



2026-2027 Student Handbook

400 Jefferson Street, Hackettstown NJ 07840

<http://www.centenaryuniversity.edu>

(908) 852-1400

Centenary University – Vice President for Student Affairs Welcome

Dear Students,

Welcome to the 2026-2027 Academic Year. At Centenary, our primary focus is on you and your success. In addition to your academic success, we want to provide you with the support that will enhance your educational experience outside the classroom. Few experiences compare to your college days. During your college career, you will get to explore existing interests, delve into new passions inside and outside the classroom, gain insights, make new friends and have a lot of fun!!!! This student handbook is going to be your guide to ensure that you are equipped with all of the necessary information to be successful and have a lot of fun!!!!

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

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

Sincerely,

Kerry Mullins
Vice President for Student Affairs

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The University reserves the right to revise, modify, amend, or terminate any part or all of these procedures at any time at the University’s sole discretion without prior notice.

CODE OF CITIZENSHIP AND ETHICAL BEHAVIOR

Introduction

Centenary University strives to provide a quality education for all its students within the context of the University's mission statement and its core values of integrity, community, innovation and quality. These values form the basis of this Code of Ethics. It is the responsibility of each individual to protect and support the University, its community members and its mission as a learning community.

This Code of Citizenship and Ethical Behavior at Centenary University does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, disability and/or any other legally protected trait or characteristic.

Seeking Clarification - Members of the Centenary community value their reputation for behaving ethically and therefore reflect before acting, especially in complex situations. In instances where policies appear ambiguous or questions arise about personal responsibility in adhering to this Code of Citizenship and Ethical Behavior, clarification can be sought from supervisors, directors, chairs, deans, vice presidents or the office responsible for the policy in question. Simple questions such as the following offer guidance in deciding if an act is consistent with the University's Core Values:

- How would my action appear to others at Centenary University?
- Could it harm the University's reputation?
- Is it ethical and legal?
- What does my conscience tell me?
- Should I check before acting?

Reporting an Alleged Violation - All faculty, administrators, staff and students are expected to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally, the first person to be informed should be either one's immediate supervisor in the case of employees, or the director of the department concerned. In those instances, in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. The process for reporting suspected violations of specific policies are explained as part of the policy itself.

As a general guideline, please follow the procedures enlisted with the specific policy. In most cases a student should report to their Faculty or the Vice President for Student Affairs while faculty would report to their chairperson or a Dean, Staff would report to their supervisor or Human Resources.

The Centenary community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

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

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

Enforcing Ethical Standards

Reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy. Those accused are not assumed to be responsible for the reported behavior until the appropriate process has reached a conclusion. In circumstances where individual or community safety is in jeopardy, temporary restrictions and or suspensions can be put in place while the investigation continues. Fundamental fairness is accorded to all individuals.

Reporting False Accusations

No one will falsely report misconduct of any sort by another individual for the purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action.

Responsibilities

All members of the Centenary Community are responsible for conducting school-related activities ethically and for making Centenary University a place known by the excellent character of all associated with it. Trustees, faculty, administrators, staff, constituents and students in leadership roles are influential models for Centenary University students. Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them.

Code of Student Conduct

Introduction

Centenary University strives to provide a quality education for all its students within the context of the University's mission statement and its emphasis on commitment to diversity, community service and lifelong learning. The University expects its members to maintain patterns of behavior which enable its central functions of learning and teaching to take place, and which embody our Core Values of Integrity, Community, Innovation and Quality.

The mission of the Centenary University Code of Student Conduct is to educate students on their rights and responsibilities as members of our community; to promote the understanding of the balance between individual and university rights; and to ensure a safe and inclusive environment conducive to intellectual, personal, and professional growth.

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

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

CODE OF STUDENT CONDUCT: Student Rights

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

1) Speech/Expressions/Press

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

2) Non-Discrimination

Students have the right not to be discriminated against by any agent or organization of Centenary University for reasons of age, color, disability, ethnic or national origin, gender,

marital status, political or social affiliation, race, religion, sexual orientation, or veteran status. Students have the responsibility not to discriminate against others in their individual roles or as members of student organizations.

3) *Assembly/Protest*

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

4) *Religion/Association*

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

5) *Academic Pursuits*

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

6) *Quality Environment*

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

7) *Governance/Participation*

Students have the right to establish representative governmental bodies and participate in university governance in accordance with the rules and regulations of the University.

8) *Fair Process*

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

9) *Confidentiality*

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

CODE OF STUDENT CONDUCT: Student Responsibilities

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

- A. Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus events, field, internships, or in-service experiences.
- B. Obey all local, state, and federal laws as well as all applicable university policies and procedures.
- C. Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.
- D. Plan a program of study appropriate to the student's educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.
- E. Take advantage of university property, resources and facilities in support of their education while being mindful of the rights of others to use university property and facilities.
- F. Maintain and regularly monitor their university accounts including e-mail and bursar accounts.
- G. Uphold and maintain academic and professional honesty and integrity.
- H. Be responsible for their behavior and respect the rights and dignity of others within and outside of the university community.

CODE OF STUDENT CONDUCT: Complaint Process

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

Procedure

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

- A student complaint form should be submitted to the Office of Residence Life and Community Standards. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The complaint must be submitted within ten (10) business days of the alleged conflict or action.
- After hours residential students may file a complaint with a Residence Life staff member by contacting their RA or security.
- Upon receipt of a completed form, the student will be contacted to request a meeting to discuss the complaint.
- The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint.
- The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve complaint.
- A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.
- When possible, the final resolution (or a finding of “unresolved”) will be filed in the student(s) record located in the Office of Residence Life and Community Standards within ten (10) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

CODE OF STUDENT CONDUCT: Process

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

and must inform the hearing officer prior to the scheduled hearing. For students who have a housing or educational accommodation, the Judicial Advocate could be a member of the Accessibility Services office.

A hearing will proceed to determine the responsibility of the student and any participants. A student is asked to enter a plea of responsible/not responsible for each violation. Please note that the student's plea does not determine or influence the outcome of responsibility being found.

Standard of Proof: When determining responsibility for each individual involved in an alleged violation the standard of proof used, is preponderance of evidence. The hearing officer must be more sure than not that a violation occurred and the student is responsible for violating the code of student conduct.

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

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

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

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

A request for accommodation must be made to the Accessibility Services Office. The Accessibility Services Office may consult with the Director of Residence Life & Community Standards or designated conduct administrator to determine, based on appropriate legal standards and University policy, what accommodation, if any, is appropriate. The student may be required to provide appropriate documentation from qualified health care professionals to support the request. The Accessibility Services office will make their determination in light of the student's particular disabilities and the nature of the conduct process, as informed by any consultations, relevant documentation, and relevant previous accommodations provided to the student. Accommodations

cannot be applied retroactively; students must arrange for accommodations at least five days prior to the hearing.

PROCEDURAL ADVOCATE

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

1. Advocacy prior to Conduct Hearings, including:
 - Meeting with the student to assist in preparing for the hearing;
 - Assisting the student in understanding Centenary policies, and the procedures of the Student Conduct Process.
 - Assisting the student in accessing available University resources.
2. Advocacy during Conduct Hearings, including:
 - Participating, ranging from silent support, to assisting the student in making statements and responding to questions.
 - Assisting the student in clarifying information pertinent to the incident.
3. Choosing an Advocate. In choosing an advocate, students may:
 - Request that a selection be made for them from a list of trained advocates; or
 - Select a Centenary University faculty/staff member with whom they are familiar.

Advocates who have not yet been trained for advocacy may receive training by the Director of Residence Life & Community Standards. An advocate will determine, within their sole discretion, whether or not they are willing to serve as an advocate in any particular matter. In the event a chosen advocate declines to serve in any particular matter, the student may select another person. Parents will not be permitted to participate as an advocate in the Student Conduct Process. Students with a housing or educational accommodation may select a member of the Accessibility Services office as their Judicial Advocate.

VIOLATIONS OF CODE OF STUDENT CONDUCT

The following acts of misconduct are prohibited on campus, at any clinical or internship site, and at any university sponsored or university affiliated activity or event. The Code of Student Conduct

shall apply to any and all lands owned or leased by the university, as well as to any location where a student is engaged in a university-related activity. Additionally, the University reserves the right to enforce this code even where civil authorities have acted. Such incidents will be reviewed for action if the alleged incident adversely affects members of the University community, interferes with the daily lives of local residents, and/or jeopardizes the University's positive public relationship with the public/community.

The following behaviors have been deemed unacceptable by any community member or guest and are therefore violations of the Code of Student Conduct:

1. Intentional disruption or obstruction of lawful activities of the University or its members, including the exercise of the right to assemble and to protest peacefully. This includes but is not limited to unauthorized use of cell phones, headphones, computers, or any other technological device when such disrupts the academic process.
2. Physical harm or threat of physical harm to any person(s) whether intentional or not, including but not limited to: physical violence, sexual misconduct, or other forms of personal abuse.
 - A. Aggressive Behavior, which is any behavior less than physical contact including verbal/written statements.
 - B. Physical violence, which is any inappropriate physical contact.
 - C. Sexual Misconduct (See Interpersonal Violence policy)
 - D. Domestic Violence/ Dating Violence (See Interpersonal Violence policy).
3. Bullying: Bullying occurs when a person, while attending Centenary University, intentionally targets and repeatedly assaults, teases, slanders, batters, threatens, harasses, stalks, menaces, intimidates, extorts, or taunts another student. Bullying also occurs when a student or a group of students maliciously spread rumors about another student(s) (See policy on Bullying).
4. Harassment: Harassing conduct may include verbal acts and name-calling; graphic and written statements, which may include the use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is pervasive or persistent and interferes with a student's ability to participate in or benefit from the services, activities, or opportunities offered by the university. Harassment may also include other behavior that may be considered stalking per the Centenary University. (See policy on harassment).
5. Surreptitious use of electronic devices including, but not limited to, unauthorized use of electronic or other devices to secretly make an audio, video, photographic, or digital record of any person while on a University premises or in the University community without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress. Any information received (video, photo, or confirmation of video/photo)

directly or from a third party is permissible for use during the university judicial process.

6. Conduct that threatens the mental or physical health and safety of any person(s), including drug/and or alcohol abuse, attempted abuse, attempted suicide, and other forms of self-destructive behavior.
 - A. Endangered Own Safety
 - B. Physical Hazing
 - C. Emotional/Psychological Hazing
7. Theft or damage to personal, institutional property, or service(s).
 - A. Theft/Misappropriations of Funds
 - B. Vandalism
 - C. Damage to Property
 - D. Possession or use of stolen property
 - E. Theft of Services.
8. Misuse of University identification cards, records, or documents, including forgery, alteration, or fabrication.
9. Providing misinformation or failing to comply with the directives of university officials or contract personnel who are performing the duties of their office. For more information refer to the (University Compliance Policy)
10. Unauthorized entry, use, or occupation of university facilities that are locked, closed, or otherwise restricted as to use.
 - A. Unauthorized use/misuse of keys
 - B. Trespassing
 - C. Unauthorized use of property
 - D. Door Propping
11. Violation of the Residence Hall Contract and Community Standards (for residents).
12. Conduct that adversely affects the quality of life on-campus and/or unduly disturbs one or more members of the University community.
 - A. Solicitation/Violation of the Centenary University Posting Policy
 - B. Hallway Sports
 - C. Indecent/Obscene Behavior
13. Illegal purchase, use, possession, or distribution of alcohol or any alcohol related substance, or underage persons in the presence of alcohol being consumed. (See University Alcohol Policy)
 - A. Underage possession of Alcohol
 - B. Underage consumption of Alcohol

- C. Underage persons in the presence of alcohol/ being consumed
 - D. Providing alcoholic beverages to persons under the age of 21
 - E. Any activity that promotes the mass consumption of alcohol
 - F. Hosting or participating in drinking games with alcoholic beverages
 - G. General over 21 violations of alcohol policy
 - H. Endangered Safety of Others
 - I. Alcohol/Drug Use Resulting in Medical Treatment
14. Use, possession, manufacturing, distribution, being in the presence of, or sale of drugs or any controlled substance which is prohibited by law.
 - A. Use of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
 - B. Possession of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
 - C. Distribution and/or sale of controlled/illegal substances, non- prescribed prescription drugs, or otherwise dangerous drugs.
 - D. Presence in or on university property under the influence of any substances, non-prescribed prescription drugs, or otherwise dangerous drugs that can/have alter/change the mental state of an individual. Displaying any evidence of use/possession (bodily response, odor, etc.).
 - E. The manufacture or cultivation of illegal/controlled substances, non- prescribed prescription drugs, or otherwise dangerous drugs.
 - F. Being present in a room or apartment in which any controlled/illegal substance(s) are being used, are present or there is an odor of.
 - G. Being in the presence/possession of evidence of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, rolling papers, syringes, etc.).
 15. Intentionally or recklessly inhaling or ingesting any substance that will alter a student's mental state.
 16. Possession and/or use of firearms, explosive devices, fireworks, dangerous, and/or illegal weapons or hazardous materials.
 - A. Using anything not intended for its purpose as a weapon.
 17. Interference with or misuse of fire alarms, fire prevention and detection equipment, or other safety and security equipment outline in the University Fire/Safety Policy.
 - A. Tampering with fire, safety, and/or security equipment on campus.
 - B. Intentionally, carelessly, or recklessly causing the false report of a fire.
 - C. Intentionally, carelessly or recklessly causing a fire.
 - D. Intentionally interfering with or failing to follow emergency procedures, including fire drills/alarms.
 18. Violation of any federal, state, or local law when the violation has a negative impact on the well-being of Centenary University or its individual members.

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

*Instances of academic dishonesty may be referred to the Academic Review Board by the Vice President for Students Affairs or designee, and instances of academic misconduct may be referred by the Academic Review Board to the Vice President for Student Affairs or designee for possible adjudication through the student conduct process. Behavior by a student may result in both academic action and action through the conduct process. As these processes are separate, the decision rendered in one place will not determine the decision rendered in the other.

Code of Student Conduct: Sanctioning

As an educational institution committed to excellence and the development of all members of our community; Centenary University expects each student to uphold our community's values, norms, and expectations. It is our expectation for community members to behave in an honest, responsible and professional manner that will respect the rights and dignity of other community members.

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

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

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

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

NON-COMPLIANCE WITH SANCTIONS

Sanctions imposed through the Student Conduct program are official actions of the University. Failure to comply with sanctions that are imposed by hearing officers or to comply with specific conditions related to the safety and security of any parties while a case is pending, is likely to result in additional charges through the Student Conduct program and/or placement of holds affecting a student's ability to take action through the Office of the Registrar (i.e. register for classes, etc.). Failure to complete assigned sanctions by the given deadline may result in an additional late fine being applied, as well as additional fines for each incomplete sanction. Under extraordinary circumstances, non-compliance with sanctions may result in immediate suspension from the University.

RESIDENCE LIFE: COMMUNITY STANDARDS

To ensure that the policies of the Centenary University Code of Conduct and acceptable standards of community living are upheld, the following residential living standards have been created. While all students of Centenary University are required to follow the regulations, those assigned to a residence hall room are held accountable for upholding these standards. It is the responsibility of the residents to ensure that their guests follow all Centenary University Policies and Residential Living Standards.

The Residential Living Community Standards (R.L.C.S.) are managed and adjudicated by the Residence Life Staff. Sanctions are created, not to be punitive, but rather to be educational and rehabilitative to the residential community.

As members of the Centenary University community, residents are requested to confront violators in a respectful manner, to insist on their compliance with the community standards. If a resident is unsuccessful in achieving a peaceful solution to a noise problem, the Resident Assistant will intercede to ensure that the policy is adhered to Residence Life standards.

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

- A. Bicycles - Bicycles are not permitted to be ridden or stored in residence halls. All Bicycles should be stored at the bicycle rack located between Lotte Hall and the Guard Shack.

- B. Cohabitation - Cohabitation or subleasing of rooms or other locations of the residence hall system is prohibited. Individuals not assigned to the room but staying in the room as if they live in it, are cohabitating.
- C. Common Areas - Common areas such as hallways, lounges, bathrooms, laundry rooms, etc. are furnished and maintained by the University for the use of all students.
 - a. Furniture is not to be removed from these areas.
 - b. When students use any of these common areas, they should clean up after themselves so that other residents can use the common areas.
 - c. Damages done to these areas will be assessed to the residence hall as a whole if the responsible individual(s) cannot be found.
 - d. If a student is found with furniture from any of the common areas in the residence hall room which they reside, the student will be documented and subject to fines and/or hours of restitution.
 - e. Common area lounges need to be reserved 24 hours prior for the use by any group, organization, or scheduled activity. This includes social gatherings, educational programs, and social programs. Lounge reservation forms may be acquired from the GRD, and approval is up to the discretion of the GRD and will be determined by earliest request when conflicts arise.
 - f. Students should post flyers specifying that the lounge is reserved at least 5 hours prior to lounge use, so residents can anticipate not being able to use the space at that time.
- D. **Quiet & Courtesy Hours** - Quiet & Courtesy Hours have been implemented to support the students at Centenary University. As a student, your primary role here is for academic study. The Office of Residence Life and Community Standards has created these regulations to support those pursuits. We ask all students to monitor the amount of noise and the level of volume when in a residential building.
 - 1. **Quiet hours are in effect 11:00 p.m. – 9:00 a.m. (Weekdays) and 1:00 am – 9:00 a.m. (Weekends).** Quiet hours are designated specific times within the residence halls when residents are required to limit the amount of noise they create. A room is deemed to be violating quiet hours if sustained noise can be heard 10 feet beyond the doorway while the door is closed.
 - 2. Centenary University encourages students to mediate noise levels, by asking others to lower their volume. Requests to lower noise levels must be honored immediately and must be sustained.
 - 3. All of the residence halls are under 24-hour quiet hours during the last week of classes/finals of each semester. Specified quiet hour periods will be posted.
 - 4. **Courtesy hours are in effect 24 hours / 7 days a week.** Courtesy hours are defined as a time of the day when your noise should be at a courtesy level for others residing in your hall.
 - 5. Speakers and other musical appliances are expected to be of appropriate size and volume for a residence hall setting, amps are not permitted. Students not able to comply with appropriate volume level will have their stereo equipment or speakers confiscated.

6. When people gather, noise volume rises. When you have guests, it is your responsibility to monitor the volume of noise from chatter or electronics. Repeated violations could result in your guests being vacated or your loss of guest privileges.
- E. **Guest & Visitation Policies*** - The University does not permit long-term guests nor long-term cohabitation of residents with guests. Anyone who is not assigned to a particular room/suite is considered a guest of that room/suite. The intention of the following policy is to allow students, the privilege of hosting guests in a manner that does not infringe upon the comfort or rights of other residents. The following general policies apply to all guests, visitors and hosts. Resident students are permitted to host guests and visitors within the residence hall and room. The following conditions of visitation are in place.
1. **Visitation Hours.** The hours visitors and guests are permitted to be in a residence hall are 9:00 a.m.–1:00 a.m.
 - a. There may be special times of the year, such as semester breaks, summer sessions, and last week of classes when the guest and or visitation policy may be restricted or modified. It is mandatory that the host meets his or her guest at the main entrance to the hall.
 2. **Host Regulations.** A person is considered a host in a student room, if they are a student of the university and registered through Residence Life to occupy that specific residence hall room. Hosts are expected to sign each guest in with a Residence Life staff member.
 - a. Residents may have a guest with the approval and consent of their roommate(s).
 - b. Hosts are responsible for informing their guests of all Centenary University and Residence Life policies, procedures, regulations and standards.
 - c. A host may not have more than three people, including guests and visitors, in the residence hall at one time; a room/suite should not exceed more than 8 people for fire safety regulations.
 - d. The host is responsible for the actions of his or her guest at all times. The host will be held accountable for any action of the guest, which is in violation of Centenary University Policy.
 - e. The host must always remain with their guest when the guest is in the residence hall.
 - f. The University **does not permit** you to leave guests in a room while running errands or attending classes.
 - g. While the University recognizes that students may have children of their own, we do not have a family housing option at this time. However, students with children of their own may request a special pass provided by the Director of Residence Life & Community Standards for approval for hall visits by their own children.
 - h. Babysitting is not permitted within the residence hall.
 - i. A host may have an overnight guest or visitor, no more than three (3) consecutive nights and cannot exceed 10 nights a semester.
 - j. A host may have no more than two overnight guests at one time.

- k. Consistent violation of the guest and visitation policy may warrant termination of housing privileges.
- 3. **Guest Regulations.** A person is considered a guest in a student room if they are not a student of Centenary University or are not assigned to that space.
 - a. Guests must be 18 years of age or older and always have a valid photo ID on them. ID must be presented upon request from any security officer, Centenary University administrator, or member of the Residence Life Staff.
 - b. Children, people under the age of 18, are **prohibited from visitation within the residence hall**. Anyone under the age of 18 must be accompanied by an adult at all times. When accompanied by their parent, they may be in the hall for no longer than 1 hour. Centenary University residence halls are designed to accommodate adult students and are not a safe or appropriate place to entertain or care for children.
 - c. Guests may not occupy student rooms or common areas while the host is not present. Guests without a host will be asked to leave the residence hall.
 - d. Any individual found reentering the hall upon removal will be considered trespassing.
 - e. Guests and visitors are responsible to abide by all policies and comply with the instructions of their host.
 - f. Guests must vacate a room at the request of the roommate of the host, Residence Life Staff, university security officer, or university official.
- 4. **Overnight Guests.** A person is considered an overnight guest if they stay beyond the posted visitation hours, whether they are a current Centenary student or not.
 - a. Overnight guests must follow the same procedures and conditions outlined in the guest regulations section.
 - b. The host must sign their overnight guest in at the RA Desk, or with a Residence Life Staff member. All individuals must provide photo identification when signing a guest in.
 - c. The guest must always carry a photo ID.
 - d. Failure to sign a guest in will be considered failure to present ID and will result in the removal of the guest from campus.
 - e. Children, as defined above, are not permitted as overnight guests, except as outlined in the host section.
 - f. A guest may not stay more than 3 consecutive nights whether with one or multiple hosts
 - g. A guest may not stay more than 10 days overnight during the semester, whether with the same host or different hosts each night.
- 5. **Visitor Regulations.** A person is considered a visitor in a student room if they are a student of the university but not registered through Residence Life to occupy that specific residence hall room.
 - a. All visitors are students and bound by the policies of the university in the same manner when they are visiting others.

- b. All visitors must comply with the requests of their host and their host's roommate(s).
 - c. All visitors are counted as part of the total number of guests and visitors permitted to each host.
 - d. **Common Area Visitation Hours.** Visitors and non-guests are permitted to be with their host in common areas of residence halls after visitation hours (1am- 9am)
 - i. All visitors must be with hosts.
 - ii. No infractions of policy may occur.
 - 6. **Banned Individuals.** There are some people who are banned from entering Centenary University residence halls for various reasons. A list of these individuals has been given to the Residence Life Staff and Campus Security. These individuals will not be given guest/visitor privileges and should not enter any residence hall for any reason.
 - i. If a student is found to be knowingly allowing a banned individual to enter the building, they will be documented.
 - ii. Any individual that is banned from entering the residence halls and found to be breaking the ban, will be documented and escorted from the premises.
- F. **Hall Sports** - Recreational activities within the halls may pose a danger to others or cause damage to the hall and are therefore not permitted.
- 1. Throwing, passing, dribbling or kicking balls, hitting or putting golf balls, the use of hockey or lacrosse sticks, running, skateboarding, rollerblading, bicycle riding, or other similar activities are prohibited within the building.
 - 2. Activities that place others at risk during a fire or safety emergency, including but not limited to: activities that block the safe and swift evacuation of others, pranks that cause locking mechanisms or doors to fail, and activities that could trigger alarms, extinguishers or sprinklers from enabling are prohibited.
 - 3. Activities that may cause damage or destruction of property, including but not limited to excessive horseplay, water fights, and throwing objects within the hall or from windows is prohibited.
 - 4. Activities that intentionally or may accidentally cause personal injury, including but not limited to wrestling, boxing, sparring, etc. are prohibited.
- G. **Furniture** - University issued furniture is the only acceptable furniture in resident's rooms. Students will not be permitted to bring outside furniture into the halls without permission from the Director of Residence Life & Community Standards.
- 1. Specifically, upholstered furniture, wooden furnishings, shelving or entertainment stands that are larger than 24" x 18" x 24" bean bag chairs, desk chairs, mattresses, non-folding chairs, and water beds are prohibited.
 - 2. Dismantling or altering university furniture is prohibited. If a student requests a change in bed height, a work order must be submitted online.
 - 3. Furniture arrangements must not block entrances for fire safety reasons.
 - 4. Rooms designated as doubles must remain set up with two sets of furniture.
 - 5. No additional mattresses or cots are permitted for guests.

6. No piece of furniture can be removed from the room or transferred between rooms.
7. No residence hall furnishings are permitted to be used outdoors or in other buildings.
8. No common area or lounge furnishings are permitted in individual student rooms or apartments.
9. Students are allowed to bring the following items to help increase the comfort of their room.
 - a. Folding chairs which can be collapsed and put away when not in use (cannot be made of fabric or cloth material).
 - b. Plastic or metal TV stand 24"x18"x24" (LxWxH) or smaller.
 - c. Plastic shelving for storage in their room (ex. Yaffa blocks, sterilite containers)

H. **Illegal Entry** - Students are issued a keycard for the residence hall front door and their assigned room/s. Students are responsible for keeping their room/s and exterior doors secured at all times. For the safety of all residents, the following regulations are in place.

- A. Exterior and entrance doors to residence hall buildings may not be propped open. Propping an exterior door to any of the residence halls will result in a fine with the amount at the discretion of the hearing officer.
- B. Students may not enter any building through any means other than the designated key-access door entries.
- C. Propping exterior doors for re-entry is not permitted.
- D. Providing a guest with your keycard/ID to the residence hall room or hall is illegal.
- E. Individual and apartment doors may not be propped or left open when you are not in your room.
- F. Residents, students and visitors are not under any circumstance permitted on the roof or to sit, stand or hang in windows.
- G. You may not climb into or out of a window nor are you allowed to remove the screen from your window. Screens that have been removed may result in a fine.
- H. If a resident is locked out of their room, they should locate a Resident Assistant in their building. If there is not an available Resident Assistant, the student should call the Main Line at ext. "0" and ask for Security assistance.
- I. Doors may not be forced open or have locking mechanisms bypassed.

I. **Key/Key Card** - All residents will be issued keycard(s) for their residence hall. Keycards take the form of your ID card for all exterior and bedroom doors for the residence halls. Some residents may be issued an additional key card for interior doors. A hard key will be assigned for residential mailboxes.

- A. The unauthorized possession or use of a master key, key to another's room, apartment or area, or other unlocking tool will result in disciplinary action.
- B. Transferring or lending an ID card, key card, or mailbox key is prohibited and both the owner and holder of the key card can be held to disciplinary action.
- C. Duplication of keys is not permitted.
- D. The charge to replace a key card or mailbox key is **\$10**. All payments must be made

to the Business Office and receipts brought to ID Card Office or Mailroom to obtain replacement key.

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

Name: Your Full Name
Street Address: 400 Jefferson St. Box #
City, State, Zip: Hackettstown, NJ 07840

Your box number must be on all incoming mail and packages.

Please check your email for a notification when you are expecting a package or box that is larger than your mailbox. These are usually distributed after lunch, when all packages/boxes have had a chance to arrive. These items can be picked up in the Mail Room. You will be expected to show your student ID and sign for your item(s).

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

- A. **Do NOT** put P.O. box, as we are not the town Post Office, but you may use Apt./Suite # for your mailbox number. We'll know what you mean.
- B. **Do NOT** use any of your Residence Hall information on incoming mail or other items.
- C. **Do NOT** put your box number *before* the street address.
- D. **Do NOT** have huge or extremely heavy items sent to the university, such as refrigerators or car parts.
- E. Outgoing mail should be brought to the Mail Room to be mailed.
- F. The Mail Room staff is unable to open your mailbox. You are required to bring your key each time.
- G. Report lost keys to the Mail Room immediately, so you may still receive your mail. Key replacement will be at a cost to the student.
- H. **RETURN** your mailbox key to your Resident Assistant at the end of the year when you check out of your room. Be sure it is marked on your Room Condition Inventory that it has been returned. Any keys not returned will be billed.

The Amazon locker is located in the lower level of Seay building, between Starbucks and the Sunken Lounge. This locker is completely separate from the Mail Room, so you will need to choose the Amazon Locker during checkout from Amazon. The option for and availability of the locker is maintained by Amazon. You will need to add the Amazon locker to your account before selecting the locker as the shipping address. Please contact the Mail Room for assistance or questions.

Mail Room Hours: 8:30am-4:30pm, Monday through Friday.

The Mail Room is located in the Seay building on the lower level, across the hall from the Sunken Lounge. We are closed on university holidays and whenever all offices are closed (i.e. snow day/delay). Contact us with any questions, (908) 852- 1400 ext. 2316 or mailroom@centenaryuniversity.edu

- K. **Personal Property** - Students are responsible for personal property, including providing their own renter's insurance if they wish. At no time will the University be responsible for damaged or stolen personal property of students. This includes property in residence hall rooms or other designated storage areas. If students lose property, they should consult the Residence Life Staff and security to file a report of the loss and should notify parents or insurers for insurance purposes.
- L. **Pets** - Students are not permitted pets or other animals in any university residence hall because of sanitation, noise, and potential health and safety concerns for students, faculty, and staff.
- A. The exceptions are small non-meat-eating fish in one 10-gallon tank maximum capacity per resident or approved emotional or service animals.
 - B. Pet paraphernalia, equipment, supplies and food are also prohibited.
 - C. Residents of the room, regardless of ownership or responsibility for the pet are subject to disciplinary action which may result in loss of housing.
- M. **Prohibited Items** - The following items are prohibited from traditional and apartment style residence halls. This list is not all-inclusive. The Office of Residence Life reserves the right to prohibit items and practices which may not appear on the list, but which are deemed hazardous or unsanitary. **Prohibitive items may be confiscated and not returned.**
- AirConditioners
 - Extension cords (of any kind), multi-plug devices, Power strips WITHOUT built-in circuit or a surge protector.
 - Personal wireless routers (will not be permitted, and will be confiscated).
 - Any display which advertises alcohol or drugs (i.e. shot glasses, posters, lighted signs, flags, blow up items)
 - Open burning elements including, (electronic and regular) cigarettes, pipes, Candles (lit or unlit), incense, and candle warmers.
 - Charcoal or gas grill
 - Appliances which exceed the rated outlet capacity of 110V, 15 amps, or are considered fire hazards including but not limited to the following:
 - crock pots & hot plates, toaster ovens, electric frying pans, toasters, submergible heating coils.
 - irons and coffeemakers without auto shut off.
 - Beer Kegs and "party balls" or homemade brewing kits.
 - Dartboards (hard tipped, metal tipped, etc.)
 - Electric blankets and electric space heaters
 - Electronic/Vapor cigarettes of any kind.

- Firearms or weapons of any kind including but not limited to:
 - guns, BB guns, air guns, sling shots, paintball guns, water guns, bows and arrows
 - Martial Arts weaponry, clubs and knives with a blade of 3" or longer.
 - Personal MASE in excess of 3/4 ounce
- Explosives or fireworks of any kind
- Furniture not issued by the university (i.e. couches, tables, etc.)
- Halogen lamps or lighting that has plastic components (ex: multi-colored medusa lamp).
- Homemade loft or bunk beds are not permitted. Cinder blocks and other homemade loft apparatus may not be used to raise beds.
- Illegal drugs, and paraphernalia (ex: shot glasses, empty alcohol containers, pipes, empty containers, etc.)
- Decorative lights of any kind including but not limited to (tube, string, LED, strobe, lava, etc.).
- Christmas trees (artificial or real)
- Toaster ovens, hot plates, Foreman grills, or any other cooking appliances. Microwaves must be no more than 800 watts, and only 1 per room is permitted.
- Refrigerators that exceed the following capacity: 3.6 cubic feet, Electric 115 volt, 15 amp. Limit 1 per resident.
- TV Wall Mounts
- Pets (except fish)
- Track lighting
- Traffic signs or cones
- Unsanitary items, trash, garbage
- Volatile liquids including but not limited to, propane gas, fuel, paint, paint thinner, lighter fluid and turpentine.
- Waterbeds, hot tubs (including homemade), swimming pools.
- Hoverboards, Electric Bikes, Electric Skateboards and any similar battery

N. Residents are encouraged to decorate their room in an appropriate manner. Exceptions to this include:

- A. No more than 30%, as determined by Residence Life Staff, of the walls should be covered
 - i. Ceilings should remain bare
- B. Wall mounts are not permitted and include, but are not limited to, dart boards, shelves, and television wall mounts
- C. Posters must be a minimum of 6 inches from the ceiling and 2 inches from each other.
- D. Any fabric including, but not limited to, wall hangings, flags, tapestries or curtains must be flame retardant and in accordance with New Jersey fire codes (these may not be hung against walls).
- E. Nothing may be hung from pipes or sprinkler lines.
- F. Any damages caused by tape, nails, or pins will be the financial responsibility of the student and will result in fines.

- O. Solicitation is not permitted in any of the residence halls. While not limited to, it can include distributing flyers, promoting any on or off campus event, or advertising any service.
 - A. Solicitors will be escorted off campus by security and may be subject to arrest if found to be trespassing.
 - B. Any campus organization must obtain permission from SGA to solicit and any advertisements must be approved through the office of Campus Life.
- P. Drones: The use of any unmanned aircraft system (UAS), unmanned aerial vehicle (UAV), and/or remote-controlled model aircraft (RCMA) (collectively referred to as “drones”) is prohibited on campus. Students seeking an exception for the use of such devices for classroom purposes may apply to the Office of the Vice President for Academic Affairs. Students seeking an exception for the use of such devices for co-curricular purposes may apply to the Office of the Vice President for Student Affairs. Approval must be obtained at least two weeks prior to the event. Any operator of a drone must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of drones is available on the Federal Aviation Administration website at www.faa.gov/uas/.

RESIDENCE HALL CONTRACT

Terms of Contract - The term of the contract will correspond to the schedule of the regular academic year of the university, including summer school sessions. *Students contracting for residency for the fall term are automatically obligated for the spring term charges providing they remain as full-time residents at the institution.*

University Policies - Information included in but not limited to the Student Handbook, university catalog, or any other official university publication is considered part of this contract. It is the sole responsibility of the student for reading and adhering to these policies.

Residency Provisions - Residents are responsible for knowing the content of all housing materials and publications developed and distributed by the Campus Life Office. Full time (12 or more credits) undergraduate students, and Graduate students enrolled in (6 credits or more) are eligible for residency within the university residence system. All students must be making satisfactory progress towards graduation requirements.

Housing Agreement - Only students who are registered for at least 12 semester hours of academic credit or their equivalent shall be housed in residence. Exceptions to this policy may be granted by the Director of Residence Life & Community Standards. Second semester seniors, who register for the number of credits necessary for graduation, even though this may be less than 12 credit hours, may be allowed to live on campus to complete their degree, if space is available. They should put their requests for housing in writing to the Residence Life Office.

Housing Assignments - Assignment to university housing locations will be done under the direction of the Office of Residence Life. Continuing resident students in good standing whom have

deposited and registered for the upcoming semester may participate in the housing selection process, held in the spring semester. Students with specific health conditions ***which prevent them from having a roommate*** will be accommodated, based on availability provided they have documentation from a health care provider and ***final approval from the Accessibility Services office***. Room and roommate assignments are made without regard to race, creed, color, religion, sexual orientation or national origin. Centenary University reserves the right to reassign any occupant of a rooming space when such a reassignment is judged to be in the best interest of the student and/or residence system.

Room Reservation - A \$200.00 yearly room reservation/damage deposit and full-time registration (12 credits) is required by all individuals requesting university housing. Deposits not received by the date of Housing Selection are not guaranteed, and therefore housing and room assignments will be made by the Office of Residence Life after housing selection is complete and is based on availability.

Room Condition - Residents are expected to maintain their rooms in a neat and orderly fashion. Special cleaning required by neglect of reasonable room care will be billed to those responsible. Any damage to the room or its contents will be deducted from the housing deposit. Students are also expected to cooperate in keeping lounges, corridors, stairwells, and bathrooms in satisfactory condition. Any common area damages or excessive cleaning of (lounges, corridors, stairwells, and bathrooms) that occur will be billed on a proportioned basis to each student residing in that hall for the semester. Brooms, mops and other items used by university maintenance workers are not available for student use.

Conduct - Proper conduct is expected by all residents within the system. Special emphasis is expected relative to maintaining an area conducive to academic pursuits, positive interpersonal relationships and providing a space for sleep. All students are expected to respond to directives issued by the University, Division of Student Affairs, Security and members of the Residence Life Staff. Failure to maintain established standards of behavior will be addressed through the judicial processes of the University. Respect for the rights of others is always expected. Actions which ignore these rights, or which demean or harass others, are unacceptable and may lead to disciplinary action, possible suspension or expulsion from the residence halls. Additional actions, which reflect an inability to care for oneself, are unacceptable and will lead to disciplinary actions and/or removal from the residence halls.

Inspections - Any room alterations or decorations are to be accomplished in such a way as to not cause damage to the space or prevent a fire hazard. Damages resulting from room personalization or failure to follow issued guidelines will be corrected at the residents' expense and may also result in a fine being assessed. Correction of improper or unauthorized renovations may be ordered at any time. Room inspections to check for adherence to guidelines will be conducted by residence hall staff during the fall and spring term and at other times deemed appropriate.

Termination of Occupancy - Any resident who withdraws from the university residence halls due to completion of degree requirements, leave of absence, or withdrawal, before the semester begins, on/or before the first day of classes shall receive a full credit refund of the room and board charges. Any resident who withdraws from the university residence halls due to leave of absence or

Withdrawal will be issued a prorated refund until such point that three-quarters of the semester have been completed, then no refund will be issued.

Rooms must be vacated, and personal property removed 24 hours after the final scheduled examination of the resident, or after the withdrawal of the resident from housing whether judicially mandated or by students' choice. Graduating students must vacate the room and have all personal property removed no later than 5 pm on the day of graduation.

Students eligible for a refund of university room and board costs will be issued a full refund provided the student officially withdraws prior to the start of the semester. After the start of the semester the student will be issued a prorated refund.

ROOM ASSIGNMENTS

Room Assignments are made by the Director of Resident Life & Community Standards (DRLCS). Incoming first year and transfer students are assigned rooms by the DRLCS based upon the housing questionnaire they are asked to complete before arriving on campus. Please note, the Residence Life Staff will try to fulfill specific requests, but does not take responsibility for roommate compatibility.

Each spring, returning students are encouraged to participate in the Returner Room Selection Process, in which students select their rooms for the following academic year. Participation in the process is at the discretion of the student and offers him/her the most choice in their building, room, and roommate. In order to participate, a student must make a housing deposit and register for full-time status before meeting all other deadlines outlined in the process. Students that do not participate are not guaranteed housing for the following or any future academic years.

A very limited number of single rooms are available on campus. Resident students should submit an application for a single room online and take part in the Single Room selection night. Single room priority is based upon medical need; you must apply for housing accommodation for a single room by submitting an application and documentation to the Accessibility Services office to be considered for this priority housing.

CONSOLIDATION

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

ROOM CHANGES

At the start/end of each semester there is a two-week housing freeze where no students will be permitted to change their housing assignments. If, after this period of time a resident still wishes to change their housing assignment, they must follow these steps:

1. Conduct roommate mediation and complete a roommate contract with the assistance of their Resident Assistant.
2. If after this mediation the issues are not resolved a student may then meet with the Graduate

Residence Director to discuss further actions to attempt to resolve the situation.

3. After meeting with their Graduate Residence Director, the student may then complete a Room Change Request form and meet with their Graduate Residence Director to request a housing change.
4. The Director of Residence Life & Community Standards or designee prior to moving must approve all moves.
5. After approval for room change the student must complete the following steps to officially check into their new assignment and out of their old assignment.
 - Complete Room Change form
 - Exchange keys for new assignment (failure to return old keys will result in fees)
 - Check into the new assignment
 - Check out of old assignment
 - Return Room Change form to Office of Residence Life in the Campus Life Suite.

ROOM CONDITION INVENTORIES

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

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

MAILBOX

Campus mailboxes are now optional, so please stop by the Mail Room if you would like to sign up for a campus mailbox.

If you choose to have a campus mailbox, you will be asked to sign a brief contract (see attachment and print your own or pick up a copy at the Mail Room) simply agreeing to follow the mail and package rules and acknowledging that the mailbox key must be returned prior to the end of the Spring semester or before May Commencement.

Students will be able to sign-up for a mailbox again at the start of the Fall semester.

There is a \$10 deposit for a mailbox included in the Resident housing deposit; commuters will be asked to make a cash deposit, to be refunded when the key is returned.

The mailboxes are used for letter mail only and are optional. All students will receive an **email** to their Centenary email when a **package or box** arrives with the student's full first and last name, after the Mail Room has processed the deliveries.

ABANDONED PROPERTY

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

RESIDENT HOUSING AND DAMAGE DEPOSIT

Each year students are required to make a \$200.00 deposit for their resident hall room. Residents are responsible for any damage incurred to their rooms, furniture, or any part of the residence buildings. The safekeeping of student's property is the responsibility of the resident. The University is not responsible for lost, damaged or stolen property and strongly discourages students from leaving valuable articles in their residence hall rooms.

During move-in, residents will sign a Residence Hall Contract and Room Condition Inventory. The Inventory is an agreement between the university and individual about the condition of the furnishings, walls, windows and doors of the room or apartment. At the conclusion of the year, after the student has removed all their belongings, the inventory will be completed again by a Resident Assistant. The GRD will then review all rooms and assess any damage or charges to each space and document it on the RCI. Damages, other than usual wear and tears, will be assessed and charged to the student account. The balance of the housing deposit will be mailed to the address on file for residential students. At the time of official withdrawal or commencement, the balance will be refunded to the student.

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

HOUSEKEEPING SERVICES

Housekeeping services are offered Monday through Friday during business hours and a light schedule on the weekend. Residents are responsible for the maintenance of their rooms and/or apartments. Excessively unsanitary conditions in the halls, common areas, and bathrooms are subject to fines. As students live in shared halls, they are responsible for general upkeep of shared living spaces. Emergency housekeeping concerns should be brought to the attention of Residence Life staff. In case of situations deemed appropriate by the Director of Residence Life & Community Standards or designee, housekeeping may enter an occupied room to clean it and prepare it for a student moving in and/or maintain a healthy environment for others in the community.

STORAGE

The University does not offer storage of student belongings other than what is provided by their room accommodations. Students may not store any belongings in their room assignment over the summer or between academic years/semesters. All residence hall rooms are cleaned out each summer and any items that are found are discarded.

BREAK PERIODS

The residence halls and dining facilities are closed during recess periods. If a student needs to remain in on-campus housing during breaks (e.g., Winter Break, Spring Break), the student must make a formal request with the Office of Residence Life. Students will be responsible for their own meals during this time unless they are provided by an athletic team. Any students that fail to comply with directives of Residence Life staff during break periods risk removal from the halls.

We understand that some of our students may not be able to travel home for the short break periods. Students will be permitted to stay if traveling further than an 8-hour drive and/or have an academic or athletic commitment to the institution. All other students must vacate the halls during the identified break periods.

There is to be no alcohol or overnight guests in the residence halls during a break period. Visitors are only permitted in the common areas/lounges of the halls and should not be allowed into the shared student room.

ROUTINE ENTRY AND INSPECTION OF PREMISES

The University respects the students' right to privacy and their desire to control their own living environment. Students are responsible for the contents of their room at all times. Authorized personnel, such as Housekeeping, Facilities, Security and Residence Life Staff reserve the right to enter any resident room, locked or unlocked, without documented notice for the purpose of policy enforcement, maintenance and repair, routine health and safety inspections, damage appraisal inspection, vacation closing inspections, searches for missing items or unauthorized people, or other official purposes.

The University reserves the right to enter all campus premises on a regular basis to examine the same or to make such repairs, additions, or alterations, as it deems necessary. In addition, the University reserves the right to enter the premises in order to take those precautions that might be found necessary to protect the health and safety of the occupants of other persons therein. Students must be advised that the University will take disciplinary action against any violators of the University policy, even if the violation is observed as part of a routine operation.

Authorized personnel will not disturb personal property during their time in the room and will spend the least amount of time in the room needed to complete their task. During room entry, authorized personnel are permitted access to all University property including refrigerators provided by the University, kitchen cabinets, dressers, drawers, closets, and desks. They may not touch personal property contained in University property. Residence Directors may open or touch students' personal property only with the approval of the Vice President for Students Affairs or designee.

HEALTH AND SAFETY INSPECTION

Health and Safety Room Inspections are conducted to check for adherence to residency guidelines, and the Fire Safety Regulations will be conducted by the Residence Life Staff on a periodic basis, prior to each vacation period and at any other time deemed appropriate with or without notice or the presence of residents. During Health and Safety Room inspections, authorized personnel may enter a room and inspect for adherence to university regulations. During routine inspections the resident(s) may be required to remove, correct or make other necessary changes to meet University

residency guidelines and safety regulations. Student furniture may be moved to check for adherence. **Prohibited items may be confiscated.**

Health and Safety Inspections will include Residence Life Staff checking for:

- General cleanliness: It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist.
- Disabled or tampered smoke detectors
- Overloaded electrical outlets, extension cords
- Tapestries & Wall Decor blocking lights, smoke detectors, doors, windows or hanging from ceiling.
- Excessive trash
- Waste or bodily fluids kept in room.
- Evidence of prohibited items such as pets, smoking, candles, incense, lights.
- Unauthorized appliances or lofts
- Obvious damage to university property
- Properly charged fire extinguishers (Apartments)

Residence Life Staff will note issues and concerns on a Room Inspection Form initially, in which residents will have at least 24 hours to correct minor problems and then re-inspect. If the corrections are not completed, the Resident Assistant will submit an incident report for the follow-up inspection.

ROOM SEARCH

For the safety of the student, student body, university roommate or the community, a room search may be warranted. A room search will be conducted when there is a report made of violation of the code of conduct, state or federal law and specific information about the particular item/s in question and the specific location is given. Prior to the examination of the premises, application must be made to the Director of Security, indicating the reasons for the search and the objects or information sought. Except in cases of potential or real imminent danger, or if the occupant cannot be located within a reasonable period of time, the occupant will be invited to be present and will be informed of the reason for the examination.

Code of Student Conduct: University Policies

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

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

Institutional Policies

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

provide them the same opportunity to be heard.

- No political campaign rallies may be held on campus.
- Posting of political materials must adhere to the University's Posting Policy. Political canvassing (mass distribution of fliers) is prohibited.

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

Roller-skates, Rollerblades, Skateboards, Bicycles, Scooters

For safety reasons, using roller-skates, rollerblades, skateboards, bicycles, and/or scooters within the interiors of buildings is prohibited. Care and good judgment should be exercised when skating outdoors to reduce the risk of serious injury. Pedestrians always have the right of way and is the participants' responsibility to prevent contact with pedestrians. Participants should wear full protective gear (helmets, wrist guards, kneepads, and elbow pads, etc.).

Parking areas are strictly for vehicular traffic. Using parking areas for any other purpose is dangerous and prohibited.

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

Permanent Separation from Centenary University

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

Banned Person Policy

In an effort to keep the Centenary University community secure, there could be times where a person is assigned the status of banned from campus. Being banned means that the person cannot enter campus or interact with student groups or programs off campus. Those who fail to abide by the banned status will be asked to leave the property. Should the person not leave, the Hackettstown Police could be called to remove the person from campus.

Anyone that is assigned the status of banned from campus will receive a letter informing them of their status change and the person putting them on the banned list will be asked to provide a picture and an address to add to the banned list. An updated banned list will be circulated among Campus Security and Campus Life. This banned status is in perpetuity unless the person who placed them on the list appeals in writing for their status to be changed. Appeals should be sent to the Vice President for Student Affairs. Until a person receives notification that they have been removed from the banned list, they should abide by the banned status.

Should a student feel that are not safe off campus, students will be directed to contact the local municipality to discuss actions such as a restraining order or pressing charges.

Amnesty Policy

Philosophy

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

Policy

- A. Students who seek emergency medical attention for themselves or for whom medical assistance was sought related to consumption of alcohol and/or drug overdose may not be charged with violations of Centenary University Code of Conduct associated with that action provided they comply with the following conditions:
 - I. The student subsequently completes an evaluation with the Counseling Center.
 - II. This follow-up must be completed within a time frame determined by the university.
 - III. Failure to complete this evaluation/treatment may result in discipline charges filed with the Office of Campus Life.
- B. Students who seek emergency medical attention for someone else will not be charged with violations of Centenary University Code of Conduct related to consumption of alcohol, alcohol intoxication, and/or drug use, provided that the student subsequently participates in a meeting with and complies with all recommended stipulations established by the Vice President for Students Affairs /designee.
- C. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to Centenary University disciplinary action with respect to the alcohol policy.

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

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

etc...)

- E. This policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of Centenary University Code of Conduct occur, the University reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident is reported. Additionally, the University reserves the right to adjudicate any case in which the violations are determined by the University in its sole discretion to be egregious.
- F. The Director of Residence Life & Community Standards or designee reserves the right to contact any student to discuss an incident whether or not the Good Samaritan Policy is in effect.
- G. Information concerning students who utilize the Amnesty Policy is confidential but will be recorded for case management purposes.
- H. This policy does not preclude students from being held responsible for other violations of the Code of Conduct.
- I. Parental Notification will still apply if applicable under FERPA Policy.

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

Title IX Sex-Based Harassment/Sex Discrimination Response Policy

Revised August 1, 2026

Centenary University ("Centenary" or the "University") is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual, sex-based and gender-based harassment, discrimination and retaliation. Centenary is an Equal Opportunity and Affirmative Action Employer. Centenary adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Centenary does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, creed, color, religion, disability, veteran status, gender, age, marital status, sex, sexual orientation, gender identity or expression, sex stereotypes, sex characteristics, pregnancy or related conditions, genetic information, citizenship, ethnic or national origin, or any other protected category under applicable local, state, or federal law,

including protections for those opposing discrimination or participating in any resolution process on campus, within the Equal Employment Opportunity Commission, or other human rights agencies.

TITLE IX

The following Title IX Sexual Harassment/Discrimination Response Policy (the “Policy”) outlines Centenary’s efforts to comply with Title IX of the Education Amendments of 1972, as amended effective August 1, 2026 (“Title IX”), which prohibits discrimination (including sex-based harassment and sexual violence) on all forms of sex distinction based on sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation and gender identify in the University’s educational “Programs and Activities,” as such term is defined below, as well as retaliation for asserting or otherwise participating in claims of sex discrimination. The University will implement this Policy consistent with the requirements of Title IX.

Centenary University has designated Kerry Mullins, the Vice President for Student Affairs to serve as the Title IX Coordinator. The University’s Title IX Coordinator Coordinates Centenary’s compliance with Title IX and other applicable laws prohibiting sex and gender-based harassment, discrimination and retaliation. The Title IX Coordinator is available to any student and employee, including faculty and student workers, current and prospective students and employees, and any visiting/temporary students and adjunct employees participating or attempting to participate in Centenary’s educational Programs and Activities, who may be seeking additional information, support, or wishing to file a report or complaint related to prohibited conduct under this Policy.

SCOPE OF POLICY

This Policy governs the University’s procedures and protocols for responding to incidents of sexual, sex-based and gender-based harassment, discrimination, or retaliation in both employment and access to educational opportunities occurring within a university “Program or Activity,” as such term is defined herein. The scope of people subject to this Policy are the University’s students and employees, including faculty and student workers, current and prospective students and employees, and any visiting/temporary students and adjunct employees participating or attempting to participate in Centenary’s educational Programs and Activities. These people are all considered members of the campus community and are entitled to the University’s response procedures as set forth herein.

Non-members of the campus community who engage in discriminatory actions within a university “Program or Activity” are not under the jurisdiction of this Policy but can be subject to actions that limit their access and/or involvement with the University as the result of their misconduct. All vendors and third-party contractors serving the University are subject to the policies and procedures of their employers.

A University “Program or Activity” means on the campus or on property owned or controlled

by the University, at university-sponsored events, and other circumstances over which the University exercises substantial control. Importantly, this includes all the University's Programs or Activities, whether occurring on or off-campus, and any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as a fraternity or sorority house). The Policy may also apply to online behaviors when the Title IX Coordinator determines that the conduct affects a substantial University interest. The Policy also applies to any conduct that is subject to the University's disciplinary authority. Regardless of where the conduct prohibited by this Policy occurred, the University will address allegations to determine whether it occurred in the context of its employment or educational Program or Activity and/or has continuing effects on such Programs or Activities. A substantial University interest includes:

Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;

Any situation where it appears that the "Respondent" (as such term is defined herein) may present a danger or threat to the health or safety of self or others;

Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

Any situation that is detrimental to the educational interests of the University.

If the "Complainant" (as such term is defined herein) is unknown or is not a member of the University community, the Title IX Coordinator¹ will make reasonable efforts to identify the Complainant for purposes of identifying appropriate campus and local resources and "Supportive Measures," such as those described in this Policy. This may include, when criminal behavior is alleged, contacting local or campus law enforcement if the individual would like to file a police report. In addition, the University may take other actions as appropriate to protect the Complainant from such third parties, such as barring them from university property and/or events.

Where the Complainant is enrolled in or works at another University, the Title IX Coordinator can assist the Complainant in liaising with the Title IX Coordinator for that University, as it may be possible to allege violations through that University's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sex-based harassment policies and procedures of the facilitating organization may give recourse to the Complainant. Further, even where the Respondent is not a member of the University community, remedies and resources can be accessed by contacting the Title IX Coordinator.

The full Title IX policy can be found on the University's website at [Centenary-University-Title-IX-Policy-8-1-26.pdf](#)

Reporting Missing Persons Policy

Missing Persons Policy

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

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

Such circumstances include, but are not limited to:

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

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

Missing Person Protocol

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

1. **Notification of Missing Person:** If a member of the Centenary University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify:
 - o Centenary University Security (Dial 0) from any campus phone, and
 - o Residence Life Staff member
 - o The Office of Campus Life. (908) 852-1400 ext. 4291.(if during business hours)
2. **Report:** The Office of Campus Life will generate a missing person report and initiate an investigation.
3. **Action:** After investigating the missing person report, should the office of Campus Life determine that the student is missing and has been missing for **more than 24 hours** Centenary University will notify the Hackettstown Police Departments and the student's emergency contact no later than 24 hours after the student is determined to be missing.
4. **Contact Procedure:** If the missing student is **under the age of 18 and is not an emancipated** individual, Centenary University will notify the student's parent or legal guardian immediately after Centenary University has determined that the student has been missing for more than 24 hours.

Contact Information Form:

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially, an individual to be contacted by Centenary University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Centenary University will notify that individual no later than 24 hours after the student is determined to be missing. This information will remain confidential and only accessible to authorized campus official, and it may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

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

Election Activities

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

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

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

- Students and employees are free to express their individual and collective political views provided they understand and make clear that they are speaking for themselves and not representing the University's position. The University cannot support any one specific political candidate.
- The use of the University's name, letterhead or logo on any written materials used

for political purposes, such as the solicitation of funds or in support of a political party or agenda, is prohibited.

- Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to the faculty within academic programs.

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

POLICY AGAINST HAZING

The New Jersey Criminal Code has clearly defined standards for Hazing. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary University upholds all of the laws, not just those discussed or reviewed within this document.

Acts of hazing are subject to arrest and prosecution in the state of New Jersey, and therefore, will not be tolerated in any organization at Centenary University, including sport teams and Greek organizations.

Definition: In essence, hazing is defined as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

Hazing acts that are criminal and subject to arrest and prosecution include but are not limited to the following:

1. Deprivation of sleep
2. Deprivation of food
3. Consumption of abnormal food stuff
4. Kidnapping and/or abandonment of any student at an off-campus location
5. Paddling (or beating) of any kind
6. Branding or tattooing
7. Forced, coerced, or implied pressure to consume alcohol
8. Pelting individuals with food or other objects
9. Scavenger hunts involving illegal activities (theft, etc.)

Hazing includes but is not limited to the following practices which will not be tolerated by Centenary University:

1. Unusual eating methods or places
2. Any and all personal servitude
3. Mandatory calisthenics
4. Wearing degrading or abnormal apparel

5. Using terminology which implies superior/inferior status (i.e., “Brother” Smith or “pledge scum”)
6. New members walking “in line”
7. Silent periods of any kind
8. Interrogation of new members
9. Mud slides
10. Restrictions on bathing or other hygienic practices
11. Forced change in sleeping quarters

NEW JERSEY LAW

A person will be found responsible for Hazing if that person causes, coerces, or forces another person to do any of the following:

- Violate federal or state law
- Consume any food, liquid, alcoholic liquid, drug or other substances which subjects the other person to a risk of emotional and physical harm
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to elements
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment
- Endure brutality of a sexual nature
- Endure any other activity that creates a reasonable likelihood of bodily injury to the person

Should a person, group, club, organization, or athletic team be found responsible for a hazing violation(s), the following sanctions could be imposed:

- Fines up to \$5,000 and \$15,000
- Withholding of diplomas or transcripts until fines are paid
- Revoking of active status for group, club, organization, or athletic team
- Student status of probation, suspension, dismissal, or expulsion
- Hazing prevention policy violations can be added to other policy violations
- Each Hazing violation is treated as a sole incident and not overall
- A crime of third degree could be charged if bodily harm

Additionally, in accordance with state law, the Office of Residence Life and Community Standards will keep a record of any Hazing incidents that have been founded. This record needs to be accessible to the public at all times on the University website.

In accordance with state law and our amnesty policy, a person may get amnesty from the process if they do all of the following steps:

- They call 911, Campus Safety, or get a University official, if assistance is needed for medical intervention.
- Give their name to person taking the report
- Be the first one to report the incident.
- Stay on scene until the responding person arrives along with any assisting people who were on scene.

Hazing incidents may be adjudicated for incidents that occur on and off campus.

CENTENARY UNIVERSITY POLICY

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

Centenary University has a duty to report incidents of hazing and any other crimes to the Warren County Prosecutor's Office, and/or the University will cooperate fully with any investigation that is commenced by any law enforcement authority concerning such an incident.

It should be understood that any student, not solely new members of a fraternity and sorority, could be a victim of hazing. It should be further noted that active member participation in submitting themselves to being hazed is equally unacceptable and likewise will not be tolerated. If any student or student group has plans to conduct an activity, which they feel may be in violation of University policy, it is strongly advised that they contact the Vice President for Student Affairs to clear any questions as to the acceptability of such an event. Just because a person willing goes along with an activity, it doesn't mean that they cannot report that they were hazed.

POLICY AGAINST BULLYING

Prohibition against Bullying

Bullying, harassment, or intimidation at school is prohibited. This policy shall be published in the student handbook and reviewed annually with all employees. Bullying is prohibited at Centenary University.

Definition of Bullying

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

University Atmosphere

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

sponsored events.

Forms of Bullying

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

- Physical: intentional assault, battering, pushing, kicking, hitting or any use of violence.
- Social/Emotional: slurs, innuendos, demeaning comments or jokes, drawings, notes, graffiti, pranks, gestures, threats, stalking, taunting, name calling, sarcasm, extorts, rumor spreading
- Sexual: unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality or sexual orientation.
- Racial/Ethnic: taunting, gestures, graffiti, jokes, demeaning comments

Cyber and Electronic Bullying

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

Disciplinary Action Against Bullying

Disciplinary sanctions for bullying may include but not limited to:

- a. Admonitions and warnings
- b. Parental/Guardian contact
- c. Loss of student parking pass
- d. Loss of the opportunity to participate in extracurricular activities
- e. Loss of the opportunity to participate in school social activities
- f. Loss of the opportunity to participate in graduation exercises
- g. Police contact

Reporting Procedure

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

Responsibility of Staff

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

Responsibility of Students

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

Investigation of Bullying, Harassment, or Intimidation

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

Police Notification

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

Prohibition against Retaliation

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

Prohibition against False Reports of Bullying

False reports concerning bullying will be subject to appropriate school discipline.

Help for the Victim of Bullying

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

POLICY ON HARMFUL BEHAVIOR

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

DEFINITION OF HARMFUL BEHAVIOR

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

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

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

STATEMENT OF POLICY

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

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

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

If a concern arises outside of normal business hours, a member of the Residence Life staff or Campus Security (x0) should be notified of the situation immediately.

EVALUATION PROCESS FOR STUDENTS EXHIBITING SELF-HARM AND/OR DANGEROUS BEHAVIOR

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

Once the student has been transported to the hospital, they will need to be cleared by the treating psychiatrist before returning to campus. The Vice President for Student Affairs (or their designee), the Director of Counseling Services, and the Director of Residence Life & Community Standard will meet to evaluate the seriousness of the situation and discharge plans from

the hospital, as well as the appropriateness of returning to residence life and/or class.

Duty to Warn

Centenary University abides by the amended New Jersey Duty to Warn Law, which states that in the circumstance where a University staff member feels that there is a threat of imminent, serious physical violence against identifiable individual or against oneself, University staff will notify the Hackettstown police that the Duty to Warn has been triggered. When the Duty to Warn has been triggered, the University / Hackettstown Police will reach out to the student's hometown municipality / township police, so a firearms check can occur.

ALCOHOL POLICY

NEW JERSEY STATE LAWS

In compliance with current New Jersey Laws, the university prohibits the consumption of alcohol by persons who are under the age of 21, on or off campus. The university directs the attention of all students to the rules and regulations of the New Jersey Division for Alcoholic Beverage Control as summarized below. Each student is responsible for being aware of and for abiding by the laws of the state.

- a. All persons while in the state of New Jersey are subject to the rules and regulations of the New Jersey Alcoholic Beverage Control Board.
- b. Any minor who attempts to purchase, purchases, consumes, possesses, or transports any alcoholic beverages within the state of New Jersey is subject to fine, or imprisonment, or both.
- c. It is unlawful for any agency or person to sell or furnish alcoholic beverages of any kind to minors. It is unlawful for any minor to pay assessments, which will be used in whole or part, for the purchase of alcoholic beverages.
- d. It is unlawful to misrepresent one's own age to obtain alcoholic beverages or to claim to a liquor dealer that a minor is of age, i.e., false or fraudulent written identification of age is illegal.
- e. It is unlawful to possess or transport any liquor or alcohol not purchased according to New Jersey Law.
- f. Host liability: Anyone who knowingly furnishes alcoholic beverages to any person under the age of purchase is civilly liable for such furnishing if injury or damage to third party should occur.
- g. It is unlawful to furnish alcohol to obviously or visibly intoxicated person regardless of age.

In New Jersey, you must be 21 to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21. If you are under 21 and you buy or drink alcohol in a place with an alcohol beverage license, you may be fined \$500 and lose your license for 6 months. If you do not have your driver's license, the suspension starts when you are first eligible to receive

a license.

A person is guilty of drunk driving if they operate a motor vehicle with a Blood Alcohol Concentration (BAC) of 0.08 percent or greater. BAC refers to the amount of alcohol in your blood. Although the law refers to a 0.08 percent BAC, you can be convicted of driving while under the influence of intoxicating liquor even when your BAC is below 0.08 percent. A person under the age of 21 with a BAC of .01 or higher can be convicted of drunk driving. For details pertaining to New Jersey Laws please see this [web page](#).

HACKETTSTOWN ORDINANCES

Hackettstown Ordinances related to alcohol are Disorderly Conduct Offenses and require a court appearance. Violations, except as otherwise provided herein, shall be punished by a fine not exceeding Five Hundred (\$500.00) Dollars, or by imprisonment in the County Jail for a term not to exceed ninety (90) days, or both. (10-24-61 s40)

9-1. Alcoholic Beverages Consumption by Minors - No minor shall knowingly possess or consume any alcoholic beverage in any place or places of assembly or in any motor vehicle in or about the Town. Any person violating this section is a disorderly person and shall be punished by a fine of not more than Fifty (\$50.00) Dollars, or be imprisoned in the county jail for not more than thirty (30) days, or both. Nothing in this section shall apply to possession of alcoholic beverages by any person while actually engaged in the performance of employment pursuant to any employment permit issued by the Director of Alcoholic Beverage Control, or for a bona fide hotel or restaurant in accordance with the provisions of Section 33:1-26 of the Revised Statutes. (10-24-62 s34)

9-15. Consumption of Alcoholic Beverages Prohibited in Public Places -No person shall drink or consume any alcoholic beverages in or upon:

- a. A public street, lane, roadway, avenue, sidewalk, public parking place, park, playground, recreation area, shopping center parking lot, shopping center mall or plaza.
- b. A public conveyance.
- c. A private motor vehicle while the same is in motion or parked in any public street, lane, public parking lot or public or quasi-public place.
- d. Any private property not his or her own, without the express permission of the owner or other person with authority to grant such permission.

9-16. Possession of Alcoholic Beverages in Opened Containers Prohibited -No person shall carry about in his hand or on his person, or while in any parked or moving vehicle any glass, tumbler or open bottle or can containing alcoholic beverages or beverages of which alcoholic beverages are a part, whether said glass, bottle or can is clearly exposed or contained in a bag or cover, in any of the places designated in Paragraphs (a), (b), (c), or (d) of Section 9-15 set forth above.

Notwithstanding the provisions of Sections 9-15 or 9-16, nothing herein shall be constituted to prohibit the consumption or possession of alcoholic beverages within the licensed premises of a Plenary Retail Consumption Liquor License.

CENTENARYUNIVERSITY POLICIES

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

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

The following are identified as negative behaviors that will not be tolerated and are a violation of the alcohol policy:

- a. Procurement of alcohol for a person or persons under the age of 21
- b. Possession of alcohol in any campus building or room identified as "dry"
- c. Hosting a student or guest, under the age of 21 in the presence of an open container of alcohol or where that person may have access to alcohol.
- d. Consumption of alcohol may not infringe upon the rights of others to sleep, study or engage in appropriate activities.
- e. Possession of an open container of alcohol in an undesignated area including but not limited to; outdoor locations of campus, common areas of residence halls, cafeteria, classrooms, parking lots, etc.
- f. Presence in a room other than that assigned to you, where open containers of alcohol and minors are present.
- g. Advertising unauthorized events promoting alcohol use or abuse including but limited to; beer pong tournament, parties, etc.
- h. Decorating with or displaying alcohol containers within ones room or vehicle parked on campus.
- i. Hoarding, or stock-piling alcohol of any kind, where the amount is excessive for personal consumption.
- j. Violation of any portion of the alcohol policy while representing the university at an off campus event or venue.
- k. Individuals legally privileged to consume alcohol are expected to do so in such a manner which does not discredit him/herself nor interfere with the rights and freedom of others. If the consumption of alcohol seems to be related to behavioral problems, the student, regardless of age, must participate in an intervention program through the Counseling Center.
- l. Hosting or participating in alcohol games such as, but not limited to, beer pong, quarters and other games that promote excessive drinking or alcohol are prohibited from being played. Any type of pong is prohibited.

Policies pertaining to Organizations and Groups:

- a. The above regulations shall also apply to University-chartered and recognized organizations, student organizations, residence hall organizations, sororities/fraternities, and events held in university facilities where the consumption of alcohol is permitted.

Almost never will University-chartered organizations and groups be permitted to serve alcohol at an event. For authorization to serve organizations and groups are expected to develop specific procedures for the implementation of these regulations in conformance with University policy. A written plan that details fulfillment of the cited requirements must be submitted to the Vice President for Student Affairs for approval prior to scheduling the event.

- b. Any alcohol infraction by individuals in association with the activities of the student group or organization will be subject to University disciplinary measure and individual students as well as student groups may be held accountable.
- c. All university-chartered and recognized organizations are responsible for developing procedures to implement the regulations governing the use of alcoholic beverages. These procedures must meet the criteria listed and shall be subject to review and approval by an appropriate Campus Life staff member and the Vice President for Student Affairs. Procedures must be completed and approved prior to the scheduling of an event where alcoholic beverages will be served.
 - 1. Effective measures must be in place for monitoring the consumption of alcohol. Security regulations for servicing those permitted to consume must be outlined.
 - 2. Non-alcoholic beverages must be available in sufficient quantities, in attractive varieties, and must be displayed as prominently as alcoholic beverages. (it is suggested the 2 non-alcoholic beverages are offered to each alcoholic one).
 - 3. Food must be available in sufficient quantities for the numbers of individuals attending the activity. (It is suggested that 30% of the budget for the event be used for food).
 - 4. The service of alcohol must end at a predetermined time prior to the end of the event.
 - 5. Advertising or promotion of an event shall not include reference to drinking alcoholic beverages. All publicity must be submitted and approved in the Campus Life Office prior to duplication, mailing or posting.

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

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

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

Number of Offense	Sanction	Failure to Complete

1 st Offense	Alcohol Education 5-10 hours Community Service \$75.00 fine	\$10.00 weekly fine until complete (Maximum \$50.00)
2 nd Offense	Alcohol Abuse Assessment 10 hours Community Service \$100.00 Fine	\$10.00 weekly fine until complete (Maximum \$50.00)
3 rd Offense	Loss of Housing / Visitation \$100 fine	Referral to Vice President for Student Affairs/designee for violation of code
4 th Offense	Suspension for the period of 1 year Vice President for Student Affairs approval	Expulsion

POLICY AGAINST DRUGS AND/OR CONTROLLED SUBSTANCES

The New Jersey Criminal Code has 18 separate criminal codes for Controlled Substances. Below is a brief overview of the State's codes but not intended to be all inclusive. Centenary University upholds all the laws, not just those discussed or reviewed within this document.

DEFINITIONS

Controlled substances are drugs whose general availability is restricted; any one of a number of drugs or other substances, which are strictly regulated or outlawed because of their potential for abuse or addiction. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens, and cannabis.

THE NEW JERSEY LAW

The following are general policies based on the New Jersey Criminal Codes for controlled substances (N.J.S.A. 2C:35-1-18).

1. The possession, manufacturing, growing, use of, sale and/or distribution of a controlled substance are illegal.
2. Possession of drug paraphernalia.

Drug-Free School Zones:

There is a special provision in this Act if you are on any school property (elementary or secondary) or within 1000 feet of any school property or school bus or on any school bus and are convicted of distributing, dispensing or possessing with intent to distribute a "controlled or dangerous substance", you will be sentenced to a term of imprisonment and a fine up to \$100,000 depending

upon amount of the substance you possess. During part of this term of imprisonment, you would not be eligible for parole.

Other Penalties:

The New Jersey Comprehensive Drug Reform Act provides for forfeiture provisions under which the state may confiscate a motor vehicle in which any "controlled dangerous substance" is found, no matter how small the amount. Law enforcement officers are instructed to enforce all offenses strictly. Below outlines some of the penalties:

1. There is a penalty of mandatory loss or postponement of driving privileges of at least 6 months upon conviction of many drug offenses.
2. Especially harsh penalties are established to impose "stern punishment for persons involved in illegal manufacture of drugs."
3. If a person distributes a drug to a minor (under the age of 17) or a pregnant female, there is now a stiffer penalty.
4. Simple possession, use or being under the influence of ranges from jail time to \$25,000.
5. Use or possession with intent to distribute ranges from jail time \$300,000
6. Use or possession of drug paraphernalia ranges from six months in jail, mandatory fine of \$500 to \$1000 and a mandatory loss of driving privileges for up to two years.
7. In addition to the foregoing fines, every defendant convicted of any drug offense or who goes into a drug diversionary program must pay a mandatory penalty ranging from \$500 to \$3000 and a mandatory \$50 laboratory charge.

CENTENARY UNIVERSITY POLICY

As with the abuse of alcohol, the University recognizes the adverse effects the use of controlled substances and illegal drugs can have on students' ability to achieve their personal best. However, unlike alcohol, non-prescription, illegal substances and dangerous drugs are not permitted at any time and discovery of such may warrant the involvement of police authorities. Students who have been prescribed controlled substances should store these narcotics in their labeled containers within locked boxes. Verification of use of a prescribed controlled substance may be requested by a University official at any time.

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

1. Use of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
2. Possession of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
3. Distribution and/or sale of controlled/illegal substances, non-prescribed prescription drugs, or otherwise dangerous drugs.
4. Presence in or on university property under the influence of any substances, non-prescribed prescription drugs, or otherwise dangerous drugs that can/have alter/change the mental state of an individual. Displaying any evidence of use/possession (bodily response, odor, etc).
5. The manufacture or cultivation of illegal/controlled substances, non-prescribed

- prescription drugs, or otherwise dangerous drugs.
6. Being present in a room or apartment in which any controlled/illegal substance(s) are being used, are present or there is an odor of.
 7. Being in the presence/possession of evidence of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, rolling papers, syringes, etc.).

Impaired behavior due to the use of illegal substance and dangerous drugs will result in additional sanctioning. Students involved in any incident while impaired or under the influence of any substance will be held accountable for violation of the drug policy along with any other policy violations.

Drug Convictions and Financial Aid Eligibility

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

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

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

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

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
<u>1st Offense</u>	1 year from date of conviction	2 years from date of conviction
<u>2nd Offense</u>	2 years from date of conviction	Indefinite period
<u>3+ Offenses</u>	Indefinite period	

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

Regaining Eligibility

The student may regain eligibility:

- The day after the period of ineligibility ends,
- When they successfully complete a qualified drug rehabilitation program, or

- If the student passes two unannounced drug tests given by a qualified rehabilitation program they may regain eligibility.

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

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

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

Marijuana/Pot/Cannabis

Pot-Consuming, including by smoking, vaping, edibles, or aerosolizing, any cannabis item available for lawful consumption pursuant to the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act,” (pending before the Legislature as this bill), is prohibited in any area of any building of, on the grounds of, or in any facility owned, leased, or controlled by, any public or private institution of higher education or a related entity thereof, regardless of whether the area or facility is an indoor place or is outdoors. As used in this section “related entity” includes, but is not limited to, the foundation, auxiliary services corporation, or alumni association, or any subsidiary thereof, of an institution of higher learning. Any penalties that may be assessed for the smoking of tobacco where prohibited under the “New Jersey Smoke-Free Air Act,” P.L.2005, c.383 (C.26:3D-55 et seq.), shall be applicable to the consumption of cannabis items where prohibited by this section.

Understanding Federal Marijuana Laws

Since the 1930's, federal law has declared the use, sale, or distribution of marijuana illegal. Current federal drug laws appear in the Controlled Substances Act (CSA). Enacted in 1970, the CSA classifies and regulates illegal drugs. It places drugs on a schedule according to their medicinal value and potential for abuse.

Under the CSA, marijuana is a Schedule I controlled substance. This designation identifies drugs that have a high potential for abuse and lack any medical value. Anyone who possesses, grows, markets, or distributes marijuana is likely violating federal laws but as noted, enforcement is limited at this time. In 2023, the Department of Health and Human Services (HHS), recommended a change in marijuana's scheduling to the Drug Enforcement Agency (DEA). HHS requested that marijuana become a Schedule III controlled substance. Schedule III drugs have accepted medical use and a low risk of dependence or abuse. The DEA may take months to review the request.

Federal Law and Institutions' Responsibilities

Despite the variation of cannabis policies across state lines, the drug remains illegal on college campuses everywhere in the country. Cannabis is defined as a Schedule I drug under federal law. The Public Law 101-226 or Drug-Free Schools and Communities Act (DFSCA) of the Higher Education Act requires institutions of higher education to ban the use of illicit drugs on campus. As long as colleges are receiving federal funding in the form of grants, scholarships, and financial aid, they are subject to compliance with DFSCA.

Consequences of Marijuana Possession and Usage:

1st offense- Community service, judicial educator, fine

2nd offense- Housing Probation

3rd offense- Termination of housing

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

It is the student's responsibility to certify to the school that they have successfully completed the rehabilitation program.

COMPLIANCE POLICY

CENTENARY UNIVERSITY POLICY

Centenary University expects all students to comply with written policies of the University and to follow the directions of university officials. For the purposes of this policy, a University Official is defined as any member of the community whose employment is authorized by the Board of Trustees, including but not limited to; faculty, adjunct faculty, staff, administration, housekeeping and facilities staff, food service providers, campus security and Residential Life Staff.

Therefore, the following actions are prohibited:

1. Violation of written University policy or regulations contained in any official publication or administrative announcement of Centenary University.
2. Failure to comply with directions of University Officials acting in the performance of their duties.
3. Failure to present identification to University officials acting in the performance of their duties.
4. Refusal to report to an administrative office upon request.
5. Refusal to comply with a request by University Officials to enter suite or any room therein.
6. Refusal to adhere to any Centenary University Policy stated in this Handbook, the Residence Hall Contract, Computer Usage Contract, the University Catalog or any other university document or announcement.
7. Knowingly using or furnishing false information or identification to a Centenary official (or to someone acting in the name of Centenary University) is prohibited.
8. Failure to comply with reasonable directions of Centenary officials; included, but not limited to, Security and Residential Life staff members.
9. Harassment and/or verbal abuse of Centenary officials acting within the scope of their duties; included, but not limited to, Security and Residential Life staff members.

Clubs and Organizations

There is no limit to your involvement at Centenary University. By joining a club you have the opportunity to meet people with similar interests, make new friends, build your network, and create lasting memories. In addition, by joining an organization you can get an in-depth look at your area of study, develop your leadership skills, build your resume, and make a difference in your community and beyond!

Need more information about any of the clubs listed, don't see what you are looking for or just want to chat about how you can get connected.

For information on clubs and organizations, visit the [Clubs and Organization webpage](#)

FIRE / SAFETY POLICIES

The New Jersey Criminal Code has criminal codes for fire and health safety. Below is a brief overview of the State's codes, but not intended to be all inclusive. Centenary University upholds all of the laws, not just those discussed or reviewed within this document.

NEW JERSEY LAW

1. Causing a False Alarm: A person is guilty of a crime if he initiates or circulates a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a building, place of assembly or facility of public transport, or to cause public inconveniences or alarm.
2. Arson: A person is guilty of arson if he purposely starts a fire or causes an explosion, whether on his own property or another's.
3. Fireworks: It shall be unlawful to manufacture, sell, transport or use dangerous fireworks within the state. Examples include torpedoes, paper caps, firecrackers or salutes, cannons, canes, pistols or other devices designed for use otherwise than with paper caps, and sparklers or fuses.

CENTENARY UNIVERSITY POLICY

Centenary is very concerned about the safety and security of all of our students. Centenary University designed their policies not for the purpose of strong restrictions, rather for compliance with the laws of the State of New Jersey and to ensure a safe community for all students. In order to protect all the members of our community the following standards and policies must be adhered too.

Level I. Fire Safety

For the safety of all individuals in the Centenary University Community, fire safety violations are taken very seriously. When there is damage in a room, from a fire caused by actions that are in violation of University policy, the responsible party will be sanctioned as appropriate and pay for damages caused by the fire as determined by the University.

The following are prohibited:

1. Possession, use, or storage of any firearms or other weapons, explosives, fireworks or

- incendiary, dangerous or noxious devices or materials as defined by NJ State laws and statutes on property owned or controlled by the University or at functions sponsored or supervised by the University.
2. Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false.
 3. Intentionally or recklessly burning or setting fire to or in any building or starting unauthorized fire where the impact will negatively affect the university community.
 4. Intentionally pulling or causing a fire alarm under false pretenses.
 5. Failure to evacuate from a building during a fire alarm or fire drill.
 6. Burning candles, incense, oil lamps or other open flame objects in a residence hall, room or anywhere else on campus.
 7. Possession of prohibited items listed on the Prohibited items sheet.
 8. Smoking Policy violations. (See the smoking policy for details.)
 9. Extension cords (of any kind), multi-plug devices, Power strips WITHOUT built-in circuit or a surge protector. It is not permitted to link surge protector to surge protector.
 10. The use of any door locks other than those provided by the University.
 11. Storing and/or improper disposal of rubbish within residence hall room or storing personal belongings in the hallways.
 12. Tampering, damaging or removing fire safety equipment, including, but not limited to:
 - a. Covering smoke detectors and other fire safety equipment.
 - b. Removing smoke or carbon monoxide detectors or batteries.
 - c. Hanging items from sprinkler heads or pipes.
 - d. Inappropriately handling or discharging fire extinguishers or breaking the seal that indicates that the fire extinguisher has been prepared for use.
 - e. Tampering with emergency lights, horns, sensors or exit signage.
 - f. Horseplay and sports are not permitted within the residence hall. Damages caused by the breaking of a sprinkler head due to such activity are the responsibility of the person.
 13. Failure to report a fire to the proper authorities, even though the building occupants may have extinguished the flames.
 14. Blocking fire lanes near and around any building on campus. Vehicles may be towed at owner's expense.

Level II. Health Safety Policies

For your safety and the safety of the Centenary university community the following policies have been created:

1. Unauthorized entry into or use of Centenary facilities or attempting to gain entrance to unauthorized premises is considered a violation, whether entrance is gained or not.
2. Fleeing the scene of an incident is prohibited.
3. False 911 and/or campus emergency system calls both on and off campus are prohibited.
4. Throwing, launching or propelling objects is prohibited.
5. Setting off a fire alarm due to smoking of any substance, vaping, or tampering with fire equipment can result in removal from the residence halls on the first incident.
6. The second incident of covering of a smoke head or sprinkler head can result in a student being removed from the residence halls.

7. Propping or tampering with doors to prevent them from closing or locking is prohibited/

Within our partnership with Hackettstown PD, they can enforce fines for Fire Safety. Students charged by Hackettstown Fire Department will have the fine amount placed on their student account and are responsible for paying the fine.

EMERGENCYEVACUATION PROCEDURE

Current Emergency Response Plans for each location can be found on this [Consumer Information - Centenary University](#)

Building Evacuation

All building evacuations will occur upon the sounding of the alarm, and/or by notification by Security, Residence Life or by individual choice when the emergency dictates.

1. When the building's fire alarm is sounded, an emergency exists. Walk quickly and calmly to the nearest marked exit and alert others to do the same. Do **not** use the elevators. Do not attempt to access other areas of the building to retrieve personal belongings.
2. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen — do not lock doors (Residence Hall room doors lock automatically. Do NOT use the deadbolt to keep the door open/unlocked.)
3. Assist disabled persons in exiting the building.
4. Keep roads, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.

CampusEvacuation

The evacuation of all or part of the campus grounds will be announced through the web based system, omnilaert. All persons are to vacate immediately the area in question and relocate to another part of the campus or location as directed. Please see website to sign up for Omniaert [Campus Safety - Centenary University](#)

Designated Assembly Points

After any evacuation, report to your designated area assembly point as per the Emergency Response Plan. Stay there until an accurate head count is taken. The Emergency Response Team members will take attendance and assist the accounting of all building occupants.

Preparing for an Emergency

Plan ahead; familiarize yourself with exits so you are aware of the designated exit route. If you cannot exit by that route or are not in your room, be aware of the quickest and safest way to leave the building.

1. When the alarm sounds, close all room windows, and before opening the door, check to see if it is hot. Never open a door if it is hot. If the door is not hot, brace yourself against the door and open it slightly to make sure it is safe (pressures created by fires can open

- doors if not held securely).
2. If you cannot leave the room:
 - a. Seal up the crack around the door using pieces of clothing (dampen it with liquid if possible), tape or whatever is handy.
 - b. To let smoke out and bring fresh air in, open windows a few inches.
 - c. Hang bed sheets or other large items out the window to attract the attention of the Fire Department.
 - d. Cover your mouth and nose with a cloth and stay close to the ground near the window where you can get the attention of those outside.
 3. If it is safe proceed out your door and close the door as you leave.
 4. Use stairways. Never use elevators during an evacuation.
 5. Exit building quickly and quietly. Walk, do not run. If the nearest exit is locked, proceed calmly to the nearest available exit.
 6. Report to the designated assembly location. (see above)
 7. Report all injuries to the Fire Chief, Police Officer, Security and members of the Residence Life staff.
 8. Remain in the designated assembly areas for instructions from the Residence Life staff.

Fire Drills

Fire drills will be conducted in the residence halls periodically during the fall and spring semesters and will be done so unannounced to students. All people must evacuate the building during a fire drill and report to their designated assembly location following the same instructions as above.

1. Each building will be checked during the drill to make sure every person has evacuated the building by the Residence Life staff.
2. Students should congregate inside of the designated assembly location until the residential life indicating they are permitted to return to their hall.
3. Students that fail to evacuate during a drill will be documented and formally adjudicated through the conduct process. They may be removed from university housing.

Carbon Monoxide Detectors

Carbon Monoxide is a colorless and odorless vapor that can result in suffocation. Carbon Monoxide detectors have been installed in every campus building and within each residence hall room. The alarms are not hardwired to the fire alarm system; they operate individually off of batteries. Students are not to remove the batteries from the detector for any reason, doing so will result in the equipment not working properly. Anytime the carbon monoxide detector alarm sounds, all residents should assume there is carbon monoxide present and should follow the following steps:

1. Exit the room, building or apartment quickly.
2. Residents should leave their building and assemble at the designated evacuation locations
3. Call Campus Security and inform them that a carbon monoxide detector has been activated. If using a cell phone dial (908) 852-1400 then press 0.
4. Remain at the designated location and wait until official university personnel have spoken with you and given you permission to re-enter the building.
5. Residents or guests re-entering the building prior to being given permission are subject to disciplinary action.

Lock Down Procedures

The “lockdown procedures” will be initiated by a designated Administrator(s) of Centenary University. Notification will be made via the Mass Notification System. The “lockdown” will be initiated in the event that an armed and dangerous individual is on the campus or, when an emergency incident occurs which necessitates the need for a lockdown.

Procedures:

1. Remain Calm
2. Lock/Secure (Deadbolt) your door – If you are not in a room at the time a lockdown is declared enter the nearest room and lock and/or (deadbolt) secure the door. *Do not respond to anyone who may knock at the door.
3. Turn off lights and pull shades – Dark Rooms are harder to see into. Keep Quiet.
4. Stay off of the phone –Instructions may come by phone.
5. Move to a safe area within the room – Keep out of sight. Stay away from doors and windows. Do not allow anyone to sit on windowsills.
6. Permit no one to leave – Prepare a list of those present in the room at the time of the lockdown. Also, list anyone else present who is not usually in the room during that period.
7. Ignore all bells – During a lockdown procedure, ignore any bells or alarms.
8. Notification at the conclusion of the lockdown will come via the mass notification system.

SMOKING POLICY

NEW JERSEY SMOKE-FREE AIR ACT

The [New Jersey Smoke-Free Air Act](#) (NJ SFAA) was passed by the New Jersey legislature and signed by the Governor in January, 2006. Effective April 15, 2006, the new law requires smoke-free environments in essentially all indoor workplaces and places open to the public, except gaming areas in casinos. In 2007, supplemental regulations were enacted to help implement the NJ SFAA.

CENTENARY UNIVERSITY POLICY

In accordance with New Jersey State law, and as safeguards against fire and in consideration of the health of our community members, smoking is prohibited in all buildings owned or operated by Centenary University. Please use caution when smoking outside as lit cigarettes, cigars, etc., when improperly disposed, can result in unintended fires.

Enforcement of the Smoking Policy is the responsibility of all of us. Any member of the community observing an infraction of the smoking policy is encouraged to remind violators of our policy. Centenary community members are also responsible for their guests respecting all regulations. Infractions may be documented with campus security, the office of Campus Life or to the Human Resources Department.

1. Smoking is not permitted in any building on the Centenary University campus.
2. There is no smoking within 25 feet of any building. When smoking outdoors, smoking must take place beyond 25 feet of any building.
3. No smoking of any illegal or prohibited items are allowed on university property or within any university building.

4. Students may **not** smoke in their rooms, hallways, common areas, or bathrooms of any building. This also includes but is not limited to electronic or vapor cigarettes.
5. Standing in doorways, vestibules, or hanging out windows while smoking is not permitted.
6. Students are held responsible for any smoking-related damage to any property of Centenary University and/or the property of a member of the community.
7. Individuals who choose to smoke are expected to dispose of their cigarettes in the provided container. Improperly disposed of butts and ashes can cause unintended fires.

Centenary University Copyright Policy

Centenary University Copyright Policy

- United States copyright law governs the making of photocopies or other reproductions of copyrighted material. It is Centenary policy to comply with the requirements of the copyright law, and Centenary expects all members of the University community to abide by such law. Copyright infringement is a violation of this policy and can result in the imposition of discipline under the Campus Code of Conduct and the Academic Code of Conduct as well as human resources policies.
- The copying of a copyrighted work by any means (*e.g.*, photocopying, scanning, digitizing, ripping, etc.) constitutes reproduction that is governed by copyright law. Except as may be set forth below, such reproduction may require the permission of the owner of the copyright.
- No one should use content consisting of copyrighted works or portions of such works in either hard copy or electronic form without first either:
 - obtaining the permission of the copyright owner or
 - concluding after reasonable inquiry, with the benefit of resources made available by the University for these purposes, including the attached Checklist, that the use qualifies as a fair use or other exempt or licensed use for which permission is not required.
- Permission may be required for the use of copyrighted material even when such material is:
 - available on the internet;
 - being used in a course for the first time; or
 - characterized for purposes of course use as optional, supplemental, or ancillary reading material, rather as required, assigned, or recommended reading material.
- The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments. Any use of copyrighted electronic material that would require permission from the copyright owner if the materials were part of printed material likewise requires the copyright owner's permission when made available in electronic format.
- Fair use is a longstanding doctrine, embodied in Section 107 of the Copyright Act, which recognizes the importance of accessing, using, and building upon copyrighted works in the context of teaching, research, and scholarship. The law establishes a zone of "fair use" protection for copying or disseminating copyrighted works without obtaining permission from the copyright owner under certain circumstances. The

copyright statute provides a framework for deciding whether a particular use is a “fair use”. The “fair use” analysis, whether in the paper or electronic environment, includes the following factors:

- the purpose and character of the use;
 - the nature of the copyrighted work;
 - the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - the effect of the use upon the potential market for or value of the copyrighted work.
- See the attached Checklist for help in determining whether fair use may be applicable to any planned use of copyrighted materials.
 - To the extent technologically feasible, instructors should use passwords, ID numbers, or other appropriate means to limit access to copyrighted electronic course content to students enrolled in the course or other individuals requiring access to the course material for purposes of conducting the course. The availability of such content to students should terminate when the students have completed the course. IT provides support for implementing these features in the classroom management system.
 - It is preferable to link to materials already legally available at another site rather than scanning or making a digital copy.
 - Copies of copyrighted works, regardless of their format, should include proper attribution and copyright notices.
 - Instructors should not direct or encourage students to print unauthorized copies of course content. Students seeking information about how to make or acquire personal copies for purposes of private study, scholarship, or research should be directed to consult available resources.
 - Questions regarding this Policy may be directed to the Chief Operating Officer.

POLICY AGAINST FRAUD

The New Jersey Criminal Code has clearly defined standards against fraud. Below is a brief overview of the State’s codes but not intended to be all inclusive. Centenary University upholds all of the laws, not just those discussed or reviewed within this document.

NEW JERSEY LAW

The New Jersey Criminal Code divides Fraud into a number of categories including embezzlement, falsifying records or identification and passing bad checks. Acts of fraud are subject to arrest and prosecution in the state of New Jersey, and therefore, will not be tolerated by any person or organization at Centenary University.

CENTENARY UNIVERSITY POLICY

The Academic Honesty policy is outlined in Centenary University Catalog. Please refer to that document for issues related to Academic Fraud. Honesty and integrity are expected in and out of the classroom therefore, the following actions are prohibited:

1. Embezzlement or misuse of the funds of the University and/or its student groups, organizations and athletic teams is prohibited.
2. Forgery, falsification or alteration of student employee timesheets is prohibited.

3. Forgery or alteration of Centenary University documents, records or instruments of identification is prohibited.
4. Unauthorized possession of Centenary University documents, records or instruments of identification is prohibited.
5. Forgery, alteration, possession or manufacturing of false identifications, documents or records is prohibited.
6. Use or possession of the driver's license or Cyclone Card of another, supplying such cards to another, furnishing false information in obtaining such cards, or defacing such cards is prohibited.
7. Violation of the computer and information resources policy is prohibited.
8. Unauthorized use of Centenary's name or logo or failure to use Centenary's name or logo in a manner consistent with its designated objectives is prohibited.

POLICY AGAINST VANDALISM / PROPERTY DAMAGE / THEFT

It is expected that all Centenary University students treat the property of the University, of its' members and any other property with respect. If students witness intentional damage and or vandalism, they should intervene immediately by requesting the behavior cease and contact campus security.

NEW JERSEY LAWS

The New Jersey Criminal code has countless codes related to burglary, theft and robbery. There are separate and additional codes related to defacement and vandalism of property. Penalties for such acts include community service, fines and jail time.

CENTENARY UNIVERSITY POLICIES

Students responsible for malicious damage and vandalism to Centenary University and/or personal property will be required to pay restitution for the repairs and are subject to sanctions including expulsion. The university staff, including the Residential Life staff, will work diligently to identify the perpetrators of such damage. Residents are responsible for reporting individual damages to their residence hall as soon as they occur. Damages that occur in a particular room are billed to all roommates unless only one is clearly responsible. Damage to the living room, kitchen or unit property are billed to all those living in that apartment or unit.

The following standards relative to respect of property are in effect.

- a. When a person removes, uses, misappropriates, steals or sells property owned by Centenary or another person. This includes, and is not limited to, the illegal downloading and/or file sharing of copyrighted materials (including, but not limited to, music and films) from the internet and the use of university technology and/or technological infrastructure to facilitate same.
- b. Unauthorized and/or misuse of another's property or Centenary's property is prohibited
- c. The theft of, or attempted theft of, or unauthorized possession of another's property or Centenary's property is prohibited.
- d. Malicious or intentional damage, defacement, tampering, vandalizing or destroying property owned by Centenary or another person is prohibited.
- e. Creating messes and littering on campus or in a university-owned or operated building

- is prohibited.
- f. Failure to report damage is prohibited.

Common Area Charges

The common spaces of our residential buildings are intended to bridge those individuals in a common experience of residing together. Although the university staff, including the Residence Life staff, will work diligently to identify the perpetrators of vandalism, in some cases those individuals will go unknown. In cases where damage or vandalism is done to common areas and the responsible party cannot be determined, residents sharing that common area share in the cost of the restitution.

CONTEMPT OF THE JUDICIAL PROCESS

The judicial process is designed to create and maintain an environment that fosters community spirit and individual responsibility. Students that violate the foundation of the judicial process are jeopardizing the structure of the community as a whole. Charges may be issued against any person who disrupts, frustrates, subverts the authority, demeans the integrity of, or fails to cooperate with, the judicial process, including, but not limited to:

- A.** Failure to accept or respond to a summons issued by the Vice President for Students Affairs /designee or a Hearing Officer.
- B.** Failure to obey an order, directive or request by a Hearing Officer, including failure to appear at a hearing or comply with penalties.
- C.** Improper conduct during a hearing.
- D.** Harassment and/ or threat of a hearing officer, before, during, and/ or after a hearing.
- E.** Giving false information during a hearing.
- F.** Attempting to influence a hearing officer, witness or other individual involved in the process.

Issuing Charges for Violations of Judicial System

- A.** Verbally during a hearing.
- B.** In writing within 72 hours following a hearing or failure to obey an order, directive or request. In both of these instances an automatic penalty can be given without a formal hearing procedure at the discretion of the Hearing Officer in conjunction with the Director of Residence Life & Community Standards.

IDENTIFICATION CARDS

The Centenary University identification card is known as the Cyclone Card. The Cyclone Card is the official campus identification card for all Centenary University students, faculty and staff members. It is required for all active members of the Centenary University Community to carry the card and present it upon request.

Rights and privileges associated with the Card are contingent upon the cardholder's status as a

student, faculty member, staff member or other person affiliated with the Centenary University Community. The Card is valid as long as the cardholder is enrolled as a student, employed as a faculty or staff member, or otherwise affiliated with the University as set forth in the Terms and Conditions.

People applying for issuance of the Card must present a government issued photo id such as a passport, civilian or military identity card, or driver's license. The initial Card is issued at no charge. A replacement will be issued for any Card reported by the Cardholder as lost, stolen or damaged. A fee of \$10 will be charged for the issuance of a replacement Card.

The Card will bear the name of the cardholder as it appears in the records of the University. In the event of a change of name that is recorded in the records of the University, a replacement Card will be issued at no charge.

The Cyclone Card is non-transferable and should not be loaned or given to anyone else for any purpose. Please keep it secure and do not expose it to electronic or magnetic devices, chemicals, or excessive heat or water. Any damaged, lost, or stolen card must be reported immediately to the IT helpdesk or Security.

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

CYCLONE DOLLAR INFORMATION

The Cyclone Card is now the medium for Cyclone Dollars, which can be used for purchases on campus and at off-campus participating merchants.

As a holder of the Cyclone Card, you may have up to \$350 deposited in your Cyclone Dollars Account at any one time.

There is no fee for use of the Cyclone Dollar Account. No cash withdrawals are permitted from the Cyclone Dollar Account. You are responsible for all charges to your Cyclone Dollar Account, including charges made using a lost, stolen or borrowed Cyclone Card.

A Cyclone Dollar Account is established by the deposit of funds to the Cardholder's Account by or on behalf of a Cardholder. By making a deposit into a Cyclone Dollar Account, the Cardholder agrees to be bound by the terms and conditions governing Cyclone Dollars.

Deposits to Cyclone Account

Deposits may be made by Visa, Master Card or Discover Card on the Centenary website. Deposits by credit card can only be made online. The minimum deposit by credit card is \$20.00. Deposits by cash or check may be made at the Student Billing Office during normal business hours. Deposits by cash or check may be made in increments of \$5.00 up to the maximum balance of the Account.

The Guest deposit screen will allow non-Cyclone card holding persons to make a deposit to a Cyclone card holder's account, with a credit and/or debit card bearing the Visa, MasterCard and /or Discover card logo

For a guest deposit you will need to enter the Cyclone cardholder's first name and last name, as it appears on the card, **names are case sensitive**, and then the Centenary University email address of the cardholder. Contact the cardholder if you do not know their Centenary University email address.

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

PARKING POLICY

CENTENARY UNIVERSITY POLICY

The Centenary University Campus is private property, and the University determines all motor vehicle regulations on our campus. The following were designed to create an environment of safe and efficient parking and driving on campus.

All Centenary students may park cars at Centenary University providing they register their car(s) and purchase a parking permit.

1. All Centenary students, faculty and staff must register their car, if they wish to park on campus in the parking lot instead of using the public street.
2. Students register through the Mail Room, and faculty and staff through Human Resources.
3. Motor vehicles operated on any University property by students, faculty, or staff, either regularly or temporarily, must be properly registered as above and are subject to all driving and parking regulations issued by the University.
4. The campus speed limit is 15 miles per hour.
5. Students, faculty and staff will be held responsible for the violations of any vehicle registered to any member of their immediate family or other visitor.
6. Motorcycles must also be registered as above.
7. All motor vehicle regulations are in effect 24 hours a day, 12 months a year.
8. Centenary will share information about vehicles, including registration and owner information if questioned by the authorities.

Duty to Report Accidents

The operation of a motor vehicle involved in an accident resulting in any personal injuries in any degree, or damage to any property shall, within 24 hours, forward a report to the Campus Security. Failure to report an accident will result in suspension of motor vehicle privileges. The police will advise you if a local or state report is made.

Registration

Students must register their cars within the first week of the semester. If the car is brought to the campus after the beginning of the semester, it must be registered immediately.

Sticker Information

Registration stickers must be permanently and immediately attached and displayed in full view on the lower portion of the left side of the rear window.

- a. All stickers remain the property of Centenary University and are non-transferable.
- b. Financial responsibility for each sticker remains with the person to who issued until completely removed from the vehicle and destroyed.
- c. Please remove parking sticker prior to vehicle disposal.
- d. Any changes (purchase of new car, etc.) must be brought immediately to the attention of the Mail Room.

Parking Information

Student Parking - All full-time students, commuters and residents, have the privilege of parking on campus if the vehicle is registered. Students are permitted to park in the lot located at the back of campus adjacent to the athletic fields. Street parking is subject to all municipal and state motor vehicle regulations and is not under the jurisdiction of the University. Only Hackettstown residents are permitted to park on most streets around the university. All local streets have parking regulation signage.

On Campus:

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

8. Except as outlined above, there shall be no student parking, at any time, behind the following residence halls: Anderson, Van Winkle and Smith, nor in the circle in front of the Seay Building, nor on Reeves Road, the Brotherton Parking lot, and the Ferry Circle. Violators will be towed at their own expense.

Off Campus:

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

Visitor Parking

Visitors may be parked in the student lot only from 12 p.m. until 2 a.m. during the week and 24 hours during weekends. Violators will be towed at their own expense.

Disabled Vehicles

A disabled vehicle is illegally parked unless the operator has completely removed the vehicle from the roadway, notified the campus security in writing, posted a sign in plain view that the vehicle is disabled, and has taken immediate steps to remove the vehicle.

Vehicles Moved Without Authorization

When a vehicle is moved (either driven or pushed) by someone other than the operator, the registered owner is still responsible. Since this has been known to happen, the owner should always set the brakes, lock the vehicle and retain the keys.

Borrowed Vehicle

When a vehicle has been loaned to another person and is subsequently in violation of a parking or traffic regulation, the person to whom the vehicle is registered is responsible.

Snow Removal

When there is a heavy accumulation of snow, emergency notification might be sent restricting parking to certain areas of the parking lots. It is the responsibility of vehicle owners to make certain they check their e-mail for those alerts and failure to comply will result in the vehicle being removed at the owner's expense.

Other Considerations

Lost traffic/parking tickets do not relieve owner/operators of responsibility; illegal parking, whether brief or for a long time period and whether or not a car has been previously parked in an area without citation, is subject to ticketing and fines; tickets will be issued to cars parked in reserved areas.

Fines

- a. Violations are cumulative during each academic year.
- b. Failure to register the motor vehicle promptly.
- c. Failure to display registration sticker in plain view where specified
- d. Illegal or improper parking.
- e. Illegal parking in medical permit, fire zone or handicapped space
- f. Unauthorized display of/or improperly obtaining a parking sticker.
- g. Three or more unpaid tickets will result in an automatic towing of the vehicle in violation **at the owner's expense**. Please be certain that you register your vehicle with campus security upon your arrival and that you follow parking guidelines as stated in this Student Handbook and on campus signs.

Loss of Privileges

The motor vehicle must be under complete control at all times. Courtesy to other drivers and consideration for pedestrians are basic conditions for the privilege to drive on campus. This privilege will be revoked whenever it appears that an operator is guilty of reckless or inconsiderate driving or willfully disobeys regulations governing the use of the parking of a motor vehicle. A student who is issued more than five tickets in a semester will be reported to the Vice President for Student Affairs for action.

1. Please note that ignorance of the law does not serve to waive a fine or penalty; if a fine is not paid promptly, the student's credit and privilege of further registration at the University will be withheld until the fine or fines are paid.
2. Faculty and staff are expected to pay their fines promptly and are subject to conditions as stated in the payroll deduction authorization form.
3. The fact that a person has been incorrectly advised does not constitute an excuse. In this regard, the authority is the Motor Vehicle Regulations.

Appeal

Students may appeal tickets in approved parking areas on campus. Appeals must be filed in writing to the Vice President for Students Affairs within seven working days from the day the ticket was issued. You will receive written notice indicating the action taken on your appeal. Emails will not be accepted.

General Policy

1. Any change in car or license must be reported to the Office of Campus Life within 24 hours. University employees are not permitted to render any service to a student's car.
2. Failure to comply with any regulations constitutes an offense against the University. The penalty for violation of car regulations of Centenary University may be a fine, towing away and storage of the car at the student's own risk and expense, loss of campus driving privileges, or suspension.
3. Unregistered cars will be towed away after three tickets have been issued. All outstanding tickets and towing charges must be paid before a car will be released to its owner.
4. Driving on campus while intoxicated will result in automatic loss of driving privileges and

further sanctioning under the alcohol policy.

5. While operating a car in New Jersey, a student must have in his/her possession a driver's license, registration certificate and insurance card for the car which is being operated.
6. The University reserves the right to alter or supplement these regulations at any time.

Note: If a student loans his/her car to a friend or other student, the owner must realize that they are responsible for the car and any tickets and/or damages to university property.

POSTING AND SOLICITATION POLICY

SOLICITATION

Solicitation by student groups and organizations is permitted, if approved by the Office of Campus Life. In some cases, approval will be required by the Student Government Association, Inter-Greek Council, and or Student Activities department. Solicitation is not permitted by outside vendors or groups unless approved by the Vice President for Students Affairs. In either case, the following regulations must be adhered to.

1. Solicitation is not permitted in any of the residence halls without the authorization of the Director of Residence Life & Community Standards. *While not limited to, it can include distributing flyers, promoting any on or off campus event, or advertising any service.*
2. Solicitation is only permitted by non-student groups when scheduled through the Office of Campus Life. Space is limited, and specific items may be prohibited from being sold.
3. Solicitors not following these procedures will be escorted off campus by security and may be subject to arrest if found to be trespassing.
4. Any campus organization must obtain permission to solicit and any advertisement must be approved through the Office of Campus Life.

POSTING POLICY

In order to effectively communicate events and activities occurring on campus, the following posting policy has been established. The intent of this policy is to curtail and ensure that everyone has equal access to the posting area. *A poster has been defined as a flyer, notice, or other material that is intended to disseminate information to the campus community.*

1. Notices posted on campus should not exceed 2x3 foot in size.
2. All posters, flyers, handouts and table tents must have a stamp of approval by the Office of Campus Life.
 - a. Unauthorized duplication of stamp will result in charges of fraud.
 - b. Items posted without authorization will be removed immediately and discarded.
3. Posters are only permitted on approved bulletin boards and locations.
 - a. Postings are NOT permitted on windows, in stairwells, in elevators, on doors or hanging from windows (outside).
 - b. Postings are permitted in bathrooms, hallways, and lounges, provided no damage will result from the posting.
 - c. Postings are to be hung using clear tape only.
4. Posting on top of other postings is prohibited
5. Posters whose content is deemed libel or otherwise excessively vulgar as determined by the Campus Life Staff or Student Government Association will be removed.

6. A limit of 6 posters per 20 yards will be permitted. Any excessive posters will be removed.
7. All expenses for posters will be paid by the organization/group responsible, including paper, duplication costs, tape, staples, etc.

Approval of Posting

In order to have a poster approved the following regulations must be met.

1. The poster must clearly state the following information:
 - a. Date and time of the event
 - b. Responsible organization or group
 - c. The location of the event
 - d. A contact name and phone number or email address for more information
 - e. Proper use of grammar and spelling

Illegal Audio and Video Recording

Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. Any information received (video, photo, or confirmation of video/photo) directly or from a third party is permissible for use during the university judicial process.

SOCIAL MEDIA POLICY

Centenary University supports the use of social media to connect with students, colleagues, alumni, volunteers, and friends. Social media allows Centenary University followers to stay up to date on important news, exciting events, and accomplishments of our students, staff, and alumni. Currently Centenary University has a presence on Facebook, Instagram, LinkedIn, Twitter, Pinterest, YouTube, and Vimeo, Snapchat, Thread, and Tiktok.

If you would like to set up a Centenary University affiliated social media account, please contact marketing@centenaryuniversity.edu.

The Marketing Department

The Marketing Department of Centenary University is responsible for the promotion of the University and enhancing its reputation. All social media accounts that are affiliated with Centenary University represent the entire University and it is the Marketing Department's duty to oversee all accounts to ensure that they align with the University's values, prestige and brand as an institution of higher learning.

For guidance, assistance, or questions, please reach out to marketing@centenaryuniversity.edu.

Social Media Policy

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

What is Social Media?

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

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

How Centenary University is Using Social Media

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

Account Management

Creating a New Account for your Department

Are you thinking about setting up a social media account that is affiliated with Centenary University? Your first step is to register the account with the Marketing Department at Centenary University. You may contact marketing@centenaryuniversity.edu for guidance. We will then set up a meeting with you to walk you through any issues or questions you may have.

Responsibilities of a Social Media Admin/Account Manager

Once a Centenary University affiliated account is created, there are rules and expectations to follow. As stated earlier, all affiliated accounts represent Centenary University so it is imperative that the rules and expectations are followed. A brief list is included below but a full version of the Social Media Manual can be found [here for download](#).

- The account posts new content at least twice a week
- Access must be granted to at least one other employee within the marketing department as administrator for accounts
- Posts are appropriate and are not copyrighted
- Be conscious of mixing business with personal lives: Students and employees should never post in reference to other students, rumors, allegations or their own personal views and opinions.

Branding Information

Centenary University's social media properties are an online extension of the University's presence. What we say about our university must be in accordance with established brand guidelines. Our brand guidelines are intended to create consistency in our communications, and not to stifle the creativity of those who wish to share positive messages about Centenary University through social networking.

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

Let's be consistent: Your account name, profile pictures, avatars, cover photos should be the same across all platforms you wish to use. For example, your profile picture on Facebook should always match your profile picture on Instagram. Your audience will come to recognize your account by your profile picture, so it should rarely, if ever, change. We want to help our followers to easily recognize us on social media. Cover photos can be changed on a regular basis according to current events, new photos/videos to grab your audience's attention and bring traction to your pages. If you need a logo created, please contact marketing@centenaryuniversity.edu.

Visually appealing: Profile pictures and cover photos should consist of images. Save your text for the content of your posts. Text becomes difficult to read on smaller devices. Considering cover photos show differently across all platforms, keep in mind the image will be cut off depending on the device a user is using. When creating your content think about what you find

visually appealing when scrolling through different devices. Use videos/images that are high quality, not blurry or pixelated.

Distinctive: We are all unique one way or another. Keep your accounts unique too! This will allow your viewers to easily differentiate between accounts.

Best Practices

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

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

- Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.
- Be respectful. Understanding that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional voice.
- Remember your audience. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a Centenary University employee online, it should be clear that the views expressed are not necessarily those of the institution.
- Photography: Please contact marketing@centenaryuniversity.edu for your photography needs. Photographs are a great way to engage visitors and draw interest to a social media post.
- Whenever possible, photographs should be included in social media posts. However, photographs posted on social media sites easily can be appropriated by any visitors, without your permission. You should always take time to consider a photograph before posting on official and personal accounts. If the picture is not something that you would want distributed by media across the world you may want to reconsider posting this picture.
- Linking. Social media represents a great opportunity for Centenary University to drive traffic to its website(s). Special care should be paid to posting content with links to Centenary's own website whenever possible. If a link being posted does not link directly to Centenary University's website(s), there should be a clear indication that a link is not associated with Centenary University.

Consistent Branding Standards: The standards below correspond to any type of social media site:

- The Centenary University Official Seal is reserved for use only by the Advancement Department.
- The Centenary Athletics Cyclone Logo is reserved for use only at the discretion of the Athletics department.
- A department with their own approved logo may utilize that logo only with the approval of their department head.
- Terms of service: Centenary University employees and students must obey the Terms of Service of any social media platform employed.
- The Centenary University Official Logo is reserved for use only with the Marketing Department's approval.

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

Make sure to mention our main accounts:

Facebook: **Centenary University**

Instagram: **centenaryuniversity**

Twitter: **centenary_nj**

LinkedIn: <https://www.linkedin.com/school/centenary-university/>

Pinterest: **centenary_university**

TikTok: @centenaryuniversity

SnapChat: @Centuniversity

Threads: @centenaryuniversity

Please contact marketing@centenaryuniversity.edu if you would like to have content posted on the main University accounts.

Policies for all Social Media Profiles, including Personal Profiles

- Protect confidential and proprietary information: Do not post confidential or proprietary information about Centenary University, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA regulations and adhere to all applicable institution privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary up to and including termination.
- Do not use Centenary University logos for endorsements: Do not use the Centenary University logo or any other institution images or iconography on personal social media sites.

- Do not use Centenary University's name to promote a product, cause, or political party or candidate.

Student & Employee Social Media Usage

Anyone who manages a social media property on behalf of Centenary should reach out to marketing@centenaryuniversity.edu. We have tools that can help you succeed.

Social Media Usage Guidelines

- Harassment, Intimidation & Bullying: Language, photos, communication and information that is offensive, illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful, embarrassing to any person or entity or injurious are considered unacceptable.
- Be conscious of mixing business with personal lives: Students and employees should never post in reference to other students, rumors or allegations.
- Posting rights for Centenary accounts: Students and employees are not permitted to post to Centenary University accounts without express consent from a department director. Access to Centenary University accounts may be revoked at any time.

Proscriptions on Use

Use that impedes, interferes with or otherwise causes harm to others. – Harassing or threatening use.

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

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

Enforcement

When a student or employee violation of this policy occurs, Centenary University may enforce one or more of the following:

- Temporarily suspend or block access.
- Permanently suspend or block access.
- When appropriate, refer suspected violators to the appropriate law enforcement agencies – Disciplinary action up to and including termination or expulsion.

ENROLLMENT STATUS

Change of Status

Students with a change in personal record information (name, address, phone number) and /or those who make changes which affect their campus status (full time to part time) must report this in writing to the Office of the Registrar. Students who are changing their status from resident/commuter can do so by completing a Change of Status form in the Office of Campus Life. The status change will not be in effect until 24 hours after the completed and signed form has been submitted. Note: Part time to Full time must be completed through Admissions.

Leave of Absence

Leave of absence (LOA) may be granted to a student for financial, personal, academic, student experience, medical, internship/employment, or other approved reasons.

Students interested in taking a Leave of Absence should go see the Retention and Success Coordinator located in the Academic Success and Advising Center. Students are required to complete a leave of absence form in order for their leave to be processed and made official. On the form, the student must indicate the date of return and if that date changes, must notify the Academic Success and Advising Center in writing from their Centenary email.

A leave of absence may be extended for up to two consecutive semesters or 365 days from the date the leave of absence became effective. A student who is on a leave for more than the allotted amount of time will be administratively withdrawn from the University. Once a student is withdrawn from the University, if they wish to return at any time, they must reapply to the institution through the Admissions Office.

Students on a leave of absence can attend another institution. Credits from the institution will only be accepted by Centenary if the student receives preapproval from their academic advisor and submits the necessary paperwork to the Registrar's Office to transfer those credits in.

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

Withdrawal from the University

Students interested in withdrawing should go see the Retention and Success Coordinator located in the Academic Success and Advising Center.

Students are required to complete a withdrawal form in order for their withdrawal to be processed and made official. Non attendance for courses in which you are enrolled does not equate to a withdrawal.

Once a withdrawal is made official, students will be removed from their courses and the University system. If a student wishes to return, they will need to reapply to the institution as a transfer student regardless of whether they have taken classes elsewhere. A student has 10 days from the receipt of their withdrawal notification to rescind their withdrawal. This can only be done by contacting the Retention and Success Coordinator from their Centenary University email address.

Administrative withdrawals are another way a student can be removed from the University system. This could happen for the following reasons:

- If a student extends their leave of absence without notification
- A student's leave of absence exceeds two consecutive semesters or 365 days
- If a student does not register for classes for two consecutive semesters
- Dismissal from the University for judicial or academic reasons

INSTITUTIONAL REFUND POLICY

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

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

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

For example, if you withdraw from all your courses in a traditional undergraduate program, after the add/drop period, you will receive no refund of your tuition & fees and will be responsible for 100% of the cost for that semester according to the University Refund Policy. If you have attended less than 60% of the term, a calculation will be performed by the Financial Aid Office to determine how much of your federal aid can be retained. A portion or all of the aid received may be returned. If all or a portion of the aid is returned, the student will be responsible for any remaining balance.

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

UNIVERSITY REFUND POLICY FOR TRADITIONAL – ALL STUDENTS, ALL PROGRAMS

Withdrawal Prior to the 1st day of the Semester

100%

Withdrawal During the 1st 5 days of add/drop and late registration	100%
Withdrawal after add/drop and Late registration period	0%

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

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

Exceptions to the Refund Policy

The following pertains to all University refund policies due to a withdrawal, leave of absence or a dropped course. Appeals to the University policy, for a proration of tuition and fees, may be considered as circumstances warrant.

The appeal must be submitted in writing, signed, and dated, to the Student Accounts Office . The appeal must contain your personal statement explaining the extenuating circumstances surrounding your decision to withdraw, take a leave of absence or drop a course after the start of the semester. With the appeal, you must submit third party documentation supporting your statement. (Examples of supporting documentation: Doctor's note, death certificate or obituary, police accident report, etc.) Without supporting documentation, your appeal will be denied.

The appeal process can take up to 30 days to process. If an appeal is granted, tuition and fees will be prorated. The prorated amount is based on the number of weeks from the beginning of the term to the date the student officially notified the University of the withdrawal or leave of absence. All Centenary grants and scholarships will be adjusted accordingly to match the prorated tuition and fees.

All appeal decisions are final.

Centenary University
Student Accounts Office
400 Jefferson Street
Hackettstown, NJ 07840

Academic Accommodations

Students requesting an academic accommodation must submit an application for accommodations along with supporting documentation to the Accessibility Services office. Once all of the required information is submitted, it will be reviewed by a representative of the Accessibility Services office. The student will then be contacted at their Centenary University email address stating whether the request has been approved, denied, or if the student needs to supply further documentation and/or more clarification regarding the request. All requests will be dealt with in a timely manner.

Service Animals

Service Animal Overview

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

Students and university personnel should not prevent a Service Animal from accompanying its handler, except where specifically prohibited. The University may restrict the use of Service Animals in certain locations based on health and safety restrictions. Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, sterile environments, cafeteria kitchen food preparation areas, and areas outlined in state law as being inaccessible to animals. If it is determined that a Service Animal cannot accompany the handler in a specific area due to health and safety concerns, reasonable accommodations will be provided to ensure the student receives equal access to the areas.

Service Animals Policy

In accordance with the Americans with Disabilities Act (ADA), Service Animals are permitted in University facilities. A Service Animal means a dog (in some cases a miniature horse) trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of the functions of Services Animals include, but are not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing, pulling a wheelchair, providing physical support, providing minimal rescue or non-violent protection work, preventing impulsive/destructive behavior, assisting during a seizure, etc.

Emotional Support Animals in residences are not Service Animals and are not covered under the ADA, therefore the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purposes of this definition. For more information on emotional support animals, contact the Accessibility Services office at 908-852-1400 ext 2584 or accessibilityservices@centenaryuniversity.edu

To work on campus, a Service Animal must be trained to perform a specific service function. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a university employee may only ask two questions:

- Is the animal required because of a disability?
- What work or task is the animal trained to perform?

University employees shall not ask any questions about the individual's disability. Although not required, it is in the best interest of the student and the animal if the Service Animal wears a harness, cape, identification tag or other gear that clearly identifies its working status. Students utilizing a service animal are encouraged but not required to notify the Accessibility Services office.

Service animals on campus must comply with local ordinances and regulations regarding vaccinations and immunizations.

Students utilizing service animals may opt to leave copies of the animal's health records in the Accessibility Services office.

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

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

Service Animals are meant to assist the handler with daily functions and therefore must be with the handler at all times. Service Animals left alone or in the care of another person may be excluded from the University.

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

The handler is also responsible for:

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

Further Requirements for Public Behavior of Service Animals

Each handler is expected to maintain appropriate behavior of the animal as follows:

- Must not initiate contact/approach people, dining tables, or the personal belongings of others.
- Must be harnessed or leashed while on campus and in campus buildings, unless the harness or leash interferes with the service animals work or the person's disability prevents use of these devices.
- Must not display behaviors or noises that are disruptive to others.
- Must not block an aisle or passageway.
- Must be trained not to be attracted to food that may be in close proximity.

A Service Animal may be excluded from the University for the following reasons:

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

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

Service Dogs in Training

Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals.

Classrooms and residence halls are not considered public facilities.

Only adult dogs (twelve months of age or older) are considered service dogs in training. "Puppies in training" are not permitted in any University buildings.

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

Emotional Support Animals

Overview

Centenary University acknowledges that emotional support animals (ESA) can play an important role for some individuals with disabilities. The University will reasonably accommodate individuals with disabilities to have one ESA in their university residence if they present a documented need for such an accommodation. In order to ensure the health and safety of Centenary University students, faculty, and staff, as well as the ESA, only an ESA that meets the criteria described in this policy will be

exempt from rules that prohibit animals from living in residence halls. Students must comply with the University's Emotional Support Animal Housing Accommodation Policy.

Definition

An emotional support animal is part of therapeutic treatment plan that provides support to individuals with an identified disability to ameliorate symptoms or effects of that disability. An ESA is not a pet. An ESA is not required to be trained to assist an individual with specific tasks or activities of daily living and can be a species other than dogs or miniature horses. Therefore, they are not considered service animals and do not qualify for legal protection under the Americans with Disabilities Act (ADA). Service animals, as defined by the ADA, are limited to dogs and miniature horses. For more information on service animals, please refer to the Accessibility Services Handbook at [Accessibility Services - Centenary University](#)

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

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

A request for an ESA housing accommodation must be initiated with the Accessibility Services office.

Emotional Support Animal Determination Process

- 1.) Student must submit an *Application for Housing Accommodations* requesting an emotional support animal and documentation from a qualified external, licensed medical professional that substantiates a relevant disability and identifies specific impacts that are related to the disability. Documentation must describe criteria used to assess the impact of the disability. This documentation should make a clear case for the necessity of a specific ESA in alleviating the impact of diagnosed disabilities and the necessity of the emotional support animal to allow the student equal access to residence living and programs at the University. Documentation must be submitted at least 3 weeks in advance of bringing the animal to campus to process the application.
- 2.) Application and documentation is reviewed by the Housing Accommodations Committee comprised of Accessibility Services and Residence Life staff.
- 3.) In considering whether an ESA is a reasonable accommodation or when making housing assignments for individuals with ESAs, the Housing Accommodations Committee will take into account the following factors:
 - A. Suitability of proposed animal for the university environment including:
 - Is the animal's crate or enclosure size feasible for available assigned housing space? *Crate/enclosure must fit in double occupancy rooms as small as 10'6"W x 14'6"L without unduly intruding upon living space. Typically, the maximum crate/enclosure size is medium*
 - Does the animal's presence impact another individual in the housing space (e.g. serious allergies)?
 - Does the animal's presence otherwise violate other resident's rights to peace and quiet?

- Is the animal housebroken?
 - What is the age of the animal? If the ESA is a dog, it must be an adult, generally a minimum of 12 months of age.
 - Are the animal's required vaccinations up to date?
 - Does the animal exhibit or has exhibited dangerous or aggressive behavior?
 - Does the animal cause or has it caused damage to housing beyond reasonable wear and tear.
 - Is the animal a common domesticated household animal? Reptiles, barnyard animals and exotic species are prohibited from campus buildings.
- B. Evidence of consistent, significant impact of disability within the University environment.
- C. Evidence that proposed emotional support animal would be beneficial in alleviating the impact of that stated disability.
- 4) The request for an ESA is rejected, approved, or pending. Accessibility Services will notify the applicant of ESA status via their Centenary e-mail.
- 5) Students with approved requests must complete the following steps:
- Submit the *Emotional Support Animal Registration Form* and submit to the Accessibility Services Office within 6 weeks from date of acceptance.
 - Review and sign the *Emotional Support Animal Owner's Statement* in presence of an Accessibility Services staff member
 - Submit documentation of the ESA's current vaccinations and a health statement from a licensed veterinarian dated within one year of application.
 - Request roommate(s) to send an email to Accessibility Services indicating their knowledge and acceptance of residing with the ESA.
- 6) An approved emotional support animal may then be brought to campus in defined locations only. Pending requests must meet the conditions outlined via e-mail within 3 weeks or the application will be rejected.
- 7) Rejected requests may go to the appeal process (see Grievance Procedures).

Responsibilities of Owners of an Emotional Support Animal in Housing Local Mandates

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

Health

- The ESA must be properly groomed and in good health. Measures must be taken at all times for flea, tick, odor control, etc. If fleas or ticks are discovered during a housing inspection, the student will be billed for the expense of any pest treatment
- Documentation of vaccination records dated within the past year are due at time of submitting *Application for Housing Accommodation* requesting an ESA. The University reserves the right to request an updated verification at any time during the ESA's residency.

- The ESA should be bathed on a regular basis. ESAs **cannot** be bathed in residence hall facilities.

General Responsibilities

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

Restricted Areas

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

Conflicting Health Needs/Concerns

- Other students with animal allergies or medical concerns regarding the ESA should direct their concerns to the Accessibility Services office and provide documentation.
- If there is a conflicting health need or concern within a residence hall that cannot be resolved, Residence Life and the Accessibility Services will collaborate on a solution.

- An ESA cannot be removed from campus solely because individuals claim allergies or fear of animals.

Removal of Approved Emotional Support Animals

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

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

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

Prohibited Species

Non-domesticated, exotic and/or atypical animals will likely be excluded due to less predictable behaviors and specific feeding and care needs. If a student seeks an emotional support animal that fits one of these categories there will be significant additional documentation and information requested. The student will have to demonstrate a unique disability-related therapeutic need for that specific species of animal. The University recommends that it is best to pursue traditional household animals for the role of an ESA.

Grievance Procedure

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

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

Housing Accommodations

Basic Procedure to receive Housing Accommodation(s)

1. Complete the Application for Housing Accommodations and Services. This can be picked up at the Accessibility Services office you can email accessibilityservices@centenaryuniversity.edu to obtain a copy.
2. Submit the application and any other supporting documentation that verifies functional limitations imposed by the disability(ies) that you identified in the application. If you need additional guidance regarding documentation guidelines, reach out to the Accessibility Services office or refer to the Documentation Guidelines posted on the Centenary University website under Accessibility Services.

3. The Housing Accommodations Committee will review your application and documentation and a representative from the Accessibility Services office will discuss your disability-related accommodation needs with you.
4. Accessibility Services will contact you to inform you of the accommodation(s) that have been approved. Notification will be sent to your Centenary email address.

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

Contact information for Accessibility Services

E-Mail: accessibilityservices@centenaryuniversity.edu

Phone: 908-852-1400 x2584

Policy for Single Room Housing Requests

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

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

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

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

Exceptions to the General Criteria:

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

Deadlines:

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

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

Policy for Housing Requests that Require a Specific Type of Residence

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

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

A returning student who has been approved for specific housing accommodation(s) is not required to participate in the Housing Selection process but will need to complete the online Point Tally and online Returner Application for a Single Room and also inform the Accessibility Services office of their intent to maintain their current accommodation approximately two weeks prior to the housing selection deadline. Upon receipt of the student's response that they plan to continue

using their accommodation, the representative from the Accessibility Services office will offer the student available times to come in and choose their room with representative from Residence Life. At this time the student should indicate their building preference. The student's indicated housing preference as well as the student's earned housing points will be considered when offering room placements to the student. Please note that, if a student's preference is a campus apartment building, the student will not be able to select their apartment-mates.

Exceptions to the General Criteria:

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

Deadlines:

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

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

Policy for Air Conditioning

An accommodation request for an air conditioner will be granted only when deemed as a necessity based upon a student's disability(ies). Students making the request for an air conditioner based on their disability will work through the Accessibility Services. Students must submit documentation from a licensed professional that supports the need for air conditioning. The Housing Accommodation Committee, made up of representatives from Accessibility Services and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support the need for this accommodation. Submission of a request does not guarantee that it will be granted. The University strives to find the most appropriate housing for students with accommodation needs but due to the limited number of available air conditioner units and spaces on campus with central air conditioning, timely submission of paperwork is essential.

Air conditioning units will be provided by the University to students with approved accommodation of air conditioning. Therefore, there is no need for students to bring a unit at move in.

Deadlines:

Incoming Students: Submit their application and documentation to the Accessibility Services Office by **June 30th**. Requests received after this date will be reviewed and accommodated based

on availability. Requests will be granted in the order they are received. Therefore, early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodation based on the availability of housing with the electrical abilities to install air conditioning units and housing with central air conditioning.

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

Other Requests

Any accommodation request will be granted only when this is a necessity based on a student's disability(ies). Students making a request based on their disability will work through the Accessibility Services office.

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

Lost and Found

The Office of Campus Life in conjunction with Campus Security maintain a Lost & Found collection in the office of Campus Life located on the main floor of the Seay building.

Any student/staff/faculty that believes they have lost or misplaced an item should first try to retrace their steps to locate any items. If you have done this and have not been successful in retrieving your lost item(s) you should contact Campus Life 908-852-1400 ext. 4291 to inquire. To claim a lost item individual will need to provide identification and be able to describe the item in detail.

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

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

ABANDONED PROPERTY- In Residence Halls.

Property left in residence hall rooms after you have checked out will be removed and stored temporarily. You may also incur improper checkout charges and a daily storage charge. You will be

notified in writing and given 14 days from date of notification to claim all items in person. Centenary University is not liable for any items left behind that are damaged or lost. If items are not claimed within 14 days, Centenary University will dispose of these items. To claim items, you will need to provide proper identification. We will only release items to the resident to whom they belong, unless the resident has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

Weapon Policy

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

Commuter Life

Centenary believes the university experience can be enhanced by becoming involved in some of the many organizations and activities offered at the University. For commuter students, this involvement can augment the student's academic experience and help him/her feel more a part of the Centenary Community. All students are encouraged to take an active role in the university both through academic experiences and social activities.

Outlined below is information pertinent to you as a commuter student.

Commuter Council

Commuter students should consider joining the Commuter Council. The goals of the Commuter Council involve addressing specific issues and concerns of commuter students, organizing activities and informing commuters of pertinent information.

Lockers

There are a limited number of lockers available for commuter students in the Seay Administration Building lower level. These lockers are provided as a convenience to students. Lockers must be registered for in the Campus Life Office. Upon registration, the student will provide their own lock. Lockers will be reserved for the period of 1 semester or 1 academic year. At the completion of the academic year, lockers must be emptied and locks removed. Students are responsible for the content of their lockers. Centenary University is not responsible for lost, damaged or stolen property.

For the safety of the student, student body, or university community, a locker search may be warranted. A locker search will be conducted when there is a report made of violation of the code of conduct, state or federal law and specific information about the particular item/s in question and the specific location is given. Prior to the examination of the premises, application must be made to the Chief of Safety and Security, indicating the reasons for the search and the objects or information

sought. Except in cases of potential or real imminent danger, or if the occupant cannot be located within a reasonable period of time, the occupant will be invited to be present and will be informed of the reason for the examination.

Should it become necessary for Centenary University to access your locker either for the purpose of search, mechanical default, maintenance, or to remove your belongings, the lock will be cut off and not replaced.

Dining on Campus

Upon entrance to the cafeteria, you must present your Centenary ID card. Without your ID card, no meals are provided. Additionally, commuter students are able to purchase snacks and meals at late night in the cafeteria, the Equine Center snack shop, and meals in the main cafeteria. The Cyclone Card is a convenient way to pay for these services.

Emergency Accommodations

Housing accommodations can be made available for commuter students in the case of inclement weather. Contact the Director of Residence Life & Community Standards for a safe and comfortable place to stay. In the case of a late meeting or event, prior arrangements must be made. Your classmates or friends can request an overnight guest for these purposes.

Please see the visitor and guest policy for more details.

Procedures for Photo Release

The Centenary community is the best resource for portraying the life of the University, and as a result images/videos of people publicly engaged in university related events or campus life are often taken for these purposes.

Centenary University uses photographs, photographic images, names, and audio/video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc. Your presence in or around university facilities and/or properties, as well as at off-campus University-sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration.

Centenary University does not collect release forms from its students, faculty, staff members or guests for the use of images or films taken on campus. Centenary University understands that there may be employees, students (or parents/guardians of such person if under the age of 18), or guests who may wish to not be photographed or have their image used for university-related purposes and can opt-out by contacting the main line (908) 852- 1400 EXT. 0 and completing a [Authorization-for-Release-of-Photograph-2023.pdf](#)

Unless a fully completed *Photo Opt Out Waiver* is on file, your image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. The

university reserves the right to use any such image, photograph, video, or the like for university related purposes.

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

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

Chosen Name Policy

Centenary University seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a chosen first name and gender on college records when a legal name and/or gender is not required.

The chosen name policy allows you to change your first name in internal databases. Choice of a chosen name must be appropriate and cannot be an attempt at misrepresentation or fraud. To request a chosen name and/or gender please contact the Registrar's Office or the Campus Life Office for information on this policy.

Animals on Campus Policy

The following policy has been established to provide for the health and safety of Centenary University's students, faculty, staff, and visitors, and for the protection, efficient use, and enjoyment of the campus.

Centenary University is committed to creating a welcoming environment through the use of commonly accepted guidelines and procedures that allow animals to be on campus. Centenary allows members of the campus community and visitors to bring their pets to the campus. However, some regulation is necessary to ensure that a pet does not become a threat, health hazard, nuisance, or distraction to university activities.

For purposes of this policy, a "pet" is defined as an animal kept for ordinary use and companionship.

A service animal or emotional support animal is not considered a pet.

Exemptions to this policy include:

- Service animals accompanying a person with a disability
- Emotional support animals
- Official on-duty police dogs
- Pets approved for live-in professional staff members (i.e., residence hall directors)

Although these exempt animals are permitted within the buildings and facilities, said animals must remain under the control of the owner at all times. The care or supervision of an exempted animal is solely the responsibility of their owner. Centenary University reserves the right to exclude an exempted animal whose behavior poses a threat to the health or safety of others.

Residence Halls

Students are not permitted pets or other animals in any University residence halls because of sanitation, noise, and potential health and safety concerns for students, faculty, and staff. The exceptions are small non-meat-eating fish in one 10-gallon tank maximum capacity per resident. Pet paraphernalia, equipment, supplies, and food are also prohibited. Residents of the room, regardless of ownership or responsibility for the pet, are subject to disciplinary action which may result in loss of housing. Please refer to the Student Handbook.

Professional staff members living in the residence halls (i.e., residence hall directors) may be allowed a pet. Any live-in staff member considering the acquisition of a pet is expected to discuss this matter with the Director of Residence Life and Community Standards or his/her designee in advance of ownership. The Director of Residence Life and Community Standards has final approval for both the acquisition of and selection of a particular type of pet. Any incoming live-in staff member must discuss the type of pet being brought to campus to ensure that it meets policy guidelines as outlined in the Agreement for Pets for Live-In Professional Staff. Pet ownership is decided on a case-by-case basis.

Animals in the Classroom

Other than the exempted animals mentioned in this policy, dogs, cats, and other animals may be permitted in university buildings if the presence of the animal is for bona fide, documented academic purposes. Prior permission must be obtained from the Department Chair. After the class or session has concluded, the animal should be promptly removed from the University building.

Visiting Animals

Visiting is defined as temporary, short term (less than one day), and occasional (no more than three times per semester) and not overnight.

Visiting dogs or other animals are not permitted inside any campus facility and must be under the control of the owner (i.e., on a leash or harness, or in a caged enclosure) at all times. Owners may be asked to remove their pet from campus if the animal is unreasonably disruptive (e.g., excessive barking or aggressive tendencies) or is otherwise not under the control of the owner and the owner fails to take effective action to control the animal. If the presence of an animal poses a direct threat to the health and safety of others, the University reserves the right to remove or exclude an animal from University property. In such a situation, Campus Security may be contacted to assist in the removal of the animal.

The owner is responsible for cleaning up and properly disposing of messes and waste left by any visiting animal.

The University will seek restitution for any animal-related damage to university property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility

of the owner of the animal that caused the damage. Anyone who brings a pet on university property assumes all financial responsibility for any damages to property or injury to individuals caused by the animal.

Dogs, cats, and other animals may not enter campus buildings, including classrooms, offices, and residential buildings. Animals that disrupt the educational, administrative, or other operations of the University will be immediately removed from the campus.

Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

Pets will not be allowed (leashed or unleashed) at any special events or University functions with the exception of an event that has been approved by an Executive Staff member.

Unattended or Unrestrained Animals

If an unrestrained/unattended animal is observed, a reasonable attempt will be made to locate the animal's owner. If the owner is located, he/she may face disciplinary measures by appropriate authorities which may include the Office of Campus Life or the Human Resources Department. If attempts to find the animal's owner are unsuccessful, the City of Hackettstown Animal Control will be contacted, and they will remove the animal from university property.

Inclement Weather Policy

Centenary University is primarily a residential community with a majority of its undergraduate students living on campus; therefore, it is our intention to remain open during inclement weather conditions. Should the weather create hazardous conditions, the university may modify the normal operating schedule. As always, our primary consideration is the safety of our campus community.

In the event of a delayed opening or closing due to weather or other circumstances, students will be notified via the OmniaAlert System. The OmniAlert System gives campus security the ability to send emergency alerts to your mobile cell phone, email address, and/or Twitter feed. To sign up for the e2Campus Alert System visit [this site](#). Students can also find information about university closing on the Centenary University website.

If the University is closed for inclement weather, residential students should:

- Park their car in the parking lot closest to the Lackland Building.
- Watch their e-mail for changes in the dining schedule in the café for that day
- Watch for e-mails with programming and gym updates hours.

The University will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations. Decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather are made by the members of the cabinet and Security. This procedure can be found on the [Emergency Policy](#) webpage.

Centenary University Attendance Policy

Students are expected to attend punctually all class meetings (on-ground and/or virtual), laboratory sessions, and field experiences and to participate in all class assignments and activities as described in course syllabi. Absences are counted from the first-class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor

Office of Information Technology - Password Policy

Purpose

This policy outlines the basic password guidelines and complexity requirements for University accounts.

Policy

Authentication Security

Any users of Centenary owned equipment or systems must abide by the password complexity requirements set by the IT department.

Users must not:

- Share personal computer or network credentials
- Post usernames and passwords in a visible location
- Attempt to disable or bypass the computer password lock policy

Password Guidelines & Requirements

Every student, staff, and faculty member is given a network login that provides access to the Centenary University network and many University systems and applications. The assigned user of a network login will be held responsible for any and all unauthorized, criminal, or mischievous activity associated with the network login.

Password guidelines:

- Passwords cannot not be shared
- Passwords cannot be written down and posted where others can see or discover the password
- Passwords must be kept confidential

Passwords complexity requirements:

- Must be at least 8 characters
- Must contain at least one capital letter (A-Z)
- Must contain at least one lowercase letter (a-z)
- Must contain at least one number (0-9)

Must contain at least one special character ((;:'"/?-_=[{}]\|>!@#\$\$%^&*~<.>;:'"/?-_=[{}]\|))

Office of Information Technology - DMCA Violations

Overview

The Digital Millennium Copyright Act (DMCA) was passed by congress with the intention of protecting copyrighted materials in the digital age. The DMCA targets illegal activities including the unauthorized sharing of copyrighted movies, music, software and literary works. Furthermore, the DMCA officially makes the circumvention of copy protection measures a copyright infringement.

The DMCA also has the effect of protecting service providers from liability due to infringing actions of its users under safe harbor provisions. Under the DMCA, the service provider must remove access to any infringing materials on their network, when notified by the copyright owner. The service provider must also terminate network access for repeat offenders.

Purpose

This policy is intended to define the University's policy on handling DMCA violations including repeat offenders.

Scope

This policy is applicable to the handling of any DMCA notice.

Policies

Removing Access to Copyrighted Material

In order to remove infringing copyrighted material from our network, the offenders' network connection for all registered network devices must be disabled from access to the network until the actions taken under "Penalties for Violation" are completed, and the offender verifies that the offending material is no longer accessible over the network.

Penalties for Violation

First Offense - The alleged infringer receives a warning. This consists of a consultation warning the user of the consequences of illegally sharing copyrighted materials as well as the penalties for future violations.

Second Offense - The alleged infringer loses internet connectivity for three business days following consultation. This consultation reiterates the consequences of illegally sharing copyrighted materials, and the user is also warned that the next offense will result in loss of network connectivity for an entire semester.

Third Offense - The alleged infringer loses internet connectivity for an entire semester, or 5 months, whichever is longer. If the violator is a student, the violator is also referred for any applicable disciplinary action

Fourth and Subsequent Offenses - Upon the fourth DMCA violation, the user will permanently lose network access for the remainder of their stay at Centenary University. If the violator is a student, the matter is also referred to the Dean of Students.

Several DMCA notices may be received for one user at approximately the same time. These notifications only count as one single offense, and not multiple offenses. DMCA notices that are received for activities after consultation count as a new violation.

These penalties are consistent with the requirements of section 512 of the DMCA.

Notifying copyright owner of action taken

Many copyright holders request notification that a DMCA takedown notice has been acted upon. For these requests, reply with the basic response that we have denied access to any infringing material in question pursuant to the DMCA. Any information identifying the user will not be revealed, unless it is ordered through an official court-order or subpoena.

DMCA Counter Notices

An alleged infringer has the right to issue a counter-notice to the university if he or she feels that they have not infringed any copyrights. Upon receipt of this counter-notice, the university must notify the copyright owner that a counter-notice was received, but must not reveal information identifying the user to the copyright owner.

Once notified, the copyright owner has two weeks from the date they were notified of the counter notice to file a claim against the alleged infringer in a district court. If this time period lapses, the university must restore access to the copyrighted material. A successful counter-notice procedure does not count as a DMCA offense against the alleged user.

A DMCA counter-notice must contain the following information to be valid:

- User's Name
- User's Address
- User's Phone number
- User's Signature
- Identification of the copyrighted material and its location prior to removal by the university

- A statement under penalty of perjury that the copyrighted material was removed by mistake or misidentification
- A statement that the user consents to local federal court jurisdiction

Office of Information Technology - Digital Communications Guidelines

Purpose

To outline the university's expectations for use of digital communications

Overview

To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, Centenary University makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, learning management systems (LMS), and the Internet.

As with all Centenary practices and policies, we expect the user to exercise good judgment in using the computer systems. Because Centenary is connected to the Internet, a world-wide network of computing sites, your electronic mail account enables you to contact not only people in the University community, but those all over the world as well. Irresponsible use of the Internet may jeopardize Centenary's computer systems and stored data.

Centenary University encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services, as well as an incredible source for learning. However, all staff, faculty, outside vendor, or others connected with the organization must remember that electronic media and services provided by the University are University property and their purpose is to facilitate and support University business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

Policy

Centenary University Email

- Staff and Faculty must use their Centenary University email address and not a personal email address when conducting university business.
- Centenary University email will be used for disseminating information for classes and other vital matters, so students should check their Centenary email account frequently.
- Centenary IT will not forward Centenary University email to personal email accounts.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Related to illegal activity or contrary to the policy or business interests of Centenary University

Communication Security

Employees should not assume electronic communications are completely private. Sensitive information must be secured before it is transmitted. The following information should never be sent via email or transmitted in any way without first being properly secured.

- Social Security Number
- Credit card information
- Personal passwords
- Confidential information

Communication Privacy

Generally, Centenary does not review electronic information created or communicated by its staff, faculty, or students using email, computer applications, voicemail, telephones, or Internet. However, Centenary reserves the right to review electronic information in the following circumstances:

- Cost analysis or billing dispute
- Resource allocation
- Optimization of information technology resources

Investigation of potential violation of company policy or state or federal law.

Office of Information Technology - Bring Your Own Device (BYOD) Policy

Overview

Bring your own device (BYOD) refers to the practice of using a personal computing device (computer, tablet, phone, etc.) for work or business related activities. Centenary University does not require employees to use personal equipment for business operations. Those employees who

wish to use their personal devices must abide by the policy below. Centenary University is not responsible for the purchase or costs associated with use of personally owned devices.

In response to an increase in personally owned devices being used in the work environment, Centenary has established an official Bring Your Own Device (BYOD) policy.

Purpose

This policy defines the appropriate use and procedures for using personally owned computing devices on the Centenary network and the storage of intellectual property, sensitive data or University licensed software.

Scope

This policy applies to employees, faculty, students, guests and any other user that utilizes the network or computing resources provided by the University for business related activities with a personally owned device such as:

- Portable computers; e.g.; laptops, notebooks, netbooks
- Portable storage media; e.g.; USB storage devices, flash memory cards, CD/DVD ROM
- Mobile devices; e.g.; cellular smartphones, tablet computers

In some cases, these restrictions may be lifted by other official policies pertaining to certain staff, systems, or processes.

Policies

Faculty, staff and students who choose to participate in BYOD must abide by this policy and all University policies while using a personally owned device on the Centenary network.

Employees who participate in the BYOD policy must:

- Not store Personally Identifiable Information or Sensitive Information on personally owned devices.
- Not access Personally Identifiable Information or Sensitive Information from personally owned devices; unless explicitly authorized by a member of Executive Staff.
- Destroy, remove or return all data, electronic or otherwise belonging to Centenary, once their relationship with the University ends or once they are no longer the owner or primary user of the device. (e.g. the sale or transfer of the device to another person)
- Notify the Information Technology Department of any theft or loss of the personal device containing data belonging to Centenary University.
- At no time may the personal device be connected to the CENTU-SECURE network.
- Employees are expected to refrain from using their personal computing devices to conduct University-related business communications while operating a vehicle. This

prohibition includes using a personal computing device to place or receive calls or voicemail messages, read or respond to e-mails, text messages, or instant messages, surf the Internet, or for any other purpose related to work while operating a vehicle. Employees who are charged with traffic violations resulting from the use of their personal computing device while driving will be solely responsible for all liabilities resulting from such actions.

BYOD Device Support

All devices connected to the University network are required to adhere to the Acceptable Use Policy. Devices must be authenticated under the user's account and be current on all software updates and anti-virus solutions in order to use the CENTU-STAFF network. The CENTU-GUEST network is available for devices that do not comply with the restrictions.

OIT may, without notification, prevent or ban any personally owned device which disrupts any University Computing resource or are used in a manner which violates any University policy.

Technical support for personally owned computing devices is **limited** to the following:

- Troubleshooting network connection issues while on the campus network.
- Configuration of email clients for connection to the email system.
- Configuration of the SSL VPN client to allow access to secure resources with approval.

Support services that will not be provided, include, but are not limited to:

- Troubleshooting device performance or hardware problems
- Installation of new or replacement hardware
- Troubleshooting software applications or cloud services
- Installing operating system updates, patches or software applications not required for job functions
- Backing up device data or migration to another device
- Third party email clients/accounts
- Removal of malware, spyware or virus

User Responsibilities

As a user of Information Technology resources you have the following responsibilities:

- You are responsible for registering your network devices in the network registration database in order to maintain access to the network.
- You are responsible for all traffic originating from your networked devices whether you generate the traffic, or not.
- You are responsible for abiding by all applicable laws set forth by Federal, State and Local Governments.
- You are responsible for protecting your privacy.
- You are responsible for not violating the privacy of others.

- You are responsible for keeping your network devices up to date with current security patches.
- You are responsible for using anti-virus software and ensuring that such software is at the most current release.
- You are responsible for protecting any and all sensitive data for which you have access to.
- You are responsible for following all applicable university policies relating to your use of Information Technology resources.
- You are responsible for ensuring the security of Information Technology resources under your direct control.
- You are responsible for securing your granted access privileges and passwords for Information Technology resources.

Risk, Liabilities and Disclaimers

Employees who elect to participate in BYOD accept the following risks, liabilities and disclaimers:

- At no time does the University accept liability for the maintenance, backup, or loss of data on a personal device; nor personal data. It is the responsibility of the equipment owner to backup all software and data to other appropriate backup storage systems before requesting assistance from OIT.
- OIT provides limited security for the wireless networks and at no time does the University accept liability for the security of the personal device when accessing the wireless networks.
- If determined that the use of the personal device is not required for job functions, the University may elect to discontinue providing computing resources to the device.
- The personally owned computing device is subject to the search and review as a result of litigation that involves the University.
- No employee or student should expect a guarantee of privacy in communications over the Internet and University network.
- Violations of this Policy may be discovered by routine maintenance and monitoring of electronic communication systems and network, any method stated in this BYOD Policy, or pursuant to any legal means. The employee and student consents to monitoring, accessing, investigating, preserving, using and/or disclosing any electronic communications that utilize the University's networks in any way, including data, voicemail, telephone logs, Internet use, network traffic, etc., to the extent permitted by law.
- Centenary reserves the right to review, retain or release personal and Centenary-related data on personal computing device to government agencies or third parties during an investigation or litigation.

Reimbursement

Computer technology purchased for personal use will not be reimbursed by the University.

This includes all hardware, software, licenses, and technology services, including repair or technical support services purchased with personal funds, regardless of intended use.

Enforcement

Employees and other persons employed by the university found to have violated this policy will be subject to disciplinary action based on the nature of the offense up to and including termination of employment.

Students and guests that are found to have violated this policy will be subject to disciplinary action based on the nature of the offense including but not limited to loss of network and computing access, and other actions the university administration deems appropriate.

Office of Information Technology - Network Use Policy

Purpose

This policy seeks to define acceptable use of University network resources and internet access.

Overview

Centenary-owned computer systems are provided and maintained to support the educational and administrative functions of Centenary University. All material within university-owned computers or systems is subject to review.

Any users of the university-owned networks or systems must abide by the following terms of use. When connected to the Centenary network, all BYOD (personally owned) computer systems, handheld devices, gaming systems, or any other technology devices must also adhere to these policies.

Policy

The following practices constitute **improper** use of Centenary University Technology resources:

- Use that impedes or harms others
- Use that harasses or threatens others
- Attempts to disable or circumvent system security or policies
- Unauthorized access or use
- Unauthorized modification or removal of data or equipment
- Use of unauthorized devices
- Disguised use
- Distribution of computer viruses or other harmful programs

- Use in violation of state or federal laws
- Use in violation of any Centenary University policies
- Any other use of IT resources deemed improper by Centenary University

Administration

Precautions will be taken to reduce the exposure of the network, critical systems and data to threats. The Centenary OIT department reserves the right to set the security level that it deems appropriate on University-owned systems. The administration and security level may be further constrained for any computer found to contain unauthorized installs, tampered accounts, viruses, spyware, or other dangerous software.

Use of Internet

Internet access is to be used in a manner that is consistent with the Centenary's standards of conduct. Centenary is not responsible for material viewed or downloaded by users of the Internet. Users are cautioned that many Internet resources include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

Users should never:

- Visit Internet sites that contain racist, sexually explicit, hateful, illegal, or otherwise objectionable materials.
- Post offensive material on the Internet including racist, sexually explicit, hateful, sexist, or defamatory comments.
- Transmit software or copyrighted materials belonging to Centenary or third parties, unless permitted under a license agreement.

Authorized Wi-Fi Access

University-Owned Standard Hardware including assets issued to faculty and staff are joined to the CENTU-SECURE wireless network utilizing WPK2 security.

Staff and Faculty can log into the **CENTU-STAFF** wireless network on their **BYOD Devices** (laptops, tablets, and mobile devices) using their Centenary credentials.

Students can log into the **CENTU-STUDENT** wireless network on their **BYOD Devices** (laptops, tablets, and mobile devices) using their Centenary credentials. **Students** can also make use of the **CENTU-MEDIA** wireless network by registering the device details and MAC Address of devices used in the dorms for media streaming, gaming, and entertainment.

Public users and visitors are constrained to the Guest network (**CENTU-GUEST**) for Internet access.

Software Transmission

- Unauthorized transmission of software is strictly prohibited in order to protect Centenary's computer network, systems, and data.
- Only software approved by Centenary OIT may be transmitted or installed on University-owned equipment.
- On University-owned equipment, certain administrative actions will be disabled, including the ability to install or modify software.

Virus Detection and Prevention

- Viruses, spyware and malware can cause substantial damage to computer systems. Each user is responsible for taking precautions to ensure that viruses are not introduced onto the Centenary network.
- All University-owned assets are equipped with virus protection software that is centrally administered. Users of University-owned assets must permit the virus protection software to update and receive new definitions when prompted to ensure optimal protection from threats.
- All material received from any external medium and all material downloaded from the Internet or external computers or networks must be scanned for viruses and other dangerous programs before being placed onto the computer system.
- Any user who suspects virus, spyware, or malware on University-owned computer system must report it to OIT immediately.
- BYOD computers using the Centenary network must have an up-to-date approved antivirus program prior to connecting to the Centenary network.
- Any unverified equipment will be contained to the GUEST network.

Violations

If a violation of this policy occurs, Centenary University may enforce one or more of the following:

- Suspend, limit, or block access to college networks or systems
- Enforce disciplinary action up to and including termination or expulsion

Office of Information Technology - Media Network Device Registration

Each residential student may register up to 2 personal devices on the Centenary Media Network for purely recreational (non-academic) purposes by submitting the required device details. Registered devices will have access to the CENTU-MEDIA network which provides network speeds and latency adequate for activities such as gaming and streaming media.

Important - Bandwidth is plentiful, but not unlimited, so responsible and conscientious use of the service is expected of all students. Use of the network by a large number of devices concurrently reduces overall network speeds. This must be expected from time to time as your fellow students enjoy these privileges along with you. During periods of high volume, you are

expected to manage your bandwidth consumption by turning off unnecessary devices and avoiding HD/UHD/4K streaming.

Responsible network use by ALL of will help ensure optimal network performance for ALL of us.

Step 1. Gather Your Device Information

You must provide the **device type** and **MAC address** for each device you wish to use on the Media network. If you do not know how to find your device's MAC address, you should consult the device documentation or use Google to search for the answer. Using a search phrase like **"How do I find my MAC address on my [device type]"** will generally produce great results and you will find simple instructions to follow to obtain the information.

Different devices display MAC addresses in a variety of ways and your device may use colons or dashes to separate characters such as **1B:CD:AF:12:34:56** or **1B-CD-AF-12-34-56**.

For your registration to be processed, you must submit **only the alphanumeric characters**, excluding any colons, dashes, or spaces. PLEASE be sure to verify that MAC addresses have been entered correctly before submitting. Your value should be exactly 12 characters in length, consist of only numbers and letters A through F, and must have NO spaces or special characters of any kind.

An accurate value will look something like this: IBCDAFI23456

Step 2. Register Your Device

Please go to the link provided and complete the necessary [form](#) to have your device on record.

Step 3. Network Key Office of Information Technology

You will receive a confirmation screen and follow up email containing the network key that can be used for connecting your device to the CENTU-MEDIA network. If you do not receive the key, it can be obtained from your RA or the Residence Life Office.

General Terms & Conditions

High Speed internet access for entertainment purposes is a privilege being extended to you and, as such, is **not unconditionally guaranteed**.

By registering your devices and using the Centenary Media Network, you agree to all terms and conditions of the Centenary Media Network (CENTU-MEDIA) and will abide by all rules and regulations set forth.

Device Registrations are valid for the period of **one full academic year**.

You may register and submit each form **only once** per academic year, so please be sure to **follow the instructions and verify all your device information carefully prior to submitting**.

Failure to act responsibly and appropriately with regards to your use of these services will result in access being suspended and/or revoked pending review.

Serious violations will result in extended loss of privileges through the remainder of the academic year, and could cause permanent loss of privileges.

You are responsible for conducting yourself at all times with the integrity, ethics, and community spirit characteristic of a Centenary Student.

Intellectual Property

Centenary University is an institution of Higher Education where thoughts and ideas are created and produced on a daily basis. If a student is concerned that their thoughts and ideas are being used inappropriately or unfairly, students should refer to the Intellectual Property policy. That policy can be found [online](#).

Centenary University Pandemic Policy

Centenary University prides itself on its sense of community and responsibility to each student. In Centenary's response to the pandemic, security is front and center starting with the protective measures that have been put in place to the training that students, faculty and staff will receive. As a member of this community, it is the responsibility of the students to adhere to policies and procedures that have been put in place pertaining to Covid-19 protocol. We all must do our part to keep our campus safe. The procedures in this policy are subject to change as more information is provided from the CDC along with state and national directives. For some students, you might have to follow this policy along with more stringent policies that are set for your participation in activities, on and off campus. If you have questions about compliance or you are seeking clarification about our pandemic policies, please contact the Office of Residence Life by email or call 908-852-1400 ext. 3950.

Liability & Risk

All students understand that by being on Centenary campus, you are at risk of contracting COVID-19. By choosing to enter campus, you understand and acknowledge the risk of illness or death related to COVID-19 and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of yourself and any minor children for whom you have the capacity to contract) Centenary and its officers, directors, agents, employees and assigns from any liability related to COVID-19 which might occur as a result being on Centenary Universities campus.

Academic Calendar and Operational Procedures

The University will begin the semester as scheduled. The University may choose to limit or suspend operations based upon the risks COVID-19 presents to the health and safety of the campus community. Centenary University has the right to change policies pertaining to guests, closing lounges and buildings, classes, amenities, and occupancy limits of spaces on campus. The university will communicate with the campus community as changes are implemented to current operations.

Centenary University Lactation Program

The **Lactation Program for Nursing Mothers at Centenary** is designed to help new mothers transition back into the workplace and continue their education and therefore makes it possible for mothers to continue to nurse their newborns by providing them with a comfortable, private room to express milk while at work and in between classes on campus.

Breastfeeding is an essential part of the overall reproductive cycle for the mother, resulting in faster recovery from pregnancy and it has important short- and long-term health benefits for both children and women.

As part of this program, Centenary provides a “Mother’s Room” on campus for expressing milk while on campus for work or classes. The rooms will be available for use Monday through Friday between the hours of 8:30am to 6:00pm. For students, please see Campus Life for access and for employees, please see any Human Resources employee for access.

Supervisors are encouraged to offer breastfeeding employees flexibility to take breaks for their pumping sessions.

