Reasons are noted on a student's transcript: "Academic Dismissal." Students who violate the University rules and regulations regarding social conduct may be suspended or dismissed by the

Judicial Committee in accordance with procedures set forth in the *University's Student Handbook*.

Appeals of Dismissals

Any student who has been dismissed by the University may appeal in writing to the Academic Review Board (ARB) through the Senior Director of the Academic Success and Advising Center (ASAC). Letters requesting an appeal must be postmarked or received by the University 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. As part of the appeals process, the student may request that his/her academic advisor or an appropriate member of the University's support staff be allowed to accompany her/him to the hearing to provide support and consultation. As this hearing is part of the internal due process procedures of the University, legal representation at this time is neither recommended nor allowed. 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 after Dismissal

Students seeking readmission after dismissal for academic reasons may petition for readmission after one academic year. Readmission is not automatic. Students seeking readmission to Centenary should contact the SPS Admissions Office to initiate the process. Official transcripts from all institutions attended in the interim must be forwarded to the SPS Admissions Office.

Academic Code of Conduct

As an academic community, Centenary University endorses the pursuit of knowledge through open and honest discourse. Therefore, the University 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 University 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:

- Plagiarism is knowingly copying published or unpublished material without acknowledging the source.
- 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.
- 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.
- 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*.

- 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*.
- 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 University 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 University’s policy concerning Academic Honesty. Any student found cheating, plagiarizing, submitting non-original work, etc., will receive a grade of zero (0) for that work. Flagrant cases of academic dishonesty may result in the student’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 University.

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. Due to the accelerated nature of the program, students may not add a course that already has commenced. This means that they may not join a course after it has met at least one time. For online courses, which commence on Sunday, students may join a class up until Thursday of the initial week of class. Students who add after the start but before the cut-off are responsible for making up any missed work and may be penalized for missed deadlines. In those circumstances, students should reach out to the instructor immediately upon adding the class.

Exception: Under extenuating circumstances, with instructor and advisor permission, students may add a course which has already started only if: (a) *they were registered in a different section of that course in the same semester*, and (b) *they attended the first meeting of that course*. Please note, students may not add a course in the third week under any circumstance.

If the student drops a course after the first week, please refer to the withdrawal policy and refund policy.

Withdrawing From a Course

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 week and the end of the fourth week of class will have a grade of “W” (withdrawn) posted on their transcripts. In addition, please note the SPS Refund Policy. If a student withdraws from a class after the end of week four of the course, an automatic grade of “F” will be recorded. 46

Transcripts

The University 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 University 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 by the deadline according to the date as noted on the form prior to their anticipated graduation and submitted to the Registrar with the conferment fee. Students should check the Registrar's office webpage 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, Associate of 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 University must successfully complete the following requirements:

- Baccalaureate and Associate degree candidates must successfully complete the University's Core Requirements as outlined in their respective programs.
- 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 concentration requirements as outlined by the University catalog at the time of admission.
- All degree candidates must complete 32 credit hours of course work at Centenary. Exceptions to this policy can be made only by the Vice President of SPS.
- 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 32 credit hours of 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 University 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 Registrar via their advisor. 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 University or another accredited college or university must satisfy the following requirements to qualify for a second baccalaureate degree from Centenary University.

1. Meet the minimum residency requirement set by Centenary of 32 credit hours;
2. Successfully complete the major and the University 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 University awards degrees three times during the year: May, September, and January. There is one Commencement ceremony during the month of May as designated in the Academic Calendar. September graduates must participate in the prior May commencement and January graduates must participate in the following 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 trimester* – i.e., summer, 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 University due to failure to maintain satisfactory academic standing and progress.

Any students who have not met their financial obligations to Centenary University 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.**

Issuance of Diplomas

Diplomas are issued following the time in which a student's degree is conferred. To assure the integrity of Centenary's diplomas, the University does not issue a duplicate of an outstanding original, subject to the circumstances in the policy on "Replacement of Diplomas" below. Diplomas are issued in accordance with the name on the University's student information system. If a student wishes to process a change-of-name with the University, he/she must submit a "Change-of-Name" request with the Registrar's Office.

Replacement of a Diploma

If a student loses or damages his/her diploma, the University will provide, upon proper deposition and the payment of a fee to cover the cost, a replacement diploma. Prior to issuing the replacement diploma, the University requires the return of the damaged diploma or, in the case of a lost or completely destroyed diploma, the submission of a notarized affidavit signifying such. A check or money order in the amount of \$50, payable to Centenary University, must accompany the replacement order. For a replacement diploma, please contact the Office of the University Registrar, 400 Jefferson Street, Hackettstown, NJ 07840.

Change of Name

A request for a change-of-name by a Centenary student is made through the Office of the University Registrar. A change-of-name request will be considered for any of the following reasons: marriage, divorce, naturalization, or court-ordered change. All requests for a change-of-name must be accompanied by the proper documentation as well as a state issued driver's license or ID. Change-of-name forms can be accessed through the Registrar's Office.

Requests from Centenary graduates for a change-of-name after graduation will be reviewed on an individual basis. Typically, requests for a change-of-name due to marriage, divorce, naturalization, or a court-ordered change-of-name will be considered. In making this request, the student should state the basis for the name change. Photocopies of relevant legal documents should be included. If the request is approved, the original diploma must be returned together with a check or money order in the amount of \$50 payable to Centenary University. The name will be changed on the student's academic record (SIS) and the new diploma with the same name will be ready for delivery within three to four weeks.

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 University (“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 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 is 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 University 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 University Registrar, a Dean, a Chair, or other appropriate University Official. That University Official will make arrangements for access to the records with the University 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 University Official to whom the request was made, that University Official shall advise the student of the correct individual to whom the request should be made.

Right to Request Amendment of Education Record

The University 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 University Official who receives such a request will coordinate with the University 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 University 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 University Registrar.
- The disclosure is to authorize 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 University and the organization conducting the study on the University's behalf that:
 - Identifies the purpose, scope, and duration of the study
 - 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.
 - 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.
 - 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 University 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 University 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 University 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 University pursuant to the Wetterling Act and other applicable federal guidelines. In addition, the University 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
401SW 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@centenaryuniversity.edu.

Special Programs

Quill & Query (formally Adult Studies Center)

Through the campus Quill & Query, 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 “Q” by their instructors. Students can only request a tutor once the course they are requesting to be tutored in has started. 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 “Q”.

Services for Students with Disabilities

Centenary University 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 University program or activity or otherwise be subjected to discrimination with regard to any University 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 University 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 University 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 University'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.

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 University. 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 University's Prior Learning Assessment (PLA) Program is designed to help the adult student combine University courses and life and/or work experience in a nontraditional approach toward earning a college degree. This program is supervised by Dr. Jeffrey Carter. 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. Students may not use PLA credits to satisfy their 32 credit residency requirement at the University.

To become involved in the University'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 is an 8 week course offered as needed. 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 Dr. Jeffrey Carter, who will then assign the portfolios to faculty evaluators who will assess the portfolio and determine if college-level credit has been demonstrated and the amount of credit earned.

Fees:

- ☐ The Prior Learning Assessment fee for PLA1000 is the equivalent of one credit at the prevailing tuition rate at the main campus, or the appropriate locked-in tuition rate of the one-rate SPS student.
- ☐ The fee for PLA credits is 50% of the prevailing tuition rate per credit for the main campus or

50% of the locked-in tuition rate for one-rate SPS students. Fee payment is due in full upon submission of portfolio(s) for evaluation.²

¹ PLA credits, including CLEP credits, cannot be applied toward the University'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.

²The 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.

Student Life – Main Campus

Student Life Staff

Kerry Mullins, Vice President for Student Life and Dean of Students

Wilhelmina Balsamello, Front Desk Receptionist

Eunice Boyd, EOP Development Specialist/Program Supervisor, Educational Opportunity Program

Erin Carr, Student Programming Coordinator

Nicole Corley, Administrative Assistant

Carrie Dawson, Mailroom Clerk

Patricia DeMarco, Administrative Assistant

Ann Falbo, M.D., University Physician

Lorna Farmer, Director of Counseling

Allison Galvin, Student Programming

Donald Gebhard, Chaplain

Caitlin Giordano, Director of First and Second Year Experience

Gary Kowaleski, Graduate Resident Director

Tiffany Kushner, Senior Director of Student Engagement

Cary Lawson, Graduate Resident Director

Merlin Llubes, Complex Director

Theresa Lord-Stout, Director of the Health Center

Kristin McGowan, Assistant Director of Residence Life

Alexandra Memhard, Complex Director

Mikolaya Nunka, Counselor

Angie Oberhelman, Counselor

Dr. Karen Stage Opdyke, Consulting Psychiatrist

Jaleesa Peeples, Graduate Resident Director

Cynthia Perillo, Nurse

Devon Vialva, Director of the Educational Opportunity Program

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 his/her Centenary career and beyond.

Counseling Center

Centenary University 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 at 605 Grand Avenue. 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 University's curriculum leading to the Bachelor of Arts or the Bachelor of Science degree is organized into three parts: the University'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 University'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 University.

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. 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 University 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 44 credits.

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

Associate of Arts in Liberal Arts

Course # and Title	Credits
AFC1001 Academic Foundations at Centenary (Cat. I Core)	4 credits
ENG1001 Composition and Rhetoric (Cat. II Core)	4 credits
ENG1002 Composition and Rhetoric II (Cat. II Core)	4 credits
MTH1151 Algebra (Cat. II Core)	4 credits
(or MTH1152)	
VAR1001 Art Appreciation (Cat. II Core)	4 credits
(or THA1001)	
PHI1005 Introduction to Philosophy (Cat. III Core)	4 credits
(or REL2001)	
ENG2025 Ethnic American Literature (Cat. III Core)	4 credits
(or ENG2009)	
BUS1001 Integrated Business Perspectives (Cat. IV Core)	4 credits
(or PSY1000, SOC1025, SOC1000)	
BIO1110 Principles of Environmental Science (Cat. V Core)	4 credits
(or BIO1105)	
HIS2006 American Social, Economic and Political Systems (Cat. VI Core)	4 credits
(or HIS2007)	
REL2001 World Religions (Cat. VI Core)	4 credits
(or SOC1000, BIO1110)	
BUS1002 Business Applications and Presentations (<i>Recommended, not required</i>)	4 credits
BUS1010 Principles of Management (<i>Recommended, not required</i>)	4 credits
BUS2010 Principles of Marketing (<i>Recommended, not required</i>)	4 credits
ELECTIVES	8 credits
Total: 64 Credits	

Bachelor of Science Business Administration Concentration Management

Course # and Title	Credits
AFC1001 Academic Foundations at Centenary (Cat. I Core)	4 credits
ENG1001 Composition and Rhetoric (Cat. II Core)	4 credits
ENG1002 Composition and Rhetoric II (Cat. II Core)	4 credits
MTH1151 Algebra (Cat. II Core)	4 credits
(or MTH1152)	
VAR1001 Art Appreciation (Cat. II Core)	4 credits
(or THA1001)	

PHI1005 Introduction to Philosophy (Cat. III Core) (or <i>REL2001</i>)	4 credits
ENG2025 Ethnic American Literature (Cat. III Core) (or <i>ENG2009</i>)	4 credits
BUS1001 Integrated Business Perspectives (Cat. IV Core) (or <i>PSY1000, SOC1025, SOC1000</i>)	4 credits
BIO1110 Principles of Environmental Science (Cat. V Core) (or <i>BIO1105</i>)	4 credits
HIS2006 American Social, Economic and Political Systems (Cat. VI Core) (or <i>HIS2007</i>)	4 credits
REL2001 World Religions (Cat. VI Core) (or <i>SOC1000, BIO1110</i>)	4 credits
BUS1002 Business Applications and Presentations	4 credits
BUS1010 Principles of Management	4 credits
BUS2010 Principles of Marketing	4 credits
BUS3030 Organizational Behavior	4 credits
BUS3130 Individual and Team Management	4 credits
BUS2020 Management Information Systems	4 credits
ECO1001 Economics	4 credits
ACC2101 Principles of Accounting I	4 credits
ACC2102 Principles of Accounting II	4 credits
BUS2030 Principles of Finance	4 credits
BUS3010 Business Law	4 credits
BUS3020 Business Statistics	4 credits
BUS3050 Ethics of Business	4 credits
BUS3110 Operations Management	4 credits
BUS3120 Human Resource Management	4 credits
BUS4010 Business Strategy (capstone)	4 credits
Free Electives	<u>20 credits</u>
Total: 128 credits	

Bachelor of Science Business Administration Concentration Social Media Marketing

Course # and Title	Credits
AFC1001 Academic Foundations at Centenary (Cat. I Core)	4 credits
ENG1001 Composition and Rhetoric (Cat. II Core)	4 credits
ENG1002 Composition and Rhetoric II (Cat. II Core)	4 credits
MTH1151 Algebra (Cat. II Core) (or <i>MTH1152</i>)	4 credits
VAR1001 Art Appreciation (Cat. II Core) (or <i>THA1001</i>)	4 credits
PHI1005 Introduction to Philosophy (Cat. III Core) (or <i>REL2001</i>)	4 credits
ENG2025 Ethnic American Literature (Cat. III Core) (or <i>ENG2009</i>)	4 credits
BUS1001 Integrated Business Perspectives (Cat. IV Core) (or <i>PSY1000, SOC1025, SOC1000</i>)	4 credits
BIO1110 Principles of Environmental Science (Cat. V Core) (or <i>BIO1105</i>)	4 credits
HIS2006 American Social, Economic and Political Systems (Cat. VI Core) (or <i>HIS2007</i>)	4 credits
REL2001 World Religions (Cat. VI Core) (or <i>SOC1000, BIO1110</i>)	4 credits
BUS1002 Business Applications and Presentations	4 credits

BUS1010 Principles of Management	4 credits
BUS2010 Principles of Marketing	4 credits
BUS3030 Organizational Behavior	4 credits
BUS2020 Management Information Systems	4 credits
ECO1001 Economics	4 credits
ACC2101 Principles of Accounting I	4 credits
ACC2102 Principles of Accounting II	4 credits
BUS2030 Principles of Finance	4 credits
BUS3010 Business Law	4 credits
BUS3020 Business Statistics	4 credits
BUS3050 Ethics of Business	4 credits
BUS2050 Social Media Marketing	4 credits
BUS3045 Digital Advertising	4 credits
BUS3055 Digital Analytics	4 credits
BUS3045 Social Media Strategy and Consulting	4 credits
BUS4010 Business Strategy (capstone)	4 credits
Free Electives	<u>20 credits</u>
Total: 128 credits	

Bachelor of Arts in Sociology Concentration Organizational Studies

Course # and Title	Credits
AFC1001 Academic Foundations at Centenary (Cat. I Core)	4 credits
ENG1001 Composition and Rhetoric (Cat. II Core)	4 credits
ENG1002 Composition and Rhetoric II (Cat. II Core)	4 credits
MTH1151 Algebra (Cat. II Core)	4 credits
(or MTH1152)	
VAR1001 Art Appreciation (Cat. II Core)	4 credits
(or THA1001)	
PHI1005 Introduction to Philosophy (Cat. III Core)	4 credits
(or REL2001)	
ENG2025 Ethnic American Literature (Cat. III Core)	4 credits
(or ENG2009)	
BUS1001 Integrated Business Perspectives (Cat. IV Core)	4 credits
(or PSY1000, SOC1025, SOC1000)	
BIO1110 Principles of Environmental Science (Cat. V Core)	4 credits
(or BIO1105)	
HIS2006 American Social, Economic and Political Systems (Cat. VI Core)	4 credits
(or HIS2007)	
REL2001 World Religions (Cat. VI Core)	4 credits
(or SOC1000, BIO1110)	
BUS1010 Principles of Management	4 credits
ECO1001 Economics	4 credits
BUS3050 Ethics of Business	4 credits
BUS3130 Individual and Team Management	4 credits
SOC1025 Introduction to Sociology	4 credits
SOC2095 Sociological Theory	4 credits
SOC2080 Social Stratification	4 credits
SOC1000 Contemporary Social Issues	4 credits
SOC2060 Groups, Organization and Leadership	4 credits
SOC2005 Global Societies and Systems	4 credits
SOC3090 Non-Profit Organizations	4 credits
SOC3025 Cyber Sociology	4 credits

SOC3003 Work and Society	4 credits
MTH1500 Statistics for Sociologists	4 credits
MTH1505 SPSS Lab	4 credits
SOC3097 Bachelors and Beyond	4 credits
Free Elective Credits	<u>19 credits</u>
Total: 128 credits	

Academic Foundations at Centenary

In adherence with the University'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.

The Sociology Minor

Non-Sociology major students interested in completing a minor in Sociology must complete a minimum of 16 credits in Sociology beyond the classes in their areas that may be used to fulfill the University's core requirements or other program requirements.

To minor in Sociology, all students must take:

- ☐ SOC1025, Introduction to Sociology
- ☐ Any 3 Sociology courses above the 1000 level

Social Media Marketing Certificate (16 credits)

Course # and Title	Credits
BUS2050 Social Media Marketing	4 credits
BUS3045 Digital Advertising	4 credits
BUS3055 Digital Analytics	4 credits
BUS4050 Social Media Strategy & Consulting	4 credits

Undergraduate Course Descriptions

ACADEMIC FOUNDATIONS

AFC1001, Academic Foundations at Centenary I

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

VAR1001, 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

BIO1105, 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.

BUS1002, 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

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.

BUS2010, Principles of Marketing

4 credits

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.

BUS2030, Principles of Finance

4 credits

Prerequisites: ACC2101 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.

BUS2050, Social Media Marketing

4 credits

This course provides an overview of Social Media and its application to the business setting. The course will include a hands-on view of current and social media marketing tools and incorporate current topics from this dynamic field. The main focus will be on leveraging Social Media from a marketing perspective, including listening to customers and building brands on the social web.

BUS3010, Business Law

4 credits

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.

BUS3020, Business Statistics

4 credits

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

BUS3030, Organizational Behavior

4 credits

Prerequisite: BUS1010

This Business course explores the study of organizational culture and the effect 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.

BUS3050, 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.

BUS3110, 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.

BUS3120, 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.

BUS3130, 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.

BUS4010, 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.

ECONOMICS***ECO1001, 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***WRI1001, Composition & Rhetoric I***

4 credits

An introduction to the basics of effective college-level expository and argumentative writing: clarity of purpose, use of pertinent supporting details, standardized usage appropriate to the context, an understanding of tone and voice, and well-balanced paragraph structures. The steps in the writing process as well as substantial revision will be emphasized. Techniques for conducting research and documenting sources are introduced as part of formal writing procedures. This course is a prerequisite for all 2000+ English courses.

WRI1002, Composition and Rhetoric II

4 Credits

Through writing as inquiry, in this course students will practice critical analysis to evaluate arguments, research and organize evidence, and learn to understand contexts by studying the rhetorical situation from which a text arises. Writers will focus on the ability to closely read and analyze texts, as well as locating, synthesizing, and documenting research from a variety of outside sources. The steps in the writing process as well substantial revision will be emphasized.

ENG2009, 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.

ENG2025, 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.

HISTORY

HIS2006, 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.

HIS2007, 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, and the evolution of the modern corporation, the development of the United States as an industrial power, economic depression and global competition.

MATHEMATICS

MTH1151, 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.

MTH1152, Statistics: QL2

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.

MTH1500, Statistics for the Social Sciences

4 credits

This is a mathematics course strictly for non-mathematics and non-science majors. It will consist of a brief introduction to descriptive statistics concentrating on levels of measurement, measures of central tendency, and measures of variation. In addition it will discuss the construction and various uses for contingency tables. The remainder of the course will consist in inferential statistics with emphasis on 1- and 2- Sample z- and t- Tests, One-way Analysis of Variance, Chi-square tests, and the basics of correlation and regression.

MTH1505, 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 1151 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 1151, 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

PHI1005, 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.

PSYCHOLOGY

PSY1000, Introduction to Psychology

4 credits

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

REL2001, 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

SOC1000, 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.

SOC1025, Introduction to Sociology

4 credits

Prerequisite: *major or 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.

SOC2005, Global Societies and Systems

4 credits

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.

SOC2080, Social Stratification

4 credits

Prerequisite: *SOC1000 and SOC1025, or permission of Department Chair*

This course examines the *intersectionality* between systems of oppression in connection with race/ethnicity, gender, class, sexuality and citizenship. The ways in which multiple axes of power and domination shape human experience and individual lives will be considered. This course enables students to conceive of their *own positionality* or *social location* within the first-world U.S society. In investigating the interlocking nature of structures of oppression in connection with these socially-constructed categories, students will begin to see how these systems construct and position subjects around differences in opposition to the dominant “norm”.

SOC2060, Groups, Organizations and Leadership

4 credits

Prerequisite: *SOC1025*

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.

SOC3003, Work and Society

4 credits

Prerequisite: *SOC1000 or SOC1025, or junior standing or permission of Department Chair*

Historical and contemporary overview of employment, work and occupations in American society. Study of authority and power relations, labor markets, control systems, stratification and corporate structures and how these factors shape work in diverse or organizational and employment settings. Additionally, we will examine class (*what is it and why should we care?*), markets (*where do they come from and how do they work?*), money and capital (*where does their value come from?*), networks (*how do we define networks and how are they different from other forms of economic organization?*) and development (*what is the relationship between institutions and development and why/how do institutions differ across countries?*).

SOC3025, Cyber-Sociology

4 credits

Prerequisite: SOC1000 or SOC1025, junior standing or permission of Department 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.

SOC3090, Non-Profit Organizations

4 credits

Prerequisites: SOC1025 or permission of Department Chair

This course focuses on nonprofit 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.

SOC3095, Sociological Theory

4 credits

Prerequisite: SOC1025 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.

SOC4002, Research Methods in the Social Sciences

4 credits

Prerequisites/co requisites: MTH1500 and MTH1505

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.

SOC3097, Bachelors and Beyond

4 credits

Prerequisite: SOC1025; senior standing

This is the capstone course for all Sociology majors. In this course students will explore various career options and prepare for further academic study or their desired profession. Leadership, organizational culture and financial literacy will be discussed.

NOTE: All underlined courses are required of Sociology Majors. Majors must take EITHER SOC2050, 3001 or 3003 as well.

THEATRE ARTS

THA1001, 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.

VISUAL ARTS

VAR2005, 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.

SPS Graduate Studies Program & Policies

Certifications

Leadership Certificate

The Leadership Certificate program focuses on theories and strategies around ethical leadership, change, conflict resolution, project management and more. Students will learn how to manage interpersonal conflicts, lead and influence teams to achieve high quality results, and how to incorporate ethics into business strategies. This 12 credit certificate is a total of four graduate level courses that can be used towards the MBA program.

Health Administration Certificate

The Health Administration Certificate program focuses on theories and strategies around healthcare delivery and systems, organizational leadership, economic policies and more. This educational opportunity will provide you with the skills necessary to pursue a successful career in a wide variety of healthcare settings.

Social Media Marketing Certificate

The Social Media Marketing certificate program focuses on social media and its application to the business setting. Students will be afforded a hands-on view of social media marketing tools and various social media platforms and while actively incorporating dynamic topics from the current field. Students will learn to leverage social media for business from a marketing perspective and assist real companies in building up their brands via the social web.

Master of Business Administration

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 studies 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, Technology, and Health Care. 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.

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, including completion of Accounting, Statistics, and Economics at the undergraduate level with a grade of B or better.

Program Requirements

Students are required to complete the seven foundation courses, before moving on to the next five courses, which can be taken in any order. A capstone strategy course is taken at the end of the program.

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 on grade of C must meet with the director of the MBA Program. 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.*

MBA Concentrations

There are four concentration choices for the MBA program. Students may select from Management, Marketing, Leadership and Health Administration. Each concentration consists of three content specific courses.

Master of Business Administration

Course Number/Title	Credits
GBA505, Business Communications	3
GBA500, Leadership	3
GBA550, Marketing Management	3
GBA510, Managerial Economics	3
GBA620, Financial Accounting	3
GBA530, Management Information Systems	3
GBA560, Legal and Social Environment of Business	3
GBA610, Financial Management	3
GBA660, Quantitative Analysis	3
Three concentration courses (<i>see below</i>)	9
Total: 39 Credits	

MBA Concentration Courses:

Management Concentration

- GBA540, The Global Business Environment (3 credits)
- GBA620, Human Resource Management (3 credits)
- GBA660, Organizational Theory (3 credits)

Marketing Concentration

- GBA670, Problems in Marketing (3 credits)
- GBA671, International Marketing Management (3 credits)
- GBA672, Product Management (3 credits)

Health Administration Concentration

- GBA650, Ethics: The Contemporary Health Environment and Evidence-Based Management (3 credits)
- GBA651, Health Organizational Design and Behavior (3 credits)
- GBA652, Health Economics, Policy and Population Health Management (3 credits)

Leadership Concentration

- GBA680, Leading Change and Managing Team Projects (3 credits)
- GBA681, Conflict Resolution and Negotiation (3 credits)

- GBA682, Leadership Strategy, Integrity and Ethics (3 credits)

Graduate Business (MBA) Course Descriptions

GBA505, Business Communications*

3 credits

This course addresses research and writing techniques required in a graduate program and for success in the business environment. Scholarly research, article reviews, report preparation, and ethical standards are covered, along with APA style. Preparation of team research projects is also included.

GBA500, 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.

GBA510, 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.

GBA520, 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.

GBA530, 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.

GBA540, The Global Business Environment

3 credits

Prerequisite: MBA Core

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

GBA550, 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.

GBA560, 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.

GBA610, Financial Management

3 credits

Prerequisite: MBA Core

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.

GBA640, Quantitative Analysis

3 credits

Prerequisite: MBA Core

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.

GBA650, Ethics: Contemporary Health Environment

3 credits

Prerequisite: MBA Core

This course provides a foundation in personal, professional, and organizational ethics in diverse healthcare settings, including an investigation of philosophical theories and principles for ethical decision-making. Encouraging critical thinking, this writing intensive course investigates ethical issues related to the challenges of the current health environment, including establishing working relationships that are sensitive to differing cultural, ethnic, and social backgrounds. The interconnectivity of ethics and evidence-based management is also considered.

GBA651, Health Organizational Design and Behavior

3 credits

Prerequisite: MBA Core

Applies theories and principles of leadership, management, and organizational design to the current health environment. The influence of economics, health policy, and population health management issues on organizational design and behavior are probed. Organizational dynamics and governance, innovation, and the ethical application of human resource, personnel, team, conflict, and project management are investigated in this writing intensive course.

GBA652, Health Economics Policy & Population Health Management

3 credits

Prerequisite: MBA Core

This course applies economic theories to the analysis of the healthcare environment from a managerial perspective. This course includes consideration of the interrelationship of economics and the evolving U.S. health policy. Particular attention is given to the challenges of population health management,

healthcare organizational design and behavior, access, quality of healthcare, and leadership and management issues in light of the broader healthcare environment, including local and regional community health values and needs, and cultural, global, and social contexts.

GBA660, Organizational Theory

3 credits

Prerequisite: MBA Core

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.

GBA670, Problems in Marketing

3 credits

Prerequisite: MBA Core

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.

GBA671, International Marketing Management

3 credits

Prerequisite: MBA Core

This course examines the marketing problems and opportunities arising from foreign involvement, providing a dynamic learning experience in the differences between domestic and international marketing. The learning approach is based upon the tenet that successful international marketing requires a unified, international strategy.

GBA672, Product Management

3 credits

Prerequisite: MBA Core

This course investigates the conceptualization, development, and commercialization of new products. The basic point of view is one of strategy in that new product marketing is an integral part of the ongoing marketing operation. Primary focus necessarily goes to deciding what to develop (merging market needs with corporate resources), how to develop it (proper direction and deployment of resources), and how to market it (integrating with the programs of established products).

GBA680, Leading Change and Managing Team Projects

3 credits

Prerequisite: MBA Core

This course provides an overview of change theories and project management practices, emphasizing the challenges and opportunities when enacting organizational change and directing projects. Application of change management tools, research, and methodologies are considered, along with project planning, execution, and constraints. The skills required by change agents and project managers to work with, lead, and influence teams to achieve high quality results within organizations are also addressed.

GBA681, Conflict Resolution and Negotiation

3 credits

Prerequisite: MBA Core

This course covers negotiation theories, strategies, and styles, addressing situations such as conflict management, mediation, investigation, and arbitration. Students will learn how to manage interpersonal conflicts so that it can be beneficial, rather than destructive.

GBA682, Leadership Strategy, Integrity, and Ethics

3 credits

Prerequisite: MBA Core

This course connects morality, ethics, and values with leadership and influence, providing a framework to identify, analyze, and resolve ethical issues in the workplace. The course also covers how leaders incorporate ethics into business strategies.

GBA690, Business Strategy and Policy

3 credits

Capstone Course

Prerequisite: MBA Core and six additional courses, including those in the concentration.

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.

****Indicates Core Courses***

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Directory of Offices

<u>OFFICE</u>	<u>LOCATION</u>	<u>EXTENSION</u>
Academic Affairs	Seay Building	2420
Academic Support Center/Advising	Harris & Betts Smith Learning Center	2168
Admissions Office	Seay Building	2217, 2220
Alumni Office	Seay Building	2250
Athletics	Gymnasium	2297
Book Store	Seay Building	2319
Business Office	Seay Building	2245
Career Center	Seay Building	2388
Centenary Performing Arts Guild	Lackland Center	2203, 2348
Chaplain	Seay Building	2234
Chartwells Food Service	Lackland Center	2205, 2339
University Relations	Seay Building	2379
Community Service	Seay Building	2123, 2127
Computer Center	Seay Building	2362
Counseling Services	Wellness Center, 605 Grand Avenue	2125, 2374
Disabilities Services Office	Harris & Betts Smith Learning Center	2168
Education Department Secretary	Brotherton Hall	2269
EOF Program	Seay Building	2307, 2153
Equestrian Center	Long Valley, Califon Road	1-908-832-7010
Faculty Administrative Assistant	Brotherton Hall	2228
Financial Aid Office	Seay Building	2350
Graduate Enrollment	Smith Hall	2073
Health Office	Wellness Center, 605 Grand Avenue	2206
Human Resources	Seay Building	2364
International Student Services	Seay Building	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
School of Professional Studies	Parsippany	1-973-257-5190
SPS Parsippany Office	Parsippany	1-877-437-3746
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
Veteran Services	Harris and Betts Smith Learning Center	2318
WNTI Radio Station	Lackland Center	1-908-979-4355

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