

Thomas Edison State College

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Undergraduate Catalog 2014-2015



Exclusively For Adults

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The Thomas Edison State College *Undergraduate Catalog* is published annually and provides a summary of College policies, procedures, programs and services as well as course descriptions, course registration materials and forms, and registration schedules for the academic year.

Content for this *Catalog* was current as of July 1, 2014. While every effort has been made to ensure the accuracy of the information contained in this publication, the College reserves the right to make changes without prior notice.

For prospective students, the College publishes an *Undergraduate Prospectus*, *Graduate Prospectus* and a *W. Cary Edwards School of Nursing Prospectus*. These publications include admissions information that can be found online at www.tesc.edu. Enrolled students also receive *Signals*, a newsletter that contains program updates. *Signals* can be viewed online as well. Graduate students can learn of program changes and current news online through myEdison®, the College's course management system and the *Graduate Catalog*.

Each student is held responsible for the information contained in this *Catalog*. Failure to read and comply with College regulations does not exempt the student from this responsibility.

The following are all current registered trademarks of Thomas Edison State College: Higher Education. For Adults with Higher Expectations®; Corporate Choice®; e-Pack®; FlashTrack®; iTESC®; TECEP®; e-TECEP®; myEdison®; and Thomas Edison State College®.

message from the president

Welcome to Thomas Edison State College!

For more than four decades, we have had only one mission — to provide flexible, high-quality, collegiate learning opportunities for self-directed adults.

Today, this mission remains at the heart of everything we do.

This publication articulates the academic policies that will govern your educational experience at Thomas Edison State College. It also provides a description and summary of requirements for the undergraduate degree and certificate programs offered by the College.

In addition, this *Undergraduate Catalog* includes information on the learning outcomes objectives for our academic enterprise, methods for earning credit and information on the Heavin School of Arts and Sciences, the School of Applied Science and Technology, the School of Business and Management, the W. Cary Edwards School of Nursing and the John S. Watson School of Public Service and Continuing Studies.

Since our inception in 1972, Thomas Edison State College has helped nearly 45,000 adults achieve their dreams of earning a college degree.

I am pleased to welcome you to our College family, and I wish you well as you pursue your educational goals.

Sincerely,



George A. Pruitt
President



2014-2015 Academic Calendar

TERM	JULY 2014	AUG. 2014	SEPT. 2014	OCT. 2014	NOV. 2014	DEC. 2014
Registration Dates	May 23 - June 18, 2014	June 24 - July 19, 2014	July 25 - Aug. 16, 2014	Aug. 22 - Sept. 12, 2014	Sept. 18 - Oct. 18, 2014	Oct. 24 - Nov. 15, 2014
Late Registration	June 19 - 23, 2014	July 20 - 24, 2014	Aug. 17 - 21, 2014	Sept. 13 - 17, 2014	Oct. 19 - 23, 2014	Nov. 16 - 20, 2014
Course Transfer Period	May 23 - July 4, 2014	June 24 - Aug. 8, 2014	July 25 - Sept. 5, 2014	Aug. 22 - Oct. 3, 2014	Sept. 18 - Nov. 7, 2014	Oct. 24 - Dec. 5, 2014
Term Start Date	July 1, 2014	Aug. 4, 2014	Sept. 1, 2014	Sept. 29, 2014	Nov. 3, 2014	Dec. 1, 2014
Deadline for 100% tuition refund	June 30, 2014	Aug. 3, 2014	Aug. 31, 2014	Sept. 28, 2014	Nov. 2, 2014	Nov. 30, 2014
Deadline for 75% tuition refund	July 7, 2014	Aug. 10, 2014	Sept. 7, 2014	Oct. 5, 2014	Nov. 9, 2014	Dec. 7, 2014
Deadline for 50% tuition refund	July 14, 2014	Aug. 17, 2014	Sept. 14, 2014	Oct. 12, 2014	Nov. 16, 2014	Dec. 14, 2014
Deadline for 25% tuition refund	July 21, 2014	Aug. 24, 2014	Sept. 21, 2014	Oct. 19, 2014	Nov. 23, 2014	Dec. 21, 2014
Midterm exam week for select 12-week courses	Aug. 11 - 17, 2014	Sept. 15 - 21, 2014	Oct. 13 - 19, 2014	Nov. 10 - 16, 2014	Dec. 15 - 21, 2014	Jan. 12 - 18, 2015
Final exam for 12-week term	Sept. 15 - 21, 2014	Oct. 20 - 26, 2014	Nov. 17 - 23, 2014	Dec. 15 - 21, 2014	Jan. 19 - 25, 2015	Feb. 16 - 22, 2015
End of 12-week term	Sept. 21, 2014	Oct. 26, 2014	Nov. 23, 2014	Dec. 21, 2014	Jan. 25, 2015	Feb. 22, 2015
Final grades available	Oct. 3, 2014	Nov. 7, 2014	Dec. 5, 2014	Jan. 2, 2015	Feb. 6, 2015	Mar. 6, 2015
TERM	JAN. 2015	FEB. 2015	MARCH 2015	APRIL 2015	MAY 2015	JUNE 2015
Registration Dates	Nov. 21 - Dec. 16, 2014	Dec. 22, 2014 - Jan. 17, 2015	Jan. 23 - Feb. 14, 2015	Feb. 20 - March 21, 2015	March 27 - April 18, 2015	April 24 - May 16, 2015
Late Registration	Dec. 17 - 21, 2014	Jan. 18 - 22, 2015	Feb. 15 - 19, 2015	March 22 - 26, 2015	April 19 - 23, 2015	May 17 - 21, 2015
Course Transfer Period	Nov. 21, 2014 - Jan. 9, 2015	Dec. 22, 2014 - Feb. 6, 2015	Jan. 23 - March 6, 2015	Feb. 20 - April 10, 2015	March 27 - May 8, 2015	April 24 - June 5, 2015
Term Start Date	Jan. 5, 2015	Feb. 2, 2015	March 2, 2015	April 6, 2015	May 4, 2015	June 1, 2015
Deadline for 100% tuition refund	Jan. 4, 2015	Feb. 1, 2015	March 1, 2015	April 5, 2015	May 3, 2015	May 31, 2015
Deadline for 75% tuition refund	Jan. 11, 2015	Feb. 8, 2015	March 8, 2015	April 12, 2015	May 10, 2015	June 7, 2015
Deadline for 50% tuition refund	Jan. 18, 2015	Feb. 15, 2015	March 15, 2015	April 19, 2015	May 17, 2015	June 14, 2015
Deadline for 25% tuition refund	Jan. 25, 2015	Feb. 22, 2015	March 22, 2015	April 26, 2015	May 24, 2015	June 21, 2015
Midterm exam week for select 12-week courses	Feb. 16 - 22, 2015	March 16 - 22, 2015	April 13 - 19, 2015	May 18 - 24, 2015	June 15 - 21, 2015	July 13 - 19, 2015
Final exam for 12-week term	March 23 - 29, 2015	April 20 - 26, 2015	May 18 - 24, 2015	June 22 - 28, 2015	July 20 - 26, 2015	Aug. 17 - 23, 2015
End of 12-week term	March 29, 2015	April 26, 2015	May 24, 2015	June 28, 2015	July 26, 2015	Aug. 23, 2015
Final grades available	April 10, 2015	May 8, 2015	June 5, 2015	July 10, 2015	Aug. 7, 2015	Sept. 4, 2015

section 1

About Thomas Edison State College

Mission

Thomas Edison State College provides flexible, high-quality, collegiate learning opportunities for self-directed adults.

Purpose

Thomas Edison State College was established by the State of New Jersey in 1972. The College was founded for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for self-directed adults. To this end, the College seeks to do the following:

- I. To provide curricula and degree opportunities of appropriate level and composition, consistent with the aspirations of our students, the public welfare and the highest qualitative standards of American higher education.
- II. To create a system of college-level learning opportunities for adults by organizing collegiate and sponsored noncollegiate instruction into coherent degree strategies.
- III. To make available educationally valid learning opportunities which serve as alternatives to college classroom study and which are appropriate to the varied needs and learning styles of adults.
- IV. To develop and implement processes for the valid and reliable assessment of experiential and extracollegiate college-level learning, and to provide appropriate academic recognition for knowledge so identified, consistent with high standards of quality and rigor.
- V. To serve higher education and the public interest as a center of innovation, information, policy formulation and advocacy on behalf of adult learners.
- VI. To fulfill the public service obligation inherent to American institutions of higher education.
- VII. To conduct its affairs in a manner that acknowledges the maturity, autonomy and dignity of its students; assures a portal of access to higher education for adult learners; and celebrates the values, diversity and high qualitative standards of American higher education.

Our History

Thomas Edison State College was founded in 1972 by the New Jersey State Board of Higher Education for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for adult learners. Identified by *Forbes* magazine as one of the top 20 colleges and universities in the nation in the use of technology to create learning opportunities for adults, Thomas Edison State College is a national leader in the assessment of adult learning and a pioneer in the use of educational technologies. *The New York Times* has

stated that Thomas Edison State College is “the College that paved the way for flexibility.”

Our Students

Thomas Edison State College is composed of a worldwide community of learners. Our student body represents every state in the U.S. and approximately 60 countries throughout the world.

Unlike “traditional” colleges and universities, which are designed to meet the needs of college students who are between 18 and 21 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The College’s academic programs enable students to plan degree paths and to select learning options that best meet their needs. Course scheduling at Thomas Edison State College enables students to take courses at times convenient to them.

- > Current Students: 20,877
 - Undergraduate: 19,596
 - Graduate: 1,281
- > Average age 36
- > 44 percent New Jersey residents
- > 56 percent out-of-state (50 states and students from, or studying in, approximately 60 countries)
- > 52 percent male
- > 48 percent female
- > Cumulative degrees awarded: 46,730

Our Mentors

The College has approximately 700 mentors who facilitate learners’ academic progress. Thomas Edison State College mentors are selected because of their academic and experiential preparation as well as their commitment to serving adult students. Like our students, mentors come from many places. They may also work at other colleges and universities or hold positions in the nonprofit or corporate world. We require that all graduate mentors hold a terminal degree. Many also have extensive professional experience.

Our Academic Programs

The College offers a growing array of degrees and programs responsive to new areas of study and new market demands.

- > 27 graduate and undergraduate degrees
- > more than 100 areas of study
- > 16 undergraduate certificates
- > 12 graduate certificates
- > several professional certificates

As a state college in the New Jersey system of public higher education, Thomas Edison State College’s programs are acted upon by the New Jersey Presidents’ Council.

Accreditation

Thomas Edison State College is regionally accredited by the Middle States Commission on Higher Education. This prestigious accreditation is part of a national system of quality assurance that requires colleges and universities to reach a common understanding and agreement as to the standards of quality for American higher education.

The W. Cary Edwards School of Nursing baccalaureate and master's degree programs, and graduate certificate programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). The W. Cary Edwards School of Nursing baccalaureate and master's degree nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The W. Cary Edwards School of Nursing programs are approved by the New Jersey Board of Nursing.

Thomas Edison State College's Master of Arts in Educational Leadership Program, which is designed to prepare educators for roles in school leadership, is granted Initial Accreditation by the Teacher Education Accreditation Council (TEAC) for a period of five years, from Dec. 11, 2009, to Dec. 11, 2014. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC's quality principles.

The Thomas Edison State College bachelor's degree in Nuclear Energy Engineering Technology is accredited by the Engineering Technology Accreditation of ABET. ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

Thomas Edison State College's associate degree program and undergraduate certificate in polysomnography was awarded initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The initial accreditation status is valid from March 16, 2012, until March 31, 2017.

Middle States Commission on Higher Education
3264 Market St.
Philadelphia, PA 19104
(267) 284-5000
www.msche.org

Accreditation Commission for
Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle NW, Suite 530
Washington, DC 20036-1120
(202) 887-6791
www.aacn.nche.edu/accreditation

New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
www.state.nj.us/lps/ca/medical/nursing

Teacher Education Accreditation Council (TEAC)
One Dupont Circle NW, Suite 320
Washington, DC 20036
(202) 466-7236
www.teac.org

Engineering Technology Accreditation
Commission of ABET
111 Market Place, Suite 1050
Baltimore, MD 21202
(410) 347-7700
<http://www.abet.org/>

Commission on Accreditation of Allied Health
Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
<http://www.caahep.org>

Library Resources

The New Jersey State Library

The New Jersey State Library is an affiliate of Thomas Edison State College and, as a student, you will have special access to its resources and services. All Thomas Edison State College students are eligible to receive an ID card that enables them to contact library personnel for special assistance and access to resources not available to the general public. You may visit the library's homepage at www.njstatelib.org or the library's student page at http://slic.njstatelib.org/services_TESC.php.

The New Jersey State Library provides free online resources to students pursuing their education. *JerseyClicks.org* offers pertinent full-text articles from current newspapers, magazines and journals that can be downloaded and printed. JerseyClicks allows students to search up to 30 databases at once on topics such as business, education, science, history, health and literature. *JerseyClicks.org* is supported in whole or part by The Institute of Museum and Library Services through the Library Services and Technology Act.

All Thomas Edison State College students have electronic access to the New Jersey State Library card catalog and to more than 3,000 journals, a third of which are directly available as full-text. Other materials may be ordered. Within the guidelines of the New Jersey State Library's interlibrary loan service, students also have access to the research holdings of most academic libraries in New Jersey.

VALE (Virtual Academic Library Environment)

Thomas Edison State College is a member of the Virtual Academic Library Environment (VALE), a consortium of New Jersey college and university libraries and the New Jersey State Library. Enrolled students are provided access to several online databases and

extensive scholarly resources through the College's membership in VALE. Students may access these databases through myEdison® by following the links under the "Education" tab within the "MyResources" block. Students in the College's online courses are expected to make use of VALE resources and other online resources.

Calendar and Scheduling

- > Enrollment: any time during the year
- > Semesters: start the beginning of each month
 - o 12-week semesters for Guided Study, e-Pack®, prior learning assessment (PLA), Practicum and online courses (including nursing and most graduate courses), TECEP® testing
- > Registration periods:
 - o 12 for most undergraduate options
 - o 4 registration periods for nursing and most graduate courses
- > Graduation: The Board of Trustees certifies graduates four times a year
- > Commencement: Sept. 20, 2014

Alumni Association

All graduates of Thomas Edison State College are automatically members of the Alumni Association – a worldwide organization of more than 45,000 members.

The Alumni Association supports and connects alumni in ways that provide advocacy and support for the College and its mission, while enhancing the personal and professional development of alumni.

The Office of Alumni Affairs welcomes inquiries from prospective and current members of this vibrant organization. The College seeks the collective support of alumni in the initiatives of the College that are structured around service, support and advocacy.

Annual giving is one vital way you can support the College. Your gift will help:

- > keep tuition affordable;
- > expand online courses and degree programs; and
- > improve the Thomas Edison State College experience through advanced technology and student services.

For more information, visit www.tescfoundation.org.

The Alumni Association also encourages its members to take part in as many activities as possible, including the Alumni Ambassador Program, advocacy and networking opportunities.

Invention magazine, published quarterly, is designed to provide profiles of alumni in their daily pursuits of life and living. The Alumni section of the College website, www.tesc.edu/alumni, provides current news, College store, online giving information and the opportunity to network with students and alumni.

Current news items for publications and updated information may be sent to:

Office of Alumni Affairs
Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176
Phone: (609) 633-8592
Fax: (609) 943-3023
alumni@tesc.edu

Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College bachelor's degree graduates for achieving excellence in nontraditional learning. Award recipients are selected from each graduating class. The following areas are examples of appropriate nontraditional learning modes:

- > Credit for courses taught
- > Thomas Edison State College courses (online, Guided Study and e-Pack®)
- > Licenses/Certificates/Registries
- > Military training programs evaluated by the American Council on Education (ACE)
- > ACE
- > Prior learning assessment (PLA)
- > Testing programs

Students selected for the award are required to have earned a minimum total of 90 credits from nontraditional learning.

Alpha Sigma Lambda Honor Society

Alpha Sigma Lambda National Honor Society was established in 1945 as a means of recognizing academic excellence for nontraditional students. Thomas Edison State College was accepted into membership by the society in 1996, with the establishment of the Lambda Tau Chapter.

For induction into this society, Thomas Edison State College bachelors degree graduates must meet the following requirements:

- > have an overall Thomas Edison State College grade point average of 3.2;
- > have earned from Thomas Edison State College at least 24 graded credits of which 12 credits are in liberal arts/sciences; and
- > members will be selected only from the top 20 percent of the group of qualified graduates.

Learning Outcomes Assessment

Thomas Edison State College is focused on meeting the educational needs of the self-directed adult learner. Students come to the College with a wealth of experience from academic work at other institutions, from the workplace and from military service. Thomas Edison State College is committed to education as a transformative process that broadens perspectives in a global, technologically sophisticated and diverse society. Our vision for general education at the College is that it be threaded throughout the curriculum, across all schools and at all levels of study.

Undergraduate degrees offered through Thomas Edison State College are designed around three constructs:

1. General Education: an integrated foundation based on the liberal arts with a focus on core skills and competencies
2. Area of Study: in-depth work in a specific discipline
3. Elective Courses: a flexible elective component to meet personal and intellectual interests complementary to but distinct from the selected field of study.

All three pillars of our undergraduate degree programs are designed so that our graduates meet Institutional General Education Outcomes that document student competencies.

Assuring quality is at the core of Thomas Edison State College's mission and its commitment to students. The Thomas Edison State College academic model, in place since the College's inception in 1972, is centered on the assessment of student learning. This approach is based on the belief that what students know should supersede how they came to know it. Authentication of student learning provides the College with important information for academic decision making and institutional improvement. The Academic Council has approved 11 institutional learning outcomes for all undergraduates and six institutional learning outcomes for all graduate students.

Outcomes-Based General Education

Thomas Edison's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities (www.aacu.org/leap).

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes (www.aacu.org/leap). Some of these credits must fulfill specific category requirements and others allow students to tailor their general education experience to their own needs and interests.

All Thomas Edison State College students who graduate from bachelor's degree programs will have the following competencies:

Intellectual and Practical Skills

Communication:

Written: Communicate their ideas effectively in writing using text, data and images as appropriate and in different genres and styles.

Oral: Communicate their ideas effectively orally using multiple modes of communication, as appropriate.

Information Literacy:

Identify, locate, evaluate, and effectively and responsibly use and share information for the problem at hand.

Quantitative Reasoning/Literacy:

Demonstrate competency and comfort in working with numerical data, create complex and refined arguments supported by quantitative evidence and clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc.), as appropriate.

Technological Competency:

Solve problems and perform tasks using appropriate technological tools.

Personal and Social Responsibility

Diversity/Intercultural Literacy:

Recognize that they are members of diverse communities, both local and global, and demonstrate intercultural knowledge, skills and attitudes that support effective and appropriate interaction in a variety of cultural contexts and social categories, such as, but not limited to race, ethnicity, gender, religion and age.

Ethical Leadership:

Assess their own ethical values and the social context of a given situation, recognize ethical issues in a variety of settings, apply ethical principles to ethical dilemmas and consider the ramifications of alternative actions.

Human Cultures and the Physical and Natural World

through study in areas including the sciences and mathematics, social sciences, humanities, histories, language and the arts.

Problem Solving:

Design, evaluate and implement a strategy to answer questions or achieve a desired goal using a variety of discipline-specific methods.

Inquiry and Analysis:

Use appropriate theories and methodologies to effectively explore issues, objects or works through the analysis of the topic into its component parts and the collection and evaluation of evidence that results in informed conclusions or judgments.

Integrative and Applied Learning, *including synthesis and advanced accomplishment across general and specialized studies*

Critical Thinking:

Critically explore issues and ideas, frame events and consider evidence and analyze assumptions before accepting or formulating an opinion or conclusion.

Integrative Learning:

Make connections among ideas and experiences and synthesize and transfer learning to new, complex situations.

Lifelong Learning:

Demonstrate a commitment to lifelong learning.

Learning Outcomes:

All Thomas Edison State College students who graduate from advanced-level degree programs will be able to:

- > demonstrate mastery of in-depth knowledge of the current major questions, debates and methodologies in their field or profession;
- > use critical-thinking, reflective and research skills to evaluate theory to make informed decisions and improve practice in their field;
- > communicate in a variety of formats appropriate to the field of study;
- > apply ethical decision making in research, evaluation, organizational culture and communities;
- > integrate and use effectively technology in evaluating information and its sources in practical application in field of study; and
- > recognize cultural influences in organization and community decision making.

Student's Role in Outcomes Assessment

In keeping with its mission, Thomas Edison State College is committed to maintaining high standards of academic integrity and of quality service to its students. To achieve this goal, the College engages in outcomes assessment, a process through which the effectiveness of the College and its programs is evaluated against institutionally determined standards.

Students are an important and necessary source of information about Thomas Edison State College's effectiveness. By surveying students and graduates, and administering certain kinds of assessments that gauge the level of students' skills and learning, the College gains valuable information, which is used to assess its effectiveness and to guide the development of curriculum.

Although these surveys and assessments, as well as other information-gathering instruments, are not typically part of a student's degree program, Thomas Edison State College students are required to participate in such activities when selected. All students who take part in outcomes assessment activities contribute to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

Schools

School of Business and Management

Mission and Purpose:

The School of Business and Management provides relevant, rigorous and career-focused degree programs that prepare leaders to add value to their firms and organizations in the dynamic global marketplace. Like all of Thomas Edison State College schools, our pedagogy, credit-earning opportunities and formats are highly flexible in order to meet the needs of self-directed adults who seek to achieve educational and professional goals.

All programs listed below accept credits earned from other regionally accredited institutions as well as through alternative methods of learning – including TECEP® and CLEP examinations, prior learning assessment (PLA) and from workplace-based training that has been evaluated and assessed for credit by Thomas Edison State College or the American Council on Education.

Students wishing to participate in the Bachelor's to Master's Program may do so with any of the bachelor's and master's degree programs listed below. The Bachelor's to Master's Program enables students who have earned 60 credits to apply for early entry into a Thomas Edison State College master's degree program. Further, students may take up to 9 credits in the graduate degree program at undergraduate tuition rates and apply these credits to both degrees. Visit the College website, www.tesc.edu, for more information about the programs, tuition rates, financial aid, alternative methods for earning credit and how to apply.

Degrees and Certificates in Business:

Undergraduate Degrees in Business

- > Associate in Science in Business Administration (ASBA)
- > Bachelor of Science in Organizational Leadership (BSOL)
- > Bachelor of Science in Business Administration (BSBA)
 - o The BSBA offers the following degree options: Accounting, Accounting/CPA, Computer Information Systems, Entrepreneurship, Finance, Financial Institution Management, General Management, Hospital Healthcare Administration, Hospitality Management, Human Resources/Organizational Management, International Business, Marketing, Operations Management, Public Administration and Real Estate as well as the Learner-Designed Area of Study (LDAS).

Learning Outcomes

Graduates of these programs will obtain competencies in the business core and a breadth of knowledge in the liberal arts and sciences, preparing them to apply these competencies to business situations. In addition they will be able to:

- > identify concepts, theories and issues in contemporary business practice;
- > identify, apply and evaluate various decision-making models; and
- > evaluate different organizational structures and ways in which organizations function.

Undergraduate Certificates in Business

- > Accounting
- > Computer Information Systems
- > Finance
- > Global Leadership
- > Human Resources Management
- > Marketing
- > Operations Management
- > Public Administration

Sigma Beta Delta International Honor Society

The School of Business and Management has been approved as a chapter of the international honor society, Sigma Beta Delta.

Established in 1994, Sigma Beta Delta is an honor society for students in business, management and administration and serves institutions that offer bachelor's and graduate degrees in business, management and administration where the institution holds accreditation from one of the six regional accrediting bodies, but not specialized accreditation in business. Thomas Edison State College's chapter was established in 2009.

Students invited into this society at Thomas Edison State College must meet the following requirements:

- > students must be candidates for bachelor's or master's degrees in business and management;
- > students must have completed at least 12 credits in the School of Business and Management at Thomas Edison State College;
- > undergraduate students must have a Thomas Edison State College grade point average of at least 3.5 and rank in the upper 20 percent of their graduating class; and
- > graduate students must have a Thomas Edison State College grade point average of at least 3.75 and rank in the upper 20 percent of their class.

School of Applied Science and Technology

Mission and Purpose:

The School of Applied Science and Technology provides learners with innovative degree programs that facilitate learning, engagement and discovery in the applied sciences and technology fields. The School's curriculum meets the educational

and career needs of learners in work environments where opportunity is facilitated by technical currency, practical knowledge and applied skills.

The School's curriculum provides opportunities to achieve personal and career goals through programs in three associate, two bachelor's degrees and one master's degree in 75 areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses and certifications, apprenticeships and military and industrial training.

Students may advance toward their academic goal by transferring credit from other regionally accredited institutions and by earning credit through exam programs, such as TECEP®, CLEP and DSST examinations, and portfolio assessment and academic program reviews.

Undergraduate Degrees in Technology

- > Associate in Science: Occupational Therapy Assistant (joint program Rutgers University)
- > Associate in Applied Science (AAS)
 - o The following degree options are available: Administrative Studies, Applied Computer Studies, Applied Electronic Studies, Applied Health Studies, Aviation Support, Construction and Facility Support, Dental Hygiene (joint program with Rutgers), Electrical Mechanical Systems and Maintenance, Environmental, Safety and Security Technologies, Mechanics and Maintenance, Military Technology Leadership, Multidisciplinary Technology, Occupational Therapy (only offered at Fort Sam Houston), Polysomnography (CAAHEP accredited) and Respiratory Therapy (only offered at Fort Sam Houston).
- > Associate in Science in Applied Science and Technology (ASAST)
 - o All credits earned in this degree program will transfer into the Bachelor of Science in Applied Science and Technology. The following degree options are available (starred options require that students already possess professional certification prior to enrollment): Air Traffic Control*, Aviation Flight Technology*, Aviation Maintenance Technology*, Biomedical Electronics, Clinical Laboratory Science, Computer and Information Technology, Electrical Technology, Electronics Engineering Technology, Environmental Sciences, Medical Imaging, Nuclear Engineering Technology, Radiation Protection, Radiation Therapy* and Technical Studies.
- > Bachelor of Science in Applied Science and Technology (BSAST)
 - o The following degree options are approved, (starred options require that students also possess professional certification prior to enrollment): Air Traffic Control*, Aviation Flight Technology*, Aviation Maintenance Technology*, Biomedical Electronics, Clinical Laboratory Science, Construction, Dental Hygiene*, Electrical Technology, Electronics Systems Engineering Technology, Energy Systems Technology*, Environmental Sciences, Health Services Technology, Information Technology, Medical Imaging, Military Technology Leadership,

Nuclear Energy Engineering Technology (ABET accredited), Nuclear Engineering Technology, Nuclear Medicine Technology, Radiation Protection, Radiation Therapy*, Respiratory Care and Technical Studies.

Joint Program with Rutgers University School of Health Related Professions

> Associate

Associate in Applied Science in Dental Hygiene
Associate in Science: Occupational Therapy Assistant

> Bachelor

Bachelor Science in Health Information Management
Bachelor Science Health Sciences

- o Advanced Dental Assisting
- o Advanced Dental Hygiene Sciences
- o Allied Dental Sciences
- o Health Professions Education
- o Health Services Management
- o Health Services Management and Education
- o Imaging Sciences

Bachelor of Science in Medical Imaging Sciences

- o Cardiac Sonography
- o Diagnostic Medical Sonography
- o Nuclear Medicine
- o Radiologic Imaging Modalities
- o Vascular Sonography

Bachelor of Science in Nutrition and Dietetics

Learning Outcomes

Bachelor's degree graduates from the above programs will:

- > possess an appropriate mastery of the knowledge, techniques, skills, modern tools and advanced technology of the discipline;
- > demonstrate the ability to design, analyze and effectively use systems, components and methods with a framework of quality and continuous improvement;
- > demonstrate knowledge of the applicable standards for occupational health and safety, the environment and regulatory procedure; and
- > communicate effectively in the technical discipline.

Undergraduate Certificates in Technology

- > Electronics
- > Gas Distribution
- > Polysomnography

**All certifications are recommended.*

Heavin School of Arts and Sciences

Mission and Purpose:

The Heavin School of Arts and Sciences is dedicated to the intellectual and professional development of its students. The School offers rigorous degree programs which provide students with significant depth and breadth of knowledge. Arts and sciences degree programs feature an interdisciplinary approach to lifelong learning that is particularly important to those seeking management career paths in both government and private sector organizations. The liberal studies curriculum is designed to support management skills such as communications, writing, critical thinking and decision making. The Bachelor of Arts and Master of Arts in Liberal Studies degree programs can be individually designed for learners who have interests in diverse areas of study.

The Master of Arts in Educational Leadership degree prepares students to become effective school leaders in addition to preparing students interested in New Jersey supervisor, principal and school administration certification. All of the Heavin School's degree programs provide students with flexible, high-quality learning experiences.

The Heavin School also offers a unique opportunity for those who wish to pursue a master's degree at Thomas Edison State College. Students who have earned at least 99 credits toward their bachelor's degree may apply for provisional admission to a Thomas Edison State College graduate degree. Students can earn up to 9 credits that will concurrently satisfy both the undergraduate and graduate degree requirements.

Degrees and Certificates

Undergraduate Degrees

- > Associate in Applied Science (AAS)
- > Associate in Arts (AA)
- > Associate in Science in Natural Sciences and Mathematics (ASNSM)
- > Bachelor of Arts (BA)
- > Bachelor of Science (BS)

Undergraduate Certificates

- > Computer Science
- > Fitness and Wellness Services
- > Labor Studies

Learning Outcomes Goal

Graduates of the Bachelor of Arts degree and Bachelor of Science degree will have the ability to demonstrate depth and breadth in their area of study and think critically, integrate knowledge, collaborate and use research to solve problems.

Learning Outcomes

Graduates of the Bachelor of Arts and Bachelor of Science degrees will have the ability to:

- > use key terms, concepts and theories, and answer critical questions in their area of study;
- > describe the historical development of the field, its origins, conceptual frameworks and the interdependence of this field with research findings in other fields; and
- > demonstrate independent thought and collaboration in decision-making activities in a variety of settings.

Bachelor of Arts

The following is a list of approved areas of study:

Humanities

- > Art
- > Communications
- > English
- > Foreign Language
- > Journalism
- > Music
- > Philosophy
- > Photography
- > Religion
- > Theater Arts

Natural Sciences/Mathematics

- > Biology
- > Computer Science
- > Mathematics

Multidisciplinary

- > Environmental Studies
- > International Studies

Social Sciences

- > Anthropology
- > Criminal Justice
- > Economics
- > History
- > Labor Studies
- > Political Science
- > Psychology
- > Sociology

BA Areas of Concentration

- > Humanities
- > Natural Sciences/Mathematics
- > Social Sciences
- > Liberal Studies
- > Learner-Designed Area of Study (LDAS)

Bachelor of Science

The following is a list of approved areas of study:

- > Learner-Designed Area of Study (LDAS)

Kappa Delta Pi Honor Society

Kappa Delta Pi is an honor society recognizing the academic achievements and professional accomplishments of educators worldwide. Kappa Delta Pi is one of the largest and most prestigious educational honor societies in the world. With more than 500 active chapters, Kappa Delta Pi is dedicated to the ideals of fidelity to humanity, service, science and toil. As part of its goal, Kappa Delta Pi recognizes scholarship and enhances the professional development of its members. Thomas Edison State College's chapter of Kappa Delta Pi was established in 2010. For induction into the Alpha Zeta Epsilon chapter of Kappa Delta Pi at Thomas Edison State College, students must meet the following requirements:

- > matriculation in either the Graduate Certificate in Educational Leadership or Master of Arts in Educational Leadership Program;
- > have an overall Thomas Edison State College grade point average of 3.5; and
- > have completed at least six semester hours of graduate course work in Educational Leadership at Thomas Edison State College.

W. Cary Edwards School of Nursing

Mission and Philosophy

The W. Cary Edwards School of Nursing accepts and upholds the mission of the College in providing flexible, high-quality, collegiate learning opportunities for self-directed adult learners. The W. Cary Edwards School of Nursing believes that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing. In this learning environment, the student, as an adult learner, interacts and collaborates with mentors and peers to create and enhance a dialogue within a community of learners. Through this innovative approach to programming, the W. Cary Edwards School of Nursing assists in shaping the nursing profession by preparing nurses who are clinically competent and technologically adept to assume leadership positions in nursing.

The W. Cary Edwards School of Nursing supports the belief that attainment of the bachelor's degree is essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the student, prepares graduates to practice nursing in a variety of settings and roles and provides a foundation for graduate study and lifelong learning. The Master of Science in Nursing (MSN) degree prepares graduates to assume leadership roles in a diverse, technologically challenging and global healthcare environment, and for advanced study and lifelong learning. The graduate nursing certificate programs offer opportunities for advanced specialized study to master's prepared nurses seeking additional opportunities in nursing.

Nursing is a dynamic profession that provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving

the health status of the community. Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups and communities.

The client is viewed as an open and dynamic system with unique psychophysiological, spiritual and sociocultural characteristics. Within this system, the client interacts with the environment and experiences varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum. Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors that affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses, through the systematic use of the nursing process, are responsible for the promotion, maintenance and restoration of health.

The mentors are committed to the belief that the W. Cary Edwards School of Nursing must use a teaching-learning process based on the principles of adult learning; demonstrate effective design and delivery of educational experiences in varied learning environments; provide for collaboration and collegial interaction among mentors and peers; effectively link theory, practice, research and technology; and extend its reach to people of diverse ethnic, racial, economic and gender groups.

Through these beliefs and contributions to the ongoing development of caring, competent, informed, ethical and accountable nurses, the W. Cary Edwards School of Nursing strives to play an influential and positive role in helping to shape the future and practice of professional nursing.

Purpose and Goals

In keeping with the mission of the College and the commitment to providing high-quality education to address the needs of the greater community, the purpose of the W. Cary Edwards School of Nursing is to provide high-quality nursing education programs that meet the needs of RNs and the healthcare community, and the standards of the nursing profession.

The goals of the W. Cary Edwards School of Nursing are to:

- > prepare graduates to assume leadership roles in a diverse society and changing healthcare environment;
- > provide nontraditional nursing education programs that meet the needs of adult learners; and
- > provide a foundation for advanced study and lifelong learning.

Degrees and Certificates

Undergraduate Degree

- > Bachelor of Science in Nursing (BSN)
 - o Accelerated 2nd Degree BSN Program
 - o RN-BSN
 - o RN-BSN/MSN

Learning Outcomes

Upon completion of the BSN degree program, the graduate will be able to:

- > demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;
- > apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and quality management of healthcare across the lifespan;
- > demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;
- > analyze the effect of health policy on the organization, financing and delivery of healthcare;
- > use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;
- > synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and
- > demonstrate a commitment to advanced study and lifelong learning.

W. Cary Edwards School of Nursing

The W. Cary Edwards School of Nursing was established in 1983 as an RN-BSN degree program for RNs, in 2006 was expanded to an RN-BSN/MSN Nurse Educator degree program and in 2011 offered MSN programs in Nursing Informatics and Nursing Administration. In 2011, the School established a one-year Accelerated 2nd Degree BSN Program. For more than 25 years, the W. Cary Edwards School of Nursing has provided distance education programs for RNs.

The W. Cary Edwards School of Nursing baccalaureate and master's degree programs and graduate nursing certificate programs are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The W. Cary Edwards School of Nursing baccalaureate and master's degree nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
(202) 887-6791
www.aacn.nche.edu/accreditation

The W. Cary Edwards School of Nursing programs are approved by:

The New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
www.state.nj.us/oag/ca/nursing.htm

W. Cary Edwards School of Nursing Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2014, and students enrolling in the Graduate Nursing Certificate programs with requirements effective July 1, 2014.

RN applicants to the W. Cary Edwards School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSNM option on the online application. For students enrolled in the BSN/MSN, the 9 graduate nursing credits included in BSN degree requirements will be applied to MSN degree requirements, and the student will continue on to complete remaining MSN degree requirements on BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a BSN degree may apply for the MSN degree. RNs with a master's in nursing in another area of specialty may enroll in a graduate nursing certificate program.

Admissions

- > Admission to all RN programs offered by the W. Cary Edwards School of Nursing will be open and rolling.
- > All RN applicants to the W. Cary Edwards School of Nursing must be graduates of an RN diploma program of nursing, or a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing, a bachelor of science in nursing degree or a master's in nursing degree.
- > All RN applicants to the W. Cary Edwards School of Nursing must possess a current and valid RN license recognized in the United States.
- > Two years experience in nursing is recommended for the MSN degree and for the graduate nursing certificate programs.

Admissions Process

All RN applicants to the W. Cary Edwards School of Nursing must:

- > Submit the completed online application with fee, which is nonrefundable, including documentation of current RN licensure. Applicants licensed in a state that does not have online verification must submit a notarized copy of their current license, valid in the United States, to the Office of Admissions.
- > Have official transcripts for all college-level credit and examination score reports sent to the College's Office of the Registrar (undergraduate students) or Office of Admissions (graduate students). All applicants to the MSN degree program must have official transcript sent from the institution awarding the BSN degree, and all applicants to the certificate programs must have official transcript sent from the institution awarding the master's in nursing degree.
- > Graduates of RN diploma schools of nursing, including foreign diploma schools of nursing, must submit official transcripts from the school of nursing awarding the diploma.

- > Graduates of foreign collegiate programs of nursing must follow College procedure for evaluation of credit.
- > Have the ability to send and receive email, including attachments.
- > Have computer capability compatible with the technology specified for the Thomas Edison State College's online courses, access to PowerPoint software and, for selected MSN courses, access to Excel software, a microphone and a webcam.
- > See Page 68 of this Catalog for complete system requirements for Thomas Edison State College's online courses.

All MSN applicants to the W. Cary Edwards School of Nursing must:

- > Possess a current RN license valid in the United States.
- > Follow the graduate application and admission process outlined under instructions for Graduate Applicants at www.tesc.edu/apply/.

Enrollment

- > Nursing students are considered "enrolled" when they have been accepted into the nursing program and have registered for and begun their first course. The date of enrollment is defined as the 10th day of class for the first semester they start taking courses as a matriculated student. As long as students continue to take courses, they are enrolled. This status may change if the student becomes inactive or takes a leave of absence.
- > Enrollment in the MSN degree program for students selecting the BSNM option on application will be in effect following certification for graduation from the BSN degree.
- > Program materials will be provided and all students will be given access to advisement services on acceptance.
- > An academic program evaluation will be provided online for students accepted into the nursing program.
- > Enrollment will remain in effect as long as students earn a minimum of 3 credits at the College that apply to their degree or certificate program in each 12-month period.

Re-enrollment

- > Students returning to the BSN or MSN degree programs or the graduate nursing certificate programs from Inactive or Leave of Absence status must submit the appropriate completed Nursing Re-enrollment from Leave of Absence or Inactive status form with fee. If a student's state does not have an online validation process, the student must resubmit a notarized copy of his/her license to Thomas Edison State College, Office of Admissions, 101 W. State St., Trenton, NJ 08608-1176. In order for the re-enrollment to be processed, the College must validate the student's license.

Grading Scale

Letter grades are assigned to online nursing courses according to the following scale.

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	60-69
F	below 60
I	Incomplete (temporary grade)
IF	below 60

Degree/Certificate Program Requirements

- > Students may complete selected degree requirements by course, exam or prior learning assessment (PLA).
- > Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.
- > Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs will be reviewed for acceptance upon enrollment.
- > Credits taken elsewhere or by any method other than by Thomas Edison State College online nursing course must be approved by the academic advisor for nursing prior to earning the credit to determine that the credit will meet program requirements.
- > Graduate credits that were earned more than seven years prior to the student's enrollment date may not be applied to either the MSN degree or certificate without permission of the dean of the W. Cary Edwards School of Nursing.
- > Nursing credits earned more than 10 years prior to the student's enrollment date may not be applied to upper-division nursing requirements in the BSN degree program.
- > Nursing credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C (73) or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.
- > One previously completed 3-credit lower-division nursing course may be accepted to satisfy an undergraduate upper-division nursing requirement in the BSN degree program.
- > Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.
- > Students enrolled in the BSN degree program will be governed by College policies in regard to general education credit requirements.

- > Students enrolled in the BSN degree program and the MSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.
- > Students enrolled in the BSN degree program must achieve a minimum cumulative GPA of C (2.0) or better to graduate.
- > Students enrolled in the BSN degree program may repeat each nursing course, one time each.
- > A maximum of 12 graduate-level credits will be accepted in transfer toward the MSN degree.
- > Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs must carry a grade equivalent of B (83) or better and must be from a regionally accredited college or university or recognized foreign institution for acceptance.
- > Students enrolled in the MSN degree program must achieve a minimum cumulative GPA of B (83) or better to graduate.
- > Students enrolled in the MSN degree program may repeat two nursing courses, one time each.
- > A maximum of 6 graduate-level credits will be accepted in transfer toward the Nurse Educator and Nursing Administration certificates.
- > A maximum of 9 graduate-level credits will be accepted in transfer toward the Nursing Informatics certificate.
- > Students enrolled in the graduate nursing certificate programs must earn a grade of B (83) or better for the course to be applied to program requirements.
- > Students enrolled in the graduate nursing certificate programs may repeat each nursing course, one time each.

Regina Sanchez-Porter Award

The Regina Sanchez-Porter award is given to a Bachelor of Science in Nursing graduate who has given outstanding service to the profession and community, combined with high academic achievement.

Upsilon Rho Chapter Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International was founded in 1922. Its vision is to create a global community of nurses who lead in using scholarship, knowledge, service and learning to improve the health of the world's people. The purpose of the society is to recognize superior academic achievement and the development of leadership qualities; to foster high professional standards; to encourage creative work; and to strengthen commitment to the ideals and purposes of the nursing profession.

Student candidates shall have demonstrated superior academic achievement, academic integrity and professional leadership potential.

Criteria for membership in the Upsilon Rho Chapter for **undergraduate students** are as follows:

- > the student must have at least a 3.0 GPA on a 4.0 grading scale; and
- > the student must be ranked in the top 35 percent of the graduating class (defined as students who have completed NUR-441 during the current academic year).

Eligible undergraduate students who have completed NUR-441 during the academic year (July-June) will receive an invitation via email in July (no application process).

Criteria for membership in the Upsilon Rho Chapter for **Accelerated 2nd Degree BSN Program students** are as follows:

- > the student must have at least a 3.0 GPA on a 4.0 grading scale;
- > the student must be ranked in the top 35 percent of the graduating Accelerated 2nd Degree BSN Program class; and
- > the student must have completed at least three quarters (3/4) of the required nursing curriculum.

Eligible Accelerated 2nd Degree BSN Program students will receive an invitation via email during the summer term (no application process).

Criteria for membership in the Upsilon Rho Chapter for **graduate students** are as follows:

- > the student must have achieved a grade point average of at least 3.5 on a 4.0 scale; and
- > the student must have completed a minimum of one half of the required graduate curriculum (18 credits).

Graduate student candidates may apply for membership by submitting the Graduate Student Application to the chapter by the deadline indicated on the application. Applications are emailed to all graduate students in July. Eligible graduate students who apply and are accepted for membership will receive an invitation via email. Eligible candidates may apply for membership as Nurse Leaders by going to www.nursingsociety.org. Criteria for membership in the Upsilon Rho Chapter as a Nurse Leader are as follows:

- > candidates must be registered nurses, legally recognized to practice in their country; and
- > candidates must have earned a minimum of a baccalaureate degree in any field and have demonstrated outstanding achievement in nursing.

Eligible Nurse Leader candidates who apply and are accepted for membership will receive an invitation via email.

Graduation

- > All students in the W. Cary Edwards School of Nursing degree programs will submit the Request for Graduation with fee according to College guidelines.
- > All students in the W. Cary Edwards School of Nursing degree programs must have completed all degree requirements, have achieved the established GPA and have satisfied all financial obligations to be eligible for graduation.
- > All students in the W. Cary Edwards School of Nursing certificate programs must complete all course requirements, submit the request for a graduate nursing certificate according to College guidelines for graduation, and satisfy all financial obligations to be eligible for certificate award.
- > Students completing the MSN degree program will be awarded a certificate in their selected area of specialty in addition to the MSN degree on program completion.

Appeals

All students in the W. Cary Edwards School of Nursing will follow College policies on academic appeals as outlined in the online *Undergraduate College Catalog*.

Nonenrolled RNs

- > Nonenrolled RNs who wish to try an online nursing course may take two unrestricted undergraduate courses or three unrestricted graduate courses prior to enrollment. Students must be enrolled in the undergraduate program at the end of the second undergraduate nursing course or enrolled in the graduate program at the end of the third graduate nursing course. Tuition will be the same as noted above.
- > Courses restricted to students enrolled in the W. Cary Edwards School of Nursing include Public Health Nursing, Validating Nursing Competence and the graduate Practicums.

Updated Credentials for Selected Courses

- > Evidence of a current and valid RN license and malpractice insurance is required at the time the student registers for the Public Health Nursing course in the BSN degree program. Students will be required to provide information to a vendor selected by the W. Cary Edwards School of Nursing.
- > Evidence of current malpractice insurance and a current and valid RN license is required at the time the student registers for the Practicum courses in the MSN degree and graduate nursing certificate programs.
- > Students must be in compliance with state and institutional requirements for health, criminal background checks and/or child abuse background check prior to registering for the Practicums in the MSN degree and the graduate nursing certificate programs. Students will be required to provide health information to a vendor selected by the W. Cary Edwards School of Nursing. Students will be required to have a criminal background check and child abuse clearance through a vendor selected by the W. Cary Edwards School of Nursing.
- > The W. Cary Edwards School of Nursing expects all students to adhere to the policies on background checks of any healthcare facility used by students for the independent Practicums required as part of their program requirements.

Formal Complaints

A formal complaint is an expression of dissatisfaction about the W. Cary Edwards School of Nursing, its programs or its processes, by a student enrolled in the W. Cary Edwards School of Nursing, or by parties interested in the W. Cary Edwards School of Nursing. The W. Cary Edwards School of Nursing follows the Thomas Edison State College student complaint policies and procedures.

Thomas Edison State College Student Complaint Policies and Procedures

Thomas Edison State College's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The College also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the College has instituted

various mechanisms to address student complaints. When registering concerns or complaints, College students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or escheff@tesc.edu.

Complaint Policies and Procedures

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- > Grade or Academic Credit Appeal. See Student Forms Area of myEdison® or visit www.tesc.edu/studentforms.
 - > Academic Code of Conduct Policy - enclosed
 - > Nonacademic Code of Conduct Policy - enclosed
 - > Policy Against Discrimination and Harassment - enclosed
 - > Disability Accommodations - enclosed
- The *Undergraduate College Catalog* can be found online at www.tesc.edu/academics/catalog.

Other Student-Related Complaints

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a College staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

Informal Resolution

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate College office.

Informal complaints may be made by telephone or email. Appropriate College staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the College's response within 20 days of the informal complaint.

If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within 60 days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within 15 days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint.

A complete record of formal complaints will be kept by the relevant College office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Accelerated 2nd Degree BSN Program Policies and Procedures

Admissions, retention, progression credentials and graduation policies differ for the Accelerated 2nd Degree BSN Program and can be found at www.tesc.edu/documents/Accelerated_2nd_Degree_BSN_Handbook.pdf.

Practicum Process

For explanation of the Practicum process, please see the W. Cary Edwards School of Nursing *RN-BSN/MSN Student Handbook*.

Compliance with documentation of the following is required one term prior to the start date of the term the student wishes to take the Practicum:

- > nursing license in-state Practicum will be held;
- > current malpractice insurance in the amount of \$1 million - \$3 million per occurrence;
- > current health insurance;
- > a criminal history/child abuse background check clearance that is purchased from the vendor selected by the W. Cary Edwards School of Nursing; and
- > health history and physical, immunizations and CPR certification that is purchased through a vendor selected by the School.

Additionally, an updated e-portfolio is required to register for the Practicum courses.

John S. Watson School of Public Service and Continuing Studies

Mission and Purpose:

The John S. Watson School of Public Service and Continuing Studies is dedicated to strengthening leadership in governmental, nonprofit and corporate sectors. Graduate programs in the School have a praxis orientation with an applied focus toward building capacity and leadership within the public service professions. Students engage in rigorous and relevant experiences that integrate policy and management across disciplines. Programs are designed to develop and hone the skills necessary to transform students' personal commitment into public leadership, enabling them to acquire a deep understanding of today's public service environment and develop the skills necessary to work as leaders in public service professions.

The John S. Watson School for Public Service and Continuing Studies at Thomas Edison State College strives to prepare public service professionals for leadership roles in a wide variety of public service-related settings including government agencies at the local, regional and state levels; educational institutions providing services to youth, families and communities; health, human and social service agencies; and nonprofit, community and faith-based organizations.

Degrees and Certificates

Undergraduate Degrees

- > Associate in Arts in Human Services (AAHS)
- > Bachelor of Science in Human Services (BSHS)
- > Bachelor of Science (BS)
 - o Homeland Security and Emergency Preparedness

Governance

The Board of Trustees is the College's governing body. The Board oversees all policy matters of the College, including the approval of degree programs and standards, and budget recommendations to the state treasurer.

Members are appointed by the governor, with the advice and consent of the Senate, to six-year terms. In addition, two student representatives, a voting member and an alternate, are elected by the Board of Trustees.

Board of Trustees Thomas Edison State College

Gualberto (Gil) Medina, Chairperson

Brian T. Maloney, Vice Chairperson

Fred J. Abbate

Richard W. Arndt

Ida B. Hammond

Rev. J. Stanley Justice

Eric Robert Lear

E. Harvey Myers

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Frances C. Parrales, Student Trustee

Valerie Sampson, Student Trustee

George A. Pruitt, ex officio, President
Thomas Edison State College

Academic Council

The Academic Council is designed to promote and maintain the quality of the College's academic offerings and to facilitate the work of the College in achieving its mission and goals. The Academic Council has been delegated authority to review and make recommendations to the Board of Trustees on matters concerning the academic policies and programs of the College. In meeting this obligation, the Academic Council is responsible for making recommendations concerning the nature of degrees, academic program structure, content for general education standards, guidelines for areas of study, concentrations and specializations, distance learning, academic integrity, the evaluation of courses, student learning, methods of earning credit and issues related to academic standing.

The Academic Council consists of members representing two- and four-year public and private higher education institutions in New Jersey and its surrounding region, educational organizations from the noncollegiate sector, a Thomas Edison State College student, and members of the academic leadership.

John Mellon, EdD
School of Business and Management
Council President

Sister Ellen Dauwer, PhD
School of Business and Management
Past President

William J. Seaton
Vice President and Provost
ex officio

Kathleen A. Melilli
Associate Provost
Council Secretary

Karen Abate, PhD
W. Cary Edwards School of Nursing

John O. Aje
Dean, School of Applied Science and Technology

Sohail Anwar, PhD
School of Applied Science and Technology

Nicholas DiCicco, EdD
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Gloria B. Frederick, PhD
John S. Watson School of Public Service and Continuing Studies

Nina Haydel, EdD
Heavin School of Arts and Sciences

Ting Ho, PhD
Heavin School of Arts and Sciences

Mark S. Kassop, PhD
Heavin School of Arts and Sciences

Kenneth Levitt, PhD
School of Business and Management

Cynthia MacMillan
Director, Learning Outcomes Assessment

Winston Maddox, MA
School of Applied Science and Technology

Filomela A. Marshall
Dean, W. Cary Edwards School of Nursing

Marilyn Puchalski, MS
Heavin School of Arts and Sciences

William Reed, PhD
School of Business and Management

Deborah Sanders, PhD
Heavin School of Arts and Sciences

Marc Singer
Vice Provost, Center for the Assessment of Learning

Henry van Zyl
Dean, Graduate Programs
Vice Provost for Academic Administration

David Weischadle, EdD
Heavin School of Arts and Sciences

Rochelle Zozula, PhD
School of Applied Science and Technology

Michael Williams
Dean, School of Business and Management

John Woznicki
Dean, Heavin School of Arts and Sciences

Joseph Youngblood II
Dean, John S. Watson School of Public
Service and Continuing Studies, Thomas Edison State College

School Curriculum Committees

The School Curriculum Committees are designed to provide curricular direction to the College in their relevant academic areas (Applied Science and Technology, Arts and Sciences, Business and Management, Nursing, and Public Service) and oversee both undergraduate and graduate curriculum for currency, quality and relevance to the adult learner. The Curriculum Committees make recommendations to the Academic Council.

School of Applied Science and Technology Curriculum Committee

Winston Maddox, MA, Chair

Sohail Anwar, PhD

DeWayne Brown, PhD

Richard Coe, Assistant Dean

Carla Colburn, Program Advisor

Donald Cucuzzella, Assistant Director

Dominick Defino, MS

Thomas Devine, Associate Dean

Derrek Dunn, PhD

Jordan Goldberg, MS

Donna Keehler, Program Advisor

Kenneth Lewis, PhD

Albert Lozano-Nieto, PhD

Charles Munzenmaier, BE

Terri Tallon, PhD, Director of Military Student Services

Rochelle Zozula, PhD

Heavin School of Arts and Sciences Curriculum Committee

Mark Kassop, PhD, Chair

Elizabeth Brown, MSW

Michael Cosimano, Assistant Dean

Nicholas DiCicco, EdD

Christopher Drew, MS

Amy Hannon, PhD

Linda Mather, EdD

Ann Mester, Assistant Dean

Randall Otto, PhD

Suzanne Page, PhD

John Pescatore, MS

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section 2

What You Can Study

Degree Programs and Degree Requirements

Associate in Applied Science

	Credits
I. General Education Requirements	21
A. Intellectual and Practical Skills	9
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
B. Human Cultures and the Physical and Natural World	6
General Psychology (PSY-101) or Introduction to Sociology (SOC-101) Science	3
Science	3
C. General Education Electives	6
II. Option	21
III. Associate Capstone (APS-295)	3
IV. Free Electives	15
Total	60 credits

Degree Requirements

The Associate in Applied Science (AAS) degree requires 60 credits: 21 credits in the general education requirement, 21 credits in the option and 15 credits in free electives. There are few specific requirements to allow maximum flexibility.

The option includes 21 credits of courses within the option area selected. There are many career tracks available within each broad option area. New career tracks are developed as needed. Since this is usually a field in which the student is employed, students will usually come in with all or most of the credits in their option completed. Since students have a number of different subspecialties, there are no specific requirements within the option: the 21 credits must form a coherent set of courses covering the field.

The free elective category can be satisfied by almost any college credits. Both liberal arts and other college credits apply. Academic policies should be reviewed for limitations on credits.

How Students Earn Credit in the Associate in Applied Science

Students usually enter with many of the credits in the career track completed, but not always, from military or civilian training. If the option has not already been completed, students may often use prior learning assessment (PLA) to gain college credit for their knowledge. While there are some examinations in auto mechanics and electronics, there are few distance learning opportunities in most of the AAS career tracks. Credits in general education and free electives may be earned by a wide variety of methods.

Students may earn this degree in one of the following areas of study:

- > Administrative Studies
- > Applied Computer Studies
- > Applied Electronic Studies
- > Applied Health Sciences
- > Aviation Support
- > Construction and Facilities Support
- > Dental Hygiene*
- > Electrical-Mechanical Systems and Maintenance
- > Environmental, Safety and Security Technologies
- > Mechanics and Maintenance
- > Military Technology Leadership**
- > Multidisciplinary Technology
- > Occupational Therapy (AS,* AAS***)
- > Polysomnography (CAAHEP Accredited)
- > Respiratory Therapy***

*An 86-credit program offered in conjunction with the Rutgers University School of Health Related Professions.

**Option is only available to current military personnel and veterans of the armed forces.

***Option is only available to current military at Fort Sam Houston.

Associate in Applied Science (Criminal Justice)

The Associate in Applied Science (AAS) degree program's Criminal Justice track is designed to meet the needs of mid-career adults in a wide range of law enforcement, corrections, security and emergency response fields

	Credits
I. General Education Requirements	21
A. Intellectual and Practical Skills	9
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
B. Human Cultures and the Physical and Natural World	6
Introduction to Criminal Justice	3
Humanities or Natural Sciences	3
C. General Education Electives	6
II. Area of Study: Criminal Justice or Administration of Justice Studies	21
Constitutional Issues	
Juvenile Delinquency	
Criminology	
Cultural Diversity in the U.S.	
White Collar Crime	
Victimology and Criminal Behavior	
III. Free Electives	18
Total	60 credits

Associate in Arts

The Associate in Arts (AA) degree is a broad degree emphasizing general education. Students may satisfy many basic requirements traditionally associated with freshman and sophomore years enabling them to a smooth transition into a bachelor's degree program.

	Credits
I. General Education Requirements	42
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Electives in Intellectual and Practical Skills	6
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Social Sciences	3
Natural Sciences	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
II. General Education Electives	18
Total	60 credits

Degree Requirements

The Associate in Arts degree requires 60 credits: 60 credits in general education distribution.

How Students Earn Credit in the Associate Arts Degree

All courses in this degree may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations also may be used.

Note: Many courses may be appropriate for this degree. Students should work closely with the Advisement Center to select the appropriate courses for degree completion.

Associate in Arts in Human Services

The Associate in Arts in Human Services (AAHS) degree is designed for adults working in the human services area. To be admitted to the program and to complete the Capstone course, students must have current work experience in the field of human services. Students must have a minimum of six months/800 hours of current work experience. Students must submit a current resume at the time of application. The degree is designed to provide seamless transfer to the Bachelor of Science in Human Services degree.

	Credits
I. General Education Requirements	42
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
College-Level Computer Science Course	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Intro to Sociology (SOC-101)	3
Natural Sciences	3
Intro to Psychology (PSY-101)	3
Social Sciences	6
C. Personal and Social Responsibility	9
Cultural Diversity in the US (SOC-322)	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
II. Required Courses	15
Theoretical Foundation Course*	6
Intervention Course*	3
Client Population Course*	3
Capstone Course (HUS-295)	3
III. Free Electives	3
Total	60 credits

Required Courses

The Associate in Arts in Human Services degree requires 60 credits: 6 credits in Theoretical Foundation*, 3 credits in Intervention*, 3 credits in Client Populations*, 3 credits in Cultural Diversity and a 3-credit Capstone course.

Learning Outcomes

Graduates of the Associate in Arts in Human Services degree will have the ability to:

- > define key concepts in the area of study;
- > identify theories of professional practice;
- > explain the specific skills, techniques and agencies necessary to serve client populations; and
- > explain cultural diversity as it relates to the field of human services.

**Theoretical Foundation courses include those pertaining to theory, knowledge and skills of the human services profession. Intervention courses include those which emphasize theory and knowledge bases for interventions and criteria for selection of appropriate interventions. Client Population courses include those which emphasize the range of populations served and needs addressed by human services professionals.*

Associate in Science in Applied Science and Technology

The Associate in Science in Applied Science and Technology (ASAST) degree is intended to meet the educational and professional needs of midcareer adults in a wide range of applied science and technology fields. The student selects the option that matches his/her expertise. For most students this reflects their occupation. It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.

	Credits
I. General Education Requirements	30
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or above	3
Higher-Level Mathematics above College Algebra	3
Computer Concepts (CIS-107) or above	3
B. Human Cultures and the Physical and Natural World	11
Psychology or Sociology	3
Physics I with Lab	4
Physics II with Lab	4
C. General Education Electives	4
II. Area of Study	21
III. Associate Capstone	3
IV. Free Electives	6
Total	60 credits

Degree Requirements

The Associate in Science in Applied Science and Technology degree requires 60 credits: 30 credits in general education, 21 credits in the option within Applied Science and Technology, 3 credits in the associate Capstone and 6 credits in free electives.

How Students Earn Credit in the Associate in Science in Applied Science and Technology Degree

If the option has not already been completed by military training, professional licenses or transferred credits, students may often use prior learning assessment (PLA) to gain college credit for their knowledge. There are few distance learning opportunities in most of the ASAST option areas. Credits in general education and free electives may be earned by a wide variety of methods.

General Education Requirements

The 30-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and provides students with a foundation for the Applied Science and Technology option.

A minimum of 6 credits of mathematics and 8 credits of general physics or general chemistry with Labs is required of all students in the Associate in Science in Applied Science and Technology degree. While more advanced mathematics may usually be substituted for the minimum mathematics requirement, options require a minimum mathematics level of College Algebra, Precalculus Algebra and Trigonometry, or Precalculus and Calculus I. Note that some colleges do not offer college algebra as a college credit course, and credit may only be transferred if college credit was awarded by the college where the course was taken. Refer to the corollary requirements for your option on the following pages to determine which mathematics and science courses are required.

Area of Study

The area of study requirement includes 21 credits of courses within the subject selected. These credits will include both required courses and professional electives. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by prior learning assessment (PLA), if he/she has not already completed appropriate course work in that area. The required courses and corollary requirements are subject to change.

Computer Requirement

One 3-credit course in the broad area of computer science or computer concepts is required. For some options, the computer requirement must be met by a computer programming course, and for others it may be satisfied by a wide variety of computer courses. Courses that only cover the use of applications packages are not acceptable.

Free Electives

The free elective category can be satisfied by almost any college credits. Academic policies should be reviewed for limitations on credits.

Additional Degree Requirements

Professional Certification: *It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.*

Demonstration of Currency: Because of the rapid changes occurring in technical fields today, it is important for today's college graduates to maintain up-to-date knowledge in their field. Demonstration of Currency (DOC) is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their degree options. If more than half of the credits in a student's option are more than

10 years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects may be validated through enhancement training records or an oral conference with a mentor covering contemporary developments in these subjects. These courses will not be applied toward the option until currency has been demonstrated. Students required to demonstrate currency will be informed when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Students may earn an Associate in Science in Applied Science and Technology degree in one of the following areas of study:

Air Traffic Control

- > *Certification:* FAA certificate as an Air Traffic Control Specialist
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* Students' options are completed by the FAA license

Aviation Flight Technology

- > *Certification:* FAA certificate as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* Students' options are completed by the FAA licenses

Aviation Maintenance Technology

- > *Certification:* FAA certificate as an Airframe and Powerplant Mechanic. Equivalent military training may be considered
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* Students' options are completed by the FAA licenses

Biomedical Electronics

- > *Required Courses:* DC Circuits, AC Circuits, Electronic Devices, Digital Electronics, Biomedical Instrumentation (three courses) Anatomy and Physiology
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* Students whose options are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their options
- > Biomedical electronics course are transferred since not available at the College

Clinical Laboratory Science

- > *Certification:* ASCP or AMT: MLT or MT or NCA: CLS or CLT copy of original certificate and current renewal card
- > *Required Courses:* Microbiology, Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry, Clinical Practicum
- > *Corollary Requirements:* College Algebra, Chemistry I and II with Lab, Computer Concepts

- > *How Students Earn Credit in the Option:* Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by prior learning assessment (PLA) for their options, assuming current or recent employment using a variety of laboratory methods
- > Clinical courses are transferred since not available at the College

Computer and Information Technology

- > *Required Courses:* Data Structures, Fundamentals of Information Technology, Network Technology, C+++ Programming, Operating Systems
- > *Corollary Requirements:* College Algebra, Physics I and II with Lab or Chemistry I or II with Labs
- > *How Students Earn Credit in the Option:* All of the courses required for the option are available by online and Guided Study courses.

Electrical Technology

- > *Required Courses:* DC Circuits, AC Circuits, Digital Circuits, Electronic Devices, AC and DC Machines, Industrial Motor Controls, Electrical Motor Controls
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* The option may be completed using independent study and distance education course from other universities

Electronics Engineering Technology

- > *Required Courses:* DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* Almost all of the courses required for the option are available by independent study and distance education courses from other universities

Medical Imaging

- > *Certification:* ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card
- > *Required Courses:* Radiation Physics
- > *Corollary Requirements:* College Algebra, Anatomy and Physiology I and II with Labs, Computer Concepts
- > *How Students Earn Credit in the Option:* License (earned after 1980) provides the credits necessary in the option
- > Medical imaging courses are not available at the College rather from certification, transfers or prior learning assessment.

Nuclear Engineering Technology

- > *Required Courses:* Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors, Radiation Safety
- > *Corollary Requirements:* College Algebra, Physics I and II with Labs, Computer Programming
- > *How Students Earn Credit in the Option:* Students who have completed Navy Basic Nuclear Power School will have completed the courses for the option

Radiation Protection

- > *Required Courses:* Nuclear Physics, Radiation Biology or Chemistry, Health Physics, Radiation Measurements
- > *Corollary Requirements:* College Algebra, Computer Concepts, Chemistry I and II with Labs or Physics I and II with Labs
- > *How Students Earn Credit in the Option:* Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School and INPO Radiological Technician qualification will have completed most of the option

Radiation Therapy

- > ARR-RT (T) and NJ LR (T) (copy of original certification and current renewal card)
- > *Required Courses:* Radiation Physics, Radiation Therapy, Electives
- > *Corollary Requirements:* College Algebra, Computer Concepts, Anatomy and Physiology
- > *How Students Earn Credit in the Option:* The certification covers almost all of the credits required in the option
- > Radiation therapy course are not available at the College rather from certificates, transfer or prior learning assessment

Technical Studies

- > *Required Courses:* Project Management, Current Trends and Applications
- > *Corollary Requirements:* College Algebra, Computer Concepts, 8 credits of Physics or Chemistry
- > *How Students Earn Credit in the Option:* Transfers from military/accredited industrial training and other colleges, online courses, Licenses/certifications or prior learning assessments (PLA)

Note: All certifications are recommended.

Associate in Science in Business Administration

The Associate in Science in Business Administration (ASBA) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. Thomas Edison State College offers the ASBA degree with a broad management core. Students may take 6 credits of business electives in fields of their interest. The ASBA degree is designed so that it can be used as a foundation for the Bachelor of Science in Business Administration (BSBA) degree.

	Credits
I. General Education Requirements	30
A. Intellectual and Practical Skills	12
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or Quantitative Business Analysis (MAT-119)	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	6
Microeconomics or Macroeconomics	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Elective	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	3
II. Management Core	18
A. Principles of Financial Accounting	3
B. Principles of Managerial Accounting	3
C. Business Law	3
D. Principles of Management	3
E. Principles of Marketing	3
F. Introduction to Computers/CIS	3
III. Business Electives	6
IV. Free Electives	6
Total	60 credits

Note: The general education requirements, management core and electives may be completed solely through courses from other universities or a combination of Thomas Edison State College courses, TECEP® examinations, prior learning assessment (PLA) and other courses.

Degree Requirements

To attain the ASBA degree, the student must earn 60 credits distributed as follows: 30 credits in general education, 24 credits in business and 6 credits in free electives.

General Education Requirements

The 30-credit requirement in general education provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 credits), Principles of Economics (3 credits) and College Algebra or Quantitative Business Analysis (3 credits).

Management Core

The 18 credits required in the management core consist of basic business subjects.

Business Electives

The 6 credits of business electives may include any business related subjects.

Free Electives

The free elective category may be satisfied by almost any college credit. Academic policies should be reviewed for limitation of credits.

Associate in Science in Natural Sciences and Mathematics

The Associate in Science in Natural Sciences and Mathematics (ASNSM) degree emphasizes general education. The degree is designed to provide a basis for transfer into a Bachelor of Arts degree in the areas of natural sciences/mathematics.

	Credits
I. General Education Requirements	42
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Electives in Intellectual and Practical Skills	6
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Social Sciences	3
Intro to the Option	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
II. Option	18
A. Required Theory and Concepts	18
Total	60 credits

Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 60 credits: 42 credits in the general education distribution and 18 credits in the option.

General Education Requirements

The 42-credit general education requirement provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

Option

The option requires 18 credits in one of the following subject areas: biology; computer science; mathematics. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area descriptions below. The options articulate with approved Bachelor of Arts degree areas of study.

The Associate in Science in Natural Sciences and Mathematics degree in biology emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in biology. This 60-credit program develops an understanding of biological principles that underlie all living things, instills a sense of inquiry and sharpens analytical thinking skills.

The Associate in Science in Natural Sciences and Mathematics degree in computer science emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in computer science. This 60-credit program is designed for students who desire a strong liberal arts program combined with a solid foundation in computer science and can be completed entirely online.

The Associate in Science in Natural Sciences and Mathematics degree in mathematics emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree programs in mathematics or natural sciences/mathematics. This 60-credit program provides students with a basic mathematical background and the opportunity to further utilize their skills in the advanced study of mathematics.

Bachelor of Arts

The Bachelor of Arts (BA) degree prepares adults for career change, professional advancement or graduate education, while providing personal enrichment. Students develop a broad general knowledge of the traditional liberal arts disciplines while developing a greater depth of knowledge in particular areas of interest. Credit requirements are distributed among the traditional liberal arts areas and free electives.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Electives in Intellectual and Practical Skills	6
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Social Sciences	3
Natural Sciences	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	18
II. Area of Study:	33
Students may choose A, B or C:	
A. Area of Concentration	
The area concentration includes 33 credits that must be chosen from humanities or social sciences or natural sciences/mathematics. The concentration includes at least three subject areas. Twelve credits must be earned in one subject area. A maximum of 18 credits may be earned in any one subject in order to have a balanced, interdisciplinary concentration. No more than 6 credits can be at the 100 level and at least 18 credits must be at the 300 or 400 level: LIB-495 Liberal Arts Capstone is required.	
OR	
B. Area of Study	
The area of study includes 33 credits in one subject area. LIB-495 Liberal Arts Capstone is required.	
OR	
C. Liberal Studies Area	
The liberal studies area includes 33 credits, which include two or more liberal arts subject areas. For example, the area of study may include humanities, natural sciences and social sciences courses. No more than 6 credits can be at the 100 level and at least 18 credits must be at the 300 or 400 level: LIB-495 Liberal Arts Capstone is required.	
III. Free Electives	27
Total	120 credits

Students have the flexibility to pursue a specific liberal arts concentration or may select one of the following areas:

Humanities

Art

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the history of art, including classical and folk art traditions throughout the world.
- > Compare and contrast various techniques of artistic expression, including painting, sculpture and new media.
- > Analyze and interpret works of art and communicate effectively about art in writing and in speech.

Required Courses: Art History Survey I and II; at least one course in each of the following: Two-Dimensional Design, Drawing, Painting; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some credits in this area of study may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Communications

Learning Outcomes Objectives – Graduates will be able to:

- > Discuss the concepts of mass and personal communication.
- > Prepare mass communication messages in the appropriate style.
- > Apply theories in the use and presentation of images and information.
- > Apply appropriate technology to the creation and dissemination of messages.
- > Demonstrate critical-thinking and problem-solving skills related to a specific communications topic.

Required Courses: Select two of the following courses for the communication theory requirement: Fundamentals of Speech, Interpersonal Communications, Mass Communications; 27 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

English

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate a thorough understanding of the origins of the English language and its evolution.
- > Apply the principles of composition, including rhetorical grammar and usage, critical thinking, basic principles of argumentation and the use of research methods and documentation skills.
- > Recognize and identify various genres in literature.
- > Identify literary devices, forms and elements.
- > Identify historical and cultural characteristics of literary genres.

- > Discuss critical issues of gender, class, ethnicity, culture and the individual that are present in literature.

Required Courses: Survey of Literature I and II, Non-Western Literature, Analysis and Interpretation of Literature, 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Foreign Language

Learning Outcomes Objectives – Graduates will be able to:

- > Present information, concepts and ideas in a foreign language to an audience of listeners or readers.
- > Translate and interpret a foreign language.
- > Engage in conversations or correspondence in a foreign language.
- > Demonstrate proficiency in the cultural and socio-linguistics aspects of a language.

Required Courses: Twelve credits of language skills through the advanced level (e.g., Intermediate Language I and II and Advanced Language I and II), History of Civilization, 6 credits of Major Writers or Masterpieces of Literature, 12 area of study elective credits*; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Courses in this area of study may be completed by prior learning assessment (PLA). Depending on the specific foreign language selected, some courses may also be completed by examinations and/or courses from other colleges.

Journalism

Learning Outcomes Objectives – Graduates will be able to:

- > Apply the theory and principles of human communication.
- > Communicate effectively using critical thinking and organization in the presentation of journalistic media.
- > Recognize the impact of journalism practitioners on society.
- > Demonstrate knowledge of and ethical responsibilities inherent in journalistic theory and technology.

Required Courses: Law and Ethics or Communication Law; 12 credits of four theory courses/examinations such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations Theory, Theories of Persuasion; 12 credits of four skills courses/examinations such as: Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing, News Reporting I and II, Public Affairs Writing; 6 area of study elective credits. At least 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Music

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of Western music theory, including harmony, rhythm and thematic development.
- > Demonstrate knowledge of the history of world music and current trends, including classical, jazz, folk and popular expressions.
- > Write descriptively and analytically about music and performance.

Required Courses: Survey of Music History I and II, Music Theory/Harmony I and II (must include harmony), 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Courses in this area of study may be completed by prior learning assessment (PLA), examinations or courses from other colleges.

Philosophy

Learning Outcomes Objectives – Graduates will be able to:

- > Discuss the main points of and approaches to philosophies that have shaped Western civilization.
- > Compare and contrast ideas and methods from non-Western cultures to those of the West.
- > Evaluate competing ethical theories and their applications to contemporary issues.
- > Express personal philosophical views.

Required Courses: Introduction to Philosophy, Logic and Ethics. Credit from each of the following three areas with 6 credits in one area: major field of philosophy, major philosophers, history of philosophy; 15 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Photography

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate a broad based knowledge of photography from traditional photographic techniques to the digital darkroom.
- > Apply theoretical as well as technical practices to photography.
- > Demonstrate how photography contributes to both the cultural and economic aspects of society.

Required Courses: Principles of Photography or Black and White Photography, History of Photography, Color Photography; 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: Survey of Art History I and II

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

*NOTE: At least 15 credits in entire area of study must be at the 300-400 level.

Religion

Learning Outcomes Objectives – Graduates will be able to:

- > Discuss the basic concepts and methods of the study of religion in an academic context.
- > Demonstrate the historical, textual, artistic, ritual, ethical and experiential dimensions of major religions in the East and West.
- > Analyze the power of religion both to unify society and to disrupt and divide it.
- > Demonstrate knowledge of areas of similarity in religions and potential points of cooperation among them in a shrinking global context.

Required Courses: Religions of the World or Comparative Religions, Philosophy of Religion; 27 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: Introduction to Philosophy

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Theater Arts

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the history of theater.
- > Compare and contrast theatrical techniques and processes (such as stagecraft and playwriting).
- > Explain the different forms of theater (such as stage plays and monologues) and theater's relationship to other arts (such as film and opera).

Required Courses: At least one course in each of the following: Acting, Directing, Theater History, Technical Theater Production; 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Courses in this area of study may be completed by prior learning assessment (PLA), courses from other colleges and/or examinations.

Natural Sciences/Mathematics

Biology

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the scientific method, including the formation of hypotheses and the design and implementation of laboratory experiments.
- > Demonstrate the ability to read, understand and critically review scientific papers.
- > Recognize the relationship between structure and function at the molecular, cellular and organism levels.
- > Explain the principles of evolutionary biology and identify the taxonomy and phylogenetic relationships of the major groups of organisms.
- > Define the historical development of theories and laws, the nature of science and the relationship between science, technology and society.
- > Recognize the ecological relationships between organisms and their environment.

- > Demonstrate a working knowledge of equipment, technology and materials appropriate for research in the biological sciences.

Required Courses: General Biology I and II with Lab, Cell Biology, Genetics, Microbiology; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: General Chemistry I and II with Lab, General Physics I and II with Lab, Organic Chemistry I and II with Lab, Mathematics at least through Precalculus

How Students Earn Credit in the Area of Study: All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Computer Science

Learning Outcomes Objectives – Graduates will be able to:

- > Analyze and solve computer problems.
- > Demonstrate knowledge in at least two programming languages.
- > Solve problems using discrete mathematics, differential and integral calculus, probability and statistics.
- > Apply the principles of software design to solve practical problems.
- > Demonstrate knowledge of emerging technologies and their societal impacts related to computing.

Required Courses: Introduction to Computer Science, Data Structures, Discrete Mathematics or Linear Algebra (Calculus-based); 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: Calculus I and II

How Students Earn Credit in the Area of Study: All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Mathematics

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate mastery of core competencies in algebra, analysis and applied mathematics.
- > Develop and write mathematical proofs.
- > Explain and demonstrate problem solving using mathematical concepts.

Required Courses: Calculus I (Differential), Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus-based, Prerequisite of Calculus in description), Probability or Statistics; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: General Physics I (Calculus-based), General Physics II (Calculus-based)

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Multidisciplinary

Environmental Studies

Learning Outcomes Objectives – Graduates will be able to:

- > Define the human and natural phenomena that impact the environment.
- > Identify and analyze the technology and management strategies that prevent, control and remedy the human and natural phenomena that impact the environment.
- > Demonstrate and communicate knowledge of environmental, socioeconomic and political implications of human interactions with the environment.
- > Explain environmental problems, analyze risks to humans and the environment, and propose alternate solutions to remedy environmental problems.
- > Demonstrate awareness of how the scientific method is applied in environmental studies research.

Required Courses: Introduction to Environmental Science, Earth's Resources, Geology with Human Emphasis; 9 credits chosen from at least three of the following areas: Global Environmental Change; Economics of the Environment; Politics of the Environment; Environmental Psychology; Sociology of the Environment and an additional 15 area of study elective credits in subjects related to the environment at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: General Biology with Lab, General Chemistry with Lab.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Social Sciences

Anthropology

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of cultural and physical anthropology.
- > Explain the principles of archaeology.
- > Describe the various components of social organizations.
- > Demonstrate knowledge of either new world or old world anthropology.
- > Demonstrate awareness of the principles relating to ethnographic aspects of culture.

Required Courses: Physical Anthropology, Cultural Anthropology, Archaeology, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia); 6 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Criminal Justice

Learning Outcomes Objectives – Graduates will be able to:

- > Verbally communicate in a clear professional manner and produce reports and policy papers that are organized, focused and make sound critical arguments.
- > Display logical and critical evaluation and analysis of social and criminal justice research literature as well as prevailing criminal justice theories and policies.
- > Demonstrate knowledge of the basic criminal justice process, its structure and the context of the interrelationships between each component of the criminal justice system.
- > Demonstrate knowledge of the legal aspects of policing in the United States including the concepts of due process, equal protection and the rules of criminal procedure.

Required Courses: Introduction to Criminal Justice, Research Methods in the Social Sciences, Terrorism, Criminal Behavior, Criminal Law, Public Policy and Criminal Justice, a multicultural course; and 18 credits of electives in criminal justice at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: All courses in the area of study may be completed with Thomas Edison State College courses. Students may also earn credit for New Jersey Basic Course for Police Officers training, prior learning assessment (PLA), examinations, military training and American Council on Education (ACE) evaluated training.

Economics

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of introductory and intermediate micro- and macroeconomic concepts and theories.
- > Understand and accurately interpret key economic statistical data.
- > Apply economic theories to practical business situations or social and public policy conditions and issues.

Required Courses: Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, and one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: Computer Science, Statistics

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

History

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the major developments in American history and either world history or Western civilization.
- > Demonstrate knowledge of the historical development of at least one non-Western region.
- > Articulate the distinctiveness and interconnectedness of different periods of history.

- > Distinguish between primary and secondary sources and identify their appropriate use in research projects.
- > Apply the main approaches and methodologies within the field of history.

Required Courses: Western Civilization I and II or World History I and II, American History I and II, Non-Western/Non-U.S. History (e.g., Africa, Asia, Latin America, Middle East); 15 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: All courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

International Studies

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate global and regional understanding of international studies from multiple academic disciplines.
- > Analyze international and global issues through multiple perspectives.
- > Demonstrate understanding of the connections between global cultures and politics.
- > Develop introductory level communicative skills in a foreign language.
- > Critically analyze and evaluate globalization processes at local, national and international levels.

Required Courses: Western Civilization I and II, 6 credits of foreign language, World Geography, International Relations, Conflict in International Relations, 12 credits of global course electives, 12 credits of regional course electives. At least 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in the area of study may be completed with Thomas Edison State College and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Labor Studies

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of labor as a social, political, economic and legal force in society.
- > Explain the history and main principles of labor law in the United States.
- > Articulate the main principles of labor economics, including applied theory.
- > Demonstrate knowledge of the role of technology in the changing workplace.
- > Identify the relationship between the labor movement and the struggles for civil rights and gender equality.
- > Identify the main theories and methodologies of labor studies.

Required Courses: U.S. Labor History, Introduction to Labor Studies or Work in Contemporary Society, Labor Economics, Labor Law; 21 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Political Science

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the major fields in political science.
- > Describe the major forms of government, legal systems and political ideologies.
- > Demonstrate knowledge of the basic structures, functions and processes of the government and political system of the United States.
- > Explain the formation and structure of the international system theory as related to political science.
- > Articulate and apply appropriate political science research methodologies.

Required Courses: American National Government, Political Theory or Political Process, Comparative Governments, International Relations, Research Methods or Statistics; 18 area of study elective credits at the 300-400 level; Liberal Arts Capstone.

Corollary Requirements: Macroeconomics

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

Psychology

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the theoretical concepts and historical trends in psychology.
- > Use the scientific method to examine psychological questions.
- > Articulate the importance of values, ethical standards and diversity in psychology.
- > Apply psychological principles to personal, social and organizational issues.

Required Courses: Introduction to Psychology, Statistics, Experimental Psychology; 24 area of study elective credits of which 18 must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: All courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Sociology

Learning Outcomes Objectives – Graduates will be able to:

- > Demonstrate knowledge of the major theoretical concepts and historical trends in sociology.
- > Apply the scientific method to examine sociological issues.
- > Describe the importance of values, ethical standards and diversity in sociology.
- > Demonstrate knowledge of the individual in society in regard to such areas as: culture, socialization, groups and organizations, and crime.
- > Discuss some of the underlying factors concerning such areas as: social stratification, global stratification, race and ethnicity, and gender.
- > Compare the social dynamics of some of the major social institutions.

Required Courses: Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics; 24 area of study elective credits of which 18 credits must be at the 300-400 level; Liberal Arts Capstone.

How Students Earn Credit in the Area of Study: Some courses in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

BA Areas of Concentration

Humanities

Learning Outcomes Objectives – Graduates will be able to:

- > Define the major concepts and theoretical perspectives of at least two humanities subjects.
- > Explain the interrelationships between the conceptual frameworks that distinguish the humanities disciplines.
- > Discuss the historical development of at least two humanities subjects.

Required Courses: At least three different subjects must be included, which provide for breadth of knowledge in the humanities. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A minimum of 18 credits must be earned at the 300 or 400 level. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration; Liberal Arts Capstone.

How Students Earn Credit in the Concentration: All courses in this concentration may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Natural Sciences/Mathematics

Learning Outcomes Objectives – Graduates will be able to:

- > Define the major concepts and theoretical perspectives of at least two natural sciences disciplines.
- > Explain the interrelationships between the conceptual frameworks that distinguish the natural sciences disciplines.
- > Discuss the historical development of at least two natural sciences disciplines.

Required Courses: At least three different subjects must be included, which provide for breadth of knowledge in natural sciences/mathematics. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A minimum of 18 credits must be earned at the 300 or 400 level. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration; Liberal Arts Capstone.

How Students Earn Credit in the Concentration: All courses in this concentration may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Social Sciences

Learning Outcomes Objectives – Graduates will be able to:

- > Define the major concepts and theoretical perspectives of at least two social sciences disciplines.
- > Explain the interrelationships between the conceptual frameworks that distinguish social sciences disciplines.
- > Discuss the historical development of at least two social sciences disciplines.
- > Discuss how social systems influence the diversity of human beliefs, values and behavior.

Required Courses: At least three different subjects must be included, which provide for breadth of knowledge in the social sciences. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. A minimum of 18 credits must be earned at the 300 or 400 level. A student must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration; Liberal Arts Capstone.

How Students Earn Credit in the Concentration: All courses in this concentration may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Liberal Studies

Learning Outcomes Objectives – Graduates will be able to:

- > Define the major concepts and theoretical perspectives of at least two liberal arts subjects.
- > Explain the interrelationships between the conceptual frameworks that distinguish liberal arts subjects.
- > Discuss the historical development of at least two liberal arts subjects.

Required Courses: At least two or more different subjects must be included to provide breadth of knowledge in the liberal studies area of study. For example, the area of study may include humanities, natural sciences and social sciences courses. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100-level numbers may be applied toward the liberal studies area of study. A minimum of 18 credits equating to 300-400 level courses are required; Liberal Arts Capstone.

How Students Earn Credit in the Liberal Studies Area: All courses in this degree program may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students pursuing undergraduate degrees to design their own area of study. Students choose areas of interest and submit a proposal to the School. Areas of interest can be interdisciplinary and draw on disciplines not offered currently as areas of study at the College. The student is responsible to develop a coherent plan of study to meet the unique learning outcomes of the LDAS.

Learner-Designed Area of Study

Required Courses: Liberal Arts Capstone

Bachelor of Science

The Bachelor of Science (BS) degree prepares adults for career change, professional advancement or graduate education, while providing personal enrichment. Students develop a broad general knowledge of the disciplines while developing a greater depth of knowledge in particular areas of interest.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Electives in Intellectual and Practical Skills	6
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Social Sciences	3
Natural Sciences	3
Humanities, Social Sciences, Natural Sciences, Math or Interdisciplinary Electives	9
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	18
II. Area of Study	18
III. Area of Study Electives	15
IV. Free Electives	27
Total	120 credits

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students pursuing undergraduate degrees to design their own area of study. Students choose areas of interest and submit a proposal to the School. With approval, students pursuing a Bachelor of Science can combine courses from disciplines in multiple schools. Areas of interest can be interdisciplinary and draw on disciplines not offered currently as areas of study at the College. The student is responsible to develop a coherent plan of study to meet the unique learning outcomes of the LDAS.

Required Courses: 33 learner-designed credits from approved disciplines with a total of 18 areas of study credits from 300- or 400-level courses. No more than 6 credits from 100-level courses; Liberal Arts Capstone.

Homeland Security and Emergency Preparedness

The Bachelor of Science (BS) degree in homeland security and emergency preparedness was developed by a team of professors and practitioners to provide students with a broad view of homeland security issues by going beyond a single discipline to consider policy, preparation, response and recovery issues. Course work covers law enforcement, emergency management and business continuity issues. The program is intended for adults who want to learn the fundamentals of homeland security and emergency preparedness and prepares students for the day-to-day decision making required in the post-9/11 era.

Learning Outcomes Objectives: Graduates of the Bachelor of Science degree in homeland security and emergency preparedness will have the ability to:

- > Define and apply appropriate constitutional legal principles to the design and implementation of strategies related to homeland security.
- > Seek out, research and evaluate all available information regarding homeland security concepts, strategies and tactics, and select new or established methods based upon good analysis and best practices.
- > Demonstrate the emergency management process of planning, organizing, response and mitigation of potential threats and disasters.
- > Describe the psychological and sociological impact of natural and man-made disasters on community members, businesses and government, and apply this knowledge to emergency management strategies and practices.
- > Define and apply established principles of command and control, in cooperation with other agencies, in the assessment and mitigation of natural and man-made disasters.

Required Courses: Terrorism; Protecting the Homeland: Balancing Security and Liberty; Homeland Security: Preparedness, Prevention and Deterrence; Protecting the Homeland: Response and Recovery; Research Methods in the Social Sciences; Capstone in Homeland Security and Emergency Preparedness; Critical Thinking for Homeland Security; and Cultural Diversity in the United States.

How Students Earn Credit in the Concentration:

All credits in this area of study may be completed with Thomas Edison State College courses and/or courses from other colleges. Prior learning assessment (PLA) and/or examinations may also be used.

Bachelor of Science in Applied Science and Technology

The Bachelor of Science in Applied Science and Technology (BSAST) degree is intended to meet the educational needs of midcareer adults in a wide variety of applied science and technology fields. The student selects the area of study that matches his/her expertise. For most students this reflects their occupation. *It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.*

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or above***	3
Higher-Level Mathematics above College Algebra	3
Computer Concepts (CIS-107) or above**	3
B. Human Cultures and the Physical and Natural World	20
Psychology or Sociology	3
Statistics (STA-201)	3
Technical Writing (ENG-201)	3
Physics I with Lab	4
Physics II with Lab	4
Second Natural Science	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	16
II. Area of Study	45
Technical Discipline*	42
Current Trends and Applications (APS-401)****	3
III. Free Electives	15
Total	120 credits†

* Some areas of study require completion of 12 to 18 credits of 300- or 400-level courses.

** Engineering Technology programs require computer programming or Programmable Logic Controller (CTR-212).

*** Engineering Technology programs require Calculus I and II.

**** Engineering Technology programs require different capstone courses.

† Electronic Systems Engineering Technology area of study is a 124-credit program. Nuclear Energy Engineering Technology area of study is a 126-credit program.

Degree Requirements

The Bachelor of Science in Applied Science and Technology degree typically requires 120 credits; 60 credits in general education distribution, 45 credits within the area of study and 15 credits in free electives.

Outcomes - Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities (www.aacu.org/leap).

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes (www.aacu.org/leap). Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning, and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

Area of Study

The area of study typically includes 45 credits. Most programs require the completion of Current Trends and Applications; this course is suggested to be taken at the end of the program. The credits used in the area of study must exhibit depth and breadth to cover both theoretical and applied aspects of the field. Requirements are given in terms of specific courses, areas to be completed and elective areas enable individualization of the area of study. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits through prior learning assessment (PLA), if he/she has not completed appropriate course work in that area. The lists of requirements for the area of study are subject to change. A current area of study Guidesheet, showing detailed requirements, will be sent with the student's first Academic Program Evaluation.

Computer Requirement

One 3-credit course in the broad area of computer science or computer concepts is required. For some options, the computer requirement must be met by a computer programming course, and for others it may be satisfied by a wide variety of computer courses. Courses that only cover the use of applications packages are not acceptable.

Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

Professional Certification: *It is recommended for certain health-related and aviation-related options that students acquire a professional certification, as listed under the option.*

Demonstration of Currency: Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. Demonstration of Currency (DOC) is the process that enables students to show that they have remained current and thus enables them to use the older credits toward their areas of study. If more than half of the credits in a student's area of study are more than 10 years old at the time of application or re-enrollment to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through enhancement training records or an oral conference with a mentor covering contemporary developments in these subjects. These courses will not be used toward the area of study until currency has been demonstrated. Students required to demonstrate currency will be informed of the requirement when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Students may earn a Bachelor of Science in Applied Science and Technology degree in one of the following areas of study:

Air Traffic Control

- > *Certification:* FAA Air Traffic Control Specialist
- > *Required Courses:* Aviation Weather, Aerodynamics, Navigation, Air Traffic Control, Aviation Safety, Air Traffic Control Equipment, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Computer Requirement, Meteorology, Statistics, College Algebra
- > *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

Aviation Flight Technology

- > *Certification:* FAA certificate in Private Pilot, Commercial Pilot, Instrument and Instructor rating. Equivalent military training may be considered.
- > *Required Course:* Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Computer Requirement, Statistics, Meteorology, College Algebra
- > *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

Aviation Maintenance Technology

- > *Certification:* FAA certificate in Airframe and Powerplant Mechanics. Equivalent military training may be considered.
- > *Required Course:* Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Chemistry I with Lab, Computer Requirement, Statistics, College Algebra

- > *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

Biomedical Electronics

- > *Required Courses:* DC Circuits, AC Circuits, Physiology, Anatomy and Biomechanics, Biomedical Electronics (four courses), General Electronics (four courses), Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Computer Requirement, Statistics, College Algebra
- > *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.
- > Biomedical electronic courses are transferred since not available at College. General electronics are available for the program.

Clinical Laboratory Science

- > *Required Courses:* Microbiology, Hematology, Immunohematology/Serology, Clinical Chemistry, Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses), Current Trends and Applications
- > *Corollary Requirements:* Chemistry I and II, Computer Requirement, Statistics, College Algebra
- > *How Students Earn Credit in the Area of Study:* Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by prior learning assessment (PLA) for their areas of study, assuming current or recent employment using a variety of laboratory methods.

Construction

- > *Required Courses:* Statics, Strength of Materials, Soil Mechanics, Structural Mechanics (two courses, e.g., Structural Steel Design, Reinforced Concrete Design), Construction Management, Engineering Graphics, Surveying
- > *Corollary Requirements:* Physics I and II, Statistics, Computer Requirements, College Algebra
- > *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.

Dental Hygiene

- > *Certification:* State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card or transfer from UMDNJ partnership.
- > *Required Courses:* Anatomy and Physiology I and II, Microbiology, Dental Anatomy, Nutrition, Pharmacology, Radiology, Periodontics, Community Dental Health, Clinical Dental Hygiene Techniques, Current Trends and Applications, Statistics
- > *Corollary Requirements:* Physics I and II, Computer Requirement, College Algebra, Statistics
- > *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment

Note: All certifications are recommended.

either use prior learning assessment (PLA) or classroom work to complete their areas of study.

Electrical Technology

- > *Required Courses:* Electrical Circuits, Digital Electronics, AC/DC Machines, Motor Controls, Electrical Power, Electronic Devices and Circuits, Electric Construction, Drafting, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II, Statistics, Computer Requirement, College Algebra
- > *How Students Earn Credit in the Area of Study:* Many of the credits in the area of study may be completed by independent study and distance education courses from other universities. Many students use prior learning assessment (PLA).

Electronics Systems Engineering Technology**†

- > *Required Courses:* DC Circuits, AC Circuits, Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Calculus I and II, Computer Requirement, Statistics
- > *How Students Earn Credit in the Area of Study:* Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use prior learning assessment (PLA). Some examinations are also available.

*Each BSAST in Electronics Engineering Technology learner is required to meet with a technology advisor:

- > After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below
- > To verify completion of prerequisite courses prior to enrollment in Electronics Assessment/Career Planning (ELT-490) and Electronics Engineering Technology Capstone (ELT-495)
- > To verify completion of all courses before Graduation

Required Sequence of courses for the BSAST in Electronics Engineering Technology is the following:

- > *Required general education courses or equivalent transfer courses prerequisites:*
 - o English Composition I (ENC-101) and English Composition II (ENC-102), prior to Technical Report Writing (ENG-201)
 - o Calculus I (MAT-231) prior to Calculus II (MAT-232)
 - o Physics I (PHY-115 with Lab) prior to Physics II with Lab (PHY-196) and prior to Solid State Devices and Circuits (ELT-306 with Lab) or Linear Integrated Circuits (ELT-307 with Lab)

Note: Other general education, free electives and electronics elective courses can be taken as determined by the learner and approved by advisement.

- > *Required BSAST in Electronics Engineering Technology area of study courses or equivalent transfer courses prerequisites:*
 - o DC Circuits (ELE-211), AC Circuits (ELE-212), prior to Electronics Devices courses of Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307)

- o Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307) prior to Digital Electronics (ELD-302), Microprocessor (ELD-302); Electronic Communications Systems (ELC-201); and Electronic Instrumentation and Control (CTR-211) courses
- o Occupational Health and Safety (APS-400); Applied Quality Management (APS-402); Project Management (MAN-435) and elective courses can be taken at any time.

- > *Required completion of general education courses:* English Composition I (ENC-101), English Composition II (ENC-102), and Technical Report Writing (ENG-201), Calculus I (MAT-231), Calculus II (MAT-232), Physics I with Lab (PHY-111), Physics II with Lab (PHY-112), General Chemistry with Lab (CHE-111), prior to Electronics Assessment /Career Planning (ELT-490)
- > *Required completion of BSAST in Electronics Systems Engineering Technology area of study courses or equivalent transfers prior to Electronics Assessment /Career Planning (ELT-490)*
- > *Required completion of Electronics Assessment /Career Planning (ELT-490) prior to Electronics Engineering Technology Capstone (ELT-495)*
- > Prior learning assessment options will not be available for Electronics Assessment /Career Planning (ELT-490 or Electronics Engineering Technology Capstone (ELT-495)

Energy Systems Technology

- > *Required Courses:* DC Circuits, AC Circuits, Applied Quality Management, Occupational Health and Safety, Current Trends and Applications, Energy Specialty (30 credits)
- > *Corollary Requirements:* Math (6 credits), Statistics, 8 credits of General Chemistry or Physics and Computer Concepts
- > *How Students Earn Credit in the Area of Study:* Most students have transfer credit from an associate degree earned at a two-year college. Credit may also be earned through company training and apprenticeship programs. Credit may also be earned by prior learning assessment (PLA) and independent study.

Health Services Technology

- > *Required Areas of Study or Equivalent Prior Learning:* Clinical Laboratory, Radiography, Respiratory Technology, Cytotechnology, Radiation Technology, Cardiovascular Technology, Perfusion Technology, Current Trends and Applications
- > *Corollary Requirements:* College Algebra, Principles of Statistics, Anatomy and Physiology I and II with Labs, Chemistry with Lab, Biology, Computer Concepts

† *Electronic Systems Engineering Technology area of study is a 124-credit program.*

Note: All certifications are recommended.

Information Technology

- > *Required Courses:* Foundations of Information Technology, Computer Architecture, C++ Programming, Data Structures, Operating Systems, Database Management, Software Engineering, Network Technology, Management Information Systems, Project Management, Current Trends and Applications
- > *Corollary Requirements:* College Algebra or above, Statistics, Chemistry or Physics with Labs, Introduction to Computers
- > *How Students Earn Credit in the Area of Study:* Students may earn credits by selected technical certifications, testing, online courses, courses at other regionally accredited institutions or through prior learning assessment (PLA).

Medical Imaging

- > *Certification:* ARRT Radiographer ARRT-RT (R) or NJ license NJ-LRT(R) (copy of original certificate and current renewal card)
- > *Required Courses:* Radiation and Nuclear Physics, Pathology, Radiation Biology and Protection, Digital Imaging Acquisition and Display, Special Procedures and Modalities, Radiological Technology Techniques, Clinical Practice, Radiography and Related Practices, Occupational Health and Safety, Current Trends and Applications
- > *Corollary Requirements:* College Algebra, Anatomy and Physiology I and II with Labs, Physics with Lab, Statistics, Computer Concepts
- > *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiation therapy or radiation protection) would complete the area of study.
- > Medical Imaging courses are not available at the College rather from certification, transfers or prior learning assessment (PLA).

Military Technology Leadership*

- > *Required Courses:* 15 credits from a single discipline/department and 9 credits from other applied science and technology disciplines. Current Trends and Applications, Applied Quality Management, Occupational Health and Safety, and Project Management.
- > *Corollary Requirements:* Math (6 credits), Statistics, 8 credits of General Chemistry or Physics and Computer Concepts

*This option is only available to current military personnel and veterans of the armed forces.

Nuclear Energy Engineering Technology*†

- > *Required Courses:* Nuclear Physics for Technology, Thermodynamics, Heat Transfer, Fluid Mechanics, Reactor and Plant Systems, Radiation Effects, Electrical Theory, Nuclear Materials, Radiation Analysis Laboratory, Nuclear Electives, Nuclear Technology Assessment/Career Planning, Nuclear Energy Engineering Technology Capstone
- > *Corollary Requirements:* Calculus I and II, Statistics, Physics I and II with Lab, Chemistry I with Lab, Computer Programming
- > *How Students Earn Credit in the Area of Study:* Most students have earned credit from the Navy Basic Nuclear Power School, which covers more than half of the area of study. Credit may also be earned by advanced Navy training. Prior learning assessment (PLA), NRC license, NRRPT certification, certification from a nuclear utility INPO accredited program

or ACE-reviewed company training.

*Each BSAST in Nuclear Energy Engineering Technology learner is required to meet with a School of Applied Science and Technology advisor or military representative/advisor:

- > After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below;
- > To verify completion of prerequisite courses prior to enrollment in Nuclear Technology Assessment/Career Planning (NUC-490) and Nuclear Energy Engineering Technology Capstone (NUC-495);
- > To verify completion of all courses prior to graduation.

Nuclear Engineering Technology

- > *Required Courses:* Nuclear Physics for Technology, Heat Transfer, Fluid Mechanics, Reactors and Plant Systems, Nuclear Instrumentation, Radiation Effects, Radiation Safety, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Chemistry I, Calculus I and II, Computer Programming, Statistics
- > *How Students Earn Credit in the Area of Study:* Most students have earned credit from the Navy Basic Nuclear Power School, which covers more than half of the area of study. Credit may also be earned by advanced Navy training, prior learning assessment (PLA), NRC license, NRRPT certification, certification from a nuclear utility INPO accredited program or ACE-reviewed company training.

Nuclear Medicine Technology

- > *Certification:* ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT (copy of original certificate and current renewal card)
- > *Required Courses:* Nuclear Physics for Technology, Radiopharmacy, Radiation Biology and Protection, Nuclear Medicine Techniques (five courses), Clinical Practice, Current Trends and Applications
- > *Corollary Requirements:* Physics I with Lab, Chemistry I and II with Labs, Computer Requirements, Statistics, Anatomy and Physiology I and II with Labs
- > *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (radiography, radiation therapy or radiation protection) would complete the area of study.
- > Nuclear Medicine courses are not available at the College; they come from above certifications and transfers.

† Nuclear Energy Engineering Technology area of study is a 126-credit program.

Note: All certifications are recommended.

Radiation Protection

- > *Required Courses:* Nuclear Physics for Technology, Radiation Biology, Radiation Protection, Radiation Measurement, Applied Health, Physics, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs or Chemistry I and II with Labs, Biology I, Computer Concepts, College Algebra
- > *How Students Earn Credit in the Area of Study:* College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School, certification from nuclear utility INPO accredited program and ACE recommended company training. The remaining credits may be earned by Guided Study, prior learning assessment (PLA) or classroom instruction.

Radiation Therapy

- > *Certification:* ARRT RT(T) or NJ LRT (copy of original certificate and current renewal card)
- > *Required Courses:* Nuclear Physics for Technology, Radiation Oncology, Technical Oncology, Radiation Biology, Clinical Practice, Oncogenic Pathology, Quality Management, Current Trends and Applications
- > *Corollary Requirements:* Physics I and II with Labs, Computer Concepts, Anatomy and Physiology I and II, Statistics, College Algebra
- > *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiography or radiation protection) would complete the area of study.
- > Radiation therapy courses are not available at the College; they are transferred from above certificates, other colleges or prior learning assessment (PLA).

Respiratory Care

- > *Certification:* NBRC RRT Registered Respiratory Therapist (copy of original certificate and current renewal card)
- > *Required Courses:* Anatomy and Physiology I and II, Cardiopulmonary Anatomy and Physiology, Microbiology, Pulmonary Function, Pharmacology, Respiratory Techniques (three courses), Pediatric Respiratory Care, Clinical Practice, Pulmonary Rehabilitation, Current Trends and Applications
- > *Corollary Requirements:* Chemistry I and II with Lab, Physics I with Lab, Computer Concepts, Statistics, College Algebra
- > *How Students Earn Credit in the Area of Study:* The area of study is completed by the license.
- > Respiratory care courses are not available at the College; they are transferred from RRT certification or prior learning assessment (PLA).

Technical Studies

- > *Required Courses:* Project Management, Current Trends and Applications; 21 credits from a single discipline and 18 credits from other applied science and technology disciplines. A total of 12 credits should be in 300- or 400-level courses.
- > *Corollary Requirements:* College Algebra, Computer Requirement, 8 credits of Physics or Chemistry, Statistics
- > *How Students Earn Credit in the Area of Study:* Students may earn credits by selected licenses, certifications, related military or industrial training, transfer credits, Thomas Edison State College courses or prior learning assessment (PLA).

Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration (BSBA) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. The BSBA degree provides ample opportunities for prior learning to be recognized and used in meeting many, if not all, of its degree requirements.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	18
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121)	
OR	
Quantitative Business Analysis (MAT-119)	3
Managerial Communication (MAN-373)	3
Statistics (STA-201)	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	15
Macroeconomics (ECO-111)	3
Microeconomics (ECO-112)	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	9
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	18
II. Professional Business Requirements	54
A. Business Core	27
Business Law	3
Computer Concepts and Applications/Introduction to Computers/Introduction to Computer Information Systems	3
Principles of Financial Accounting	3
Principles of Managerial Accounting	3
Introduction to Marketing	3
Principles of Finance	3
Business in Society or	
International Management	3
Strategic Management	3
Principles of Management	3
B. Areas of Study	18
C. Business Electives	9
III. Free Electives	6
Total	120 credits

Degree Requirements

To attain the BSBA degree, the student must earn 120 credits distributed as follows: 60 credits in general education, 54 credits in business and 6 credits of free electives.

Outcomes-Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities (www.aacu.org/leap).

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes (www.aacu.org/leap). Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

Professional Business Requirements

The professional business component is composed of the business core, area of study and business electives.

Business Core (27 credits)

The business core is composed of nine business subjects that represent the foundation courses that support the student's chosen area of study.

Area of Study (18 credits)

The area of study is the component of the degree that focuses on the specific business area in an in-depth way. Twelve of the 18 credits must be at the 300-400 level.

Business Electives (9 credits)

Business electives may include subjects related to the student's area of study or can be any business related subjects.

Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

Demonstration of Currency

Because of rapid changes occurring in business today, it is important for today's college graduates to maintain current knowledge in the field of study. Demonstration of Currency (DOC) is the process that enables students to show that they have remained current and thus enables them to use older credits toward their areas of study. If more than half of the credits in the student's area of study are more than 10 years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency can be validated through contemporary developments, work experience, courses, licenses, exams or training common to the credits in question. Courses requiring Demonstration of Currency will not be applied toward the area of study until currency has been demonstrated. Students that are required to demonstrate currency will be informed of the requirement when their transfer credits are evaluated. A complete explanation of the process will be provided at that time.

How Students Earn Credit in the Area of Study

Students may complete these credits entirely through Thomas Edison State College courses, TECEP® examinations or independent study, or a combination thereof.

Students may earn a Bachelor of Science in Business Administration in one of the following areas of study:

Accounting

- > *Required Courses:* Intermediate Accounting I and II
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

Accounting/CPA

- > *Required Courses:* Intermediate Accounting I and II, Advanced Accounting I and II, Federal Income Taxation, Auditing
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

Computer Information Systems

- > *Required Courses:* Programming Language, Systems Analysis and Design
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Entrepreneurship

- > *Required Courses:* Small Business Management or Introduction to Entrepreneurship; Small Business Finance or Managerial Finance; Small Business Marketing (preferred) or Marketing Research
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Finance

- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Financial Institutional Management

- > *Required Courses:* Financial Institutions and Markets or Commercial Banking; Intermediate Macroeconomics or Money and Banking (DSST examination); Intermediate Macroeconomics and Practices of Insurance or Risk Management
- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

General Management

- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Hospital Healthcare Administration

- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Hospitality Management

- > *Required Courses:* Introduction to Hotel/Motel/Restaurant Management or Hospitality Management
- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Human Resources/Organizational Management

- > *Required Courses:* Personnel/Human Resources Management; Organizational Behavior; Organizational Theory or Organizational Development and Change
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

International Business

- > *Required Courses:* Introduction to International Business; Choose one: International Economics, International Finance or International Marketing
- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Learner-Designed Area of Study

The learner-designed area of study (LDAS) enables students to design their own area of study. Students choose an area of interest and submit a proposal to the School. Learner-designed areas of study must be unique and may not duplicate the outcomes of existing areas of study offered by the College. Students are responsible for developing a coherent plan of study to meet the unique learning outcomes of the LDAS.

Marketing

- > *Required Course:* Marketing Research
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Operations Management

- > *Required Course:* Introduction to Operations Management; Quality Assurance
- > *How Students Earn Credit in the Area of Study:* All credits in this area of study may be completed with Thomas Edison State College courses and/or exams.

Public Administration

- > *Required Course:* Introduction to Public Administration
- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Real Estate

- > *Required Course:* Real Estate Principles and Practices
- > *How Students Earn Credit in the Area of Study:* Credits in this area of study may be completed through prior learning assessment (PLA), examinations or courses from other colleges.

Bachelor of Science in Health Information Management

Offered in conjunction with the Rutgers School of Health Related Professions.

The Bachelor of Science in Health Information Management (BSHIM) degree program is designed to provide knowledge and skills for health information professionals, including information policies, planning, budgeting, quality assurance, liaison to medical professions, statistical analysis, regulatory compliance, code diagnoses and management. The content is based on the accreditation standards of the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) so that the graduate can pass the national registry examination as a Registered Health Information Administrator (RHIA).

The Bachelor Science in Health Information Management program is a joint degree program with Rutgers School of Health Related Professions and Thomas Edison State College. Rutgers provides Health Information Management professional credits while Thomas Edison State College provides general education and two general management courses.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra or above	3
Computer Concepts (CIS-107) or equivalent	3
Electives Selected by Learner	3
B. Human Cultures and the Physical and Natural World	20
Statistics	3
Technical Writing (ENG-201)	3
Psychology or Sociology	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Second Science	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	16
Leadership Communication	3
Scientific Inquiry (IDST 3510)	3
Electives Selected by Learner	10
II. Area of Study	58
Introduction to Healthcare (BINF-3000)	1
Introduction to Medical Coding (BINF-3311)	3
Principles of Management (MAN-301)	3
Principles of Financial Accounting (ACC-101)	3
Human Resources Management (IDST-4300)	3
Medical Terminology (BINF-3010)	3
Legal Aspects of HIM (BINF-3110)	3
Health Record Data Management I (BINF-3126)	3
Health Record Data Management I (BINF-3127)	2

Classification and Reimbursement Systems (BINF-3301)	3
Disease Pathology I (BINF-3411)	2
Disease Pathology II (BINF-3412)	3
Directed Practice (BINF-3619)	1
Electronic Health Records (BINF-4311)	3
Guided Research and Statistics I (BINF-4221)	2
Guided Research and Statistics II (BINF-4222)	2
Performance Improvement (BINF-4310)	3
Essentials of Health Computer Science (BINF-5000)	3
Health Info Svc Admin (BINF-4305)	3
HIM Competency Review (BINF-4500)	3
Healthcare Finance and Budgeting (IDST-4116)	3
Management Affiliation (Capstone Course) (BINF-4619)	3

III. Free Electives HIM Electives:

Approved paired courses, **6**

Students complete 6 credits in one elective option:

2- Elective See advisor, Elective Coding Courses	
BINF-4312 Coding with ICD	4
BINF-4313 Coding with CPT	2
3- Elective See advisor, Elective Compliance Courses	
BINF-4536 Healthcare Compliance I	3
BINF-4537 Healthcare Compliance II	3
4- Elective See advisor, Elective Health Informatics Courses	
BINF-5005 Healthcare Information Systems	3
BINF-5100 Intro to Biomedical Informatics	3
5- Elective See advisor, Elective Clinical Trials Courses	
BPHE-5310 Clinical Trials Overview	3
BPHE-5521 Reg. and Ethical Req. In Clin. Invest.	3
6- See advisor, Elective Health Info Leadership Courses	
BINF-5131 Healthcare Finance	3
IDST-5110 Health Services Issues and Trends	3
IDST-5600 Mgmt. and Leadership in Healthcare	3

Total Program Credits 124 credits

The program consists of 124 total semester hour credits with at least 12 being taken at Thomas Edison State College, thus constituting a residency requirement. The 124 total credits are comprised of the following:

- > 60 credits in general education; and
- > 64 area of study credits and free elective credits in Health Information Management completed at Rutgers.

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the Application Deadlines of March 1 for the fall semester and July 1 for the spring semester. Note that Dietetics is only offered once per year, with an application deadline of March 1. Applications may be obtained by calling (973) 972-5454 or by emailing shrpadm@shrp.rutgers.edu. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Bachelor of Science in Medical Imaging Sciences

Offered in conjunction with the Rutgers School of Health Related Professions.

The Bachelor of Science in Medical Imaging Sciences (BSMIS) is a joint degree program with the Rutgers School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and area of study credits will be earned through Rutgers courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and free electives that are not complete at the time of enrollment may be completed using Thomas Edison State College's credit earning options, particularly Guided Study or prior learning assessment (PLA). Students are required to complete at least 12 credits from Thomas Edison State College.

The program is specifically geared toward advancing and broadening the skills of health-related professionals prepared at the associate degree/certificate levels. Health-related professionals are entering a challenging era of practice as the healthcare delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the healthcare field.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or above	3
Computer Concepts (CIS-107)	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	20
Statistics (NUTR-3400)	3
Technical Writing (ENG-201)	3
Psychology or Sociology	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Second Science	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	16
II. Area of Study*	45
III. Free Electives	15
Total	120 Credits

*Some areas of study require physics or chemistry. Area of study in radiologic imaging modalities is 46 credits.

Areas of Study

Concentration in Vascular Sonography	45
Patient Care for Imaging Professional	2
Vascular Anatomy, Physiology and Pathophysiology	3
Vascular Laboratory Practices	4
Introduction to Noninvasive Vascular Testing	2
Introduction to Vascular Physics and Instrumentation	1
Acoustic Physics I	2
Noninvasive Diagnosis of Vascular Disease I	2
Clinical Correlation I	1
Clinical Practice I	4
Vascular Pathology, Diagnostics and Therapeutics	3
Noninvasive Diagnosis of Vascular Disease II	2
Clinical Correlation II	1
Clinical Practice II	3
Cross-sectional Abdominal Sonography	2
Introduction to Echocardiography	1
Clinical Applications in Vascular Technology	2
Clinical Practice III	6
Vascular Physics and Instrumentation	1
Current Trends and Applications	3

Concentration in Diagnostic Medical Sonography	45
Cross-Sectional Abdominal Sonography	2
Gynecological Sonography I	2
Patient Care for Imaging Professionals	2
Obstetrical Sonography I	2
Abdominal Sonography I	3
Introduction to Clinical Practice	1
Acoustics Physics I	2
Gynecological Sonography II	2
Clinical Practice I	5
Obstetrical Sonography II	2
Abdominal Sonography II	3
Neurosonography	1
Clinical Practice II	3
Critique and Clinical Correlation	2
Introduction to Echocardiography	1
Introduction to Noninvasive Vascular Testing	2
Clinical Practice III	7
Current Trends and Applications	3

Concentration in Nuclear Medicine	45
Nuclear Physics and Instrumentations I	3
Radiobiology and Radiation Protection	3
Patient Care for the Nuclear Medicine Technology	3
Clinical Application I	3
Nuclear Physics and Instrumentation II	3
Radiopharmacy and Chemistry	3
Clinical Application II	2
Clinical Practice I	5
Advanced Instrumentation II	2
Clinical Application III	2
Clinical Practice II	5
Clinical Practice III	8
Current Trends and Applications	3

Concentration in Radiologic Imaging Modalities	44
Multiple Modality Anatomy (DXIT3115)	3
Computerized Imaging (DXIT3120)	3
Advance Patient Care (MSRA5200)	4
Fundamentals of Pathophysiology (DXIT3121)	3
Radiobiology, Radiation, Safety and Health Physics (MSRA5100)	3
Quality Management in Medical Imaging (DXIT3140)	3
MR Physics and Imaging Equipment (DXIT4230)	3
MR Protocols and Procedures (DXIT4240)	3
MR Practicum (DXIT4259)	3
CT Physics and Imaging Equipment (DXIT4200)	3
CT Protocols and Procedures (DXIT4210)	3
CT Practicum (DXIT4229)	3
Research for the Imaging Sciences (MSRA5400)	3
Radiography Equipment/Physics and Biology	3
Current Trends and Applications (APS-401)	3

Concentration in Cardiac Sonography	45
Introduction to Echocardiography (CDXS4360)	1
Cardiac Principles and Testing (CDXS4000)	4
Introduction to Clinical Practice (CDXS4009)	2
Echocardiography I (CDXS4111)	3
Patient Care for Imaging Professional (DXMS4100)	2
Clinical Practice I (CDXS4199)	4
Clinical Correlation (CDXS4200)	2
Echocardiography II (CDXS4222)	4
Acoustic Physics I (DXMS4111)	2
Clinical Practice II (CDXS4299)	4
Acoustic Physics II (DXMS4212)	2
Echocardiography III (CDXS4333)	3
Clinical Practice III (CDXS4399)	6
Pediatric Echocardiography (CDXS4400)	1
Introduction to Noninvasive Vascular Testing (VSTC4370)	2
Current Trends and Applications ASP-401	3

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the Application Deadlines of March 1 for the fall semester and July 1 for the spring semester. Applications may be obtained from Rutgers by calling (973) 972-5454 or by emailing shrpadm@shrp.rutgers.edu. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Bachelor of Science in Health Sciences

Offered in conjunction with the Rutgers School of Health Related Professions.

The Bachelor of Science in Health Sciences (BSHeS) is a joint degree program with the Rutgers School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and area of study credits will be earned through Rutgers courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and free electives that are not complete at the time of enrollment may be completed using Thomas Edison State College's credit-earning options, particularly Guided Study and prior learning assessment (PLA). Students are required to complete at least 12 credits from Thomas Edison State College.

The program is specifically geared toward advancing and broadening the skills of health-related professionals prepared at the associate degree/certificate levels. Health-related professionals are entering a challenging era of practice as the healthcare delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the healthcare field.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or above	3
Computer Concepts (CIS-107) or above	3
Electives Selected by Learner	3
B. Human Cultures and the Physical and Natural World	20
Statistics (NUTR3400)	3
Technical Writing (ENG-201)	3
General Psychology (PSY-101)	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Second Science	3
C. Personal and Social Responsibility	9
Cultural, Legal and Ethics Issues (IDST-4350)	3
Cultural Diversity in the US (SOC-322) or equivalent	3
Ethics or Diversity Elective	3
D. General Education Electives	16
Scientific Inquiry (IDST-3510)	3
Electives Selected by Learner	13
II. Areas of Study**	28-31
Advanced Practice* with tracks in:	
> Advanced Dental Assisting	
> Advanced Dental Hygiene Sciences	
> Allied Dental Sciences	
> Health Professions Education	
> Health Services Management	
> Health Services Management and Education	
> Imaging Sciences	

III. Health Sciences Specialization **24**

IV. Free Electives **6-9**

Total **121 credits**

**Professional certification required for admission to program. Imaging Science requires 6 credits of English and 3 credits of Algebra or equivalent prior to admission to BSHeS degree program.*

*** Credits in the core and an area of study are usually completed through Rutgers courses, either in the classroom or on the Internet. It may be possible to use transfer credit or prior learning assessment (PLA) for some of these credits.*

Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the application deadlines of March 1 for the fall semester and July 1 for the spring semester. Applications may be obtained from Rutgers by calling (973) 972-5454 or by emailing shrpadm@shrp.rutgers.edu. For information contact Program Director Cheryl Bellamy at (973) 972-8512. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

Degree Requirements

The Bachelor of Science in Health Sciences degree requires 121 credits: 60 credits in general education distribution, 24 credits in the health sciences specialization, 28-31 credits in the area of study and 6-9 credits in free electives.

General Education Requirements

The 60-credit liberal arts requirements provide students with a broad background in humanities, social sciences and natural sciences/mathematics. The emphasis is on the natural sciences area. The Dietetics track has several specific courses required under liberal arts and free electives.

Students may use Thomas Edison State College courses, prior learning assessment (PLA) or transfer credits from regionally accredited colleges to meet general education requirements and free electives.

Area of Study and Professional Health Sciences Requirements

This consists of a 24-credit specialization, a 15-credit Interdisciplinary Health Sciences core and a 25-credit area of study. The Advanced Imaging Sciences area of study includes 31 area of study credits and 6 free elective credits. The Allied Dental and Health Services Management areas of study include 28 area of study credits and 9 free elective credits.

Specialization

The specialization covers the student's previous allied health training. For the Advanced Practitioner tracks, students must hold appropriate professional certification in an area related to the area of study. Some of these certifications carry a direct college credit award. Students will use credit from their community college training, license credit (if applicable) or earn credit through prior learning assessment (PLA).

Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences core is a series of five courses offered by Rutgers in the classroom and on the Internet.

Area of Study

The area of study generally includes both specific required courses and electives. See the listings on this page. These courses will generally be completed through Rutgers.

Free Electives

The free elective category may be satisfied with almost any college credits. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

Professional Certification: This degree program is intended for health professionals. The Advanced Practitioner tracks are only open to professionally certified individuals. Applicants are required to submit evidence of professional registry or licensure in order to be admitted to the program.

Computer literacy is required of students registering for Web-based courses.

Required Area of Study Courses

Healthcare Finance and Budgeting, Quality and Leadership in Healthcare, Human Resources Management in Healthcare, Curriculum Development in Health Professions Education, Educational Methodology for the Allied Health Professions, Designing and Planning Research Projects, Health Services Management and Health Services Practicum.

Specialization Requirements

Students will use credits transferred from their associate programs, credit awarded for some certifications or prior learning assessment (PLA) for their specializations.

Concentration in Imaging Sciences

31

(Students select 31 credits from the following courses)

Multiple Modality Anatomy (DXIT-3115)	3
Computerized Imaging (DXIT-3120)	3
Advanced Patient Care and Pharmacology (MSRA-5200)	4
Applications of Computers in Healthcare (IDST-3400)	3
Healthcare Organizations (IDST-4115)	3
Cultural Issues in Healthcare (IDST-4200)	3
Mammographic Procedures (DXIT-3130)	3

Mammography Practicum (DXIT-3139)	3
Quality Management in Medical Imaging (DXIT-3140)	3
MR Physics and Imaging Equipment (DXIT-4230)	3
MR Protocols and Procedures (DXIT-4240)	3
MRI Practicum (DXIT-4259)	3
CT Physics and Imaging Equipment (DXIT-4200)	3
CT Protocols and Procedures (DXIT-4210)	3
CT Practicum (DXIT-4229)	3

Concentration in Health Services Management and Education

28

(Students select 28 credits from the following courses)

Healthcare Organizations (IDST-4115)	3
Healthcare Finance and Budgeting (IDST-4116)	3
Health Services Management (IDST-4117)	3
Applications of Computers in Healthcare (IDST-3400)	3
Cultural Issues in Healthcare (IDST-4200)	3
Educational Methodologies for the Allied Health Prof. (IDST-4140)	3
Designing and Planning Research Projects (IDST-4220)	3
Human Resources Management in Healthcare (IDST-4300)	3
Health Services Practicum (IDST-4409)	4
Quality and Leadership in Healthcare (IDST-4650)	3
Curriculum Development (NEDM-5804)	3

Concentration in Allied Dental Sciences

28

(Students select 28 credits from the following courses)

Healthcare Organizations (IDST-4115)	3
Current Issues in Allied Dental Practice (ADEC-4300)	3
Applications of Computers in Healthcare (IDST-3400)	3
Cultural Issues in Healthcare (IDST-4200)	3
Clinical Allied Dental Internship (ADEC-4409)	3
Educational Methodologies for the Allied Health Prof. (IDST-4140)	3
Designing and Planning Research Projects (IDST-4220)	3
Human Resources Management in Healthcare (IDST-4300)	3
Health Services Practicum (IDST-4409)	4
Quality and Leadership in Healthcare (IDST-4650)	3
Curriculum Development (NEDM-5804)	3

Bachelor of Science in Human Services

The Bachelor of Science in Human Services (BSHS) degree is designed for adults who work in select positions in human services areas preparing them for professional advancement or graduate studies. Students develop a professional track that matches their career experiences. To be admitted to the program and to complete the Capstone course, students must have current work experience in their professional track.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Computer Concepts	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	18
Humanities	3
Intro to Sociology (SOC-101)	3
Intro to Psychology (PSY-101)	3
Natural Science	3
Humanities, Social Sciences, Natural Sciences, Math or Interdisciplinary Electives	6
C. Personal and Social Responsibility	9
Cultural Diversity in the U.S.	3
Responsible Ethical Leadership	3
Ethics or Diversity Course	3
D. General Education Electives	18
II. Area of Study in Human Services	54
A. Core Requirements	30
Theoretical Foundation* (e.g., PSY-211 Dev. Psych.)	9
Intervention* (e.g., PSY-331 Intro Counseling)	6
Client Populations* (e.g., PSY-350 Abnormal Psych.)	6
Research (e.g., SOS-492 Research Methods)	3
Management (e.g., MAN-301 Prin. of Management)	6
B. Professional Track	18
18 credits at the 300-400 level in one area of study such as gerontology, administration, mental health, administration of justice, emergency disaster services	
C. Capstone Course	6
III. Free Electives	6
Total	120 credits

Learning Outcomes

Graduates of the Bachelor of Science in Human Services degree will have the ability to:

- > interpret and critically analyze the research in the professional track;
- > apply theory to professional practice;
- > apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;
- > apply knowledge of cultural diversity as it relates to the field of human services; and
- > apply theories of management as it relates to human services.

Required Courses

Nine credits in Theoretical Foundation*, 6 credits in Intervention*, 6 credits in Client Populations*, 3 credits in research, 6 credits in management, 24 credits in professional track, at least 18 credits at the 300-400 level in one area of study such as human services administration, mental health, gerontology, administration of justice, emergency disaster services, and a 6-credit Capstone course.

How Students Earn Credits in the Area of Study

Some courses in the area of study may be completed with Thomas Edison State College and/or courses from other colleges, prior learning assessment (PLA) and/or examinations may also be used.

**Theoretical Foundation courses include those pertaining to theory, knowledge and skills of the human services profession. Intervention courses include those which emphasize theory and knowledge bases for interventions and criteria for selection of appropriate interventions. Client Population courses include those which emphasize the range of populations served and needs addressed by human services professionals.*

Bachelor of Science in Nursing

The Bachelor of Science in Nursing (BSN) degree for RNs is designed for experienced nurses who are independent adult learners. Policies are in place that allow for maximum credit transfer, and multiple methods of credit earning and degree completion. The upper-division nursing requirements, which include three graduate courses (9 credits), are offered through online courses, include asynchronous online-mentored group discussions that provide the opportunity for RNs to share and learn from their varied experiences in healthcare settings throughout the country. On completion of the BSN degree program, graduates are prepared to practice as nurse managers and leaders, as providers of care and for continued study.

The BSN/MSN option (BSN and MSM) is designed for RNs who want to conserve time and money by pursuing both the Bachelor of Science in Nursing and the Master of Science in Nursing degree programs. The three graduate courses (9 credits) included in the BSN degree without additional tuition charge, apply to MSN degree requirements, and the student in the BSN/MSN option will continue on to complete the MSN degree without the need for an additional application. The BSN degree will be awarded on completion of all degree requirements to RNs pursuing the BSN/MSN option as well as those completing the BSN degree only.

The one-year Accelerated 2nd Degree BSN Program is designed for a limited number of adult learners with a non-nursing bachelor's degree who want to become registered nurses (RNs). A new cohort starts each October. On program completion, the graduates are prepared to take the National Council of Licensure Exam for Registered Nurses (NCLEX-RN). Admissions requirements and policies for the Accelerated 2nd Degree BSN Program, which differ from those for the BSN degree for RNs, are found on the College website at www.tesc.edu/2degreeBSN and in separate program materials.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Electives in Intellectual and Practical Skills	6
B. Human Cultures and the Physical and Natural World	18
Social Sciences	3
Natural Sciences	12
Anatomy and Physiology	
Microbiology	
Humanities	3
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	18
II. Professional Nursing Requirements	48
A. Lower-Division	20
B. Upper-Division	28
Nursing Informatics (NUR-340)	3
Advancing Nursing Practice (NUR-342)	3
Research in Nursing (NUR-418)	3
Leadership and Management in Nursing (NUR-428)	3
Advanced Health Assessment (NUR-516)	3 GR
Health Policy (NUR-529)	3 GR
Nursing Informatics: Concepts and Issues (NUR-531)	3 GR
Public Health Nursing (NUR-443)	4
Validating Nursing Competence (NUR-445)	3
III. Free Electives	12
Total	120 credits

GR: denotes graduate-level courses

Note: Course descriptions, advisories and prerequisites for the upper-division nursing requirements can be found in this publication and on the College website at www.tesc.edu. It is the student's responsibility to satisfy all advisories and prerequisites prior to course registration.

General Education Requirements

While there are few subjects specified in general education requirements for the BSN degree, it is expected that all students in the BSN degree program will choose those subjects with content supportive to the discipline of nursing and those that prepare graduates for continued study. Subjects required of all BSN degree students are English composition (6 credits), mathematics (3 credits), anatomy and physiology (3 credits) and microbiology (3 credits). The anatomy and physiology, and microbiology requirements are generally satisfied by course work completed in the associate degree or diploma nursing program. If taken at a regionally accredited college or university, previously completed college-level English composition and mathematics courses will be accepted in transfer.

A strong foundation in both written communication and mathematics is essential for success in higher education. Advanced study and practice of nursing requires that RNs be proficient in communicating through writing in preparation for research and publication. Assessment of all major written assignments in both the undergraduate and graduate nursing courses at Thomas Edison State College will include the student's use of written skills as well as their knowledge of the subject matter. Students in the BSN degree program are encouraged to complete a course in statistics as part of the natural sciences/mathematics or general education elective requirements whenever possible to be prepared for graduate study. While not required in the Thomas Edison State College BSN degree program or for admission to the Thomas Edison State College MSN degree program, a course in statistics or a knowledge of statistics is strongly advised for one of the MSN degree requirements, Evidence-Based Nursing Practice, and is required for admission to many graduate nursing programs elsewhere.

Selected National Nursing Certificates will be reviewed for credit. Please make an appointment with your advisor for more information.

Professional Nursing Component

Lower-Division Nursing

The 20-credit lower-division nursing requirement will be satisfied by transfer credit from an associate degree nursing program or by award of credit for diploma nursing program course work.

Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely by online courses offered by the W. Cary Edwards School of Nursing. In addition to being offered as an online course, NUR-428 Leadership and Management in Nursing is also offered as a Leadership Exam. Three graduate courses, Health Policy; Nursing Informatics: Concepts and Issues; and Advanced Health Assessment will be completed by all BSN degree students as part of upper-division nursing requirements without additional charge. These 9 graduate credits will apply to MSN degree requirements at Thomas Edison State College, and graduates of the BSN degree program at Thomas Edison State College will then complete only 27 additional credits (nine courses) for the MSN degree. All information related to the nursing courses offered by the W. Cary Edwards School of Nursing may be found in this publication and on the College website at www.tesc.edu. Students interested in using examination, transfer credit or prior learning assessment (PLA) options for these online courses should first consult with the academic advisor for nursing.

Suggested Scheduling of Upper-Division Nursing Requirements

Students may schedule upper-division nursing requirement courses in any order as long as prerequisites are satisfied prior to course registration. Validating Nursing Competence must be taken as the last course in the BSN degree program as indicated by course prerequisites.

Free Electives

Twelve credits of college-level course work or examinations that do not duplicate other credits may be used, with a maximum of 8 credits from physical education activity courses.

Bachelor of Science in Nutrition and Dietetics

Offered in conjunction with Rutgers School of Health Related Professions

The Bachelor of Science in Nutrition and Dietetics (BSND) program is offered in collaboration with Rutgers School of Health Related Professions (SHRP). The program is designed for those individuals who have earned previous degrees and/or course credits and wish to apply these to the foundational general educational requirements for the Bachelor of Science in Nutrition and Dietetics. Thomas Edison State College provides the foundational general education content that is prerequisite to the professional academic and fieldwork education delivered by Rutgers. The curriculum is designed to meet the qualifications of the Registered Dietitian (RD) credentials in accordance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	15
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Algebra (MAT-121) or above	3
Computer Concepts (CIS-107) or above	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	20
General Psychology	3
Statistics (NUTR3400)	3
Technical Writing (ENC-201)	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Second Science	3
C. Personal and Social Responsibility	9
Cultural, Legal and Ethics Issues (IDST-4350)	3
Cultural Diversity in the U.S. (SOC-322)	3
Ethics or Diversity Elective	3
D. Integrative and Applied Learning	16
Nutrition Organic Chemistry (NUTR-3610)	3
Scientific Inquiry (IDST-3510)	3
General Education Electives	10
	Credits

II. Area of Study	50
Health Services Management (IDST-4117)	4
Nutrition Biochemistry (NUTR-3620)	4
Advanced Nutrition Physiology (NUTR-4150)	4
Nutrition Microbiology (NUTR-3500)	3
Human Nutrition (NUTR-4400)	3
Nutrition Assessment (NUTR-4000)	3
Introduction to Vitamin and Mineral Nutrition (NUTR-3700)	2
Experimental Foods (NUTR-3100)	3
Preventive Nutrition (NUTR-3200)	3
Current Concepts in Nutrition Across the Life Span (NUTR-3300)	2
Nutrition Education in the Community (NUTR-4100)	2
Medical Nutrition Therapy I (NUTR-4210)	3
Medical Nutrition Therapy II (NUTR-4220)	3
Internship in Food Services (NUTR-4619)	1
Internship in Community and Food Security (NUTR-4629)	1
Internship in Pediatric and Obstetrics (NUTR-4639)	1
Internship in Medicine and Surgery (NUTR-4649)	2
Internship in Diabetes and Renal (NUTR-4659)	2
Internship in Ambulatory Care and Rehabilitation (NUTR-4669)	1
Courses	
Internship in ICU and Nutrition Support (NUTR-4679)	1
Internship in Staff Relief and Elective Rotation (NUTR-4689)	1
Capstone Course (NUTR-4800)	1
III. Free Electives	12
Total	122 credits

Bachelor of Science in Organizational Leadership

The Bachelor of Science in Organizational Leadership (BSOL) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. The BSOL degree provides ample opportunities for prior learning to be recognized and used in meeting many, if not all, of its degree requirements. Thomas Edison State College offers the BSOL degree with an emphasis in leadership foundation and advanced leadership areas of specialization.

	Credits
I. General Education Requirements	60
A. Intellectual and Practical Skills	18
English Composition I (ENC-101)	3
English Composition II (ENC-102)	3
College Mathematics	3
Computer Concepts (CIS-107)	3
Managerial Communication	3
Electives in Intellectual and Practical Skills	3
B. Human Cultures and the Physical and Natural World	18
Macroeconomics or Microeconomics	3
Intro to Organizational Theory	3
Humanities, Social Sciences, Natural Sciences or Interdisciplinary Electives	12
C. Personal and Social Responsibility	9
Diversity/Global Literacy	3
Responsible Ethical Leadership	3
Ethics or Diversity Elective	3
D. General Education Electives	15
II. Leadership Foundations	15
A. Organizational Behavior	3
B. Foundations of Leadership	3
C. Ethics and the Business Professional	3
D. Theories of Leadership	3
E. Leadership Communication	3
III. Advanced Leadership: Areas of Specialization	21
A. Select three of the recommended courses listed below: (Students may also use prior learning assessment (PLA), Thomas Edison State College-reviewed or ACE-reviewed course work to fulfill these requirements) Change Management, Project Management, Advanced Organizational Management, Leadership in a Global Environment, Nonprofit Leadership, Principles of Management and Leaders in History	9
B. Additional advanced leadership and management electives	9
C. Leadership Practicum (LDR-435) (required)	3
IV. Business Electives	9
One course in accounting or finance preferred	
V. Free Electives	15
Total	120 credits

Degree Requirements

To attain the BSOL degree, the student must earn 120 credits distributed as follows: 60 credits in general education, 36 credits in leadership, 9 credits of business electives and 15 credits of free electives.

Outcomes - Based General Education

Thomas Edison State College's institutional outcomes are closely mapped to the Essential Learning Outcomes (LEAP Outcomes) as documented by the Association of American Colleges and Universities (www.aacu.org/leap).

All Thomas Edison State College students who graduate from bachelor's degree programs will complete 60 semester hour credits of general education, by demonstrating general education competencies and completing general education electives, taken directly from the LEAP Outcomes (www.aacu.org/leap). Some of these credits must fulfill specific category requirements and others allow you to tailor your general education experience to your own needs and interests. The categories include intellectual and practical skills with institutional outcomes in communication, information literacy, quantitative literacy, and technological competency; human cultures and the physical and natural world through study in areas including the sciences and mathematics, social sciences, humanities, histories, languages and the arts. Knowledge of personal and social responsibility with institutional outcomes in diversity/global literacy and responsible global leadership and lifelong learning and integrative and applied learning, including synthesis and advanced accomplishment across general and specialized studies (integrated throughout general education and Capstone courses) are also included.

Leadership Foundations (15 credits)

Core courses that represent the foundation that support organizational leadership.

Advanced Leadership Areas of Specialization (21 credits)

The component of the degree that focuses on organizational leadership and management in an in-depth way.

Business Electives (9 credits)

Business electives may include subjects related to the student's area of study or can be any business related subjects.

Free Electives

The free elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

Undergraduate Certificates

Undergraduate certificates are 18-credit programs, unless otherwise noted, that provide students with a solid foundation in a chosen area of study or major, and are designed to transfer easily into a degree program at Thomas Edison State College. Students may select from the following undergraduate certificate programs:

Undergraduate Certificate in Accounting

Principles of Financial Accounting	3
Principles of Managerial Accounting	3
Intermediate Accounting I	3
Intermediate Accounting II	3

Students select **6 credits** from the following:

> Advanced Financial Accounting	3
> Tax Accounting/Federal Income Taxation	3
> Cost Accounting	3

TOTAL 18 CREDITS

Undergraduate Certificate in Computer Information Systems

Introduction to Computer Information Systems	3
Management Information Systems	3
Programming Languages	6

Students select **6 credits** from the following:

> Computer Organization	3
> Computer Security and Information Theory	3
> Database Management	3
> Data Center Management	3
> Data Communications Systems	3
> Information Systems using Microcomputers	3
> System Analysis and Design	3
> Operating Systems	3
> Operations Research	3

TOTAL 18 CREDITS

Undergraduate Certificate in Computer Science

Computer Programming Language	3
Computer Architecture	3
Data Structures	3

Students select **9 credits** from the following:

> Artificial Intelligence	3
> Assembly Language Programming	3
> Computer Programming Languages	3
> Database Design	3
> Numerical Analysis	3
> Operating Systems	3
> Simulation	3

TOTAL 18 CREDITS

Undergraduate Certificate in Dental Assisting*

*Program is jointly sponsored by Rutgers, The State University of New Jersey, and Thomas Edison State College.

Requirements

> English Composition (ENC-101)	3
> Principles of Psychology	3
> Anatomy and Physiology I	4
> Dental Head and Neck Anatomy	3
> Introduction to the Dental Profession	4
> Medical Emergencies	1
> Dental Materials	3
> Dental Specialties I	1
> Dental Health Education I	1
> Dental Radiology	3
> Practice Management	1
> Dental Science	2
> Clinical Assisting	3
> Internship	1

TOTAL 33 CREDITS

Undergraduate Certificate in Electronics

AC/DC Circuits	3
Basic Electronics	3
Digital Electronics	3

Students select **9 credits** from the following:

> Automatic Control Systems	3
> Electromagnetic Devices and Machines	3
> Industrial Electronics	3
> Microprocessors	3
> Robotics and Automation	3
> Solid State Theory-Analog Electronics	3

TOTAL 18 CREDITS

Undergraduate Certificate in Finance

Corporate Finance	3
Financial Institutions and Markets	3
Security Analysis and Portfolio Management	3

Students select **9 credits** from the following:

> Advanced Security Analysis and Portfolio Management	3
> International Finance and Trade	3
> Principles of Finance	3
> Public Finance	3

TOTAL 18 CREDITS

Undergraduate Certificate in Fitness and Wellness Services

Introduction to Human Services

OR

Introduction to Fitness/Wellness Services 3

Nutrition 3

Safety, CPR, First Aid 3

Biomechanics of Exercise

OR

Kinesiology 3

Principles and Programs for Fitness and Wellness Services 3

Individual Assessment Fitness and Wellness 3

TOTAL 18 CREDITS

Undergraduate Certificate in Gas Distribution

Gas Combustion 3

Gas Distribution 3

Regulatory Policies and Procedures 3

Applied Economic Analysis 3

Principles of Management 3

Occupational Health and Safety 3

TOTAL 18 CREDITS

Note: Learners without energy utility experience are suggested to complete Energy Utility Industry (EUT-201) prior to starting the certificate for industry background.

Undergraduate Certificate in Global Leadership

Leadership in a Global Environment 3

Foundations of Leadership 3

Students select 12 credits from the following:

> Ethics and the Business Professional 3

> Leaders in History 3

> Change Management 3

> Project Management 3

> Leadership Communication 3

> Negotiations 3

> Dale Carnegie Approved Seminars:

Effective Communication and Human Relations 3

Leadership Training for Managers 2

Skills for Team Success 2

TOTAL 18 CREDITS

Undergraduate Certificate in Human Resources Management

Labor Relations and Collective Bargaining 3

Principles of Management 3

Human Resources Management 3

Students select 9 credits from the following:

> Advanced Labor Relations and Collective Bargaining 3

> Advanced Organizational Behavior 3

> Advanced Organizational Theory and Analysis 3

> Organizational Behavior 3

> Organizational Theory and Analysis 3

> Compensation Administration 3

TOTAL 18 CREDITS

Undergraduate Certificate in Labor Studies

History of Labor Movement 3

Labor Economics 3

Labor Movement Theories 3

Labor Relations and Collective Bargaining 3

Students select 6 credits from the following:

> Civil Rights and Labor 3

> Contemporary Labor Issues 3

> Labor Law 3

> Minorities in the Labor Force 3

> Trade Union Structure and Administration 3

> Women in the Labor Force 3

TOTAL 18 CREDITS

Undergraduate Certificate in Marketing

Introduction to Marketing 3

Marketing Research 3

Marketing Communications 3

Students select 9 credits from the following:

> Advertising 3

> Channels of Distribution 3

> Marketing Management Strategy 3

> Sales Management 3

> Principles of Sale 3

TOTAL 18 CREDITS

Undergraduate Certificate in Operations Management

Introduction to Operations Management 3

Introduction to Business 3

Management Information Systems 3

Students select 9 credits from the following:

> Total Quality Management 3

> Logistics 3

> Supply Chain Management 3

> Statistics 3

TOTAL 18 CREDITS

Undergraduate Certificate in Polysomnography

Requirements

- > Theoretical Fundamentals of Polysomnography 3
- > Clinical Fundamentals of Polysomnography 6
- > Polysomnography Instrumentation Theory 3
- > Therapeutic Interventions and Clinical Patient Management 4
- > Medical Terminology 1

TOTAL 17 CREDITS

Note: Before beginning either clinical course, Clinical Fundamentals of Polysomnography or Therapeutic Interventions and Clinical Patient Management, the student must have passed a drug screen, a criminal background check and a required health screen.

Undergraduate Certificate in Public Administration

- Budgeting or Financial Management 3
- Public Administration I 3

Students select 12 credits from the following:

- > Business in Society 3
- > Principles of Management 3
- > Public Administration II 3
- > Public Personnel Management 3
- > Public Policy 3

TOTAL 18 CREDITS

Professional Certificates (noncredit)

John S. Watson School of Public Service and Continuing Studies

Continuing Studies

Mission and Purpose:

Noncredit certificates and courses offered by the John S. Watson School of Public Service and Continuing Studies are designed to reach diverse communities throughout New Jersey, the region, the nation and the world, and help adults to prepare for career changes, professional advancement, test preparation, skills acquisition, business training and various professional certifications. With an emphasis on access and opportunity, the School truly believes that lifelong learning empowers both the individual and the community.

Certificates and Courses

Fitness Training and Fitness Management

- > Fitness Business Management**
- > Personal Fitness Training**
- > Personal Fitness Training-Advanced**
- > Personal Training and Group Exercise Training for Older Adults**
- > Women's Exercise Training and Wellness**
- > Certified Posture Specialist**

Nutrition

- > Nutrition for Optimal Health, Wellness and Sports**
- > Family Nutrition**
- > Functional Family Nutrition**
- > School Nutrition and Wellness**

Healthcare

- > Medical Transcription**
- > Medical Transcription Editor**
- > Medical Coding and Billing**
- > Pharmacy Technician**
- > Medical Office Assistant Specialist**
- > Electronic Health Records Specialist**

Human Resources

- > SHRM Learning System*
- > Workforce Career Coach Facilitator***

Teaching

- > Introduction to the Teaching Profession*

Professional Continuing Education for Social Workers, Addiction Counselors and Mental Health Specialists

- > Fetal Alcohol Spectrum Disorder*

Nonprofit Management

- > Grantsmanship for Nonprofits*
- > ABC's of Not-For-Profit Accounting*
- > Managing Volunteers*
- > The Role of Nonprofit Boards*
- > Fundraising for Nonprofits*

Cybersecurity and Counterterrorism

- > Cybersecurity**
- > Counterterrorism Intelligence**

Building/Construction Management

- > General Building Code*
- > Construction Management**

Business

- > Entrepreneurship **

Radiation Safety

- > Radiation Safety Officer

* Indicates a certificate of successful completion

** Indicates a Thomas Edison State College certificate

*** Indicates certification through a professional organization

What You Can Study

Index of Degree Programs by Area of Study

From accounting to sociology, and architectural design to criminal justice, students can concentrate in one of more than 100 areas of study to complete their degrees. In addition, students can earn undergraduate and graduate certificates as well as noncredit professional certificates.

The following alphabetical list tells you:

- > The area of study you can choose
- > The type of degree or certificate you can earn

Note: Course listings are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation.

A

Accounting

- > Accounting, BSBA
- > Accounting/CPA, BSBA
- > Accounting, Undergraduate Certificate

Administrative Studies

- > Administrative Studies, AAS

Allied Dental Education*

- > Allied Dental Education, BSHeS

Air Traffic Control*

- > Air Traffic Control, ASAST
- > Air Traffic Control, BSAST

Anthropology

- > Anthropology, BA

Applied Computer Studies

- > Applied Computer Studies, AAS

Applied Electrical Studies

- > Applied Electronic Studies, AAS

Applied Health Studies

- > Applied Health Studies, AAS

Art

- > Art, BA

Aviation Flight Technology*

- > Aviation Flight Technology, ASAST
- > Aviation Flight Technology, BSAST

Aviation Maintenance Technology*

- > Aviation Maintenance Technology, ASAST
- > Aviation Maintenance Technology, BSAST

Aviation Support

- > Aviation Support, AAS

B

Biology

- > Biology, ASNSM
- > Biology, BA

Biomedical Electronics

- > Biomedical Electronics, ASAST
- > Biomedical Electronics, BSAST

Business Administration

- > Business Administration, ASBA
- > Business Administration, BSBA

C

Clinical Laboratory Science

- > Clinical Laboratory Science, ASAST
- > Clinical Laboratory Science, BSAST

Communications

- > Communications, BA
- > Professional Communications, Graduate Certificate

Computer Information Systems

- > Computer Information Systems, BSBA
- > Computer Information Systems, Undergraduate Certificate

Computer Science

- > Computer Science, ASNSM
- > Computer Science, BA
- > Computer Science, Undergraduate Certificate

Computer Science Technology

- > Computer and Information, ASAST

Construction

- > Construction, BSAST

Construction and Facilities Support

- > Construction and Facility Support, AAS

Criminal Justice

- > Criminal Justice, BA
- > Career Track in Criminal Justice, AAS

D

Dental Assistant*

- > Dental Assistant, Undergraduate Certificate

Dental Hygiene*

- > Dental Hygiene, BSAST
- > Dental Hygiene, AAS**

Dietetic Sciences*

- > Nutrition and Dietetics, BSHeS**

E

Economics

- > Economics, BA

Electrical/Mechanical Systems and Maintenance

- > Electrical/Mechanical Systems and Maintenance, AAS

Electrical Technology

- > Electrical Technology, ASAST
- > Electrical Technology, BSAST

Electronics Engineering Technology

- > Electronics Engineering Technology, ASAST
- > Electronics Systems Engineering Technology, BSAST

*All certifications are recommended. In nursing, with the exception of accelerated, license is required.

** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.

***This option is only available to current military personnel and veterans of the armed forces.

Electronics

- > Electronics, Undergraduate Certificate

Energy Systems Technology

- > Energy Systems Technology, BSAST

English

- > English, BA

Entrepreneurship

- > Entrepreneurship, BSBA

Environmental, Safety and Security Technologies

- > Environmental, Safety and Security Technologies, AAS

Environmental Studies

- > Environmental Studies, BA

F

Finance

- > Finance, BSBA
- > Finance, Undergraduate Certificate

Financial Institutional Management

- > Financial Institution Management, BSBA

Fitness and Wellness Services

- > Fitness and Wellness Services, Undergraduate Certificate

Foreign Language

- > Foreign Language, BA

G

Gas Distribution

- > Gas Distribution, Undergraduate Certificate

General Studies

- > General Studies, AA

H

Health Information Management

- > Health Information Management, BSHIM**

Health Services Management and Education

- > Health Services Management and Education, BSHes**

Health Services Technology

- > Health Services Technology, BSAST

History

- > History, BA

Homeland Security

- > Homeland Security and Emergency Preparedness, BS

Hospital Healthcare Administration

- > Hospital Healthcare Administration, BSBA

Hospitality Management

- > Hospitality Management, BSBA

Humanities

- > Humanities, BA

Human Resources Management/Organizational Management

- > Human Resources Management/Organizational Management, BSBA

Human Resources Management

- > Human Resources Management, Undergraduate Certificate

Human Services

- > Associate in Arts in Human Services, AAHS
- > Bachelor of Science in Human Services, BSHS

I

Imaging

- > Imaging Sciences, BSHes**

Information Technology

- > Information Technology, BSAST

International Business

- > International Business, BSBA

International Studies

- > International Studies, BA

J

Journalism

- > Journalism, BA

L

Labor Studies

- > Labor Studies, BA
- > Labor Studies, Undergraduate Certificate

Learner-Designed

- > Learner-Designed, BA
- > Learner-Designed, BS
- > Learner-Designed, BSBA

Liberal Studies/Liberal Arts

- > Liberal Studies, AA
- > Liberal Studies, BA

M

Management

- > General Management, BSBA

Marketing

- > Marketing, BSBA
- > Marketing, Undergraduate Certificate

Mathematics

- > Mathematics, ASNSM
- > Mathematics, BA

Mechanics and Maintenance

- > Mechanics and Maintenance, AAS

Medical Imaging*

- > Medical Imaging, ASAST
- > Medical Imaging, BSAST
- > Medical Imaging Sciences, BS**

Military Technology Leadership***

- > Military Technology Leadership, AAS
- > Military Technology Leadership, BSAST
- > Multidisciplinary Technology, AAS

Music

- > Music, BA

N

Natural Sciences/Mathematics

- > Natural Sciences/Mathematics, BA

*All certifications are recommended. In nursing, with the exception of accelerated, license is required.

** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.

***This option is only available to current military personnel and veterans of the armed forces.

Nuclear Energy Engineering Technology*

- > Nuclear Energy Engineering Technology, BSAST

Nuclear Engineering Technology*

- > Nuclear Engineering Technology, ASAST
- > Nuclear Engineering Technology, BSAST

Nuclear Medicine Technology*

- > Nuclear Medicine Technology, ASAST
- > Nuclear Medicine Technology, BSAST

Nursing*

- > Bachelor of Science in Nursing, BSN
 - o RN-BSN
 - o RN-BSN/MSN
 - o Accelerated 2nd Degree BSN Program

Nutrition and Dietetics

- > Nutrition and Dietetics, BSND**

O

Occupational Therapy

- > Occupational Therapy Assistant, AS***
- > Occupational Therapy, AAS***

Operations Management

- > Operations Management, BSBA
- > Operations Management, Undergraduate Certificate

Organizational Leadership

- > Organizational Leadership, BSOL

P

Philosophy

- > Philosophy, BA

Photography

- > Photography, BA

Political Science

- > Political Science, BA

Polysomnography

- > Polysomnography, AAS
- > Polysomnography, Undergraduate Certificate

Psychology

- > Psychology, BA

Public Administration

- > Public Administration, BSBA
- > Public Administration, Undergraduate Certificate

R

Radiation Protection*

- > Radiation Protection, ASAST
- > Radiation Protection, BSAST

Radiation Therapy*

- > Radiation Therapy, ASAST
- > Radiation Therapy, BSAST

Real Estate

- > Real Estate, BSBA

Religion

- > Religion, BA

Respiratory Therapy

- > Respiratory Therapy, AAS***

S

Social Sciences

- > Social Sciences, BA

Sociology

- > Sociology, BA

T

Technical Studies

- > Technical Studies, ASAST
- > Technical Studies, BSAST

Theater Arts

- > Theater Arts, BA

*All certifications are recommended. In nursing, with the exception of accelerated, license is required.

** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.

***This option is only available to current military personnel and veterans of the armed forces.

Different by Design

Unlike “traditional” colleges and universities, which are designed to meet the needs of college students who are between 18 and 21 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The entire academic program at Thomas Edison State College is designed to be as flexible as possible to enable self-directed adults to complete a degree program in one of more than 100 areas of study.

Earning Your Degree

There are three basic approaches that students can take to complete a degree. Not all degrees are capable of being completed with only Thomas Edison State College courses.

> **Conventional:** students using this approach may complete all of their degree requirements using courses and exam programs offered by Thomas Edison State College.

> **Credentialed:** students using this approach may complete all of their degree requirements using courses and exam programs offered by Thomas Edison State College, but are in degree programs that require previously earned professional certifications and licenses.

> **Hybrid:** using this approach enables students to complete a wide range of degree programs by taking advantage of courses and other credit-earning opportunities at regionally accredited institutions other than Thomas Edison State College and then transferring the credits to Thomas Edison State College. Students are responsible for tuition and fees incurred at institutions where credits are earned.

The following charts illustrate which degree programs at Thomas Edison State College are completed through the conventional approach, the credentialed approach and the hybrid approach.

Conventional Approach

The following degree programs may be completed entirely through Thomas Edison State College courses and exam programs.

Area of Study	Degree(s) Offered
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Heavin School of Arts and Sciences

Communications	BA
Computer Science	ASNSM, BA
Criminal Justice	AAS, BA
English	BA
History	BA
Humanities	BA
International Studies	BA
Liberal Studies	AA, BA
Mathematics	ASNSM, BA
Natural Sciences/Mathematics	BA
Psychology	BA
Social Sciences	BA
Sociology	BA

School of Applied Science and Technology

Applied Computer Studies	AAS
Computer and Information Technology	ASAST
Electronics Systems Engineering Technology	BSAST
Information Technology	BSAST
Nuclear Energy Engineering Technology	BSAST
Nuclear Energy Technology	ASAST, BSAST

Area of Study	Degree(s) Offered
---------------	-------------------

School of Business and Management

Accounting	BSBA
Accounting for CPAs	BSBA
Business Administration	ASBA
Computer Information Systems	BSBA
Data Analytics	MBA
Entrepreneurship	BSBA
Finance	BSBA
General Management	BSBA
Human Resources Management/ Organizational Management	BSBA
Marketing	BSBA
Operations Management	BSBA
Organizational Leadership	BSOL

W. Cary Edwards School of Nursing

Accelerated 2nd Degree BSN Program	BSN*
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John S. Watson School of Public Service and Continuing Studies

Homeland Security and Emergency Preparedness	BS
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*Onsite courses required for Accelerated 2nd Degree BSN Program

Credentialed Approach

The following degree programs may be completed entirely through Thomas Edison State College courses and exam programs but require previously earned professional certifications and licenses or specialized training.

Hybrid Approach

The following degree programs enable students to complete their degrees by taking advantage of courses and other credit-earning opportunities at institutions other than Thomas Edison State College. Thomas Edison State College cannot guarantee the availability of independent study courses from other colleges. Students are responsible for tuition and fees incurred at the institutions where credits are earned. Areas of study with an asterisk (*) require students to have previously earned professional licenses or certifications.

Area of Study	Degree(s) Offered
---------------	-------------------

Heavin School of Arts and Sciences

Anthropology	BA
Art	BA
Biology	ASNSM, BA
Economics	BA
Environmental Studies	BA
Foreign Language	BA
Journalism	BA
Labor Studies	BA
Learner-Designed	BA, BS
Music	BA
Philosophy	BA
Photography	BA
Political Science	BA
Religion	BA
Theater Arts	BA

School of Applied Science and Technology

Administrative Studies	AAS
Air Traffic Control*	ASAST, BSAST
Allied Dental Education**	BShES
Applied Electronic Studies	AAS
Applied Health Studies	AAS
Aviation Flight Technology*	ASAST, BSAST
Aviation Maintenance Technology*	ASAST, BSAST
Aviation Support	AAS
Biomedical Electronics	ASAST, BSAST
Clinical Laboratory Science	ASAST, BSAST
Construction	BSAST
Construction and Facility Support	AAS
Dental Hygiene*	BSAST
Dietetic Science*, **	BShES
Electrical Technology	ASAST, BSAST
Electrical/Mechanical Systems and Maintenance	AAS
Electronics Engineering Technology	ASAST

* Degree program requires previously earned professional licenses and/or certifications.

** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.

Area of Study	Degree(s) Offered
---------------	-------------------

W. Cary Edwards School of Nursing

Nursing	RN-BSN, RN-BSN/MSN
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Area of Study	Degree(s) Offered
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Energy Systems Technology*	BSAST
Environmental Safety and Security Technologies	AAS
Environmental Sciences	ASAST, BSAST
Health Information Management**	BSHIM
Health Services Management and Education*, **	BShES
Health Services Technology	BSAST
Imaging Sciences*, **	BShES
Mechanics and Maintenance	AAS
Medical Imaging	ASAST, BSAST
Medical Imaging Sciences**	BSMIS
Military Technology Leadership***	AAS, BSAST
Multidisciplinary Technology	AAS
Nuclear Medicine Technology	ASAST, BSAST
Nutrition and Dietetics	BS
Occupational Therapy**	AS**, AAS
Polysomnography	AAS
Radiation Protection	ASAST, BSAST
Radiation Therapy*	ASAST, BSAST
Respiratory Therapy****	AAS
Technical Studies	BSAST

School of Business and Management

Financial Institutional Management	BSBA
Hospital Healthcare Administration	BSBA
Hospitality Management	BSBA
International Business	BSBA
Learner-Designed	BSBA
Public Administration	BSBA
Real Estate	BSBA

John S. Watson School of Public Service and Continuing Studies

Human Services	AA, BSHS
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*** This option is only available to current military personnel and veterans of the armed forces.

**** This option is open only to current military personnel enrolled in the Healthcare Programs at Fort Sam Houston in Texas.

section 3

Methods of Learning and Earning Credit

About our Courses

The course lists and descriptions contained in this publication cite the offerings beginning with the July 2014 semester. It is occasionally necessary, and the College retains the right, to withdraw, modify or add courses to the existing list during the academic year without prior notice. For updates on course offerings, check the College website at www.tesc.edu or call toll free at (888) 442-8372.

For many courses, you have options regarding the method of learning. Which option you choose will determine how you correspond with your mentor, how you deliver your assignments and how you receive graded assignments in return. In the case of online courses, the choice involves a commitment to an interactive, Web-based format, with the opportunity to communicate with other students enrolled in the course and to take advantage of Web resources pertinent to the course. In the case of *e-Pack*® courses, you choose to prepare independently for an examination that will assess your understanding of the course material.

To learn which of the following options is available for a particular course, look for the list of course codes included with each course description in this book. The suffix attached to the course code indicates the delivery method.

Students may register for courses in several different formats: Guided Study, online, *e-Pack*® and prior learning assessment (PLA). These approaches have proven most successful with well-motivated, self-disciplined individuals who enjoy learning independently. Additionally, students may register for courses offered by other regionally accredited colleges, independent study and distance education courses or traditional classroom courses.

Undergraduate Course Options

Most courses are offered every semester, but there are exceptions such as nursing courses. For updates, please check the College website for Course Offerings at www.tesc.edu/academics/courses.

You may preview online syllabi — and get detailed information on individual TECEP® examinations — at the College website. Go to www.tesc.edu/academics/courses and select the appropriate area. Choose the course in which you are interested. If you do not see a specific course listed under Guided Study, TECEP®, *e-Pack*® or online, you will know that the course is not offered in that format.

New courses, particularly online courses, will be added to Thomas Edison State College offerings throughout the year. Visit the College website for updates.

PLA options that allow you to earn credit for what you already know are available for almost every course, with the exception of Capstone courses. See the section in this *Catalog* for more information.

EP	=	<i>e-Pack</i> ® (12 Weeks)
GS	=	Guided Study (12 Weeks)
NU	=	Nursing Undergraduate (12 Weeks)
NG	=	Nursing Graduate (12 Weeks)
OL	=	Online (usually 12 Weeks)
PA	=	Single Course, 12-week portfolio course
TE	=	TECEP® Examination
PF	=	Portfolio Assessment (after completion of PLA-200)

System Requirement: If you plan to register for OL, EP, PA, NU or NG, see Online Courses for minimum system requirements.

OL - Online Courses

Online courses require the completion of assignments quizzes, examinations and final projects and also require participation in online discussions. The number of assignments varies from course to course. However, courses may have as few as three long assignments or many shorter assignments. Online courses usually include graded online discussion forums, quizzes, examinations and assignments. Zero is assigned for each assignment and discussion not completed.

Overview

Online courses include all courses with the OL, NU or NG suffix in the course code. Online courses put you in contact with fellow students and mentors using the Internet, allowing participation in public course discussions as well as private collegial discussions.

Once you are registered for an online course, an online account will be set up for you that will enable you to connect to myEdison®, the College's online course management system. This site may be accessed at www2.tesc.edu/myedison/.

The College will email you a logon ID and password with your registration confirmation. When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work. It is recommended that you verify your student records online via Online Student Services before your course begins. Online Student Services may be accessed at www.tesc.edu/current-students/online-student-services.cfm. At your first login, you will obtain your logon ID and password by selecting "I'm new to Online Student Services" and following the prompts. A temporary password will be generated and emailed to you. After initial login, you will be required to change your password. For most students, your logon ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique logon IDs (example: frank.smith2).

Students registering for online courses are expected to have experience and proficiency using a computer, browsing the Web, and sending and receiving Internet mail. A valid email address is required to register for an online course.

System Requirements:

Minimum System Requirements for Windows and Mac:

- > Screen resolution of at least 800 x 600 pixels
- > Speakers or headphones for audio playback
- > Optical Drive¹
- > Stable Internet Connection²
- > A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome, or Mozilla Firefox
- > PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- > Windows XP or above; Mac Leopard 10.5 or above³

Preferred System Requirements for Windows and Mac:

- > Screen resolution of 1024 x 768 pixels or greater
- > Speakers or headphones for audio playback
- > Webcam
- > Optical Drive⁴
- > Broadband Internet connection of 1 mbs or greater
- > A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome, or Mozilla Firefox
- > PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- > Windows 7 or above; Mac Snow Leopard 10.6 or above⁵

Additional Requirements for Nursing Students:

- > Operating Systems: For Windows users, Windows XP with service pack 3 installed or later versions such as VISTA and Windows 7.0; for Mac Users: Mac OSxv10.5 and later.
- > Office Suite: Microsoft Office Suite version 2007 or 2010
- > Adobe Acrobat Reader
- > Current virus protection
- > Current email account on file with the Office of the Registrar
- > MSN students should have access to a webcam for selected courses. In addition to technical support provided by the College, the nursing courses have additional technical support imbedded, and the students are further supported by the School's distance learning specialist.

For technical (computer) questions relating to online courses, call the Learner Support Center at (888) 442-8372.

Preview Site

You may preview any online syllabus by going to the College website at www.tesc.edu/academics/courses. Select a course of interest to view the course description and information on the formats in which it is offered. If the course is offered in an online format, you will see a Preview the Online Syllabus link at the bottom of the Web page. A preview provides a view of the syllabus — including the course objectives and assignments — and shows you what books and other course materials are required. Please note that the contents of the actual online course may differ from the preview due to updates or revisions.

Course Structure

Designed to be completed in a 12-week semester, each online course includes a detailed week-by-week assignment schedule (accessible at the online course site) that guides students through reading and writing assignments and other course activities. During the semester students submit assignments to a mentor and participate in asynchronous course discussions. Mentors facilitate student discussions, providing guidance and focus for the class, grade assignments, discussions and examinations, and submit final grades. There is no specific time when one must be logged on for the class discussion; thus, students can maintain the flexibility of independent learning. However, those who wish may

engage in informal discussions with classmates, providing real opportunities to exchange ideas and enhance the informal aspects of learning. Mentors are available for consultation by email or telephone.

Most courses require a textbook (and perhaps a published study guide) and may require readings and media components. Self-assessment tests and exercises often are incorporated into the course materials. A few courses have computer disks containing additional information and exercises. Mentors formally assess academic progress through written assignments, participation in course discussions and proctored and unproctored examinations or some other form of comprehensive assessment.

Midterm and Final Exams

Most online courses have two exams: a midterm taken in Week 7 and a final taken in Week 12. The midterm exam is usually an on-line, proctored assessment taken via the Online Proctor Service (OPS) and it typically covers material from the first half of the course. The final is usually an online, proctored assessment taken via the OPS and it typically covers material from the second half of the course. Students register through the OPS to select a test appointment during the official exam weeks. Some courses have a final paper or project in lieu of a final exam.

¹For certain third-party supplemental course resources

²Broadband preferable; dial-up connections may not be optimal for certain course features

³A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

⁴For certain third-party supplemental course resources

⁵A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

TE - TECEP® Examinations

The Thomas Edison State College Examination Program (TECEP®) offers students the opportunity to earn college credit for what they have learned outside of a college setting by taking exams rather than courses. TECEP® is a credit-by-exam program specifically designed to allow students to demonstrate the college-level knowledge they have gained through job experience, personal interests and activities, or independent study.

Overview

Each TECEP® (TE) exam is developed by subject matter specialists who teach college courses in the exam's subject area. Most contain multiple-choice questions and some include short answer questions and essays. Along with each exam, the test developers create a test description, available on the College website, containing information to help students prepare for their TECEP®. Most exams are worth 3 credits.

TECEP® exams are available to anyone who is interested, whether or not they are enrolled at Thomas Edison State College. Enrolled students can earn credit by passing any TECEP® exam but should check to ensure that the exam will fulfill their degree

requirements. Students who are enrolled elsewhere should check with their own institutions.

Flexibility is the major advantage of earning credit through testing. The College recognizes that students who choose this method may already possess knowledge of the test subject. Therefore, students can prepare at their own pace and register for the exam when they are ready. Another significant advantage of testing is its inexpensive cost.

For comprehensive information about TECEP® exams, their test descriptions, and testing policies see the TECEP® section of the College website at www.tesc.edu/TECEP.

Note: This option is not approved for financial aid or veterans' benefits.

Student Profile

TECEP® exams are recommended for highly independent learners who are comfortable studying in a nonstructured environment.

TECEP® Examinations

Allied Health

Medical Terminology APS-100-TE

Business and Management

Principles of Financial Accounting ACC-101-TE
 Principles of Managerial Accounting ACC-102-TE
 Federal Income Taxation ACC-421-TE
 Business in Society BUS-311-TE
 Strategic Management BUS-421-TE
 Computer Concepts and Applications CIS-107-TE
 Security Analysis and Portfolio Management FIN-321-TE
 Financial Institutions and Markets FIN-331-TE
 Marketing Communications MAR-321-TE
 Sales Management MAR-322-TE
 Advertising MAR-323-TE
 Negotiations and Conflict Management NEG-401-TE
 Operations Management OPM-301-TE

English Composition

English Composition I ENC-101-TE
 English Composition II ENC-102-TE

Humanities

Public Relations Thought and Practice COM-210-TE
 Technical Writing ENG-201-TE
 Environmental Ethics ETH-210-TE
 Introduction to News Reporting JOU-110-TE
 Music History II MUS-221-TE

Natural Sciences/Mathematics

The Science of Nutrition BIO-208-TE
 Applied Liberal Arts Mathematics MAT-105-TE
 College Algebra MAT-121-TE
 Principles of Statistics STA-201-TE

Social Sciences

World History from 1600 to Present	HIS-126-TE
Introduction to Political Science	POS-101-TE
Introduction to Comparative Politics	POS-282-TE
Psychology of Women	PSY-270-TE
Abnormal Psychology	PSY-350-TE
Marriage and the Family	SOC-210-TE

Technology

Radiation Safety Officer	APS-289-TE
Network Technology	CMP-354-TE

All examinations are 3 credits except for APS-100, which is a 1-credit examination.

GS - Guided Study Courses

Guided Study courses allow independent learning in a structured 12-week format. In Guided Study courses, your understanding of the subject matter presented in your course materials will be assessed through the assignments you submit to your mentor and through examinations or final projects. Most Guided Study courses include a midterm and a final examination or final project. Your mentor will assign a grade for the course based on all assignments and the examinations, according to the formula described in the *Course Manual*. Zero is assigned for each assignment not completed.

Overview

Guided Study (GS) courses allow independent learning in a structured format with the guidance and feedback of a mentor.

Designed to be completed in a 12-week semester, each Guided Study course includes a detailed week-by-week calendar or schedule that will guide you through reading, writing and viewing assignments.

Mentors, assigned by the College, formally assess academic progress through written assignments and proctored examinations. Mentors are available for consultation by telephone or email.

Once you are registered for a Guided Study course, an online account will be set up for you that will enable you to connect to myEdison®, the College's online course management system. This site may be accessed at www2.tesc.edu/myedison/.

The College will email you a logon ID and password with your registration confirmation. When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work. It is recommended that you verify your student records online via Online Student Services before your course begins. Online Student Services may be accessed at www.tesc.edu/current-students/online-student-services.cfm. At your first login, you will obtain your logon ID and password by selecting "I'm new to Online Student Services" and following the prompts. A temporary password will be generated and emailed to you. After initial login, you will be required to

change your password. For most students, your logon ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique logon IDs (example: frank.smith2).

Student Profile

Guided Study is recommended for independent study students who enjoy reading and writing for courses in a structured environment with minimal direction from a mentor. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role.

Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant.

Students enrolled in Guided Study courses must submit assignments via an assignment link in their myEdison® course space. Students who have legitimate reasons for not being able to use computers or access the Internet may contact the College for special consideration. Students whose circumstances may require alternative arrangements should call the Office of Student Special Services at (609) 984-1141, ext. 3415, to request accommodations. The Office of Student Special Services will determine if such accommodations are warranted. Please note that email will no longer be acceptable as a means of submitting assignments.

EP - e-Pack® Courses

The College's e-Pack® courses are delivered online for students who are interested in a completely independent mode of study. e-Pack® courses offer ungraded, chapter quizzes throughout the course, with a final examination that ends the course work. Upon receiving a passing score on the final examination, credit is awarded, but no letter grade is assigned.

Overview

e-Pack® (EP) courses are designed for independent distance learners who want the structure of a semester-based course, but do not require mentor guidance and do not wish to complete written assignments.

Each course is designed around a textbook and a series of short online multiple-choice quizzes. After studying a section of the textbook, the student takes an online quiz and receives an immediate score as well as information telling which questions were answered correctly or incorrectly. The quiz scores do NOT count toward the course grade; they are only used to help the student prepare for the final exam. Students may take each quiz as many times as they want until they are confident they have learned the material. A particularly flexible feature of e-Pack® courses is that students can study and take the quizzes at their own pace within the semester framework. The course results are based on a comprehensive final exam that must be taken by the end of the semester. In order to earn credit, the student must receive a passing score on the proctored final exam, which tests the subject material covered in all of the

quizzes. Another advantage of e-Pack® courses is that the final exam may be scheduled before the end of the semester, allowing students to work more rapidly and earn credits more quickly.

Registration for e-Pack® Courses

To register for an e-Pack® course, complete a Course Registration Form or register on the College website at www.tesc.edu. Use the EP suffix to indicate that you are registering for the e-Pack® version of the course. e-Pack® courses are designed to be completed in a 12-week semester.

Within one week of registering, you will be sent a confirmation letter and course information. Once you are registered for an e-Pack® course, an online account will be set up for you with which you can connect to myEdison®, the College's online course management system. This site may be accessed at www2.tesc.edu/myedison/.

The College will email you a logon ID and password with your registration confirmation. This will allow you to access and familiarize yourself with your myEdison® course space. However, you will not be able to log into your online quizzes until the first day of the semester.

When you register for courses, be sure you provide the College with an accurate, preferred email address so that you may receive this important information in time to begin your course work. It is recommended that you verify your student records online at Online Student Services before your course begins. Online Student Services may be accessed at www.tesc.edu/current-students/online-student-services.cfm. At your first login, you will obtain your logon ID and password by selecting "I'm new to Online Student Services" and following the prompts. A temporary password will be generated and emailed to you. After initial login, you will be required to change your password. For most students, your logon ID will be your first name, followed by a period, then your last name (example: frank.smith). Students who have the same first and last names will be assigned a number to provide them with unique logon IDs (example: frank.smith2). See Undergraduate Course Options for a complete listing of e-Pack® courses currently available.

Note: This option is not approved for financial aid or veterans' benefits.

Earning Credit for What You Already Know

Test Descriptions

TECEP® test descriptions are available on the College website at www.tesc.edu/listalltecep.php. Each test description includes an outline of the test topics and their weight on the examination, a description of the test format (multiple choice, short answer, essay), the score required to pass, sample test questions and answers, and suggestions for study materials.

Grades/Test Retakes

TECEP® results are reported on a pass/fail basis only. Letter grades and numerical scores are not entered on your transcript. The minimum score required to earn credit on a TECEP® is equivalent to a letter grade of C. Failing grades are not transcribed.

If you do not pass the first time you take a TECEP®, you may retake the examination once. You will need to reregister and pay a new test fee.

Failed TECEP® examinations cannot be reviewed after test administration, and test results cannot be released by phone, email or fax, in keeping with the Family Educational Rights and Privacy Act of 1974.

Textbooks

TECEP® examinations are similar to college course comprehensive final examinations, and most students need to review materials before testing. Several texts are listed in the test description for most TECEP® exams; however, you are not limited to the ones that are listed, except in a few cases. Generally, many college-level texts in the test subject will prepare you. If you select another text make sure to compare the topic outline with the text content. We recommend that you review more than one text, since the broader your background, the better your chance of earning credit.

After reading the test description and learning which texts are suggested, you can locate many texts through the textbook supplier MBS Direct at www.studytactics.com. At that site, click on the College tab and enter your text information on the next screen. If MBS Direct has your text, you may order it online. While they do not carry all TECEP® texts, they do have many in stock.

Also, if you are looking for a more affordable option, we have put together a list of free online educational resources that you can use to prepare for your TECEP® exams. To access the materials, go to: www.tesc.edu/degree-completion/documents/OER_for_TECEP.pdf.

Open Course Option

The Open Course option allows students to earn credits by taking free, open, online courses from the Saylor Foundation that are aligned with the College's prior learning assessment (PLA) program. Students first take open courses at no cost and then apply what they learned in those open courses by successfully completing a portfolio assessment or the College's credit-by-exam program, TECEP®. To learn more, go to www.tesc.edu/degreecompletion/Open-Course-Option.cfm.

Test Administration Ethics

Most TECEP® exams are closed book. If materials are allowed it will be noted in the test description for that TECEP®. It also will be stated on the front cover of the test booklet at the test administration or in the online testing instructions. Students found using unauthorized aids/assistance during the administration or copying/removing information from the test site will be subject to the Academic Code of Conduct (see Page 151).

Out-of-Country Students

TECEP® examinations taken outside the United States must be administered by an academic dean or full-time faculty member at an approved American university, an education officer at an American embassy or consulate, or with an administrator of CLEP or TOEFL examinations at an approved CLEP or TOEFL testing site. Active duty military personnel should use the base test control officer (TCO), education services officer (ESO) or a commissioned officer who is not in your direct chain of command. Before registering, contact the Office of Test Administration (OTA) at testing@tesc.edu.

TECEP® Scheduling Options: Selecting Your Own Proctor

TECEP® is available through the Online Proctor Service (OPS) as an online examination. See Page 144 for details. The pen/paper TECEP® can be taken at any accredited college or university or at any public library. Contact your local college or university and find a full-time member of the testing office, or a full-time professor or professional staff member. Adjunct and part-time professors do not qualify. Another option is your local library. A full-time librarian at your local library is qualified to proctor examinations. Librarians at elementary and high schools do not qualify. Active duty military should utilize the base test control officer (TCO), education services officer (ESO) or a commissioned officer who is not in your direct line of command.

Note: We do not send examinations to employers, corporate training officers, supervisors, members of the clergy, family members or friends.

First, contact your proctor to arrange a specific test date. Next, register for your TECEP® examination at www.tesc.edu/current-students/online-student-services.cfm. You will be sent an email confirmation within a few days. Select Option A and fill out the required proctor information. Submit the completed form to the Office of Test Administration (OTA) at testing@tesc.edu.

If your proposed proctor does not qualify, the Office of Test Administration (OTA) will notify you via email. Once your proctor is approved, we will mail your exam(s). Call your proctor at least three days before your test date to confirm test receipt. If you do not complete your TECEP® by the last day of the semester, you will have to register and pay for the test in a future semester.

Testing at Thomas Edison State College in Trenton, N.J.

First, register for your TECEP® examination at: www.tesc.edu/current-students/online-student-services.cfm. You will be sent an email confirmation within a few days. Select Option B and click on the Test Scheduler link to select a test date at the College's testing center in Trenton.

Two time slots are available on scheduled test dates, 8:30 a.m. and 10:30 a.m. If you schedule a four-hour exam, select the 8:30 a.m. time slot.

Other Examination Programs

The College offers hundreds of examinations for evaluating prior college-level knowledge. All of the examinations reflect content areas that are commonly covered in courses that are taught in college classrooms. When students earn credit by demonstrating their college-level knowledge and skills by scoring at a satisfactory level on examinations, they are proving that they have knowledge and skills equivalent to that of students who learn the material in the college classroom.

In addition to TECEP®, the College serves as a test center for the College-Level Examination Program (CLEP) and the New York University Proficiency Testing in Foreign Languages Program. Under appropriate circumstances, credit will be recognized for examinations in programs no longer offered, such as the United States Armed Forces Institute (USAFI). In addition, the College serves as a testing center for students who are enrolled in independent study courses from other institutions.

NUR-428-TE900: Leadership and Management Examination

The content focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are included. Credit can be earned for nursing course NUR-428: Leadership and Management in Nursing through this exam option. Nurses who have leadership experience should contact their nursing advisor. This exam is only open to experienced registered nurses. More information is available at <http://www.tesc.edu/nursing/Leadership-Management-Exam.cfm>. While this exam is coded as such, it is not a TECEP.

College-Level Examination Program (CLEP)

The following college-level examinations in the College-Level Examination Program (CLEP) are administered online at 167 W. Hanover Street, Trenton, N.J. There is a two-step registration process that requires a student to register at www.clep.collegeboard.org and select a test site. Scheduled test dates at our Trenton facility are listed on Page 145. Send an email to testing@tesc.edu to request a specific date once you have registered and received your CLEP voucher.

CLEP
P.O. Box 6600
Princeton, NJ 08541-6600
(800) 257-9558
www.clep.collegeboard.org

Students who wish to have their score reports sent to Thomas Edison State College should provide the official college code, 2748, at the time of testing. CLEP results are recorded on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

	Examination Title	Passing Score
Business Administration		
ACC-101	Financial Accounting (3)	50
COS-101	Information Systems and Computer Applications (3)	50
LAW-201	Introductory Business Law (3)	50
MAN-301	Principles of Management (3)	50
MAR-301	Principles of Marketing (3)	50
English Composition		
ENC-101/102	College Composition (6)	50
ENC-101	College Composition Modular (3)	50
Humanities		
FRE-101/102	French Language-Level 1 (6)	50
FRE-101/102-201/202	French Language-Level 2 (12)	59
GRM-101/102	German Language-Level 1 (6)	50
GRM-101/102-201/202	German Language-Level 2 (12)	60
HUM-101/102	Humanities (6)	50
LIT-205/206	American Literature (6)	50
LIT-208/209	English Literature (6)	50
LIT-291/292	Analyzing and Interpreting Literature (6)	50
SPA-101/102	Spanish Language-Level 1 (6)	50
SPA-101/102-201/202	Spanish Language-Level 2 (12)	63
Natural Sciences/Mathematics		
BIO-111/112	Biology (nonlab) (6)	50
CHE-111/112	Chemistry (nonlab) (6)	50
MAT-102/103	College Mathematics (6)	50
MAT-121	College Algebra (3)	50
MAT-129	Pre-Calculus (3)	50
MAT-231	Calculus (3)	50
NAS-101/102	Natural Sciences (6)	50
Social Sciences		
ECO-111	Principles of Macroeconomics (3)	50
ECO-112	Principles of Microeconomics (3)	50
HIS-101	Western Civilization I: Ancient Near East to 1648 (3)	50
HIS-102	Western Civilization II: 1648 to the Present (3)	50
HIS-113	History of the United States I: Early Colonization to 1877 (3)	50
HIS-114	History of the United States II: 1865 to the Present (3)	50
POS-110	American Government (3)	50
PSY-101	Introductory Psychology (3)	50
PSY-211	Human Growth and Development (3)	50
PSY-230	Introduction to Educational Psychology (3)	50

SOC-101	Introductory Sociology (3)	50
SOS-101/102	Social Sciences and History (6)	50

Note: Numbers in parentheses indicate credits. Information was accurate as of July 2014.

DSST

Students who want more detailed information on the DSST program and study materials may contact:

Prometric
 DSST Program
 2000 Lenox Drive, 3rd floor
 Lawrenceville, NJ 08648
 Toll Free (877) 471-9860
www.getcollegecredit.com

Students who wish to have their score reports sent to Thomas Edison State College should provide the official college code, 9001, at the time of testing. The minimum score required to earn credit is equivalent to a letter grade of C.

	Examination Title	Passing Score
Business		
ACC-101	Principles of Financial Accounting (3)	47
BUS-101	Introduction to Business (3)	400
BUS-161	Business Mathematics (3)	400
BUS-311	Business Ethics and Society (3)	400
CIS-301	Management Information Systems (3)	400
FIN-301	Principles of Finance (3)	400
ECO-332	Money and Banking (3)*	48
LAW-202	Business Law II (3)	44
MAN-201	Principles of Supervision (3)	400
MAN-311	Organizational Behavior (3)*	48
MAN-331	Human Resource Management (3)	46
	Fundamentals of Cybersecurity	400

Free Electives

BUE-101	Personal Finance (3)	400
EDU-102	Foundations of Education (3)	46

Human Services

AOJ-101	Introduction to Law Enforcement (3)	45
AOJ-102	Criminal Justice (3)	400
COU-262	Fundamentals of Counseling (3)	45
HEA-103	Here's to Your Health (3)	400

Humanities

ART-166	Art of the Western World (3)	48
COM-209	Principles of Public Speaking (3)**	47
ENG-201	Technical Writing (3)	46
PHI-287	Ethics in America (3)	400
REL-405	Introduction to World Religions (3)	400

Natural Sciences/Mathematics

AST-101	Astronomy (3)	48
COS-101	Introduction to Computing (3)	400
ENS-201	Environment and Humanity: The Race to Save the Planet (3)	46
GEO-151	Physical Geology (3)	46
MAT-115	Fundamentals of College Algebra (3)	400
NAS-131	Principles of Physical Science I (3)	47
STA-201	Principles of Statistics (3)	400

Social Sciences

ANT-101	General Anthropology (3)	47
ECO-332	Money and Banking (3)*	48
GOG-120	Human/Cultural Geography (3)	48
HIS-222	Western Europe since 1945 (3)	45
HIS-309	An Introduction to the Modern Middle East (3)	47
HIS-351	A History of the Vietnam War (3)	44
HIS-386	Rise and Fall of the Soviet Union (3)	45
PSY-211	Lifespan Developmental Psychology (3)	46
PSY-361	Organizational Behavior (3)*	48
SOS-305	Substance Abuse (3)	400

Note: Numbers in parentheses indicate credits. Information was accurate as of July 2014.

* This examination may be classified either as social sciences or business, depending on the student's degree program.

** COM-209-DE Principles of Public Speaking may be applied as liberal studies or general education, depending on the degree. For more information, contact your advisor.

Advanced Placement Program (AP)

The College Board administers the Advanced Placement Program (AP), a series of college-level examinations, to high school juniors and seniors. Thomas Edison State College will grant up to 6 credits per exam for AP examinations for which a score of 3 or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by writing to: Advanced Placement Program (AP), P.O. Box 6671, Princeton, NJ 08541-6671 or by calling (609) 771-7300.

Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT), which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military may present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. Students should request that transcripts be sent to the Office of the Registrar by writing to: Commandant, DLIFLG, Attn. Academic Records (transcripts), Presidio of Monterey, Monterey, CA 93944-5006 or by calling (831) 242-5825; www.dliflc.edu.

Foreign Service Institute (FSI)

The Foreign Service Institute (FSI) www.state.gov/m/fsi administers a series of oral proficiency language assessment examinations to test the oral language proficiency of prospective U.S. Department of State employees who will be stationed abroad. Persons who have been employed by the U.S. government and have served in the foreign service often can present records of language proficiency as assessed by FSI. Although many languages are assessed by the FSI, only the Arabic, Chinese, French, Russian and Spanish examinations have been evaluated in terms of college credit recommendations.

New York University Proficiency Testing in Foreign Language

The following college-level examinations in the New York University Foreign Language Proficiency Testing program are administered at Thomas Edison State College in Trenton, N.J., on an as-requested basis. Each examination tests four basic areas: comprehension of the spoken language; the written language in composition; translation from English into the language; and translation from the language into English. Up to 16 hours of credit may be earned, depending on the level of performance.

Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students may also test at NYU in New York City or make arrangements to test at other locations by calling (212) 998-7030.

Afrikaans	Japanese
Albanian	Korean
Arabic	Latin
Armenian	Lithuanian
Bengali	Malay
Bosnian	Mandarin (traditional and simplified characters)
Bulgarian	Norwegian
Cantonese	Persian
Catalan	Polish
Croatian	Portuguese (Brazilian)
Czech	Punjabi
Danish	Romanian
Dutch	Russian
Finnish	Serbian
French	Spanish
German	Swahili
Greek (modern)	Swedish
Gujarati	Tagalog
Haitian Creole	Thai
Hebrew	Turkish
Hindi	Ukrainian
Hungarian	Urdu
Ibo	Vietnamese
Icelandic	Yiddish
Indonesian	Yoruba
Irish	
Italian	

Degree Completion Options Through Other Institutions

Several of Thomas Edison State College's degree programs require course work that must be completed through other institutions or prior learning assessment (PLA). Students should read the specific information for earning credit in their chosen area of study to determine how to fulfill the individual degree requirements.

While most students are encouraged to utilize Thomas Edison State College methods of earning credit, they may select distance learning or classroom-based courses from a number of other institutions. Such institutions must be regionally accredited, and the courses selected must satisfy Thomas Edison State College degree requirements. It is the student's responsibility to ensure that courses taken through other institutions meet his/her degree requirements at Thomas Edison State College.

Thomas Edison State College allows students to make use of a number of independent study and distance education courses that are offered by regionally accredited colleges and universities throughout the United States. Students may make arrangements with the College's Office of Test Administration to have their independent study and distance education course examinations proctored by Thomas Edison State College.

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program.

Students may be required to provide course descriptions or a copy of the catalog from the institution (and year) where the courses were taken to enable course-by-course evaluations and to determine if such courses may be accepted toward degree requirements. If descriptions are needed, these should be requested from the registrar of the college(s) where the courses were completed. An official transcript from each institution must be submitted to be evaluated. Thomas Edison State College will not accept credits listed as "transfer" on an institution's transcript. Students planning to take in-class instruction at another regionally accredited college will register there as a visiting, "special" or part-time student.

If the registration at another college requires a counselor's signature, students may need to see a counselor who handles visiting or "special" students at that college. If needed, the Office of the Registrar at Thomas Edison State College may provide a Student in Good Standing Form. Also, Thomas Edison State College's Advisement Center may provide a Visiting Student Form, which indicates course approval.

When the course is completed, students should request the registrar at the college where the course was taken to send an official transcript to the Office of the Registrar at Thomas Edison State College.

Professional and Corporate Training Evaluated for Credit

Students may be able to earn credit for professional licenses, certifications, apprenticeships and courses offered by or through corporations, government agencies, professional associations, labor unions or career schools if they have been evaluated for college credit by Thomas Edison State College's Office for Assessment of Professional and Workplace Learning. The College also accepts credits for reviews completed by the National College Credit Recommendation Service of the Board of Regents of the University of the State of New York, or by the American Council on Education's CREDIT program.

At Thomas Edison State College, students may apply these credits to any part of a degree program, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable credits from any one source, and provided the students successfully complete courses and submit appropriate documentation. For licenses or certifications, this documentation is frequently a notarized copy of the license or certificate and a current renewal card where appropriate. Additional documentation may be required.

Office for Assessment of Professional and Workplace Learning at Thomas Edison State College

The Office for Assessment of Professional and Workplace Learning was established to conduct academic program reviews of specific courses, licenses, apprenticeships, certifications or certification exams that might qualify for an award of college credit. The Office for Assessment of Professional and Workplace Learning works with organizations to assess their training and education programs for college credit, providing a value-added benefit to their employees, clients, members or students.

Those wishing to use their evaluated professional training for college credit and enroll in Thomas Edison State College should request that the organization where they took the training send their records to the Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.

Those wishing to create a transcript of their training that has been evaluated for college credit for use at another college should submit a Nondegree Services Application for Credit Banking located on the College's website at www.tesc.edu/files/NondegreeServiceApp.pdf or contact the Office of Admissions at (888) 442-8372 for an application. The application should then be submitted to the Office of the Registrar, at the address listed above.

To contact the office, call (609) 633-6271, ext. 3235, or email the office at apr@tesc.edu.

Reviews Conducted by Thomas Edison State College

Grouped by industry, the following professional licenses, certifications and organizations' training programs have been reviewed for college credit by Thomas Edison State College. To view specifics, including effective dates for these reviews as well as reviews recently added to the list, please refer to www.tesc.edu/oapwl.

Allied Health

- Board of Registered Polysomnographic Technologists (BRPT) Certification (RPSGT)
- Capital Health System in Hamilton, NJ – The Program for Polysomnographic Training
- Histotechnology (HT[ASCP])
- Interservice Respiratory Therapy Program at Ft. Sam Houston
- New Jersey Direct Support Professional (DSP) Career Path in Developmental Disabilities Level 1 and/or Level 2 Certificate
- New Jersey Emergency Medical Technology – Ambulance (EMT-A) or Basic (EMT-B)
- New Jersey Emergency Medical Technology – Paramedic (EMT-P)
- Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)
- Nursing (RN)
- Occupational Therapy Assistant Program at Ft. Sam Houston
- Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])
- Radiologic Technology (ARRT-RT[R] or NJ-LRT[R]) Hospital-based programs
- Respiratory Care Therapist (NBRC-RRT)
- Respiratory Therapy Technician (NBRC-CRTT)

Aviation

- FAA Air Traffic Control Specialist
- FAA Airline Transport Pilot
- FAA Commercial Pilot Airplane License
- FAA Commercial Pilot Rotorcraft License
- FAA Flight Dispatcher
- FAA Flight Engineer
- FAA Flight Instructor Instrument Rating
- FAA Flight Instructor Rating
- FAA Flight Navigator
- FAA Instrument Pilot Airplane License
- FAA Instrument Pilot Rotorcraft License
- FAA Mechanic Certificate/Airframe and Power Plant Rating
- FAA Mechanic/Airframe
- FAA Mechanic/Power Plant
- FAA Multi-engine Airplane
- FAA Private Pilot License
- FAA Private Pilot Rotorcraft License
- FAA Repairman Certificate

Building and Construction Trades

- National Elevator Industry Education Program (NEIEP) (elevator constructor apprenticeship)
- National Kitchen & Bath Association
- New Jersey Carpenters Apprenticeship Training and Educational Fund (carpenter apprenticeship)

Business

The American College Programs
Chartered Financial Consultant (ChFC): Awarded by the
Certification Board of The American College
COPE Institute (Accounting Program)
Customs Broker License
Financial Industry Regulatory Authority (FINRA) Certification Exams
Graduate School, United States Department of Agriculture
(formerly Center for Governmental Training and
Professional Development):
> Executive Potential Program (EPP)
> Government Audit Training
> Selected Human Resources Management courses
New Jersey Manufacturers Insurance Group (select programs)
Real Estate License (NJ, NY, PA)
Uniform Certified Public Accountant (CPA) Exam
United Parcel Service (select training programs)

Law Enforcement

Holtz Learning Centers, Ltd.
New Jersey Basic Course for Corrections Officer Training &
Instructor Training Courses
New Jersey Basic Course for Investigators in County
Prosecutor's Offices
New Jersey Juvenile Justice Commission Direct Care
Staff Training
New Jersey Juvenile Justice Corrections Officer Training
New Jersey Municipal Basic Course for Police Officers
New Jersey State Police - Pre-Service Training for New Recruits
(Basic Training)
New Jersey State Police Advanced (& In-Service) Training
Pennsylvania Police Academy Training

Military

U.S. Army Training and Doctrine Command (TRADOC)
> MOS 11B
> MOS 13B/D/M/P/T
> MOS 14 E/G/H/JS/T
> MOS 19 D/K
> Structured Self Development 1: Warrior Leader Course;
Advanced Leader Course

Nuclear

Navy Basic Nuclear Power School
Navy Qualifications Beyond Basic Nuclear Power School
NRC Generic Fundamentals Exam
Nuclear Emergency Preparedness Training
Nuclear Regulatory Commission Reactor Operator or Senior
Reactor Operator License
Nuclear Utility Training through INPO's National Academy for
Nuclear Training
Westinghouse Electric Co., LLC

Sustainable Energy/Green Building

Building Performance Institute (select credentials)
GPRO-Green Professional Building Skills Training
International Ground Source Heat Pump Association: Accredited
Installer Workshop
LEED Certifications (select credentials)

Mechanical Insulation: Green Awareness Union Certificate
Mechanical Insulation: Insulator Energy Appraisal Professional
(IEAP) Certification
North American Board of Certified Energy Practitioners
(select Solar Certifications)

Other

American Society for Nondestructive Testing
> Any testing method
> Radiographic testing
> Ultrasonic testing
> Magnetic+Liquid testing
> Eddy Current testing
> Leak testing
Child Development Associate (CDA)
Foundation for Educational Administration (NJ EXCEL and
Leader-to-Leader)
Ma'alot Yerushalayim
National Institute for Metalworking Skills (NIMS) Machining
Levels I & II
PC AGE (select computer science and IT courses)
PSE&G Apprentice Training
> Apprentice Division Mechanic
> Apprentice Substation Operator
> Apprentice Service Dispatcher
> Apprentice Substation Mechanic
> Apprentice Relay Technician
> Apprentice Engineering Technician
> Apprentice Meter Technician
> Apprentice Lineman/Linewoman
> Apprentice Street Mechanic
> Apprentice Service Technician
Starting Points Institute for Early Childhood Educators

American Council on Education (ACE) CREDIT Program/National College Credit Recommendation Service (NCCRS)

Thomas Edison State College accepts credits from reviews completed by American Council on Education and National College Credit Recommendation Service. The list of programs, licenses and certificates reviewed by ACE is constantly being updated. Please refer to the ACE National Guide to College Credit for Workforce Training at www.acenet.edu/nationalguide. The College will also accept ACE recommendations for military training and experience as published in its online Guide to the Evaluation of Educational Experience in the Armed Services at www.militaryguides.acenet.edu.

NCCRS credit recommendations are published online at www.nationalccrs.org/ccr/home.html.

To contact the NCCRS program office, call (518) 486-2070 or email nccrs@mail.nysed.gov. The mailing address is: National College Credit Recommendation Service, The University of the State of New York, Education Building, Room 25, 89 Washington Ave., Albany, NY 12234.

The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree. To be awarded college credit for ACE credit recommendations and create an ACE transcript, students must first establish a record of their courses or exams with the American Council on Education in Washington, D.C. To contact ACE, call (866) 205-6267, (202) 939-9434 or (202) 939-9470, or email ACE at credit@ace.nche.edu. You can also access the ACE online Transcript System at www.acenet.edu/transcripts. The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle NW, Washington, DC 20036-1193.

To use your ACE credit recommendations at Thomas Edison State College for enrollment, have your ACE transcript sent to the Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176. You can also use your ACE transcript to create a Thomas Edison State College transcript for use at another college by submitting a Nondegree Services Application for Credit Banking located on the College's website at www.tesc.edu/files/NondegreeServiceApp.pdf. The application should then be submitted to the Office of the Registrar, at the address listed above.

If You Have Questions or Need Assistance with Credits from Noncollegiate Sources

If you have questions or need assistance, contact Thomas Edison State College's Office of Admissions at (888) 442-8372 or email the College at admissions@tesc.edu.

Consider Prior Learning Assessment (PLA)

If your professional or corporate training program has not been evaluated for credit, you should consider prior learning assessment (PLA) as an option to gain credit for the learning. PLA and TECEP® help students define and demonstrate both their formal and informal college-level learning in terms of college courses.

PA – Undergraduate Single-Course Prior Learning Assessment and PF – Portfolio Assessment

Note: This option is not always approved for financial aid or military benefits.

Overview

Beginning in 2013, students have expanded options for getting credit for what they already know, helping them save both time and money. Prior learning assessment (PLA) is a flexible, efficient way of earning college credits for college-level knowledge you have acquired through experience outside the classroom. Thomas Edison State College has already helped thousands of adults save countless in-class hours by earning credits based on their college-level knowledge acquired beyond the classroom. Moreover, these

credit awards are honored in transfer by many other colleges and universities throughout the country.

PLA operates on the philosophy that college-level learning, no matter how it is gained, may warrant consideration for credit. Therefore, nearly any area of learning can be pursued for college credit as long as it corresponds to what is taught in a course at a regionally accredited college or university, and you can demonstrate your expertise in it through the portfolio process.

In the PLA portfolio process, whether you use the comprehensive process, in which the number of credits you earn toward your degree is limited only by your knowledge, or the single-course process, and complete one portfolio at a time, you work with a mentor to determine what materials are appropriate for you to demonstrate college-level knowledge of the course content and outcomes. The PLA process requires that the mentor recommend credit based on your demonstration that you have met the learning outcomes of the equivalent course. No letter grade is assigned when credit is earned for PLA, but your work must be comparable to a grade of C or better in the equivalent course. To learn more about PLA and to complete the PLA Self-Assessment Guide, go to www.tesc.edu/pla.

The Thomas Edison State College Approach to Prior Learning Assessment

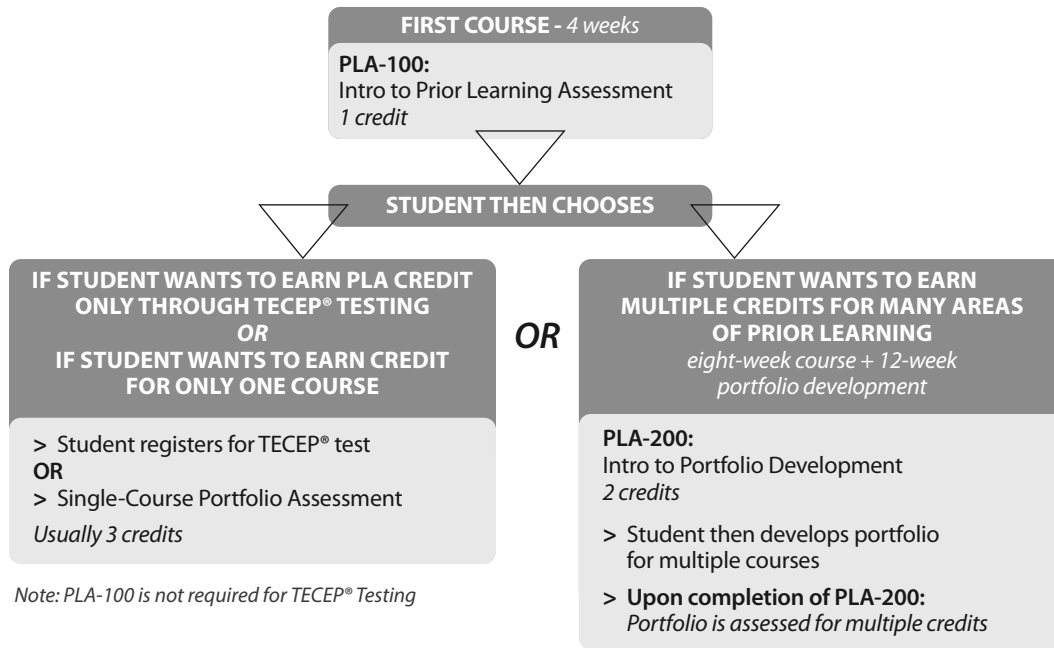
If you are like most adult students, you are likely to have learned something outside of college — whether through work, the military, hobbies or some other kind of training — that you might be able to apply toward your degree programs. In other words, college is not the only place where you could acquire college-level learning.

PLA-100

If you are interested in determining how what you already know could be turned into college credit, you will start with PLA-100 Introduction to Prior Learning Assessment. This 1-credit, four-week course takes you through all the options offered by Thomas Edison State College for earning credit for what you already know: portfolio assessment, testing, professional training, licenses and certifications that have been reviewed for college credit, and more. The course also helps students understand what is meant by college-level learning and to explore their own learning and experience to determine whether PLA options would fit their goals. And if it turns out that PLA isn't right for you, the course carries general education elective credit, which is required for your degree.

At the end of PLA-100, some students will realize that their prior learning can be assessed through the College's TECEP® program, the evaluation of their licenses or training, or through another testing program, such as CLEP or DSST. A few might only need a single-course PLA equivalency in order to graduate and will pursue the single-course process. However, most students who find they possess knowledge that could earn them college credit toward their degrees will continue on to PLA-200 Introduction to Portfolio Development.

Thomas Edison State College PLA process:



PLA-200

PLA-200, a 2-credit, eight-week course that is intended as a continuation of PLA-100, helps students identify the specific courses for which they can earn credit and gets them moving on the path to portfolio development. PLA-200 provides a structure that helps students articulate their knowledge and document their experience, address learning outcomes that are at the core of every course and develop a narrative that can lead to multiple credits. Along the way, your PLA-200 mentor and the Office of Prior Learning Assessment/Portfolio Assessment provide you with the learning outcomes that students must address in their portfolios, identify subject matter experts who will evaluate your portfolio, answer your questions and guide your progress so that you can maximize the number of credits you can earn through PLA. As with PLA-100, PLA-200 also meets general education elective requirements for critical thinking, lifelong learning and communications.

Successful completion of your portfolio at the end of the PLA-100/200 process could earn you credit for all of your college-level prior learning, as long as the credits fit in your degree program. The number of credits you can earn through PLA is limited only by your knowledge: nearly every Thomas Edison State College course can be satisfied via PLA. If you already have the knowledge, there is no need to sit through courses that cover the same material. Best of all: the PLA process allows students with college-level knowledge to earn those credits at a much lower cost than taking the courses.

As technology improves and more free educational resources become available on the Internet, it has become increasingly possible to complete most of a degree program through prior learning assessments. To learn more about how you can earn an

Associate of Science in Business Administration entirely through PLA, go to www.tesc.edu/business/asba/Open-Course-Option.cfm.

The Single-Course 12-Week Process:

If you choose to only attempt a single course through the portfolio process, you will work with a mentor who will guide you through the development of your portfolio. This is what you will need to do:

To earn credit through PLA portfolio assessment, select a single course in the subject in which you plan to demonstrate college-level knowledge. As a PLA student you will demonstrate knowledge of this subject by creating a PLA electronic portfolio. You have one 12-week semester in which to complete your PLA portfolio, which is developed with the guidance of a mentor.

The narrative and supporting documentation compiled during portfolio development will serve as proof of your college-level knowledge and the value it has in the academic world. Such documentation can include evidence of learning gained from a wide variety of sources, but these are some of the most common sources used for prior learning assessment:

- > knowledge acquired through full- or part-time employment
- > prior independent research
- > training programs or in-service courses
- > volunteer experiences
- > cultural and artistic pursuits
- > hobbies and recreational pastimes
- > community or religious activities
- > study abroad

Preparing for PLA is a Simple Step-by-Step Process

All of the following steps are included in PLA-100 and PLA-200. To prepare for development of an electronic portfolio you will:

A. Inventory Your Knowledge and Skills.

Review your job history, hobbies, areas of study or special training, volunteer work and other activities. Then make a list of all the areas of college-level knowledge and skill you have acquired as a result of these experiences. Further information is available at www.tesc.edu/pla.

B. Identify the Areas for Which You Want to Earn College Credit.

Evaluate each area of your prior college-level learning to determine which ones to select for portfolio. Your decision about each subject area should be based on two factors: whether you can prove that your knowledge is equivalent to a college-level course and whether you need college credits in that subject area. Note: PLA cannot be used to satisfy the following requirements: physical education activity courses, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, Capstones or stand-alone lab courses. Otherwise, any college-level subject is eligible for PLA, although there are some subjects that are not well-suited for portfolio assessment.

It is strongly recommended that the courses for which you want to earn credit through the PLA program be reviewed and deemed appropriate by the Advisement Center for your degree or certificate program.

C. Find A Course Description to Match Your Learning.

For the subject for which you will develop a portfolio, select an appropriate course description from the Thomas Edison State College PLA Course Description Database (www.tesc.edu/plasearch.php). If Thomas Edison State College does not already have a course to match your learning in the database, you may also search through catalogs from regionally accredited colleges to locate a description that best reflects your knowledge. Course descriptions must come from catalogs that are no more than two years old. The catalog entries you select must represent courses taught in semester hours (not quarter hours) at regionally accredited colleges or universities. Please note that if you select a course description from another institution's catalog, there is no guarantee that it will be assigned the same course code by Thomas Edison State College.

Once you identify the potential course you're considering, fill out and submit the *Undergraduate Prior Learning Assessment Portfolio Proposal Form* and be sure to identify the semester in which you hope to take the PLA. This form can be found at <https://ssl.tesc.edu/plaproposal.php> or on the College website under Student Forms. Upon receipt of the proposal, the Office of Portfolio Assessment will contact you.

D. Register for the PLA Course.

Once your course is created, you may register for Single-Course PLA directly with the Office of the Registrar just as you would for any course. See the section in this *Catalog* on Course Registration. Registration is not possible until a proposal is received and a PLA course is created and activated for you. Once the semester begins, you may contact your PLA mentor and begin to follow the timeline provided in the Assignments section of the course.

Note that in this single course process, you pay tuition for the course, rather than a fee for the assessment of your portfolio as you would in the PLA-100/200 process.

E. Describe What You Know and How You Learned It.

After reviewing the course description and accompanying learning outcomes set out in your myEdison® PLA section, you will create a portfolio by writing a narrative that describes your college-level learning and addresses the subject area content as defined by the learning outcomes. You will also explain how, when and where your knowledge was acquired, how it has been or could be applied and you will introduce the materials you are providing as evidence. This narrative, which may vary in length and format depending on the subject area, is developed under the guidance of your mentor and is your forum for demonstrating to the mentor that you possess sufficient college-level knowledge to warrant credit for the subject.

F. Provide Evidence of your Knowledge.

In your portfolio, you will assemble a compilation of material that documents your knowledge of the course content and outcomes. Evidence may include a performance evaluation, certificates, transcripts of relevant training, samples of your work, letters of verification from employers or others who have first-hand knowledge of your abilities or any other material that offers proof.

Prior Learning Assessment Courses

There are thousands of PLA courses available. Descriptions can be found at www.tesc.edu/plasearch.php. If you are following the Single Course 12-Week PLA process, you must submit a PLA proposal form, which can be found at <https://ssl.tesc.edu/plaproposal.php>. (If you are in PLA-200, a Declaration of Intent form is part of the course materials and will be made available to you.) With confirmation from the Office of Portfolio Assessment, students register for these PLAs during the monthly registration periods as they would for Guided Study, e-Pack® or online courses.

If there is no appropriate PLA course description in our database, students may propose a course description borrowed from a catalog from another regionally accredited institution of higher education within the United States. A PLA proposal that uses a description from a source outside Thomas Edison State College must also be reviewed by the Office of Portfolio Assessment before the student is allowed to register. If the description on which the PLA is based is from outside the College, you must include a photocopy of or an active link to both the course description and the cover of the catalog from which the description was taken. Proposal forms must be submitted at least two weeks prior to the end of the registration period for the

semester. Once the proposal is reviewed, you will receive clearance to register for the PLA for the next available semester.

Note: For reasons related to accreditation, PLA Portfolio Proposal Forms for Nursing degree programs must be reviewed by the W. Cary Edwards School of Nursing prior to approval. Nursing students should consult with an academic advisor from the W. Cary Edwards School of Nursing.

The Assessment of Your Portfolio

Each PLA portfolio is assessed by the mentor to determine whether your knowledge of the subject and corresponding outcomes is comparable to a college-level grade of C or better. If it is, the mentor will award a grade of Credit (CR). PLA credit is not listed with a letter grade.

Before the term ends, if the mentor decides that more information is needed to make a grade determination, you may be asked to make some additions to your narrative, submit additional evidence, take an examination or be interviewed. The latter practices are often used in cases where students have acquired knowledge of a subject that cannot readily be documented. If your knowledge is ultimately judged to be insufficient, the mentor will award a grade of No Credit (NC). The NC will be listed in your personal academic evaluation file under "other courses" but will NOT be listed on your official transcript and does not affect your overall GPA.

At the end of the 12-week semester, you will receive a grade report within the same time frame as for any other course at Thomas Edison State College. If you are a student at another school, you should request, in writing, from the Office of the Registrar that a Thomas Edison State College transcript be sent to your home institution.

PLA Policies and Procedures

1. It is recommended that students enrolled in Thomas Edison State College check with Academic Advising to be certain that all potential PLA credits are applicable to their degree program before registering for PLA. Students enrolled in other institutions should make sure that credits earned through PLA (non-letter grade) will apply toward their degree programs before registering for PLA at Thomas Edison State College. Course descriptions from colleges other than Thomas Edison State College may not be used as a basis for PLA if Thomas Edison State College has an equivalent course in its PLA Course Description Database.

2. Because the portfolio narrative requires substantial writing, it is strongly advised that students attempt PLA only after they have fulfilled the requirements for English Composition I and II with a grade of C or better.

3. It is important for students to remember that the College can only assess knowledge based on courses taught at regionally accredited colleges and in subject areas for which mentors can be located. Every effort is made to find mentors in the student's area of expertise, but occasionally, no such mentor can be located, so PLA may not be pursued.

4. The College reserves the right to refuse to grant credit for any PLA portfolio that does not meet the standards set by the College. Students should work closely with their mentor to ensure the best possible chance of earning credit through the PLA process.

5. The College cannot award duplicate credit for both PLA and a course that covers essentially the same content. PLA students need to work closely with their academic advisors early in the process to avoid duplication of content when selecting their course descriptions. It is not unusual for courses with different titles to cover the same content.

6. Physical education activity courses, Capstone courses, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, stand-alone lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered portfolio process are not eligible for PLA. In addition, assessment of some subjects is better suited to exam programs such as TECEP®, CLEP or DSST where offered.

7. While the PLA process can be completed in a few weeks, grades are issued at the end of the term, except for compelling reasons.

8. Additional questions about PLA can be directed to the Office of Prior Learning Assessment/Portfolio Assessment at plaweb@tesc.edu.

PF – Portfolio Assessment

The PF designation for earning credit is another form of prior learning assessment (PLA) offered by Thomas Edison State College. It refers to the portfolio development and assessment that are part of the comprehensive process students go through in PLA-100 and PLA-200. Students enrolled in PLA-200 declare their intent to earn credit for other courses via portfolio assessment and are then registered for the PF format of those courses. The student's completed portfolio, developed during and after PLA-200 with the assistance of the PLA-200 mentor, is reviewed by a subject-matter expert. Recommendations to award credit are based on the student's satisfactory demonstration of competence in the course's learning outcomes and are made by the subject matter expert.

Students may not register for PF sections of courses unless they have been enrolled in PLA-200 or the equivalent.

Military Education and Training Programs

Educational Experiences in the Armed Services

The College will grant credit for those military service schools that have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE. Members of the armed forces currently on active duty should submit a Joint Services Transcript (JST) to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

Joint Services Transcript

Army, Navy, Marine and Coast Guard personnel are eligible for the Joint Services Transcript (JST). The JST is an official multiservice transcript tool that validates and documents the recommended college credits for professional military education, training courses and occupational experience of service members and veterans. The JST program will provide a transcript for any service school, rating, MOS or CLEP/DSST/ECE examination that has been passed and carries American Council on Education (ACE) credit recommendation. Transcripts may be ordered electronically at www.jst.doded.mil/.

The Community College of the Air Force

The Community College of the Air Force (CCAF) provides active-duty airmen an opportunity to earn their associate degree while serving in the Air Force. Credits taken at CCAF are transferable to Thomas Edison State College, as CCAF is accredited through Air University by the Southern Association of Colleges and Schools Commission on Colleges. Active duty, Air Force Reserve and Air National Guard students who served after 1972 should request an Official Transcript from the Community College of the Air Force, CCAF/DESS, 100 South Turner Blvd., Maxwell-Gunter AFB, AL 36114-3011.

DD Form 214, Certificate of Release or Discharge from Active Duty

Since 1950, a separation report has been identified as DD Form 214. This report contains military service school, rating or MOS experience acquired during the time of service, and can be reviewed for credit recommendation, established by the American Council on Education (ACE). Sailors who separated or retired prior to 1975, Airmen who served in the Air Force prior to 1972 and Marines who separated or retired prior to Jan. 1, 1990, should submit a notarized or certified copy of their Notice of Separation (DD214) to the Office of the Registrar.

Officers and Educational Experience

Officers and veterans who are not eligible for a JST should submit a notarized or certified copy of their DD295, Evaluation of Learning Experiences, or a command letter indicating the duty and dates held, Noncommissioned Officer Evaluation Report

(NCOER) or the Enlisted Record Brief (ERB). All notarized documents must be forwarded to the Office of the Registrar.

Veteran Benefits

Thomas Edison State College is approved under the provisions of Title 10 and Title 38, United States Code for enrollment of veterans, military and other eligible persons for programs approved by the New Jersey State Approving Agency. Students who have served in the U.S. armed forces may be eligible to receive veteran educational benefits to assist with educational expenses. These benefits also may extend to the spouse and child dependents of deceased or disabled veterans.

For information about applying for or using your veterans' educational benefits at Thomas Edison State College, contact the Office of Military and Veteran Education by telephone, email or mail. You may also review the information on the College website at www.tesc.edu/military/veterans/index.cfm.

Thomas Edison State College
Office of Military and Veteran Education
101 W. State St.
Trenton, NJ 08608-1176
Phone: (866) 446-1804
Fax: (609) 984-7143
Email: militaryeducation@tesc.edu

Servicemembers Opportunity Colleges

Thomas Edison State College is a long standing member of the Servicemembers Opportunity Colleges (SOC); www.soc.aascu.org. More than 1,700 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members and their families transferability of credits between institutions.

Thomas Edison State College is also one of approximately 160 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though service members and their families may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges enabling them to complete degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When service members and their families from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the student and to SOC an agreement form and a copy of the Academic Program Evaluation, which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled service members and their families have access to the advisement staff through telephone, email, letters and individual appointments.

Army Education Offices, Navy College Offices as well as Coast Guard and Marine Education Service Offices have the SOC publications, which list the 1,700 member colleges and the degree

programs included in their network. All Thomas Edison State College degree programs are available to all service members and their families, in addition to those listed in the SOC publications. The Air Force is not part of SOC because the Air Force has established the Community College of the Air Force (CCAF), which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College.

Other Partnerships

In addition to SOC membership, Thomas Edison State College established the Military Degree Completion Program (MDCP) to accommodate the special needs of all military personnel whose location, relocation and time constraints make traditional, classroom-based college attendance difficult, if not impossible. The program allows service members to engage in a degree program wherever they are stationed. Course work is built around the unique needs of service members and the demands of their military assignments. Thomas Edison State College is also a partnering institution with several military branch-specific programs: the Army's College of the American Soldier and GoArmyEd programs; the Navy College Program Distance Learning Partnership and Navy College Program for Afloat College Education; the Air Force General Education Mobile and Air University Associate to Baccalaureate Cooperative programs; and both the Coast Guard Degree Pathways Program and the Coast Guard Maritime Law Enforcement College Partnership.

Thomas Edison State College Air Force Program Partnerships with (CCAF) Community College of the Air Force.

Thomas Edison State College is a participating institution in The Community College of the Air Force (CCAF) General Education Mobile (GEM) program.

Community College of the Air Force (GEM) General Education Mobile Program

The College's participation in the program enables airmen to complete up to 15 credits of their general education requirements in a single block of five online courses at Thomas Edison State College that may be applied directly to a student's Associate in Applied Science degree at CCAF or a degree at Thomas Edison State College. For application and enrollment information please visit: www.tesc.edu/military/air-force/GEM-Program.cfm.

Air University Associate to Baccalaureate Cooperative Program (AU-ABC)

The Thomas Edison State College/AU-ABC partnership enables airmen completing an Associate of Applied Science (AAS) degree with CCAF a seamless path to complete a bachelor's degree with Thomas Edison State College. For application and enrollment information please visit: www.tesc.edu/military/air-force/AU-ABC.cfm.

NCPACE Courses

Thomas Edison State College is proud to be one of 10 colleges and universities that participate in the distance learning aspect of the Navy College Program for Afloat College Education (NCPACE) program. The program is delivered primarily using self-paced CD-ROM technology, allowing students to continue their education while deployed and without reliable, consistent Internet access.

For more information on the NCPACE program or to inquire about starting a program, please visit a local Navy College Office, visit <https://www.navycollege.navy.mil/> or for full details about the program and partner institutions please visit www.dlnpace.com/. Please also visit: <http://www.tesc.edu/military/navy/Afloat-Education.cfm> for more details on Thomas Edison State College's specific programs.

Current course listing:

BIO-208	Science of Nutrition
COM-330	Interpersonal Communication
EAS-201	The Science of Natural Disasters
ENG-201	Technical Writing
HIS-301	African History and Culture
HIS-356	War and American Society
MAN-331	Human Resources Management
MAT-231	Calculus I
MAT-232	Calculus II
PHI-384	Ethics and the Business Professional
PSY-300	Thanatology: An Understanding of Death and Dying
PSY-350	Abnormal Psychology
PSY-352	Psychology of Personality
REL-406	Eastern Religions

Note: Students who have taken an NCPACE course with Thomas Edison State College must still apply to the school to pursue a degree program.

section 4

Course Descriptions

EP = e-Pack® Course (12 Weeks)
GS = Guided Study (12 weeks)
NU = Nursing (12 weeks)

NG = Nursing Graduate (12 weeks)
OL = Online Course (12 weeks)
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PF = Portfolio Assessment
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Note: Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 78 for details or go to www.tesc.edu/plasearch/php.

🔗 **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

Undergraduate Course Descriptions

ACC-101-EP
ACC-101-GS
ACC-101-OL
ACC-101-TE
Principles of Financial Accounting
 3 credits

Provides a basic level of knowledge in recording business transactions and summarizing business activities, and preparing, interpreting and utilizing financial statements.

ACC-102-EP
ACC-102-GS
ACC-102-OL
ACC-102-TE
Principles of Managerial Accounting
 3 credits

Emphasizes the information managers need to make decisions and the types of analyses appropriate to each decision. Includes such topics as budgeting, cost accounting systems and cost profit relationships.

🔗 **Advisory:** It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-201-OL
Intermediate Accounting I
 3 credits

Intermediate Accounting I is the first of a two-course sequence in financial accounting. Topics covered include accounting theory, a review of the accounting cycle, financial statements, time value of money, current assets and operational assets. This course is essential for students who wish to pursue a major in accounting.

ACC-202-OL
Intermediate Accounting II
 3 credits

Intermediate Accounting II is the second of a two-course sequence in financial accounting. Topics covered include investments, current liabilities and contingencies, bonds and long-term notes, leases, accounting for income taxes, pensions, shareholders' equity, earnings per share, share-based compensation, accounting errors and the statement of cash flows. This course is essential for students who wish to pursue a major in accounting.

ACC-303-OL
Cost Accounting
 3 credits

This course explores the world of cost accounting. It reviews the nature and calculation of costs associated with

delivering products and services. Fundamental analytical tools that are utilized for cost accounting are explored, and students assess how cost information can be used to make managerial decisions. Throughout this course, students will participate in discussions with others enrolled in the course.

🔗 **Advisory:** It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course.

🔗 **System Requirement:** This course requires access to a computer with Microsoft Word or a compatible word-processing program; Microsoft Excel or a compatible spreadsheet program.

ACC-401-OL
Advanced Accounting I
 3 credits

This course provides a review of both the concepts and technical issues associated with more advanced accounting topics. Complex consolidated financial statements are addressed in detail, from both the perspective of internal company expansion and external business combinations such as acquisitions. The course also explores accounting for international operations and foreign exchange translations. Finally, the course outlines the role of the Security and Exchange Commission and government

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regulation of accounting transactions as well reporting rules for nonprofit organizations.

⚡ Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-402-OL
Advanced Accounting II

3 credits

This is the second semester of a two-semester sequence of courses covering advanced accounting techniques and issues. Topic coverage in ACC-402 will include an in-depth review of interim and segmental reporting for businesses as well as partnership accounting from initial formation to liquidation. In addition, ACC-402 will also cover governmental and not-for-profit accounting in detail as well as fiduciary accounting for estates and trusts, and debt restructuring. Related pronouncements from the Financial Accounting Standards Board and the Governmental Accounting Standards Board will be introduced during the course.

⚡ Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. It is also advisable to have successfully completed ACC-401 Advanced Accounting I or its equivalent. Students are responsible for making sure they have the necessary knowledge.

ACC-411-OL
Auditing

3 credits

This course provides students with the foundation needed to develop the skills required of an auditor. It focuses on the tools and processes necessary to complete an audit and includes a review of references and resources available on the Internet. The course provides familiarity with the skills necessary for auditors to make sound judgments and recommendations. Students review the auditing process in which substantive evidence is obtained and evaluated, and learn to develop and apply the tests necessary to document conclusions and position effectively and efficiently.

⚡ Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ACC-415-OL
Advanced Audit

3 credits

Advanced Audit provides an in-depth analysis of current auditing issues, especially those involved in completing the audit: auditors' reporting responsibilities, internal control over reporting for public companies, the requirements of the Sarbanes-Oxley Act and auditing of information technology systems. In addition, the course focuses on compliance concepts and techniques, detailed attestation and review services, and the professional judgment process model for auditing financial statements. Recognized standards, such as the International Auditing Standards (IAS) and the Generally Accepted Government Auditing Standards (GAGAS), are discussed in detail.

⚡ Advisory: It is advisable to have knowledge in a course equivalent to ACC-411 Auditing with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

ACC-421-GS
ACC-421-OL
ACC-421-TE
Federal Income Taxation

3 credits

Covers federal income tax structure as it pertains to individuals, partnerships and corporations.

⚡ Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ANT-101-OL
Introduction to Anthropology

3 credits

Studies culture as the expression of human values, behavior and social organization in its diverse forms throughout the world, both past and present. Attempts to demonstrate the inherent logic in each culture in terms of problem solving and adapting to the environment.

AOJ-102-OL
Introduction to Criminal Justice

3 credits

An introductory course in criminal justice that offers an overview of the entire criminal justice system. The focus is on the administration of police, court and correctional agencies and the decision-making points from the initial investigation or arrest by police to the

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eventual release of the offender and his/her re-entry into society. The emphasis is on the dynamic relationships between the various elements in the system as well as special problem areas.

AOJ-280-OL

Forensic Science

3 credits

This course presents a comprehensive introduction of the application of science concepts to criminal investigation. Key topics covered include the importance of the crime scene and the collection and analysis of both physical and biological evidence. In addition to the textbook readings and lecture notes, this course employs analysis of actual criminal cases through written assignments and discussions.

AOJ-303-OL

White-Collar Crime

3 credits

This course explores the nature and problems of white-collar crime, including its historic roots, causal factors in American life and society, white-collar criminal activities, the problems of corruption and graft, the economic impact of the criminal activities and the development of strategies to control and prosecute white-collar criminals.

U Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-381-OL

Victimology and Criminal Behavior

3 credits

This course will focus on the criminal event from both the perspective of victims and the motives of offenders. It will examine victimization patterns, typologies, lifestyles, causal factors,

consequences and the treatment of victims by the criminal justice system. Students will identify prescient warning signs, learn about techniques used to defuse immediate danger and learn about strategies used to prevent future harm.

U Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-484-OL

Public Policy, Crime and Criminal Justice

3 credits

A review and analysis of intergovernmental relations involved in forming and implementing criminal justice policies, laws and procedures. The course emphasizes the development of quantitative and qualitative information used to analyze and formulate policy.

U Advisory: To be successful in this course, students should have earned 6 credits in Administration of Justice or have comparable knowledge and experience.

APS-100-OL

APS-100-TE
Medical Terminology

1 credit

This is an introductory course to familiarize students with everyday medical terminology used by healthcare and medical professionals. It is structured to provide students with the entry level knowledge needed to advance into various careers in the medical field. The class will stress word parts, word structure, word analysis and pronunciation of terms. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be covered. Specific medical words and word parts will be reviewed as they pertain to

the musculoskeletal, lymphatic/immune, cardiovascular, respiratory, digestive, urinary, nervous, integumentary, endocrine, vision, hearing and reproductive systems. Students do not require a medical background prior to enrolling.

APS-289-TE

Radiation Safety Officer

3 credits

This exam tests the knowledge that is needed for an individual to serve as a radiation safety officer (RSO) at a non-medical radioactive material license facility. It focuses on the subjects required to meet the classroom provisions of 10 CFR 33.15. Topics include radiation fundamentals, health risks, regulations, licensing, regulatory enforcement, external and internal dosimetry, shielding, radiation protection, ALARA, instruments, use of x-ray equipment, radiation surveys, statistics, quality assurance, DOT shipment/receipt of radioactive materials, program management, record-keeping, emergency response and inspections.

APS-295-OL

Associate Capstone

3 credits

The Associate Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study.

APS-302-OL

Customer Service a Practical Approach

3 credits

This course presents the principal concepts and current trends in the customer service industry. Particular areas of concentration involve defining customer service and identifying its challenges, employing the problem-

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solving process, formulating a customer service strategy, coping with challenging customers, retaining customers and measuring performance. Students will analyze the significant elements of customer service and apply effective customer service principles.

APS-400-OL
Occupational Health and Safety
3 credits

Provides analysis and solution components for technology leaders to identify potential issues and plan solutions. The content includes roles of the technical leaders in environmental, health and safety management; quantitative problem solving and units of measure; application of OSHA regulations; and development of solutions specific to the learners field of applied science and technology.

APS-401-OL
Current Trends and Applications
3 credits

This course is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study. Students apply the knowledge in the assessment of the potential impact of a current trend or incremental change influencing a discipline, while recommending an action plan or additional investigation.

APS-402-OL
Applied Quality Management
3 credits

Provides students with the knowledge and techniques required to improve product quality and process efficiency by identifying and measuring production process variability that, if not successfully addressed, leads to inconsistent product quality, costly wastage, nonstandardization and other reliability and productivity

problems. This course introduces basic quality management concepts and definitions, and builds on that knowledge to explore Statistical Process Control (SPC) based quality improvement techniques as a means to diagnose, reduce and eliminate causes of variation and to assist in process improvement, production control, production planning and decision making. A brief review of the fundamentals of statistics and probability and their applications in quality management is provided and various measurement and control techniques — for example charts for variables and attributes — are presented.

ART-100-OL
A World of Art
3 credits

A World of Art is an art appreciation course that covers the sweep of Western art from its earliest sources to its most recent developments. The course covers a range of media that have defined visual art over time: painting and sculpture; architecture and decorative arts; photography and drawing; mixed media; and assemblage and installation art. This course demonstrates ways that the visual arts have echoed the human experience across the ages. A key theme is the way that art reflects both continuity with previous tradition and transformation as artists continually create something new. Course content is drawn from the Teaching Company's "Art Across the Ages" course by professor Ori Z. Soltes.

ART-166-GS
ART-166-OL
History of Western Art I
3 credits

History of Western Art I examines the greatest works of the Western visual tradition, highlighting issues of social content, form and iconography. The course is a survey of Western European art and architecture from antiquity to 1600 CE.

The course provides an excellent introduction and general overview of the seminal works of Western art. The social, political and philosophical influences on the art and architecture are also examined. Students will gain a knowledge and appreciation of the great works, their artists and the cultures that produced them.

ART-167-GS
ART-167-OL
History of Western Art II
3 credits

The History of Western Art II is a survey of Western art and architecture from the 1600s to the present day. Students will learn about the artists, architects and social, political and historical events and figures that formed the history of European and American art and architecture of this period. Various trends and art periods, from Baroque through Pop art, are examined and discussed. The great masterworks, from Night Watch to the Guernica, are studied and compared. This course is an excellent introduction to modern art and a good complement to the History of Western Art I (ART-166).

AST-101-GS
AST 101-OL
Introductory Astronomy
3 credits

Explores the broad range of concepts and principles in astronomy, placing emphasis on the scientific evidence that astronomers use to support their conclusions. The origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe will be covered in this course.

BIO-101-OL
Introductory Biology
3 credits

Designed for nonscience majors, this course presents the essential body of

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🔑 **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

knowledge about biology with emphasis on molecular biology. The course covers - in addition to a general introduction to the nature of life – chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology.

🔑 **Advisory:** This course may not be used as the first semester of a two-semester sequence. It does not meet the biology area of study general biology requirement.

BIO-208-EP

BIO-208-GS

BIO-208-OL

BIO-208-TE

The Science of Nutrition

3 credits

This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

🔑 **System Requirement:** Students taking BIO-208-GS/OL are required to purchase the software *Diet Analysis Plus*.

BIO-211-OL

Human Anatomy and Physiology I

4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: skeletal, muscle, nervous and sensory. The course begins with an introduction of how molecules are organized to form cellular organelles; how the organelles function together to form the smallest living unit, the cell; and how cells are organized into tissues, which combine to form organs. Animal dissection is required.

BIO-212-OL

Human Anatomy and Physiology II

4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive. The course includes overviews of development, genetics and inheritance. Animal dissection is required.

BIO-310-OL

Man’s Best Friend: The Biology and Behavior of Dogs

3 credits

Dogs and humans have been working and playing together for as long as 30,000 years. This course provides a comprehensive overview of the most critical components of a successful human-animal relationship, and requires students to synthesize what they learn about biology and behavior. This is accomplished by first examining the origin of the relationship between humans and dogs, and follows the development of the dog from the first stages of domestication through present day by including the dog’s physiology, structure, reproduction and genetics. Next, developmental behavior of the dog is examined from birth to adulthood, as well as breed specific behaviors. Learning process and principles of training are also investigated through several common behavior problems and their solutions. Health, disease, and nutrition are also discussed.

BUE-101-OL

Personal Finance for 2000 and Beyond

3 credits

A one-semester course in financial planning that provides information for making sound financial choices.

🔑 **Advisory:** This course will only be applied to the free elective requirement of Thomas Edison State College degrees including the ASBA and the BSBA degrees.

BUS-101-GS

BUS-101-OL

Introduction to Business

3 credits

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: economics and economic systems; ownership; risk; production; finance and the financial system; marketing; human resources; how to form a union; and the effect of government in business. The primary objective is to introduce students to the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

BUS-161-GS

BUS-161-OL

Business Mathematics

3 credits

Presents a practical approach to the use of mathematics in business. Topics include mathematical applications in finance, retailing and business accounting.

🔑 **Advisory:** This course will not satisfy the liberal arts mathematics requirement. The course does not require previous mathematics course work but does assume mathematics literacy.

BUS-311-TE

Business in Society

3 credits

Analyzes the interrelationships and influences among business, society and government.

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

BUS-421-GS

BUS-421-OL

BUS-421-TE

Strategic Management

3 credits

Strategic Management is a senior-level Capstone course that focuses on the development and implementation of strategy as a means to success in business. This course integrates concepts and applications from various functional areas of business. Relying heavily on case studies, the focus is on how managers engage in strategic thinking, planning, analysis and execution to gain a sustained competitive advantage in the marketplace.

Advisory: It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance, MAN-301 Principles of Management, MAR-301 Principles of Marketing, ACC-101 Principles of Financial Accounting, ACC-102 Principles of Managerial Accounting, ECO-111 Microeconomics and ECO-112 Macroeconomics with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

CHE-101-GS

CHE-101-OL

Survey of Chemistry

3 credits

Developed for nonscience majors. Presents chemical facts, principles and theories through practical applications, illustrations and experiments. De-emphasizes mathematical problem solving.

Advisory: This course does not meet the chemistry area of study General Chemistry requirement. It will not satisfy the chemistry requirement for Natural Sciences or Applied Science and Technology degree programs.

CHE-111-OL

General Chemistry

3 Credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the first of a two-semester general chemistry sequence, students explore the structure of the atom, the molecules that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry but also how individuals come to know and understand those concepts in real-life contexts.

Advisory: This course does not contain a lab component. Students who need a Chemistry I course with lab should enroll in CHE-121 Chemistry I with lab.

CHE-112-OL

General Chemistry II

3 Credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the second of a two-semester general chemistry sequence, the emphasis is on chemical equilibrium, acid/base chemistry, and energy changes in chemical reactions. Students also focus on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds, and electrochemistry. At the atomic and molecular level, chemistry is a very

abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry but also how individuals come to know and understand those concepts in real life contexts.

Advisory: It is advisable to have knowledge in a course equivalent to CHE-111: General Chemistry I, with a grade of C or better to succeed in this course. This course does not contain a lab component. Students who need a Chemistry II course with lab should enroll in CHE-122, General Chemistry II with Labs.

CHE-121-OL

General Chemistry I with Lab

4 credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this, the first of a two-semester general chemistry sequence with labs, students explore the structure of the atom, the molecules that form from atoms, and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry but also how individuals come to know and understand those concepts in real life contexts.

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CHE-122-OL
General Chemistry II with Lab

4 credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this, the second of a two-semester general chemistry sequence with labs, the emphasis is on chemical equilibrium, acid/base chemistry and energy changes in chemical reactions. Students also focus on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds, and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry but also how individuals come to know and understand those concepts in real life contexts.

Advisory: It is advisable to have knowledge in a course equivalent to CHE-121 General Chemistry I with Lab with a grade of C or better to succeed in this course.

CHE-128-OL
General Chemistry I Lab

1 credit

General Chemistry I Labs is a 1 credit course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry I.

Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3 credit general Chemistry I course. This course cannot be taken concurrently with CHE-111. Students who need a Chemistry course with a lab should enroll in CHE-121 Chemistry I with Lab.

CHE-129-OL
General Chemistry II Lab

1 credit

General Chemistry II Labs is a 1 credit course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry II.

Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3 credit general Chemistry II course. This course cannot be taken concurrently with CHE-111. Students who need a chemistry course with a lab should enroll in CHE-122 Chemistry II with Lab.

CIS-107-GS
CIS-107-OL
CIS-107-TE
Computer Concepts and Applications

3 credits

Provides an overview of computers, focusing on historical development; hardware; application software; communications; Internet use; how to purchase, install and maintain a computer; information systems; system analysis and design; programming; careers in the computer field; security, ethics and privacy issues; and multimedia. The "laboratory" portion of the course features the use of Microsoft Office and Windows.

CIS-301-OL
Management Information Systems

3 credits

Provides an overall picture of information systems in the conduct of business. Covers the organization and management of a networked enterprise, the infrastructure of information technology, the necessary support systems for the digital company, and the building and managing of information systems in a global business environment

CIS-311-OL
Database Management

3 credits

Provides students with fundamental concepts of databases and Database Management Systems (DBMS). It offers terminology, conceptual approaches and practical approaches when designing and implementing different database types. Students will learn design considerations and solutions with a DBMS, using various industry standards and models available. Analytical and problem-solving skills will be strengthened. The material also includes common tools and techniques utilized to optimize performance and secure the database and related resources. Other topics covered include: Entity Relationship Diagrams (ERD); Structured Query Language (SQL); Information and Decision Making; and Data Normalization.

CIS-320-OL
System Analysis and Design I

3 credits

Systems Analysis and Design provides students with concepts of the analysis and design processes and allows students to use industry standard methodology and framework to develop business information systems. The course combines terminology with conceptual and practical approaches to designing and implementing business systems. Analytical and problem-solving skills are developed through a modern integrated, structured approach. Predictive and adaptive approaches to systems development life cycle (SDLC) using an iterative approach are covered. The course contains the entire analysis and design process from conception through implementation, including training and support, system documentation and maintenance, and relevant project management techniques. Tools and techniques to optimize performance and secure the system are introduced. Tools that optimize performance and secure the system

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include SDLC, Unified Process (UP), Extreme Programming (XP) and Scrum.

CIS-351-OL
Software Engineering
3 credits

Immerses the student in the process of software engineering, which involves identifying the components of a software system, breaking complex components into smaller and more manageable abstract pieces, and modeling the entire system. These tasks help software teams better handle the design, planning and development of software systems. Students will be exposed to a variety of techniques used to plan and model software applications. They will also learn about strategies used to gather user input and develop software.

CMP-202-OL
Foundation of Information Technology
3 credits

Provides an overview of the fundamental ideas and principles behind information systems. The course approaches traditional computer concepts from a managerial perspective geared to the requirements of businesses and organizations. Within this context students use case studies to analyze and discuss design concepts and approaches to managing information and implementing technology solutions. The course introduces students to the role of information systems in business, society and private life, to the role of critical decision makers and to important decision support tools. It further addresses core ethical issues, principles and procedures. Students are expected to develop critical-thinking as well as analytical and problem-solving skills.

CMP-354-OL
CMP-354-TE
Network Technology
3 credits

Provides students with the fundamental concepts of data communications. This course teaches practical approaches when designing and implementing a network environment of varying sizes. It includes an analysis of the physical and logical aspects of the network infrastructure and the various industry standards and models available. The material also consists of the common tools and techniques utilized to optimize the performance and secure the core network components and resources. Throughout this course, students will develop and build their analytical and problem-solving skills. Specific topics covered include: network architectures; topologies; media and devices; protocols; and servers and security.

COM-120-GS
COM-120-OL
Introduction to Mass Communications I
3 credits

Emphasizes the history of mass media and current trends, presenting information and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

COM-121-GS
COM-121-OL
Introduction to Mass Communications II
3 credits

Continues the presentation of information about the history of and current trends in mass media and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

Advisory: It is advisable to have knowledge in a course equivalent to COM-120 Introduction to Mass Communications I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

COM-209-OL
Public Speaking
3 credits

Focuses on the development of effective presentation skills before live audiences. Includes having each student recording two presentations. Satisfies the humanities general education requirement.
System Requirement: Students should be able to submit digital recordings electronically.

COM-210-TE
Public Relations Thought and Practice
3 credits

This test is an overview of the public relations field. Topics include: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism, which effectively reach large audiences; and management skills required to plan and execute a successful public relations program.

COM-330-OL
Interpersonal Communication
3 credits

This course examines the process of interpersonal communication from various perspectives, including dyadic interactions, how we perceive others, listening skills, emotions, language and nonverbal communications. By applying and mastering the concepts of interpersonal communication, individuals

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can improve their listening and interaction with others, handle conflict and human differences more positively and productively, and form more tractable and supportive relationships in a variety of contexts.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

COM-335-GS
COM-335-OL
Elements of Intercultural Communication
3 credits

Presents the many complex elements and processes involved in sending and receiving messages in intercultural contexts. Covers basic concepts, principles and skills for improving communications between persons from different racial, ethnic and cultural backgrounds. Satisfies the humanities general education requirement.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

COM-339-OL
The Story of Human Language
3 credits

The Story of Human Language examines how language is created, acquired and utilized. Topics examined in this course include the origin of language, differences between animal and human language, sound and word formation, language acquisition, verbal and nonverbal utilization, and its regional, social and cultural variations. These topics are fundamental to a greater understanding of human language and its use and origins. Lastly, this course

provides an essential foundation for advanced courses in linguistics.

COS-101-GS
COS-101-OL
Introduction to Computers
3 credits

Introduction to Computers provides students with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, digital media, multimedia, database applications, networking, the Internet, and security and privacy issues as well as an introduction to object-oriented programming using the Visual Basic programming language.

System Requirement: Windows XP operating system; personal Internet access; an Internet browser like Netscape 8.1 or Internet Explorer 5.5 or higher; Microsoft Visual Basic 2010 (Express Edition recommended); and word processing software.

COS-116-GS
COS-116-OL
C Programming
3 credits

Explains how to write, debug and run programs in C language. The course includes discussions of algorithms, data types, arithmetic, assignments, relation and repetition. Functions, arrays, pointers, character strings, structures and files are used. It is advisable to have completed an introduction to computer programming course or to have equivalent programming experience. Students must have regular access to a computer with C compiler software either on a Windows or MS-DOS computer or on a Macintosh with PC emulation or with SoftPC installed. A C compiler is not supplied by the College and must be acquired by the student prior to or at the start of the course. It is not possible to proceed through the course without a C compiler.

The compiler should be a full implementation of the ANSI standard for C. An ANSI C++ compiler may be used because C is a supported subset in a C++ compiler. Complete documentation is required to handle compiler variants and operational problems.

COS-213-GS
COS-213-OL
C++ Programming
3 credits

This course explores C++ programming in the context of procedure and object-oriented software development. It covers writing, compiling and running programs in the C++ language. This course offers students a platform and direction to enhance their C++ knowledge, experience and skills.

Advisory: It is advisable to have knowledge in a course equivalent to COS-116 Programming with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

System Requirement: Students will need regular access to a computer with C++ compiler software, and may use the compiler that is provided with the course textbook or may use a compiler they already have.

COS-231-GS
COS-231-OL
Assembly Language
3 credits

An introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

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Advisory: It is advisable to have computer programming experience.

COS-241-GS
COS-241-OL
Data Structures

3 credits

Involves an investigation of various data structures, including stacks, queues, lists and trees, and searching and sorting techniques.

Advisory: Students taking this course will need access to a computer and compiler software and will be required to do programming in C++. Experience in C++ programming is advisable.

COS-330-GS
COS-330-OL
Computer Architecture

3 credits

Covers the nature and limitations of computers. The CPU is covered in detail, including processor, control and memory design. Data path design and the ALU - both fixed and floating-point arithmetic - are covered. The course also includes pipeline and super scalar processing. Finally, the I/O system is studied in some detail.

Advisory: It is advisable to have completed two computer science courses prior to enrolling in this course.

COS-352-GS
COS-352-OL
Operating Systems

3 credits

This course concentrates on the design and function of the operating systems of multiuser computers. Topics include time sharing methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization,

deadlocking and recovery and design principles.

Advisory: Knowledge in a course equivalent to COS-241 Data Structures with a grade of C or better is required to succeed in this course. It is highly recommended that students have completed COS-330 Computer Architecture or equivalent or have experience with C or UNIX. Students are responsible for making sure that they have the necessary knowledge.

COS-451-OL
Artificial Intelligence

3 credits

An introduction to how Artificial Intelligence (AI) methods solve problems that are difficult or impractical to solve with other methods. The focus of the course is on learning how to determine when an AI approach is appropriate for a given situation, being able to select AI method and implementing it. AI methods will be chosen from heuristic search and planning algorithms, formalisms for knowledge representation, and reasoning techniques and methods applicable to expert systems and games.

Advisory: Students should be familiar with computer hardware and software as provided in an introductory computer science course, and they should have the sophistication of understanding material as demonstrated by successfully completing courses such as discrete math, discrete structures or computer architecture, or having similar practical experience. It is recommended, but not required, to have taken a course in computer programming. However, the course will not require programming.

CTR-211-GS
CTR-211-OL
Electronic Instrumentation and Control

3 credits

Includes the study of automatic testing of electronic devices, electronic instrumentation and control, physical properties and their measurement, industrial electronic circuit applications, interfacing process variables, motor control and servosystems, numeric control systems, programmable controllers and industrial robots.

Advisory: It is advisable to have completed courses in electric circuits, electronic devices and digital electronics.

CTR-212-OL
Programmable Logic Controllers

3 credits

Programmable Logic Controllers (PLC) studies the development of the PLC, its components and operation, common methods of programming the PLC and its applications in industry. The course is designed for students in a technical curriculum or occupation who have not had previous knowledge of or experience with PLCs and who need to develop the requisite background and skills in PLC programming to further their education and careers.

EAS-101-OL
General Earth Science

3 credits

In General Earth Science students discover what Earth is made of, what its history has been and "how it works." The course explains what went into making the planet as well as how it has changed and transformed in the 13.7 billion years since the Big Bang. Students will be introduced to Earth's structure, the elements that make it up and such by-products of the planet's ceaseless activity

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as earthquakes and volcanoes. The course also covers Earth's oceans as well as its atmosphere and climate. Course content is drawn from the Teaching Company's course "How the Earth Works" presented by Dr. Michael E. Wysession.

EAS-131-OL
Introduction to Meteorology

3 credits

Bringing together geography, chemistry, physics and other scientific disciplines, the course will cover topics including meteorological elements, air masses, synoptic, regional and local scale weather systems; severe weather; meteorological observation, instrumentation and forecasting; aviation weather; agricultural meteorology; and air pollution, global warming, climate change and renewable energy applications.

EAS-201-OL
The Science of Natural Disasters

3 credits

Designed both for professionals working in the field and for students seeking a science elective, this course focuses on developing a scientific understanding of the causes and mechanisms of common natural disasters. The perspective is global and historical while focusing on contemporary events and potential for catastrophe. The emphasis of the course is on earthquakes, volcanic activities, flooding and severe storms, and the consequent secondary disasters they can trigger. The course also addresses some of the social, economic and political ramifications of these events.

ECO-111-GS
ECO-111-OL
Macroeconomics

3 credits

Deals with the economy as a whole. Includes the meaning and measurement of the gross domestic product, the effects

of government expenditure and taxation, causes of inflation and unemployment, government deficit and debt, and international trade and the balance of trade.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-112-GS
ECO-112-OL
Microeconomics

3 credits

Deals with the economic behavior of individuals and companies. Includes supply and demand, elasticities, consumer behavior, competition and the labor market.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-490-GS
ECO-490-OL
International Economics

3 credits

Examines in depth the basic principles of international economics, providing perspective on the growing global economic interdependence among nations. Includes strategic trade policy, exchange rate forecasting and environmental regulatory policies, among other topics.

Advisory: To be successful in this course, students should have earned 6 credits in economics or have comparable knowledge and experience.

EGM-211-OL
Statics

3 credits

Statics is a branch of the science of mechanics that deals with bodies at rest. The course focuses on the following basic concepts: force and force systems; coplanar force systems; concurrent force

systems; spatial force systems; and their combinations. For various force systems, two key issues will be emphasized: the resultant of a force system and the equilibrium of a force system. The concepts of moment of a force and torque will then be discussed. In addition, the concepts of centroids, centers of mass and moments of inertia will be presented. A special type of force, frictional force, will be discussed. Application examples to engineering and technical areas will be demonstrated.

EGM-321-OL
Thermodynamics

3 credits

Investigates the basic properties and behavior of thermodynamic systems. Topics include temperature, pressure, work and heat, and heat transfer. The laws of thermodynamics deal with gas equation, calorimetric, thermal processes and entropy will be covered. Fundamental thermodynamic principles are applied to the analysis of heat engines, generation facilities and refrigeration cycles.

EGM-323-OL
Heat Transfer

3 credits

Heat transfer by modes of conduction, convection and radiation. Fundamental principles of heat transfer and radiation, and application to the solution of industrial heat transfer problems.

EGM-331-OL
Fluid Mechanics

3 credits

Fundamental fluid statics: manometer, forces on submerged surfaces, Archimedes' principle. Details of course include one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-

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momentum problems, vanes; pipe flows, laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Other topics include one-dimensional compressible flow; conservation laws, specialization to isentropic situation, nature of speed of sound. Applications including effects of area change, converging and diverging nozzles, choking phenomena's and normal shock waves.

ELC-201-OL
Electronic Communication Systems
3 credits

A comprehensive course in AM, FM and single-sideband communication systems and an introduction to digital transmission. Designed to familiarize students with transmitters, receivers, modems, noise analysis, information theory, pulse modulation, sampling, coding, multiplexing and other signal processing techniques used in commercial broadcasting and data transmission systems.

Advisory: It is advisable to have completed courses in basic algebra and trigonometry as well as basic electronics including transistors.

System Requirement: Windows 2000/XP/Vista/7/8

ELD-302-OL
Digital Electronics
3 credits

Digital Electronics is a course of study in applied digital logic using electronic digital circuits. Students will learn about digital electronic fundamentals including number systems, logic gates, Boolean algebra, logic families circuit design, flip-flops, combinational and synchronous logic circuit design, logic minimization techniques (Karnaugh maps, Quine-McCluskey), counters, shift registers, encoders and decoders, multiplexors and

demultiplexors, interfacing and microprocessors.

System Requirement: Windows 2000/XP/Vista/7/8

ELD-311-OL
Microprocessors
3 credits

Principles and applications of microprocessors, including hardware and software, interfacing, assembly language programming and microprocessor-based systems. Eight-, 16- and 32-bit microprocessor technology and features are presented. This course includes a lab.

ELD-400-OL
Advanced Microprocessors
3 credits

This course provides a working knowledge of hardware and software applications that utilize microcontroller-based systems. Course content will focus on architecture, programming and interfacing of microcontrollers with internal and external devices. The course includes a lab providing students with actual hands-on experience building various Freescale-based systems in a PC-based development environment.

ELE-211-OL
DC Circuits
3 credits

This course covers the fundamental concepts of electricity, batteries, DC series, parallel and complex circuits, electrical conductors, electromagnetism and magnetic circuits, and DC electrical indicating instruments.

Advisory: Proficiency in a course equivalent to at least MAT-115 Intermediate Algebra is needed to succeed in this course.

ELE-212-OL
AC Circuits
3 credits

Covers an introduction to alternating current, inductance, capacitance, inductive and capacitive reactance, fundamental AC circuitry and single phase transformer.

Advisory: Knowledge of basic DC circuits (or a course equivalent to ELE-211 DC Circuits) and an understanding of trigonometric functions (or proficiency in a course equivalent to at least MAT-129 Precalculus) is needed to succeed in this course.

System Requirement: Windows 2000/XP/Vista/7/8

ELT-306-OL
Solid State Devices and Circuits
3 credits

Studies include analysis and design considerations for electronic amplifiers and power supplies using semiconductor devices. Class A amplifiers using bipolar transistors will be analyzed with an emphasis on frequency response, power dissipation and efficiency.

ELT-307-OL
Linear and Integrated Circuits
3 credits

This course studies operational amplifiers and their use in linear systems, such as inverting and noninverting amplifiers, comparators, comparators with hysteresis and signal generators.

ELT-308-OL
Industrial Electronics
3 credits

This course is the study of devices, circuits and systems primarily used in automated manufacturing and/or process control

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including computer controls and interfacing between mechanical, electrical, electronic and computer equipment. Includes presentation of programming schemes.

ELT-490-OL
Electronics Assessment/Career Planning
3 credits

Electronics Assessment/Career Planning is an in-depth, student-centered activity that requires electronics engineering technology self-diagnostic assessment, the integration of research in current electronics employment, the development of a comprehensive curriculum vitae, practical career planning, interviewing strategies and the application of advanced math concepts to electronics engineering technology situations. Students will participate in career-focused activities that include building a curriculum vitae or professional résumé and knowing how to interview successfully. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, ELE-211 DC Circuits, ELE-212 AC Circuits, ELT-306 Solid State Theory with Lab, ELT-307 Linear and Integrated Circuits with Lab, ELD-302 Digital Electronics with Lab, ELD-311 Microprocessors with Lab and ELC-201 Electronics Communications Systems.

ELT-495-OL
Electronics Engineering Technology Capstone
4 credits

The Electronics Engineering Technology Capstone is an in-depth, student-centered activity that requires the

integration of theory and practical experience. Students will apply the skills and techniques they have learned to a specific project. The project will identify a real-world electronics engineering technical problem, issue, event, developing technology or case study in which the student will conduct research by exploring, evaluating and theorizing a solution in a final paper. On successful completion of the course, students will have met the learning outcomes of the EET area of study in the degree program.

Prerequisite: Completion of ELT-490 Electronics Assessment/Career Planning.

ENC-101-GS
ENC-101-OL
ENC-101-TE
English Composition I
3 credits

Emphasizes basic expository writing skills that enhance the skills needed for academic and business writing. Includes essay writing.

ENC-102-GS
ENC-102-OL
ENC-102-TE
English Composition II
3 credits

Presentation of expository writing skills that expand upon skills learned in English Composition I. Emphasizes research-paper writing.

Advisory: It is advisable to have knowledge in a course equivalent to ENC-101 English Composition I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ENG-201-GS
ENG-201-OL
ENG-201-TE
Technical Writing
3 credits

Focuses on developing the skills needed to communicate effectively in the workplace. Provides strategies for writing clear and concise reports, proposals and correspondence, and explores the principles of good design and how to use visuals in documents. Satisfies the humanities general education requirement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

ENG-298-OL
Jane Austen: Pride and Prejudice
1 credit

Jane Austen: Pride and Prejudice is an upper-level course that focuses on the novel by Jane Austen and the ways in which she expressed her concerns and preoccupations with the changes that occurred in her time. These changes included: the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students will have an opportunity to extend their critical and analytical abilities by assessing those issues and their influence on Austen's central characters. Satisfies the humanities general education requirement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling. Students cannot earn credit for both ENG-298 and ENG-393.

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ENG-393-OL

One Writer's Vision: Jane Austen

3 credits

Exploring three of Jane Austen's novels, this course emphasizes the ways in which the author expresses her concerns about the changes that were occurring in her time – specifically, the changes involving the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students use their critical and analytical skills by assessing those issues and their influence on Austen's central characters.

Advisory: Students should please consider carefully whether they want to register for ENG-393-OL, which is a 3-credit course, or ENG-298-OL, which is a 1-credit course that requires students to read only one of the three novels required in the former. It is not possible to earn credit for both of these courses, either by registering simultaneously, or by registering for one and then for the other at a future date. This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge. Students cannot earn credit for both ENG-298 and ENG-393.

ENS-314-GS

ENS-314-OL

Global Environmental Change

6 credits

Covers the fundamentals of global environmental science and the ecological principles necessary to understand the factors required to maintain ecological stability and preserve worldwide resources. There are six themes

considered: the biosphere; population growth; energy; resources; biodiversity; and worldwide resources.

Advisory: This is an upper-level course. Students should have the knowledge equivalent to one science course.

ETH-210-TE

Environmental Ethics

3 credits

This test examines the concept of environmental ethics, a philosophy that extends the ethical concepts traditionally applied to human behavior to address the entire natural world. Topics include: history of environmental ethics, the idea of environmental justice and how our views about the natural world have changed over time.

EUT-302-OL

Gas Combustion

3 credits

This course provides students with the fundamentals of gas combustion, including knowledge and skills to diagnose combustion problems and make the proper adjustments to obtain complete combustion at the rated input using standard tools.

EUT-309-OL

Gas Distribution

3 credits

Gas Distribution provides the students with the basics of the exploration, production, transmission and delivery of natural gas. Topics include history and scope of the natural gas industry, the construction and maintenance of the delivery system, regulatory requirements and the pressure regulation for transmission, distribution, commercial and residential systems. Safety for the customer, community and the infrastructure is stressed.

EUT-401-OL

Regulatory Policy and Procedures

3 credits

Provides learners with an understanding of regulatory policies and procedures in the electric and natural gas energy utilities. Electric utility operations consist of producers and delivery organizations responsible for transmission and distribution to customers. Natural gas operations include well drilling, transportation pipelines, storage and local distribution organizations. Course topic areas will include types of utilities, natural utility monopolies versus deregulation, decisions involving socioeconomic responsibilities and profitability, and the impact of current trends on utilities.

EUT-402-OL

Applied Economic Analysis

3 credits

Provides learners with an understanding of the utility regulatory economics necessary for understanding rate structuring, applications of economic principles for the operation of regulated and nonregulated utility operations, and economic analysis characteristics for financial operations.

FDR-440-OL

Fundraising for Nonprofits

3 credits

Actively engages students in mastering the concepts and tools needed to help nonprofit organizations achieve their mission and objectives through well-established fundraising techniques. Students will learn how to assess an organization's fundraising capabilities, conduct prospect research, conduct an annual fund drive, solicit grants from corporations and foundations, cultivate and secure major gifts, design planned giving instruments to meet the needs of donors, carry out a capital campaign, and set up information technologies to track fundraising efforts and assist with the

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stewardship of gifts. The course emphasizes applications, and students will complete a fundraising plan during the semester for a specific organization of their choosing.

Advisory: Students will need access to Microsoft PowerPoint in order to produce their final project.

FIL-110-GS

FIL-110-OL

American Cinema

3 credits

For more than a century, audiences around the world have learned about America by watching American motion pictures. American Cinema is an introduction to the history and language of this most influential art form. Filmmaking involves both art and craft (industry), and a deeper understanding of each creates a more critical viewer. Films, as with any artistic creation, are reflections of the culture in which they are created; they are also a reaction to change and an expression of people's relationship to the world around them. In this course, students will study the significance of the invention of the motion picture camera, the rise of the studio system, the Hollywood Style and the production of popular genres such as the Western, the comedy, the combat film and horror films/science fiction. Even a casual moviegoer's experience is deepened by a greater understanding of and appreciation for the technical and social makeup of American cinema.

FIN-301-GS

FIN-301-OL

Principles of Finance

3 credits

Provides an introduction to financial management and the business environment in which financial decision makers function. Emphasizes analytical tools and their use in solving financial problems.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-314-OL

Small Business Finance

3 credits

The application of basic financial management techniques focuses on the financial aspects of starting and running a business (100 or more employees). The core financial aspects of business entrepreneurship and problems encountered by those starting and running a small business are covered through the discussion of financial topics including working capital management, time value of money, financial statements, small business administration programs succession planning, financing options and alternative solutions to commonly discovered problems. Case studies are used to illustrate a macro overview and micro approach in developing and meeting company objectives.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

FIN-321-OL

FIN-321-TE

Security Analysis and Portfolio Management

3 credits

An introduction to investment alternatives, security analysis and portfolio construction. Topics include: the environment in which investment decisions are made; markets for the purchase and sales of securities; risk

and return — their measurement and use in the construction of the individual's portfolio; taxation; and the efficiency of financial markets as well as specific investments: debt instruments — corporate bonds, federal government securities and municipal bonds; equity investments; put and call options; investment companies; and nonfinancial assets such as real estate, gold and collectibles.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-331-OL

FIN-331-TE

Financial Institutions and Markets

3 credits

This course examines financial institutions and systems as well as the relationship of U.S. capital markets to global markets. This involves the effects of interest rates and asset demand including stocks, bonds, options and futures, and their fundamental relationships within the financial market structure. The course analyzes the efficiency of financial markets and the role of central banks (especially the Federal Reserve System); in addition, the course examines the conduct of monetary policy to determine its effect on financial markets. Emphasis is given to the bond, stock and money markets, and their relationship to the management of financial institutions and financial regulations. The functions of the mutual fund industry, insurance companies and pension funds are discussed and evaluated for risk and ethical considerations.

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FIN-334-OL
International Finance

3 credits

International Finance analyzes the way that the monetary and economic environments (as influenced by exchange rates and foreign investment) affect multinational enterprise. The course examines capital flows, trade deficits and international investments to determine their effects on international trade. The course also evaluates futures and options in currency swaps in order to determine their effects on purchasing power parity, the international marketplace and multinational business enterprise.

FIN-382-OL
Risk Management

3 credits

Risk Management presents an overview of the measurement and management of risks in modern financial institutions. The course begins with a review of topics, such as the efficient frontier and capital asset pricing model (CAPM) that serve as a basis for understanding risk-return analysis. The course then moves on to examine various tools used in measuring and analyzing risks, placing emphasis on value at risk (VaR) approaches. This course also discusses off-balance-sheet items such as loan commitments and securitization and examines the role of regulators in controlling such risks. As a foundation for understanding financial crises, the course describes the U.S. mortgage market, asset-backed securities (ABSs) and collateralized debt obligations (CDOs). Finally, the course evaluates the benefits of scenario analysis and stress testing.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course.

Students are responsible for making sure that they have the necessary knowledge.

FIT-190-OL
First Aid, CPR, Safety

3 credits

Provides a basic course in safety concepts and accident prevention as they apply to exercise settings. Liability issues and insurance issues will be explored. Students will be required to demonstrate successful completion of a basic Cardiopulmonary Resuscitation (CPR) course and a standard first aid course. Current certification in each of these areas is required.

Advisory: For one assignment, students will need a digital camera or a 35mm camera and access to a film processing service providing digitization of 35mm film or to a scanner. This assignment requires access to an exercise facility.

FIT-211-OL
Kinesiology

3 credits

Areas of study include the examination of internal and external forces that act on the human body during movement, exercise and athletics; a study of the scientific principles of body mechanics, including general anatomy and physiology; and the interaction of the neuromuscular system with movement.

Advisory: Online course students will need either a digital camera, a 35mm camera along with film or an instant camera with film; access to a film processing service if they use the 35mm camera; access to a VHS video camera; and a blank videotape if they lack digital recording capability.

FIT-230-OL
Individual Assessment in Fitness and Wellness

3 credits

This course will allow students who are interested in careers in the fitness industry to obtain skills in fitness assessment. Students will learn how to design personalized physical fitness plans for clients with varying levels of fitness and wellness.

Advisory: It is advisable to have knowledge in a course equivalent to BIO-101 Introductory Biology or BIO-211/212 Anatomy and Physiology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a video recorder and blank videotapes and will need regular access to a well-equipped fitness center. Students will do lab activities on a volunteer participant (who they must find) and videotape the activity. Plan to deliver final project via the U.S. Postal Service.

System Requirement: Excel or another graphing program is needed for assignment.

FIT-250-OL
Principles and Programs for Fitness and Wellness Services

3 credits

Provides an introduction to theories of physical fitness, the effects of exercise on humans, concepts of wellness, specific methods to improve physical fitness, research bases of the application of techniques and a review of the variety of equipment and resources that these programs utilize. Reviews services available for achieving and maintaining physical fitness and wellness. Explores multicultural approaches to concepts of physical fitness and wellness.

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🔧 Advisory: This course requires access to an exercise facility.

FIT-280-OL
Exercise and Nutrition for Special Populations

3 credits

An exploration of basic nutrition and physical fitness needs of older people, women, the disabled, those who are pregnant and other special populations. Differentiation between conditions that need referral and specialized services and conditions that can be treated in a regular setting is essential.

🔧 Advisory: This course requires access to an exercise facility.

GEO-151-GS
GEO-151-OL
Physical Geology

3 credits

Acquaints the student with how earthquakes, active volcanoes and other geologic formations and processes relate to the theory of plate tectonics. The history of the theory of plate tectonics also illustrates how the scientific process works and how scientists propose hypotheses, gather evidence, discard ideas and modify them to support existing knowledge. The course stresses that Earth continues to evolve and that its future depends on our actions of today.

GER-312-OL
Biological Aspects of Aging

3 credits

The aging process is one that we all must experience whether it is our own life or that of a loved one. This course is a comprehensive overview of the common and uncommon physical and psychosocial changes associated with aging. Factors that are believed to cause or influence the aging process, various

theories of aging, common physiological changes, age-related pathologies, long-term care, death, dying and grieving are also explored.

🔧 Advisory: This is an upper-level course. Students should have the knowledge equivalent to one biology course.

GLB-301-OL
Global Issues and Society

3 credits

What will our world look like in 2025? This course examines the impact of The Seven Revolutions that are major forces at work shaping our world today: world population growth, scarce global resources, advancing technology and its diffusion, the flow of information and knowledge, global economic integration, the nature and mode of conflict, and the challenges of governance. Students will be exposed to multiple academic fields of study. Students will develop both a comprehensive understanding of some of the major global issues and a heightened appreciation for how diverse topics are interrelated. The purpose of this course is to educate and encourage the development of globally competent citizens and leaders.

🔧 Advisory: To be successful in this course, students should have earned 6 credits in the social sciences.

GOG-230-OL
World Geography

3 credits

Focusing on the processes of globalization, this course provides an opportunity to explore all of the world's major regions, examining the similarities, differences and interrelationships among places caused by their historic, economic, cultural and political geographies.

HEA-305-OL
Women's Health

3 credits

This course explores what women and men need to know about women's bodies and women's health. Personal, family, cultural, community and societal influences are analyzed for their impact on the physical and emotional health of women. Emphasis on human sexuality is addressed in discussion related to body image and intimacy. Health risk identification, health promotion, health maintenance and treatment alternatives are examined. Men are encouraged to participate in the course to add perspective and gain a more in-depth understanding of women.

HEA-306-OL
Men's Health

3 credits

Offered July, October, January, April

This course explores the societal, economic, cultural and gender influences that shape men's health beliefs and practices. Common health problems and strategies effective in promoting men's health and well-being are explored. Reflection on the positive outcomes of healthy men at home, at work and in society is threaded throughout this course.

HIS-101-GS
HIS-101-OL
Western Civilization I

3 credits

This course surveys the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the emergence of a European civilization that was distinct from the classical world on whose foundations it was partly built, this course traces the major developments in the formation of Western civilization to the final defeat of Napoleon in 1815. The

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course synthesizes various approaches to the telling of history by focusing on political as well as social events. Integrating such diverse disciplines as religion, government and economics, it aims to provide a foundation of knowledge that will allow students to better understand the origins of social, political and religious institutions of the present day.

HIS-102-GS
HIS-102-OL
Western Civilization II
3 credits

This course is the second semester of a two-semester survey of the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the Industrial Revolution it traces the major developments in Western civilization from emergence of an industrial society to modern times, offering a broad overview of events that played an important role in shaping western thought, culture and tradition as we know them today.

HIS-113-GS
HIS-113-OL
American History I
3 credits

Focuses on the origin and growth of the United States from 1492 to 1865. Examines the social, economic and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

HIS-114-GS
HIS-114-OL
American History II
3 credits

Focuses on the transformation of the United States from 1877 to the present,

from its reconstruction after the Civil War to its emergence as a world leader.

HIS-126-TE
World History From 1600-PRESENT
3 credits

This exam tests content covered in a one-semester course in early modern and modern world history. It focuses on the major economic, political, social, cultural and technological trends during this time period and their impact on world societies. Topics include: the emergence of modern nation-states; the economic/technological interactions between Western and non-Western societies; changes in social/cultural ideas about religion and state; the growth of physical/virtual networks of information exchange.

HIS-210-GS
HIS-210-OL
American Civil Rights Movement
3 credits

Examines the impact of the civil rights movement of the 20th century on American society. Offers a comprehensive history of the people, stories, events and issues in the struggle for social justice in the United States.

HIS-235-GS
HIS-235-OL
American Civil War
3 credits

Examines the Civil War - its causes, the reasons the North won and the assassination of Abraham Lincoln - featuring both the generals and enlisted men on the battlefields, and the politicians and families on the home front

HIS-261-GS
HIS-261-OL
Introduction to Chinese History and Culture
3 credits

Provides an insight into the Chinese people, their history and the challenges they face – political, social, economic and cultural – in their search for a Chinese pattern of modernity.

HIS-301-GS
HIS-301-OL
African History and Culture
3 credits

Examines the history and evolution of Africa's geography, people and societies, including the impact of external influences. Identifies and explores geographic and climactic processes and the ecological context in which they occurred.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-306-OL
African American History
3 credits

This course will survey African American history from precolonial Africa through the present. It will introduce students to key concepts in African American history from early beginnings in indigenous Africa through the transatlantic slave trade, the Civil War, emancipation, Reconstruction, the civil rights era and into the present. The course will highlight major social events and processes, individuals and ideas, documents and social programs to chart the social and communal outcomes, past and present positions, and future implications for African Americans.

Advisory: This is an upper-level course.

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Students should have knowledge equivalent to an introductory history course.

Advisory: This is an upper-level course. Students should have knowledge and skills in critical thinking.

HLS-429-OL
Protecting the Homeland: Response and Recovery
3 credits

This course focuses on processes, procedures and available resources in responding to and guiding recovery from disaster events. Topics covered include planning, leadership, technology, information gathering, coordination, communication and other issues relating to response and recovery from disaster and terrorism scenarios.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HIS-310-OL
The Middle East
3 credits

Examines factors such as geography, religion, culture and politics that have influenced the course of Middle Eastern history and continue to influence events today.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HLS-410-OL
Counterterrorism: Constitutional and Legislative Issues
3 credits

Explores various legal aspects of terrorism and counterterrorism, including counterterrorism practices since Sept. 11, 2001. The course examines the tools used in the fight against terrorism, such as the USA PATRIOT Act, U.S. intelligence agencies, law enforcement agencies and tribunals. The course also discusses the legal and ethical impact of the "war on terrorism" on the civil liberties of U.S. citizens and noncombatants.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-498-OL
Homeland Security Capstone
3 credits

This course is designed to provide students with an opportunity to demonstrate the knowledge and skills that they have acquired in their academic program. Students will be guided through a process that includes self-reflection on their studies within the discipline of Homeland Security and Emergency Preparedness and the selection of a topic that will become the basis of their paper. That paper will demonstrate a critical examination and evaluation of their selected issue(s); students will incorporate key terms, concepts and issues, and historical and current theoretical concepts of their topic area into their final paper. Students will produce a final paper that truly reflects the depth and breadth of the knowledge acquired while completing their Bachelor of Science degree in Homeland Security and Emergency Preparedness requirements at Thomas Edison State College.

Advisory: This is an upper-level course to be taken upon completion of all other BS degree in Homeland Security and Emergency Preparedness requirements.

HIS-356-GS
HIS-356-OL
War and American Society
6 credits

Focuses on the effects of war on American society from the Revolutionary War to the present.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HLS-420-OL
Homeland Security: Preparedness, Prevention and Deterrence
3 credits

This course focuses on how strategic planning, incident control systems and intelligence techniques combine to provide the necessary foundation for anti-terrorism and emergency preparedness. Topics covered include infrastructure protection, National Incident Management System, threat and vulnerability assessments, information sharing, resource planning and other issues relating to terrorism prevention and deterrence.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-355-OL
Critical Thinking for Homeland Security
3 credits

Offers an overview of critical thinking and its applications in the homeland security context. The focus is on essential elements of thought, asking the right questions, uncovering fallacies in reasoning and statistical misrepresentations. Evidence evaluation in a homeland security setting is featured with several examples interpreting real-world information.

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

HPS-200-OL

Statistics for the Health Professions

3 credits

Offered July, October, January, April.

Meets the mathematics requirement for BSN students and satisfies the statistics advisory for NUR-530-NG Evidence-Based Nursing Practice in the MSN degree program at Thomas Edison State College. Cannot be used as a graduate nursing elective.

The focus of this course is on exploring the statistical methods used in health professions. Students review parametric and nonparametric techniques and explore the purpose, assumptions, selection and interpretation of descriptive and inferential statistics. As part of the course, students use MS Excel™ to organize and analyze data sets.

Advisory: Students are required to have access to Microsoft Excel software preferably running on a Windows platform or have the capability of saving Excel files in PC-readable format. Open to students enrolled in the Thomas Edison State College BSN and MSN degree programs and nonenrolled students who are registered nurses only.

HUM-101-OL

Introduction to the Humanities I: Philosophical Thought

3 credits

Examines the question: How do we live a meaningful life? Drawing from a range of Western philosophers, the course examines the basic tension between the Greco-Roman tradition of secular humanism and the traditions of theistic religion (Judaism, Christianity and Islam). Students will absorb and digest philosophical ideas from Plato, sacred texts (the Bible and the Quran), Karl Marx, Friedrich Nietzsche, Jean-Paul Sartre, Viktor E. Frankl and Simone Weil, among others. Course content consists of a series of half-hour video lectures along with text readings. Throughout, the course

challenges students to consider and reconsider what constitutes a meaningful life. This course is based on the course "Philosophy, Religion, and the Meaning of Life" from the Teaching Company.

HUM-102-OL

Introduction to the Humanities II: Drama, Poetry and Narrative

3 credits

Surveys classics of Western literature in their cultural context. The course is divided into three parts, each focused on one of the genres featured in the course title. The first section of the course considers the sweep of drama from its earliest religious and ritual context (*Oedipus the King*) to works that reflect a culture adrift from its moorings (*Waiting for Godot*). The second section presents poetry as a "rediscovering of common experience," beginning with William Shakespeare's sonnets and moving through William Blake, Walt Whitman, Emily Dickinson, Robert Frost and Adrienne Rich. In the third part of the course, a survey of narrative literature, students read and discuss authors such as Charles Dickens, Emily Brontë, Herman Melville, Franz Kafka and Alice Walker.

HUM-103-OL

Introduction to the Humanities III: Music

3 credits

This course discusses and helps students appreciate representative works of Western music in relation to their historical contexts. The course takes a three pronged approach. First, it examines the historical, social, political and religious environments that shaped the composers under study and their musical styles. Second, it focuses on certain representative works as examples of their times and as objects of art unto themselves. Finally, it develops listening skills and a musical vocabulary that allows students to isolate and identify certain

types of musical phenomena. Students will emerge from the course with an expanded appreciation of the language of music. Course content is drawn from the Teaching Company's "How to Listen to and Understand Great Music" by Dr. Robert Greenberg.

HUM-104-OL

Introduction to the Humanities IV: Fine Arts and Architecture

3 credits

This course surveys the great works of Western painting, sculpture and architecture from 800 A.D. to the mid-20th century. These works are examined within the political, religious and social context of their time, allowing students to understand both why the artwork was created by the artist and how it was at the same time a response to a particular set of historical circumstances. Students will emerge from the course with a better grasp of how to view art with both understanding and enjoyment. Course content is drawn from the Teaching Company's "A History of European Art" by Professor William Kloss.

HUS-101-OL

Introduction to Human Services

3 credits

This course provides a broad overview of the human services field. Students will be introduced to the social problems addressed by human service workers as well as to typical practice settings and techniques. Introduction to Human Services will help students understand the qualities and skills required of workers in this field while encouraging students to look at their own characteristics to help determine their ideal role. Students will gain a perspective on the history of the field as well as the issues that typically arise in the areas of law, ethics, values and human diversity. The course also discusses group work, program planning, and tips for recognizing burnout and managing stress.

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HUS-295-OL
Associate-Level Human Services
Capstone

3 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. In this course students apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Human Services degree program.

Advisory: Only students matriculated in the Associate in Arts in Human Services degree program may enroll in this course. Students must also have completed all required courses before enrolling in the Capstone course.

HUS-495-OL
Bachelor-Level Human Services
Capstone

6 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Human Services degree program.

Advisory: Only students matriculated in the Bachelor of Science in Human

Services degree program may enroll in this course. Students must also have completed all required and professional track courses before enrolling in the Capstone course.

JOU-110-TE
Introduction to News Reporting

3 credits

This test places emphasis on writing the story, familiarity with reporting terminology and procedures, and awareness of legal and ethical issues.

JOU-352-GS
JOU-352-OL
News Writing

3 credits

A comprehensive journalism course designed to teach students how to start, develop and polish hard news and feature stories. Explores both traditional and emerging styles in broadcast journalism and public relations as well as in print journalism.

Advisory: This is an upper-level journalism course. Incoming students are expected to be familiar with the reporting terminology and procedures covered in an introductory journalism course such as JOU-110 Introduction to News Reporting.

LAW-201-GS
LAW-201-OL
Business Law

3 credits

Introduces the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders and judicial decisions will be addressed. The law of contract, sales and agency will be covered in detail while a distinction is drawn between traditional

and online versions of each. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored.

LDR-305-OL
Foundations of Leadership

3 credits

This course provides a broad framework for understanding and practicing leadership within multiple contexts or situations. It examines leadership from the perspective of the leader as individual, the leader in interaction with followers, and the leader and followers interacting in specific contexts. In addition, the course examines issues such as leadership ethics and social responsibility, power and politics, conflict resolution, knowledge management and cultural diversity. Students will have the opportunity to assess their leadership skills and to put into practice what they learn during the course.

LDR-324-OL
Leaders in History

3 credits

This course focuses on historical perspectives on leadership: first, on real leaders over thousands of years who demonstrated leadership within multiple contexts (including politics, reform movements, diplomacy, military, business, church, sports and art); second, on writers/scholars/leaders from different historical eras and contexts who wrote about leadership and whose writings provide a means of understanding leaders acting in history. Together, these two elements of the course will reinforce each other and provide students with the opportunity to reflect on links between leadership practices and leadership concepts across a broad spectrum of world history. The course introduces a diverse group of historical leaders: both

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men and women; leaders of different races and ethnicities; and persons of different national/cultural backgrounds.

LDR-345-OL
Theories of Leadership

3 credits

This course builds on the ideas introduced in Foundations of Leadership (LDR-305), strengthening the framework of the practice of leadership. Theories of Leadership provides an in-depth exploration of the primary theories of leadership and of the way those theories can be put to use in real leadership practice. Each student will have the opportunity to examine and discuss theory, to consider how theory can inform real or simulated practice and to reflect on how theory plays a role in his/her personal and evolving concept of leadership. Thus, while the course treats abstract theoretical perspectives for framing leadership, it also links those perspectives with concrete situations and contexts and allows each student to link theory to actual business settings.

⚠ Advisory: This course is best taken after LDR-305 Foundations of Leadership.

LDR-419-OL
Nonprofit Leadership

3 credits

Nonprofit Leadership provides students with comprehensive knowledge and approach to nonprofit leadership and management. The course covers areas essential to effective leadership in today's nonprofit organization including governance, director and board responsibilities, social responsibility, strategic planning, fund development, financial accountability, human resources and volunteer management. Woven through the course are the three key themes of social responsibility and leadership, multisector collaboration, and service and careers in the nonprofit

sector. Coupled with traditional areas of nonprofit leadership and management, these themes create the innovative educational aspects of this course.

LDR-422-OL
Leadership in a Global Environment

3 credits

This course focuses on effective leadership by addressing the human side of business in multinational and multicultural organizations. The course covers a broad variety of leadership situations, leader attributes and leadership issues that arise from group processes, and the ways in which individuals influence and interact with one another in multicultural settings and separated by location.

LDR-435-OL
Leadership Practicum

3 credits

This course offers a Practicum experience for students who have studied leadership in the School of Business and Management. It is the terminal course in the leadership studies area, and its intent is to let students make use of what they have learned about leadership. That is, it provides an opportunity to apply that learning to professional contexts in which they are currently involved – at work or otherwise – through a carefully designed project. In addition, the course requires that each student act as a leadership consultant (working as a member of a consulting team) to other students in the class, advising them on their leadership projects through both informal advice and formal, written critiques.

⚠ Advisory: Students must complete LDR-305 Foundations of Leadership, LDR-324 Leaders in History and LDR-345 Theories of Leadership or their equivalences prior to enrolling in this course.

LIB-495-GS
LIB-495-OL
Liberal Arts Capstone

3 credits

Provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis of courses in a student's undergraduate academic career. Students select an area of interest related to their academic studies and engage in an activity leading to a research project, creative project or applied project reflective of comprehensive knowledge gained in undergraduate studies and demonstrate their knowledge of the outcomes of the Bachelor of Arts degree.

⚠ Advisory: Students should have completed or be near to completing all of their area of study requirements before enrolling in this course.

LIT-202-OL
Literary Roots of Western Culture

3 credits

Introduces and explores literary works that have had a great influence on the culture of the Western Hemisphere.

⚠ Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-205-OL
American Literature I

3 credits

Introduces the major works of American writers of the last half of the 19th century: Edgar Allan Poe, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville and Walt Whitman. Emphasis is on the Romantic movement.

⚠ Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

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LIT-206-OL
American Literature II

3 credits

Introduces the major works of American writers of the late 19th century to the mid-20th century: Mark Twain, Henry James, F. Scott Fitzgerald, Ernest Hemingway and Zora Neale Hurston. Emphasis is on the literary movement known as Realism. In addition, this course discusses literary techniques used by writers and reading strategies.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-221-GS
LIT-221-OL
Introduction to Children's Literature

3 credits

Examines the history and diversity of children's fiction and nonfiction through examination of a variety of recommended works. Also suggests criteria for selecting and evaluating alternative books.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-291-GS
LIT-291-OL
Analysis and Interpretation of Literature

3 credits

Examines the literary elements of character, plot and symbolism through both traditional and contemporary works of short fiction, poetry and drama. Includes the perspectives of critics and noted authors.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-301-OL
Advanced American Literature I

3 credits

This course is an in-depth study of early American literature. It begins with the study of Native American literature and the literature of the early explorers and settlers, and it ends with an examination of works that explore issues of race and freedom at the time of the American Civil War. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-302-OL
Advanced American Literature II

3 credits

This course is an in-depth study of American literature from the late 1800s to the present. It begins by examining the regional realism reflected in late 19th-century writing and ends by critically addressing the search for identity that is characteristic of much of today's writing. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of (MLA) Modern Language Association style documentation. Before enrolling in an

upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-331-OL
African Encounters

3 credits

This upper-level course examines several autobiographies written by authors from South Africa, Zimbabwe and Nigeria. Students study how these African and South African writers use autobiography to explore and define their individual life experiences as well as the collective life experiences of a community. Students are expected to use their critical-thinking and analytical skills as they examine the components of autobiography, the internal and external encounters of each author, and the political and social dimensions of the authors' experiences.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-460-OL
Non-Western Literature

3 credits

Designed to help students gain familiarity with values and issues from non-Western cultures. The term non-Western literature generally refers to writings by people in any culture or country except those of Western Europe, Ancient Greece and the United States. Literature can immerse a reader in another's mind, allowing the reader to live a different life through the

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writer's imagination. The unfamiliar context of the non-Western writer may challenge a Western reader in this regard. The course will cover both postcolonialism and feminist thought, examining each through non-Western eyes. At least one Western work will be introduced in each case, allowing students to contrast a typical Western point of view with the views and issues of non-Western cultures. A third major course topic is literature in translation. We are fortunate to be able to read works of literature that date back thousands of years, but few of us can read them in their original languages. This part of the course will look at issues concerning the translation of thoughts and ideas (specifically religious experiences) from one culture to another.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

MAN-230-OL
Introduction to Entrepreneurship
3 credits

Explores and relates the four drivers of enterprise development — market opportunity, mindset, product and service concepts (the "offer"), and resources and growth management — as they apply across industries, sectors, markets and regions.

MAN-301-EP
MAN-301-OL
Principles of Management
3 credits

Provides an introduction to the study of essential principles and practices in business management. Focuses on skills involved in planning, staffing, directing, organizing and decision making in a business environment.

MAN-311-EP
MAN-311-OL
Organizational Behavior
3 credits

Examination of individual behavior within an organizational setting. Examines the relationship of an individual and his/her personality, perceptions, motivation with the tasks assigned, groups interacted with management and the dynamics of the organization.

Advisory: This subject may be classified as either social sciences (PSY-361) or business (MAN-311) depending on the degree program.

MAN-331-EP
MAN-331-GS
MAN-331-OL
Human Resources Management
3 credits

An upper-level undergraduate course that focuses on human resources as the dynamic foundation for organizational competitiveness.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-372-GS
MAN-372-OL
International Management
3 credits

Emphasizes business behavior and organization in various cultures, and compares and contrasts their operating principles and strategies with those practiced by firms in the United States.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-373-GS
MAN-373-OL
Managerial Communications
3 credits

Managerial Communications is an upper-level undergraduate course that explores key theories and strategies of contemporary organizational communications. It recognizes that challenges exist for creating and implementing effective communication both inside organizations — between individuals and groups, and outside organizations — with markets, partners and influential third parties.

MAN-376-OL
Leadership Communication
3 credits

An introduction to the study and practice of leadership from a communication perspective. Particular focus on understanding leading as a symbolic process. Examination of communication concepts and skills that increase a leader's effectiveness in a variety of leadership contexts (small group, organization, community and society) and in dealing with issues of culture, gender, ethics, crisis and leader development. Students will

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assess and develop their leadership communication styles, behaviors and skills, and apply course concepts to real-world settings.

MAN-415-OL
Change Management
3 credits

Provides students with an introduction to principles of managing change in organizations including different thinking styles regarding change management, the basic principles that apply to any complex change process and practical application on how to work with individuals, teams and organizations to master change. The course provides students with knowledge of change and the change process, an understanding of the challenges to change, models to follow to manage change, and communication strategies regarding change and consolidating change into the organization.

MAN-425-OL
Advanced Organizational Management
3 credits

Addresses the role of organizational culture in enabling the successful leader to be the architect of organizational change. From a leader's perspective, the course examines organizational culture including creation of organizational values, alignment of vision and goals, creating an ethical organizational culture and succession planning. It also discusses the role of culture in introduction of new strategies, how to enable open communication for empowerment and the role of organizational culture in implementing change.

MAN-432-GS
MAN-432-OL
Small Business Management
3 credits

Provides an understanding of the tools entrepreneurs require to compete effectively in business. Accounting, marketing, finance and management of human resources are important considerations of this course.

MAN-435-OL
Project Management
3 credits

Project Management provides the foundation and framework for managing projects to assure completion within budget, schedule and performance specifications. The course begins by introducing the role of project management and elements of effective project leadership. Within the modules, students are introduced to principles and tools for managing project scope, risk and cost. The course also introduces project evaluation and control methods, keys to future project success.

MAR-301-EP
MAR-301-GS
MAR-301-OL
Introduction to Marketing
3 credits

Provides an introduction to marketing as it relates to contemporary living and society's changing needs. Topics include consumer markets, planning and forecasting, and wholesaling and retailing.

MAR-306-OL
Creating and Implementing the Electronic Enterprise
3 credits

This course explores the theories and practices to achieve effective marketing of products and services utilizing the

Internet and other related digital technology. The course recognizes that electronically driven commerce is an evolving realm, one that encourages an approach to the challenges and opportunities of electronic enterprise from a problem-solving viewpoint. The course will use business cases and student-conducted research to explore the dynamic relationships between the electronic enterprise and the e-commerce marketplace. The course will also examine the broad reach of electronic enterprise, covering both public and nonprofit organizations and private corporations.

Advisory: This may be classified as either a marketing or a management course, depending on how it best fits the student's program.

MAR-310-OL
Principles of Sales
3 credits

Presents the principles of selling and the role of the professional salesperson in the marketing process.

MAR-321-TE
Marketing Communications
3 credits

This exam tests marketing communication (marcom) concepts (brand promotion, integrated marketing communications, promotion industry structure, Internet promotion) in the context of the marketing concepts that shape these areas. Topics covered: strategies for finding and defining markets; marketing mix, societal and relationship philosophies; systems for organizing, researching, planning and controlling marcom initiatives; print, electronic and interactive sales promotion; advertising; public relations; and direct selling strategies and venues.

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MAR-322-TE
Sales Management

3 credits

Surveys the role of sales management in marketing. The focus is on the principles and practices in planning, organizing and controlling the sales force.

MAR-323-TE
Advertising

3 credits

This test focuses on the role, importance and applications for advertising as an element in the marketing communications (marcom) mix of the larger product-price-place promotion marketing mix. Consisting of advertising, sales promotion, packaging, branding, point-of-purchase, public relations, word-of-mouth, and event- and cause-oriented communications, marcom mix elements combine to enhance brand equity and implement social, legal, ethical, economic, creative and media aspects of integrated marketing communications (IMC) programs.

MAR-335-OL
New Product Development and Marketing

3 credits

This course focuses on the development of new products and the launch of these products as part of an overall product portfolio. It includes branding and promotional strategies, product assessment and redesign, and other key product decisions that support corporate revenue strategies. The critical themes of this course are the new product development process and the application of theory to practical business situations.

System Requirement: This course requires access to a computer with Microsoft Office for word processing, spreadsheets and presentations.

MAR-411-OL
Marketing Research

3 credits

A comprehensive and practical overview of fundamental marketing research methods emphasizing an applied application approach, providing an understanding of hypothesis statements, the survey process, data analysis, conclusions and presentation of research results relevant to management decision making.

MAR-441-OL
Marketing with Digital and Social Media

3 credits

Technology has transformed the ways that marketers must approach operations, channels and customers. Marketing professionals must look beyond current e-business fads to understand the fundamentals that will distinguish marketing leaders in the future. The focus will be on using the Internet for marketing, including how to drive new sales, and how to dovetail customer support and service activities. Marketing with Digital and Social Media will examine the history of the Internet, the basic technology involved in the architecture, the impact of technology on marketing, how to use the Web as a marketing tool, how to determine and segment markets, how the Internet fits into an integrated marketing strategy and how to apply these concepts to the student's present work, small business or future occupational needs. This course also explores the contribution of social media marketing and social media websites as they relate to the marketing efforts of businesses.

Advisory: It is advisable to have completed MAR-306 Creating and Implementing the Electronic Enterprise or MAR-301 Introduction to Marketing or a course in marketing management.

MAR-479-OL
Applied Marketing Practices

3 credits

This course brings together marketing theory and practical experience from work-related experiences. The course provides students with opportunities to apply knowledge and experience to "real world" situations by completing a portfolio including an industry analysis and marketing plan. Each student will identify a new product or service idea, develop a business plan, test it in the marketplace, incorporate consumer responses and reactions, and devise a full product launch and marketing strategy campaign.

System Requirement: Students taking MAR-479 are required to purchase the software "Marketing Plan Pro."

MAT-105-OL
MAT-105-TE
Applied Liberal Arts Mathematics

3 credits

This course offers a broad-based overview of mathematics intended for nonmath majors. The course emphasizes problem solving modeled on real-life applications and satisfies competency requirements for graduation and transfer. Topics include number systems, solution of basic algebraic problems, interpretation of statistical data and calculations involving geometric objects.

MAT-115-OL
Intermediate Algebra

3 credits

The course affords a transition between elementary algebra and college algebra, and provides a solid foundation in the basic algebraic concepts, including linear equations and inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, parabolas and systems of linear equations.

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Advisory: It is advisable to have completed elementary algebra. Students are permitted to have scientific (nongraphing) calculators in examinations. Programmable calculators are not permitted in examinations.

MAT-119-OL
Quantitative Business Analysis

3 credits

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT- 129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

MAT-121-GS
MAT-121-OL
MAT-121-TE
College Algebra

3 credits

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT- 129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

MAT-129-GS
MAT-129-OL
Precalculus

3 credits

Prepares students for courses in calculus and higher mathematics and for courses in science and technology where knowledge of precalculus is required. Topics include exponential and logarithmic functions and equations; trigonometric functions, identities and equations; applications of trigonometry; systems of equalities and inequalities; series and sequences; and analytic geometry.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students

are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. BSAST and ASAST students should take MAT-121 and MAT-129.

MAT-231-GS
MAT-231-OL
Calculus I

4 credits

An intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and the area between curves.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-129 Precalculus with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

MAT-232-GS
MAT-232-OL
Calculus II

4 credits

An intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three dimensional analytic geometry and vectors, and partial derivatives.

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

⚠ Advisory: It is advisable to have knowledge in a course equivalent to MAT-231 Calculus I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

MAT-270-GS
MAT-270-OL
Discrete Mathematics
3 credits

Provides tools for formal reasoning with a particular focus on applications in computer science, although no knowledge of programming is required. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), partial order and equivalence relations, Boolean algebra, switching circuits, and graphs and trees.

⚠ Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAT-301-OL
History of Mathematics
3 credits

This course surveys the historical development of mathematics. Mathematical pedagogy, concepts, critical thinking and problem solving are studied from a historical perspective. The course aims at serving the needs of a wide student audience as well as connecting the history of mathematics to other fields such as the sciences, engineering, economics and social sciences.

The course explores the major themes in mathematics history: arithmetic, algebra,

geometry, trigonometry, calculus, probability, statistics and advanced mathematics. The historical development of these themes is studied in the context of various civilizations ranging from Babylonia and Egypt through Greece, the Far and Middle East, and on to modern Europe. Topics covered include ancient mathematics, medieval mathematics, early modern mathematics and modern mathematics.

⚠ Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-321-OL
Linear Algebra
3 credits

This course provides the basics and applications of matrix theory and linear algebra. Emphasis is given to topics that will be useful in other disciplines, including vector spaces, linear transformations, inner products, matrix representations, binary and quadratic forms, eigenvectors and functions of matrices.

⚠ Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-331-OL
Calculus III
3 credits

Calculus III is an intensive, higher-level course in mathematics that builds on Calculus II. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become

creative and efficient problem solvers. The course uses technology as a means of discovery for numerical, graphical and analytical solutions to problems. It also emphasizes communication skills and requires students to interpret, describe, discuss, justify and conjecture as they search for solutions to problems. Real-life applications provide links with students' everyday life. Topics covered include indeterminate forms, vector algebra and calculus in the plane and 3-space, analytic space geometry, multivariable functions, partial derivatives, gradients and real-world problems.

⚠ Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I and MAT 232 Calculus II in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-332-OL
Calculus IV
3 credits

Calculus IV is an intensive, higher-level course in mathematics that builds on Calculus II and III. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers.

This course focuses on the calculus of real- and vector-valued functions of one and several variables. Topics covered include infinite sequences and series, convergence tests, power series, Taylor series, and polynomials and their numerical approximations. Applications of multiple integrals and integral transformations in two and three dimensions are also covered. It also discusses topics of vector integral calculus such as line and surface integrals, theorems of George Green, Carl Friedrich

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

Gauss and George Strokes, and their applications to the physical sciences. This course also provides an introduction to first-order and second-order differential equations.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to Calculus I, II and III in order to succeed in this course.

MAT-351-OL
Mathematical Modeling

3 credits

This course is designed to be a bridge between the study of mathematics and the application of mathematics to various fields. It provides an overview of how the mathematical pieces of an applied problem fit together. This course also presents an investigation of meaningful and realistic problems encompassing many academic disciplines including management, economics, ecology, environmental science, sociology and psychology.

Mathematical modeling is the process of creating a mathematical representation of some phenomenon in order to gain a better understanding of that phenomenon. The main goal of this course is to learn how to make creative use of some mathematical tools, such as difference equations, ordinary and partial differential equations, and numerical analysis, to build a mathematical description of realistic problems. This includes models dealing with traffic flow, communications, energy, air pollution, currency transfer, ecosystems, inheritance, populations, bargaining and decision making.

Advisory: It is advisable to have knowledge equivalent to MAT 321 Linear Algebra I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-361-OL
College Geometry

3 credits

Geometry presents a formal and fundamental development of neutral and Euclidean geometry with an emphasis on valid arguments. Non-Euclidean geometry will also be investigated. The course begins with a thorough review of geometry, including using synthetic and algebraic approaches, and continues with a selection of more advanced topics. Topics covered include two- and three-dimensional shapes, proving triangles congruent or similar, quadrilaterals, circles, plane geometry and non-Euclidean geometry.

Advisory: It is advisable to have knowledge equivalent to at least one college-level math course in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-401-OL
Mathematical Logic

3 credits

Logic is often defined as the analysis of methods of reasoning. The mathematical logic is the study of mathematical reasoning and proof. This course starts off with the introduction to propositional calculus, the basics to the course; then it focuses on the first-order logic and model theory. Topics covered include the metatheorems dealing with the properties of soundness, completeness, decidability and consistency. The final part of the course is about formal number theory.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to 6 credits of upper-level (300/400) courses in mathematics in order to succeed in this course.

MUS-220-OL
Music History I

3 credits

Music History I examines the history of Western music through 1750, stressing the origin and evolution of musical forms and musical styles and the important composers from each of the time periods from antiquity through the Baroque. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

MUS-221-OL
MUS-221-TE
Music History II

3 credits

Music History II examines the history of Western music from the Classical Period through the present day, stressing the origin and evolution of musical forms and musical styles and the important composers since 1750. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

NEG-401-TE
Negotiations and Conflict Management

3 credits

This exam tests content covered in a one-semester course. It focuses on the conceptual framework of negotiations as practiced in the public and private sectors. Topics include: concepts, processes, strategies and ethical issues related to negotiations; the theory, processes and practices of negotiation, conflict resolution and relationship management in a variety of situations; effective vs. ineffective strategies; and patterns of negotiation and conflict resolution in multicultural contexts.

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NUC-238-OL
Radiation Analysis Laboratory

1 credit

This course provides general information that a student will need to prepare for work in a radiologically controlled area. It describes radiation and contamination, their health effects, their sources, how they are monitored, controlled and measured, personal responsibilities, and how to work safely in areas where they are found.

NUC-303-OL
Nuclear Physics for Technology

3 credits

Provides students with fundamental concepts of atomic and nuclear physics, nuclear reactor physics and nuclear reactor operations. It includes a background in atomic and nuclear physics, nuclear reactions and elementary particle interactions as well as the theory of nuclear reactor design for steady state and transient conditions, reactor control and reactor operations.

NUC-342-OL
Radiological, Reactor and Environmental Safety

3 credits

Provides basic concepts and applications in health physics and environmental aspects of nuclear power generation. The topics covered include the biological effects of radiation, dose-rate evaluation, radiation monitoring, radiological safety, reactor effluents and radioactive waste disposal, regulations governing radiation exposure and the release of radioactivity into the environment, and the environmental impact of nuclear power plants.

NUC-351-OL
Nuclear Instrumentation and Control

3 credits

Encompasses the principles of operation of various types of instruments in the nuclear industry to measure temperature, pressure, level, flow, position and radiation. The student will gain a broad range of working knowledge of temperature, pressure, level and flow sensors, position indicators, radiation detectors and control systems. Component theory and design, system hardware and integrated operation as applied to commercial nuclear systems will be explored.

NUC-365-OL
Reactor Fundamentals

3 credits

This course is a study of fundamentals associated with neutron properties and behavior in light water reactors. Course content includes mass-energy relationships, binding energy, radioactivity, neutron reactions with matter, neutron cross sections, flux, neutron reaction rates, fissionable and fissile fuels, fission reaction, neutron production, neutron life-cycle, four-factor and six-factor formula, the effect of reactivity on neutron multiplication, neutron flux and reactor power, reactivity, subcritical multiplication, prompt and delay neutron factors and neutron sources. The course topics also include reactor period, reactivity coefficients, control rod worth, fission product poisons, fuel burn-up and decay heat removal when the reactor is shut down.

NUC-402-OL
Nuclear Materials

3 credits

Nuclear Materials is a study of materials used in nuclear engineering applications. It is designed to provide an understanding of atomic bonding;

crystalline and noncrystalline structures; diffusion; failure analysis and prevention; kinetics; mechanical and thermal behavior; phase diagrams; ceramics; polymers; composites; and materials used in engineering designs. The course also includes descriptions of characteristic properties and methods conducting common tests and interpreting results.

NUC-412-GS
NUC-412-OL
Radiation Biophysics

3 credits

Covers the interaction of radiation with living organisms, examining in detail the chemical changes caused by that interaction.

Advisory: It is advisable to have NRRPT Certification or courses in nuclear physics and radiation biology and a working knowledge of calculus, physics, chemistry and biology.

NUC-413-GS
NUC-413-OL
Radiation Interactions

3 credits

Studies the interaction of charged particles with matter.

Advisory: It is advisable to have knowledge in a course equivalent to NUC-412 Radiation Biophysics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

NUC-490-OL
Nuclear Technology Assessment/Career Planning

3 credits

Nuclear Technology Assessment/Career Planning is an in-depth, student centered activity that requires the integration of

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current nuclear employment, nuclear technology self-assessment resulting in the development of a comprehensive vitae, practical career planning and interviewing strategies and applied advanced math applications to nuclear engineering technology situations. Students will research real-world nuclear employment and participate in career focused activities that includes building a professional resume and knowing how to interview successfully. This includes seeking a job, a promotion and/or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, NUC-303 Nuclear Physics for Technology, EGM-321 Thermodynamics, EGM-323 Heat Transfer, EGM-331 Fluid Mechanics, NUC-365 Reactor Fundamentals, NUC-331 Primary Reactor Systems, NUC-351 Nuclear Instrumentation and Control, NUC-412 Radiation Biophysics, NUC-413 Radiation Interaction or NUC-342 Radiological, Reactor, Environmental Safety, ELE-211 DC Circuits or ELE-212 AC Circuits, NUC-402 Nuclear Materials, and NUC-358 Radiation Safety Laboratory.

NUC-495-OL
Nuclear Energy Engineering Technology Capstone
4 credits

The Nuclear Energy Engineering Technology Capstone is an online portfolio development experience that requires students to recap past academic, professional and personal learning experiences and use the accumulated information learning statements that directly relate to the Nuclear Engineering Technology degree objectives. The learning statements must be supported by documented experiential evidence that demonstrates that the effective application of the learning supports that the objectives have been met. Students, under the guidance of a mentor, spend the semester developing learning statements

and compile appropriate evidence.

Prerequisite: NUC-490 Nuclear Technology Assessment/Career Planning

NUR-320-NU
Introduction to Professional Nursing

7 Credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing.

Note: This classroom-based course is designed to be taken with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice. NUR-328 is a prerequisite for this course.

NUR-328-NU
Health Assessment and Health Promotion

3 credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

This course introduces the student to the process of systematic and comprehensive health data collection and assessment. Emphasis is placed on strategies for interpersonal communication, skillful examination techniques and data validation. Culturally and age appropriate health promotion and disease prevention activities are explored.

Note: This classroom-based course is designed to be taken with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice.

NUR-340-NU
Nursing Informatics

3 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. The use of electronic technologies in nursing practice, administration, education and research is explored. Learning experiences are provided to develop the basic skills nurses need to practice competently in an electronic healthcare environment. A reflective learning portfolio, initiated in the course, is used to validate professional and academic achievements and growth throughout the baccalaureate degree program.

NUR-342-NU
Advancing Nursing Practice

3 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

This course creates a foundation for transition to baccalaureate degree nursing practice. An overview of professional practices standards and models of clinical competence is provided. Issues related to current nursing practice within the complex healthcare environment are examined. The contemporary role of the baccalaureate prepared nurse is explored. A reflective learning portfolio will serve as a means to validate professional and academic achievements and growth throughout the program.

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

NUR-400-NU

Nursing Care Across the Lifespan

8 credits

Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

This course prepares the student with the knowledge, skills and attitudes required to provide safe, quality nursing care to the childbearing, childrearing and gerontological client. Family-centered care, including health education and advocacy, are emphasized as essential to ensure high-quality health outcomes. Nursing care for clients with selected altered health states are discussed with application to client-focused clinical practice.

Note: This classroom-based course is designed to be taken with NUR-418 Research in Nursing and NUR-531 Nursing Informatics: Concept and Issues.

Prerequisites: Completion of NUR-320 Introduction to Professional Nursing, NUR-328 Health Assessment and Health Promotion, NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice.

NUR-410-NU

Nursing Care of Vulnerable Populations

8 credits

Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students are provided with the opportunity to examine the needs of individuals, families and populations who are experiencing vulnerability at the emotional and physiological level. Using the nursing process, students identify client learning needs and implement measures to decrease risk and facilitate health promotion, maintenance and restoration. Evidence-based practice and professional nursing standards are used to validate judgments and enhance critical thinking in the provision of safe, quality care. Professional role performance is broadened by caring for clients with complex health needs in a variety of acute and community-based settings.

Note: This classroom-based course is designed to be taken with NUR-443 Public Health Nursing and NUR-529 Health Policy.

Prerequisites: Completion of NUR-400 Nursing Care Across the Lifespan, NUR-418 Research in Nursing and NUR-531 Nursing Informatics: Concepts and Issues.

NUR-416-NU

Health Assessment

3 credits

Open only to Thomas Edison State College students enrolled in the BSN degree program prior to July 1, 2013.

This course focuses on comprehensive health assessment skills. Using a lifespan approach, students examine the components of health. Physical, cultural, psychosocial, spiritual and nutritional variables are examined through the use of health history and health assessment. Emphasis is placed on physical examination, diagnostic reasoning and the use of nursing process. Alternative and complimentary health practices are discussed as strategies to improve and maintain healthy lifestyles.

NUR-418-NU

Research in Nursing

3 credits

Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

The course is designed to increase the professional nurse's knowledge and use of the research process. Emphasis is placed on reading, interpreting and evaluating research findings, including considering ethical and practical aspects, as a basis for evidence-based nursing practice.

NUR-420-NU

Integrating Advanced Nursing Concepts

9 credits

Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students integrate advanced nursing concepts and leadership principles to plan and implement care for clients with critical care needs. Contemporary issues related to professional nursing practice are analyzed for their impact on the client, nurse and the healthcare system. Assimilation into the professional nursing role is initiated with a final clinical transition experience designed to promote student independence and accountability through guidance and collaboration with nurse preceptors and other health team members. Regular clinical hours may vary during this rotation. The student will work the same shift as the assigned nurse preceptor.

Note: This classroom-based course is designed to be taken concurrently with NUR-428 Leadership and Management in Nursing and NUR-445 Validating Nursing Competence.

Prerequisites: NUR-410 Nursing Care of Vulnerable Populations, NUR-443 Public Health Nursing and NUR-529 Health Policy.

NUR-428-NU

NUR-428-Leadership Exam Leadership and Management in Nursing

3 credits

Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored. Credit can be earned for this course through the Leadership Exam option. Nurses who have leadership

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

experience should contact their nursing advisor. This exam is only open to experienced registered nurses.

Prerequisite: Evidence of current RN license; current malpractice insurance.

Prerequisites for RN-BSN/MSN students: All other requirements for the BSN degree must be completed.

**NUR-441-NU
Community Health Nursing**

7 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program prior to July 1, 2013.

The promotion of health and prevention of illness is the focus of the Community Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning, set the foundation for students to examine and critically think about the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Note: See *W. Cary Edwards School of Nursing Student Handbook* for RN-BSN/MSN students for prerequisite policy.

Prerequisites for RN-BSN/MSN students: Completion of all other nursing requirements except NUR-500-NG Seminar in Clinical Competence; completion of all general education requirements; evidence of current RN licensure.

**NUR-443-NU
Public Health Nursing**

4 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning set the foundation for students to critically analyze the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

**NUR-445-NU
Validating Nursing Competence**

3 credits
Open only to Thomas Edison State College students enrolled in the BSN degree program and to nonenrolled RNs.

In this course, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. NUR-445, a Capstone course, is the final course in the BSN program.

Prerequisite: All other requirements for the BSN degree.

**NUR-500-NG
Seminar in Clinical Competence Graduate**

3 credits
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs prior to July 1, 2013.

This course requires students to develop an e-Portfolio using critical and reflective thinking skills and transformative learning. The e-Portfolio provides evidence of the students clinical competence in a selected area of clinical practice and academic performance. The course is designed as the final course in the BSN program.

Note: See *W. Cary Edwards School of Nursing Student Handbook* for RN-BSN/MSN students for prerequisite policy.

**NUR-516-NG
Advanced Health Assessment Graduate**

3 credits
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

This course focuses on the acquisition of advanced health assessment and clinical reasoning skills. Students apply the diagnostic (clinical) reasoning process to develop a comprehensive plan of care for patients in a variety of settings throughout the life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention and risk assessment.

**NUR-529-NG
Health Policy Graduate**

3 credits
Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

NUR-531-NG

Nursing Informatics: Concepts and Issues Graduate

3 credits

Open only to Thomas Edison State College students enrolled in the BSN and the MSN degree programs and to nonenrolled RNs with a BSN degree.

This course combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all MSN students as well as the foundation for all additional informatics courses.

Advisory: A course equivalent to NUR-340-NU Nursing Informatics is required to be successful in NUR-531-NG Nursing Informatics: Concepts and Issues. Students are responsible for ensuring they have acquired the knowledge needed prior to registering for NUR-531-NG.

OPM-301-OL

OPM-301-TE

Operations Management

3 credits

This course is focused on transforming inputs (labor, material and capital) through a value-added process to produce goods and services. The course covers the functional aspects of operations in terms of forecasting, system design, process selection, design of facility layouts and work systems, quality, inventory management, production scheduling, lean operations and project management within a domestic and global business environment.

Advisory: The online course requires access to a computer with Microsoft Excel and a DVD drive. It is advisable to have knowledge in a course equivalent to STA-201 Principles of Statistics and MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge.

OPM-411-OL

Total Quality Management

3 credits

Total Quality Management explores the theories, concepts and techniques of total quality management (TQM). The course examines the origins of TQM and how its techniques and tools can be properly integrated into both for-profit and not-for-profit organizations. Specific topics discussed in the course are the impact of quality on profitability, Lean operations, Six Sigma, global effectiveness, quality culture and employee empowerment.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-415-OL

Logistics

3 credits

Focuses on the corporate functions of demand and supply management, inventory control, warehousing and transportation and, in particular, how these functions are changing to accommodate the integration and coordination of activities in a global supply chain.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management and CIS-301 Management Information

Systems with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-420-OL

Supply Chain Management

3 credits

Discusses the seamless flow of information and goods from the suppliers' suppliers to the customers' customers in the context of profits based on common goals, shared resources and mutually beneficial relationships. Course stresses the ways that corporate and national boundaries become transparent to the movement of goods and services.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-411 Total Quality Management and OPM-415 Logistics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

PHI-286-OL

Contemporary Ethics

3 credits

Examines contemporary ethical conflicts using a case study approach. Provides students with the intellectual tools needed to analyze moral dilemmas.

PHI-370-OL

Philosophy of Religion

3 credits

Explores the philosophical issues involved with religion as a universal human phenomenon. Topics include definitions of religion, proofs for the existence of God, the nature and variety of religious experience, the immortality of the soul, the problem of evil, the relation between religion and ethics, and the relation between science and religion. The course examines the philosophy of religion from

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System Requirement: If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

a multicultural perspective. It includes readings from the most influential religious traditions.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHI-384-GS

PHI-384-OL

Ethics and the Business Professional

3 credits

Prepares students to meet the ethical demands facing employees in modern organizations. Places emphasis on equipping participants with the concepts, strategies and skills needed to improve ethical performance. Students will assess and develop their ability as ethical decision makers.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHO-101-OL

Introduction to Photography

3 credits

Develops the skills needed to use photography effectively and confidently. The course emphasizes visual awareness. Students examine the work of professional photographers and use the Internet to create and share photo albums of their exercises and to interact frequently with other participants.

Advisory: For the online course students will need either a digital SLR camera or a 35mm film SLR camera that allows manual control of shutter speed, aperture and focusing distance. Whether students use a digital camera or 35mm camera, the camera needs to be "adjustable," that is, it must have, at minimum, the option of manually selecting the shutter speed, aperture and

focusing distances. Automatic cameras are acceptable as long as students can override the aforementioned automatic features and control them manually. Generally, this will entail having a single-lens reflex (SLR or D-SLR) camera with manual controls and interchangeable lenses (a normal lens is sufficient). Fully automatic or point-and-shoot cameras without manual capabilities are not acceptable for this course. Expect to use about 10 rolls of 24-exposure 35mm color negative film. In addition to the cost of film, students will need access to a film processing service providing digitalization of processed 35mm film.

PHY-111-OL

Physics I

3 credits

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

Advisory: This course does not contain a lab component. Students who need a Physics I course with lab should enroll in PHY-115 Physics I with Lab. It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

PHY-112-OL

Physics II

3 Credits

Physics II is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light, and optics.

Advisory: This course does not contain

a lab component. Students who need a Physics II course with lab should enroll in PHY-116 Physics II with Lab. It is advisable to have knowledge in a course equivalent to PHY-111 Physics I and MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in exams.

PHY-115-OL

Physics I with Lab

4 credits

Physics I with Lab is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics I with Lab requirement. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

PHY-116-OL

Physics II with Lab

4 credits

Physics II with Lab is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to

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PHY-111 Physics I and MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics II with Lab requirement. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in exams.

PHY-128-OL
Physics I Lab

1 credit

Physics Lab I is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics I.

Advisory: This is a six week lab course. It should be taken by students who already have the knowledge equivalent to a 3-credit general physics I course. This course cannot be taken concurrently with PHY-111. Students who need a Physics I course with lab should enroll in PHY-115 Physics I with Lab.

PHY-129
Physics II Lab

1 credit

Physics Lab II is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics II.

Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3-credit general physics II course. This course cannot be taken concurrently with PHY-112. Students who need a Physics II course with a lab should enroll in PHY-116 Physics II with Lab.

PLA-100-OL
Introduction to Prior Learning Assessment

1 credit

This course introduces the concept of prior learning assessment (PLA) — how learning gained from work and life experiences could potentially earn college credit — and covers learning styles, PLA options that can lead to college credit at Thomas Edison State College and factors leading to program success. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge. By successfully completing this course, students will have a good understanding of the next steps to take and the ways PLA can expedite degree completion.

Advisory: All students who are interested in pursuing portfolio development and prior learning assessment will need to take this course, unless they have already successfully completed a PLA course. A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

PLA-200-OL
Introduction to Portfolio Development

2 credits

This course builds upon the knowledge and reflection acquired in PLA-100 Introduction to Prior Learning Assessment. This course will help students identify courses and subject areas that best match their selected college-level knowledge base. Students will plan each segment of their portfolio and will use course objectives to create a detailed outline. This outline will delineate topics for development based upon the

knowledge, theoretical understanding, and applied learning retrieved from work, community and personal experiences. As a result of this course, students will be prepared to complete their written portfolio.

Advisory: A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, the students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

POS-101-TE
Introduction to Political Science

3 credits

This course will explore the nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies.

POS-110-GS
POS-110-OL
American Government

3 credits

Explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes and sources of conflict and consensus.

POS-282-TE
Introduction to Comparative Politics

3 credits

This exam tests content covered in a one-semester course in comparative politics. It focuses on the public sphere of politics and power relations and the comparison of types of government and political systems. Topics include: basic concepts in social science, comparative political theory and methodology; the nature of

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the state and comparisons of authoritarian, totalitarian and democratic state forms; the concept of democracy and democratization; the institutional features of government and governance; how variables shape outcomes in politics; ideology and government policy processes; and a comparison of government structure across regions.

POS-310-GS

POS-310-OL

Constitutional Issues

3 credits

Examines critical constitutional issues, including capital punishment, abortion and affirmative action. Covers, among other issues, landmark U.S. Supreme Court cases that have helped define the Bill of Rights.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory political science course.

POS-315-OL

International Relations I

3 credits

This course reviews paramount events and processes that have shaped global international relations in the modern era. Since the complex practice of international politics is studied through an extensive variety of methods, principles and conceptual approaches, the course is designed to familiarize student with the most common ones in the field. The purpose of this intellectual pursuit is to enhance students' capacity to analytically and systematically explore relevant domestic and international developments.

POS-420-OL

Conflict in International Relations

3 credits

In tandem with burgeoning globalization and economic cooperation, modern international relations continue to be characterized by strife and violence, perhaps to an unprecedented degree. Conflict in International Relations examines the sources responsible for international strife and their effect by exploring the dynamics of conflict and aggression among individuals, groups, states and in the international system. Issues to be studied include the causes of war, politics of revolution and insurgency, the logic of terrorism and the nuclear predicament – as explained by current and past theorists and practitioners. The latter part of the course reviews possible mechanisms for managing international conflicts and perhaps even reducing them to a minimum.

Advisory: To be successful in this course, students should have earned 6 credits in political science or have comparable knowledge and experience.

PSG-101-OL

Theoretical Fundamentals of Polysomnography

3 credits

This course will provide a history and overview of the polysomnographic (PSG) discipline. It will, in conjunction with related clinical courses, cover the fundamentals of PSG: roles, ethics and professional behavior; basic sleep physiology; basic PSG related equipment; and the basic therapeutic interventions for patients suffering sleep disorders.

PSG-102-OL

Instrumentation Theory

3 credits

This course provides an overview of the basic electrical principles involved in

polysomnographic (PSG) recording. The course covers, in detail, issues related to patient safety, operation of PSG equipment, recording specifications involved in data acquisition, troubleshooting of recording equipment and patient documentation.

PSG-103-OL

Polysomnography Scoring

3 credits

This course provides a solid foundation in the principles, techniques and concepts related to polysomnographic scoring. The course covers the fundamental concepts of sleep staging, arousal recognition and scoring, and event scoring for respiratory, limb and cardiac events, and outlines the standard scoring practices currently in use.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this class.

PSG-104-OL

Sleep Disorders

3 credits

Sleep Disorders provides students a solid foundation in the classification, evaluation and differential diagnosis of sleep and arousal disorders. The course covers the classification of sleep disorders into appropriate categories, diagnostic criteria, essential and associated features, and polysomnographic evaluation of sleep disorders. It also reviews the most common sleep and arousal disorders in adults and children, focusing on those disorders evaluated using polysomnography or other objective clinical measures.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this class.

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PSG-105-OL
Clinical Patient Management

4 credits

This course is the second of two blended courses (online and clinical) in which the learner studies (online) and applies (clinical) the concepts and techniques of patient care and management.

Prerequisite: PSG-200 Clinical Fundamentals of Polysomnography must be successfully completed before taking this course.

PSG-200-OL
Clinical Fundamentals of Polysomnography

6 credits

This course is a blended course (online and clinical) in which the learner studies (online) and applies (clinical) the fundamental concepts and techniques of Polysomnography.

Prerequisites: PSG-101 Theoretical Fundamentals of Polysomnography must be successfully completed before taking this course. Prior to beginning this course, students must pass a drug screen, a criminal background check and a required health screen.

PSY-101-EP
PSY-101-GS
PSY-101-OL
Introduction to Psychology

3 credits

This course provides a broad general introduction to psychology and examines its basic subject matter, its approaches to gathering and evaluating evidence about the causes and correlates of behavior, and the ways psychological knowledge can be applied to improve the quality of individual and community life.

PSY-211-EP
PSY-211-GS
PSY-211-OL
Developmental Psychology

3 credits

Developmental Psychology introduces the theories, methods and research findings associated with the study of the human life span. The course examines the developmental process from birth through old age.

PSY-270-TE
Psychology of Women

3 credits

This test examines the psychology of women, including gender role development; achievement; work; relationships; sexuality; physical and psychological health; violence against women; and older adulthood.

PSY-300-EP
PSY-300-GS
PSY-300-OL
Thanatology: An Understanding of Death and Dying

3 credits

This course provides an introduction to the concept of death in society. It is designed to help students understand the many dimensions of death and to become empathetic and effective caregivers.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-317-GS
PSY-317-OL
Worlds of Childhood

3 credits

This course looks at child development in context, showing that the intersecting

worlds of family, neighborhood, school and culture are no less important than biology in understanding the growth of children.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-322-EP
PSY-322-GS
PSY-322-OL
Research in Experimental Psychology

3 credits

An introduction to the research methods used by experimental psychologists, this course provides examples of research studies from a variety of areas of experimental psychology and offers an understanding of the knowledge these studies have produced.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-331-EP
PSY-331-GS
PSY-331-OL
Introduction to Counseling

3 credits

This course offers a discussion of the theories and techniques of counseling, with an emphasis on developing listening, attending and observational skills.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

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PSY-350-EP

PSY-350-GS

PSY-350-OL

PSY-350-TE

Abnormal Psychology

3 credits

This course explores the complex causes, manifestations and treatments of common behavioral disorders.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-352-EP

PSY-352-OL

Psychology of Personality

3 credits

This course surveys major theoretical approaches to the study of personality. Students explore concepts regarding the basic components of personality, processes underlying behavior and methods of research. Both scientific discoveries and personal insights are explored.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-360-GS

PSY-360-OL

Organizational Theory

3 credits

This course explores organizational structures, processes and outcomes and also examines the history of organizational theory through the words and ideas of major theorists.

Advisory: This is an upper-level course. Students should have knowledge

equivalent to an introductory psychology course.

PSY-363-EP

Industrial Psychology

3 credits

Industrial Psychology emphasizes the application of psychological theories and research to staffing and development functions.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology or SOC-101 Introduction to Sociology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-370-EP

Introduction to Social Psychology

3 credits

This course introduces the field of social psychology, its theories and its research methods and findings.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-379-GS

PSY-379-OL

Social Psychology

6 credits

Social Psychology explores how humans think and behave in social situations. The course examines concepts such as perception, thinking, evaluating the social world and application of social psychology to legal and health environments.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

REL-275-OL

An Introduction to Islam

3 credits

This course provides a comprehensive introduction to Islam as a religion, a civilization, a world culture, a human community and a political entity. It covers the entire period from the rise of Islam in the seventh century down to the present day. Touches on religious studies, history, sociology and philosophy.

REL-405-GS

REL-405-OL

World Religions

3 credits

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism and Shinto as well as the western religions of the Book: Judaism, Christianity and Islam.

Advisory: This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-406-GS

REL-406-OL

Eastern Religions

3 credits

A detailed examination of the major expressions of Asiatic religions, with special attention to Hindu, Buddhist, Jain, Confucian, Taoist and Shinto traditions. Samples of key texts drawn from the sacred writings of each tradition will be examined.

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⚠ Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-407-GS

REL-407-OL

Western Religions

3 credits

Judaism, Christianity and Islam receive detailed attention in the course, together with new religious movements. Samples of key texts drawn from the sacred writings of each tradition will be examined.

⚠ Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

SOC-101-EP

SOC-101-GS

SOC-101-OL

Introduction to Sociology

3 credits

This course examines the broad range of human social relationships and structures and the many forces – historical, cultural and environmental – that shape them.

SOC-210-EP

SOC-210-GS

SOC-210-OL

SOC-210-TE

Marriage and the Family

3 credits

Explores the various approaches to studying the family. Also covers the varieties of family forms, the family life cycle and some problems facing U.S. families.

SOC-242-OL

Juvenile Delinquency

3 credits

Provides an analysis of the environmental and internal factors that influence or determine delinquent behavior. Various biosocial, psychological and sociological theories are presented to help explain the actions of individual juvenile offenders. The prevention and treatment of delinquent behavior is examined by focusing on the roles of parents/guardians, school, church, police, business community, community agencies, and the juvenile justice and correctional system.

SOC-291-OL

Criminology

3 credits

Sociological analysis of criminal behavior and the criminalization process. Course is a systematic study of criminal and delinquent behavior in the U.S. including variations, ramifications, explanations, measures of control and treatment. Topics include the field of criminology; crime in the modern world, basic locations of crime; major deviations, violence and vocational patterns; juvenile delinquency; addiction; crimes of violence; criminal careers and organized crime; white-collar crime; critical issues in crime causation; nature of punishment and trends in punishment; and law enforcement: police, courts and the penal code.

SOC-315-EP

SOC-315-GS

SOC-315-OL

Social Gerontology

3 credits

This course provides an understanding of the processes of aging, examines old age as a stage of life and discusses the impact of aging on society and of society on aging.

SOC-322-GS

SOC-322-OL

Cultural Diversity in the United States

3 credits

This course examines racial, ethnic, sexual, religious and other minority groups in American society. It explores the impact of law and policy on these groups and promotes an understanding of individuals from diverse backgrounds.

⚠ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-361-GS

SOC-361-OL

Complex Organizations

3 credits

This course introduces students to the foundations of complex organizations and the challenges of organizational life in modern society. The course will examine several important topics including, but not limited to, the history and function of complex organizations, institutional power and culture, and issues of communication and diversity. Complex Organizations will help students to apply organizational concepts to the workplace and in their everyday lives.

⚠ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-362-GS

SOC-362-OL

Sociology of Work

3 credits

Sociology of Work analyzes the many forces that shape today's workplace and the lives of workers. This course begins by examining the historical and conceptual foundations of the sociological study of work. It then moves on to discuss changes

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in the workplace in the last century. In addition, the course analyzes workplace issues such as global, social, economic and cultural trends; gender and racial inequality; varied types of work; and the interplay between work and personal life.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-376-OL
Women and Social Action
3 credits

Examines the impact that gender stereotypes and barriers have on women's lives and how they intersect with other systems such as age, class, disability, ethnicity, race, religion and sexual orientation.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-384-OL
Gangs
3 credits

This course examines the most salient and contemporary issues in the study of gangs in American society that include the prevalence, structures, norms and behaviors exhibited by gang members. It explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs and violence and drugs are also examined. The design and effectiveness of prevention, intervention and suppression policies and programs developed in response to this phenomenon are assessed.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-387-OL
Modern Sociological Foundations
3 credits

Provides a foundation for an in-depth analysis of social structures. Using the enduring constants of sociological theory such as macro versus micro analysis, agency versus structure, consensus versus conflict and cultural versus economic factors, the course guides students through the study of the classical formulations of modern sociological theory by examining the works of Karl Marx, Max Weber, Emile Durkheim and Talcott Parsons.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-417-OL
Contemporary Sociological Theory
3 credits

This course explores recent and contemporary sociological theories in an effort to help students understand how society functions. It examines the theories of George Simmel, George Herbert Mead, Anthony Giddens, Jürgen Habermas and Pierre Bourdieu, providing students with the opportunity to explore and compare the sociological ideas of these theorists. The course also considers the concept of a shift from modernity to postmodernity in sociological theory in order to provide students with the opportunity to critically examine the thrust of sociological theory in the present day. Students will be expected to critically examine whether/how the theories relate to real-world situations and events.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOS-110-OL
Living in the Information Age
3 credits

This course is designed especially for students who are re-entering academic study after a considerable hiatus in their formal schooling. Through interactive instructional software, students evaluate and strengthen their academic skills in writing, mathematics and basic information skills. In addition, through the use of different types of computer technology and by completing course assignments, students learn about the ways in which computer technology has changed and is still changing education, work, society and daily life. Learning activities include reading articles on technical subjects written for general audiences as well as writing essays and discussing topics ranging from future careers to Internet privacy.

System Requirements For Windows Users: Supported browsers for Windows 2000 (SP2-SP4) are Internet Explorer 5.5 OR 6.x, Netscape versions 6.1 and 7.x, Firefox 1.x and AOL 8; supported browsers for Windows XP are IE 6.x, Netscape 7.x, Firefox 1.x and AOL 8.

System Requirements For Macintosh Users: Recommended browsers for MAC OS 10.2.8 or higher and MAC OS 10.3.9 or higher are Safari 1.0, Firefox 1.0 and Netscape 7.

SOS-150-OL
Self-Assessment and Career Exploration
3 credits

Based on the National Occupational Information Coordination Committee (NOICC) guidelines for adult

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competencies, this course is designed to help participants meet the suggested competencies for self-knowledge, educational and occupational exploration, and career planning.

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SOS-304-GS
SOS-304-OL
Drugs and Society
3 credits

This course examines the physiological, psychological and sociological impact of substance use and abuse on individuals and on society. It includes current and historical approaches to treatment and prevention of substance abuse as well as pertinent legal and ethical issues.

🔊 **Advisory:** This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

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SOS-320-OL
The Management of Stress and Tension
3 credits

This course describes a multifaceted approach to the management of stress and tension. The problem and nature of stress is presented as a multidimensional phenomenon. The psychosocial, occupational, bioecological and personality/behavioral causes of stress are examined. Students identify, discuss and critique stress reduction resources and techniques. Through self-assessment exercises, students analyze stress factors in their own life and, using the self-assessment methods studied, develop a personal stress management plan.

🔊 **Advisory:** This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-360-OL
Games People Play: Game Theory in Life, Business and Beyond
3 credits

Games People Play presents the fundamentals of game theory and applies the principles of this field of study to daily life. Game theory is defined as the scientific study of strategic, interactive decision making among rational individuals. Understanding game theory can help people make better decisions in their own lives and better understand the behavior and decisions of others. This course shows game theory at work in daily life, business and world affairs. Along the way, students are introduced to some of game theory's greatest minds, including John von Neumann, John Nash and Kenneth Arrow.

🔊 **Advisory:** This is an upper-level course. It is advisable to have knowledge equivalent to 6 credits in the social sciences in order to succeed in this course.

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SOS-370-OL
Challenges in U.S. and Global Public Health
3 credits

This course introduces students to domestic and international health policy. The course explores public and private forums in which health policy is formulated and within which the politics of healthcare operate. It examines a range of contemporary issues in U.S. healthcare and the legislative and political mechanisms that shape those issues and focuses on how health issues relate to globalization, immigration and migration and how health policy and foreign policy decisions in the developed world influence health policy and healthcare delivery in the developing world.

SOS-440-OL
Terrorism
3 credits

This course covers the phenomenon of terrorism as explored along thematic and chronological lines that focus mainly on the American experience and perspective. The course delves into the evolution of terrorism, its impact on U.S. domestic and foreign policies, some pertinent international dimensions and the prospects for nonconventional terrorism in the future.

🔊 **Advisory:** This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

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SOS-492-OL
Research Methods in the Social Sciences
3 credits

An introduction to the research methods used in the social sciences. The course provides examples of research studies that employ a variety of research techniques, and it fosters an understanding of the knowledge these studies have produced.

🔊 **Advisory:** This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

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SPA-101-GS
Elementary Spanish I
3 credits

This course emphasizes acquiring conversational and comprehension skills by focusing on vocabulary recognition and pronunciation.

🔊 **Advisory:** This course is not recommended for students who have previously taken a Spanish language course.

EP = e-Pack® Course (12 Weeks)

GS = Guided Study (12 weeks)

NU = Nursing (12 weeks)

NG = Nursing Graduate (12 weeks)

OL = Online Course (12 weeks)

PA = Prior Learning Assessment (PLA) (12 Weeks)

PF = Portfolio Assessment

TE = TECEP® Examination

Note: Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 78 for details or go to www.tesc.edu/plasearch/php.


 **System Requirement :** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 68 for minimum system requirements.

SPA-102-GS

Elementary Spanish II

3 credits

This course stresses vocabulary, grammar, listening and conversational skills.

 **Advisory:** It is advisable to have knowledge in a course equivalent to SPA-101 Elementary Spanish I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.




SPA-103-GS

Elementary Spanish III

3 credits

This course helps students develop full communicative proficiency in Spanish, including listening, speaking, reading and writing.

 **Advisory:** It is advisable to have knowledge in a course equivalent to SPA-102 Elementary Spanish II with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.



STA-201-EP

STA-201-GS


STA-201-OL

STA-201-TE

Principles of Statistics

3 credits

An introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations.

 **Advisory:** It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.



Undergraduate General Education Courses

General Education Courses are organized into four categories:

- > INTELLECTUAL AND PRACTICAL SKILLS
- > PERSONAL AND SOCIAL RESPONSIBILITY
- > HUMAN CULTURES AND THE PHYSICAL AND NATURAL WORLD
- > GENERAL EDUCATION

Intellectual And Practical Skills

Required

English Composition I (required)	ENC-101
English Composition II (required)	ENC-102

Communications

Introduction to Mass Communication I	COM-120
Introduction to Mass Communication II	COM-121
Public Speaking	COM-209
Public Relations Thought and Practice	COM-210
Interpersonal Communication	COM-330
Elements of Intercultural Communication	COM-335
Managerial Communications	MAN-373
Leadership Communications	MAN-376
Marketing Communications	MAR-321

Computer Information Systems

Computer Concepts and Applications	CIS-107
Management Information Systems	CIS-301
Database Management	CIS-311
System Analysis and Design I	CIS-320

Computer Science

Introduction to Computers	COS-101
C Programming	COS-116
Assembly Language	COS-231
Data Structures	COS-241

Computer Technology

Fundamentals of Information Technology	CMP-202
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Controls

Programmable Logic Controllers	CTR-212
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Electrical Technology

DC Circuits	ELE-211
AC Circuits	ELE-212

English

Technical Writing	ENG-201
Fiction Writing	ENG-231
Writing Poetry I	ENG-243

Journalism

Introduction to News Reporting	JOU-110
News Writing	JOU-352

Mathematics

Applied Liberal Arts Mathematics	MAT-105
Intermediate Algebra	MAT-115
Quantitative Business Analysis	MAT-119
College Algebra	MAT-121
Precalculus	MAT-129
Calculus I	MAT-231
Calculus II	MAT-232
Discrete Mathematics	MAT-270
History of Mathematics	MAT-301

Prior Learning Assessment (PLA)

Introduction to Prior Learning Assessment	PLA-100
Introduction to Portfolio Development	PLA-200

Social Sciences

Living in the Information Age	SOS-110
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Personal And Social Responsibility

Diversity/Intercultural Literacy

Anthropology

Introduction to Anthropology	ANT-101
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Communications

Elements of Intercultural Communication	COM-335
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Economics

International Economics	ECO-490
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Literature

African Encounters	LIT-331
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Non-Western Literature	LIT-460
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Geography

World Geography	GOG-230
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Global Studies

Global Issues in Society	GLB-301
Leadership in a Global Environment	LDR-422

History

World History from 1600 - Present	HIS-126
American Civil Rights Movement	HIS-210

Introduction to Chinese History and Culture	HIS-261	Western Religions	REL-407
African History and Culture	HIS-301	Sociology	
African American History	HIS-306	Introduction to Sociology	SOC-101
The Middle East	HIS-310	Marriage and the Family	SOC-210
Political Science		Cultural Diversity in the United States	SOC-322
International Relations I	POS-315	Ethics	
Conflict in International Relations	POS-420	Ethics	
Religion		Environmental Ethics	ETH-210
Women in Religion	REL-201	Philosophy	
An Introduction to Islam	REL-275	Contemporary Ethics Humanities	PHI-286
Introduction to World Religions	REL-405	Ethics and the Business Professional	PHI-384
Eastern Religions	REL-406		

Human Cultures and the Physical and Natural World

Human Cultures (Humanities)

Art	
A World of Art	ART-100
History of Western Art I	ART-166
History of Western Art II	ART-167
Communications	
Introduction to Mass Communications I	COM-120
Introduction to Mass Communications II	COM-121
Public Speaking	COM-209
Public Relations Thought and Practice (*This is a TECEP*)	COM-210
Interpersonal Communication	COM-330
Elements of Intercultural Communication	COM-335
The Story of Human Language	COM-339
Interviewing	COM-402
Managerial Communications	MAN-373
Leadership Communications	MAN-376
Marketing Communications (*This is a TECEP*)	MAR-321
English	
Technical Writing	ENG-201
Jane Austen: Pride and Prejudice	ENG-298
One Writer's Vision: Jane Austen	ENG-393
Film	
American Cinema	FIL-110
Homeland Security	
Critical Thinking for Homeland Security	HLS-355
Humanities	
Introduction to the Humanities I: Philosophical Thought	HUM-101
Introduction to the Humanities II: Drama, Poetry and Narrative	HUM-102
Introduction to the Humanities III: Music	HUM-103
Introduction to the Humanities IV: Fine Arts and Architecture	HUM-104
Journalism	
Introduction to News Reporting (*This is a TECEP*)	JOU-110
News Writing	JOU-352

Literature

Literary Roots of Western Culture	LIT-202
Introduction to Library Resources	LIT-205
Introduction to Children's Literature	LIT-221
Analysis and Interpretation of Literature	LIT-291
Advanced American Literature I	LIT-301
Advanced American Literature II	LIT-302
African Encounters	LIT-331
Non-Western Literature	LIT-460

Music

Music History I	MUS-220
Music History II	MUS-221

Philosophy

Contemporary Ethics	PHI-286
Philosophy of Religion	PHI-370
Ethics and the Business Professional	PHI-384

Photography

Introduction to Photography	PHO-101
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Religion

Women in Religion	REL-201
Principles of Christian Faith	REL-229
An Introduction to Islam	REL-275
Eastern Religions	REL-406
Western Religions	REL-407

Spanish

Elementary Spanish I	SPA-101
Elementary Spanish II	SPA-102
Elementary Spanish III	SPA-103

Natural Sciences and Mathematics

Administration of Justice

Forensic Science	AOJ-280
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Astronomy

Introductory Astronomy	AST-101
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Biology

Introductory Biology	BIO-101
The Science of Nutrition	BIO-208

Chemistry

Survey of Chemistry	CHE-101
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General Chemistry I	CHE-121	Statistics for the Health Professions	HPS-200
General Chemistry II	CHE-122	Social Sciences	
Computer Science		Anthropology	
Introduction to Computers	COS-101	Introduction to Anthropology	ANT-101
C Programming	COS-116	Administration of Justice	
C++ Programming	COS-213	Introduction to Criminal Justice	AOJ-102
Assembly Language	COS-231	Forensic Science	AOJ-280
Data Structures	COS-241	White-Collar Crime	AOJ-303
Computer Architecture	COS-330	Victimology and Criminal Behavior	AOJ-381
Operating Systems	COS-352	Public Policy, Crime and Criminal Justice	AOJ-484
Artificial Intelligence	COS-451	Communications	
Computer Information Systems		Organizational Behavior	MAN-311
Computer Concepts and Applications	CIS-107	Economics	
Management Information Systems	CIS-301	Macroeconomics	ECO-111
Database Management	CIS-311	Microeconomics	ECO-112
System Analysis and Design I	CIS-320	International Economics	ECO-490
Software Engineering	CIS-351	Geography	
Controls		World Geography	GOG-230
Programmable Logic Controllers	CTR-212	Global Studies	
Earth Science		Global Issues in Society	GLB-301
General Earth Science	EAS-101	History	
Elements of Meteorology	EAS-131	Western Civilization I	HIS-101
The Science of Disasters	EAS-201	Western Civilization II	HIS-102
Electrical Technology		American History I	HIS-113
DC Circuits	ELE-211	American History II	HIS-114
AC Circuits	ELE-212	American Civil Rights Movement	HIS-210
Engineering Mechanics		American Civil War	HIS-235
Statics	EGM-211	Introduction to Chinese History and Culture	HIS-261
Environmental Science		African History and Culture	HIS-301
Global Environmental Change	ENS-314	African American History	HIS-306
Fitness and Wellness		The Middle East	HIS-310
Kinesiology	FIT-211	War and American Society	HIS-356
Geology		Leaders in History	LDR-324
Physical Geology	GEO-151	Homeland Security	
Gerontology		Counterterrorism: Constitutional and Legislative Issues	HLS-410
Biological Aspects of Aging	GER-312	Homeland Security: Preparedness, Prevention and Deterrence	HLS-420
Global Studies		Protecting the Homeland: Response and Deterrence	HLS-429
Global Issues and Society	GLB-301	Political Science	
Mathematics		Introduction to Political Science (*This is a TECEP*)	POS-101
Applied Liberal Arts Mathematics	MAT-105	American Government	POS-110
Calculus I	MAT-231	Constitutional Issues	POS-310
Calculus II	MAT-232	International Relations I	GOG-230
Calculus III	MAT-331	Conflict in International Relations	POS-420
Calculus IV	MAT-332	Psychology	
College Algebra	MAT-121	Introduction to Psychology	PSY-101
College Geometry	MAT-361	Developmental Psychology	PSY-211
Discrete Mathematics	MAT-270	Psychology of Women (*This is a TECEP*)	PSY-270
History of Mathematics	MAT-301	Thanatology: An Understanding of Death and Dying	PSY-300
Intermediate Algebra	MAT-115	Worlds of Childhood	PSY-317
Linear Algebra	MAT-321	Research in Experimental Psychology	PSY-322
Mathematical Modeling	MAT-351	Introduction to Counseling	PSY-331
Precalculus for Technology	MAT-129	Abnormal Psychology	PSY-350
Quantitative Business Analysis	MAT-119	Psychology of Personality	PSY-352
Mathematical Logic	MAT-401	Organizational Theory	PSY-360
Physics		Industrial Psychology	PSY-363
Physics I	PHY-115	Introduction to Social Psychology	PSY-370
Physics II	PHY-116		
Statistics			
Principles of Statistics	STA-201		

Social Psychology	PSY-379	Gangs	SOC-384
Sociology		Modern Sociological Foundations	SOC-387
Introduction to Sociology	SOC-101	Contemporary Sociological Theory	SOC-417
Marriage and the Family	SOC-210	Social Sciences	
Juvenile Delinquency	SOC-242	Living in the Information Age	SOS-110
Criminology	SOC-291	Self Assessment and Career Exploration	SOS-150
Crisis Intervention	SOC-305	Drugs and Society	SOS-304
Social Gerontology	SOC-315	The Management of Stress and Tension	SOS-320
Child Abuse/Maltreatment	SOC-316	Games People Play: Game Theory in Life, Business and Beyond	SOS-360
Cultural Diversity in the United States	SOC-322	Terrorism	SOS-440
Complex Organizations	SOC-361	Research Methods in the Social Sciences	SOS-492
Sociology of Work	SOC-362		
Women and Social Action	SOC-376		

General Education

Health

Women's Health	HEA-305
Men's Health	HEA-306

ETHC = Ethics
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NASC = Natural Sciences/Mathematics
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Table of Undergraduate Course Delivery Options

COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	e-PACK® COURSE
ACC-101	Principles of Financial Accounting		x	x	x	x
ACC-102	Principles of Managerial Accounting		x	x	x	x
ACC-201	Intermediate Accounting I			x		
ACC-202	Intermediate Accounting II			x		
ACC-303	Cost Accounting			x		
ACC-401	Advanced Accounting I			x		
ACC-402	Advanced Accounting II			x		
ACC-411	Auditing			x		
ACC-415	Advanced Audit			x		
ACC-421	Federal Income Taxation		x	x	x	
ANT-101	Introduction to Anthropology	SOSC/GLBL		x		
AOJ-102	Introduction to Criminal Justice	SOSC		x		
AOJ-280	Forensic Science	SOSC/NASC		x		
AOJ-303	White Collar Crime	SOSC		x		
AOJ-381	Victimology and Criminal Behavior	SOSC		x		
AOJ-484	Public Policy, Crime and Criminal Justice	SOSC		x		
APS-100	Medical Terminology			x	x	
APS-289	Radiation Safety Officer				x	
APS-295	Associate Capstone			x		
APS-302	Customer Service a Practical Approach			x		
APS-400	Occupational Health and Safety			x		
APS-401	Current Trends and Applications			x		
APS-402	Applied Quality Management			x		
ART-100	A World of Art	HUMT		x		
ART-166	The History of Western Art I	HUMT	x	x		
ART-167	The History of Western Art II	HUMT	x	x		
AST-101	Introductory Astronomy	NASC	x	x		
BIO-101	Introductory Biology	NASC		x		
BIO-208	The Science of Nutrition	NASC	x	x	x	x
BIO-211	Human Anatomy and Physiology I	NASC		x		
BIO-212	Human Anatomy and Physiology II	NASC		x		
BIO-310	Man's Best Friend: The Biology and Behavior of Dogs			x		
BUE-101	Personal Finance for 2000 and Beyond			x		
BUS-101	Introduction to Business		x	x		
BUS-161	Business Mathematics		x	x		
BUS-311	Business in Society				x	
BUS-421	Strategic Management		x	x	x	
CHE-101	Survey of Chemistry	NASC	x	x		

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COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	e-PACK® COURSE
CHE-111	General Chemistry I	NASC		x		
CHE-112	General Chemistry II	NASC		x		
CHE-121	General Chemistry I w/Lab	NASC		x		
CHE-122	General Chemistry II w/Lab	NASC		x		
CHE-128	General Chemistry I Labs	NASC		x		
CHE-129	General Chemistry II Labs	NASC		x		
CIS-107	Computer Concepts and Applications	NASC/IPSL	x	x	x	
CIS-301	Management Information Systems	NASC/IPSL		x		
CIS-311	Database Management	NASC/IPSL		x		
CIS-320	System Analysis and Design I	NASC/IPSL		x		
CIS-351	Software Engineering	NASC		x		
CMP-202	Foundation of Information Technology	IPSL		x		
CMP-354	Network Technology			x	x	
COM-120	Introduction to Mass Communications I	HUMT/IPSL	x	x		
COM-121	Introduction to Mass Communications II	HUMT/IPSL	x	x		
COM-209	Public Speaking	HUMT/IPSL		x		
COM-210	Public Relations Thought and Practice	HUMT/IPSL			x	
COM-330	Interpersonal Communications	HUMT/IPSL		x		
COM-335	Elements of Intercultural Communication	HUMT/IPSL/GLBL	x	x		
COM-339	The Story of Human Language	HUMT		x		
COS-101	Introduction to Computers	NASC/IPSL	x	x		
COS-116	C Programming	NASC/IPSL	x	x		
COS-213	C++ Programming	NASC	x	x		
COS-231	Assembly Language	NASC/IPSL	x	x		
COS-241	Data Structures	NASC/IPSL	x	x		
COS-330	Computer Architecture	NASC	x	x		
COS-352	Operating Systems	NASC	x	x		
COS-451	Artificial Intelligence	NASC		x		
CTR-211	Electronic Instrumentation and Control		x	x		
CTR-212	Programmable Logic Controllers	NASC/IPSL		x		
EAS-101	General Earth Science	NASC		x		
EAS-131	Introductory Meteorology	NASC		x		
EAS-201	The Science of Disasters	NASC		x		
ECO-111	Macroeconomics	SOSC	x	x		
ECO-112	Microeconomics	SOSC	x	x		
ECO-490	International Economics	SOSC/GLBL	x	x		
EGM-211	Statics	NASC		x		
EGM-321	Thermodynamics			x		
EGM-331	Fluid Mechanics			x		
ELC-201	Electronic Communication Systems			x		
ELD-302	Digital Electronics			x		

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ELD-311	Microprocessors			x		
ELD-400	Advanced Microprocessors			x		
ELE-211	DC Circuits	NASC/IPSL		x		
ELE-212	AC Circuits	NASC/IPSL		x		
ELT-306	Solid State Devices and Circuits			x		
ELT-307	Linear and Integrated Circuits			x		
ELT-308	Industrial Electronics			x		
ELT-490	Electronic Assessment/Career Planning			x		
ELT-495	Electronics Engineering Tech Capstone			x		
ENC-101	English Composition I		x	x	x	
ENC-102	English Composition II		x	x	x	
ENG-201	Technical Writing	HUMT/IPSL	x	x	x	
ENG-298	Jane Austen: Pride and Prejudice	HUMT		x		
ENG-393	One Writer's Vision: Jane Austen	HUMT		x		
ENS-314	Global Environmental Change	NASC	x	x		
ETH-210	Environmental Ethics	ETHC			x	
EUT-302	Gas Combustion			x		
EUT-309	Gas Distribution			x		
EUT-401	Regulatory Policy and Procedures			x		
EUT-402	Applied Economic Analysis			x		
FDR-440	Fundraising for Nonprofits			x		
FIL-110	American Cinema	HUMT	x	x		
FIN-301	Principles of Finance		x	x		
FIN-314	Small Business Finance			x		
FIN-321	Security Analysis and Portfolio Management			x	x	
FIN-331	Financial Institutions and Markets			x	x	
FIN-334	International Finance			x		
FIN-382	Risk Management			x		
FIT-190	First Aid, CPR, Safety			x		
FIT-211	Kinesiology	NASC		x		
FIT-230	Individual Assessment of Fitness and Wellness			x		
FIT-250	Principles and Programs of Fitness and Wellness			x		
FIT-280	Exercise and Nutrition for Special Populations			x		
GEO-151	Physical Geology	NASC	x	x		
GER-312	Biological Aspects of Aging	NASC		x		
GLB-301	Global Issues and Society	NASC/SOSC/GLBL		x		
GOG-230	World Geography	SOSC/GLBL		x		
HEA-305	Women's Health	GENL		x		
HEA-306	Men's Health	GENL		x		
HIS-101	Western Civilization I	SOSC	x	x		
HIS-102	Western Civilization II	SOSC	x	x		

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HIS-113	American History I	SOSC	x	x		
HIS-114	American History II	SOSC	x	x		
HIS-126	World History from 1600	SOSC/GLBL			x	
HIS-210	American Civil Rights Movement	SOSC/GLBL	x	x		
HIS-235	American Civil War	SOSC	x	x		
HIS-261	Introduction to Chinese History and Culture	SOSC/GLBL	x	x		
HIS-301	African History and Culture	SOSC/GLBL	x	x		
HIS-306	African American History	SOSC/GLBL		x		
HIS-310	The Middle East	SOSC/GLBL		x		
HIS-356	War and American Society	SOSC	x	x		
HLS-355	Critical Thinking for Homeland Security	HUMT		x		
HLS-410	Counterterrorism: Constitutional and Legislative Issues	SOSC		x		
HLS-420	Homeland Security: Preparedness, Prevention and Deterrence	SOSC		x		
HLS-429	Protecting the Homeland: Response and Recovery	SOSC		x		
HLS-498	Homeland Security Capstone			x		
HPS-200	Statistics for the Health Professions	NASC		x		
HUM-101	Introduction to the Humanities: Philosophical Thought	HUMT		x		
HUM-102	Introduction to the Humanities II: Drama, Poetry and Narrative	HUMT		x		
HUM-103	Introduction to the Humanities III: Music	HUMT		x		
HUM-104	Introduction to the Humanities IV: Fine Arts and Architecture	HUMT		x		
HUS-101	Introduction to Human Services			x		
HUS-295	Associate-Level Human Services Capstone			x		
HUS-495	Bachelor's-Level Human Services Capstone			x		
JOU-110	Introduction to News Reporting	HUMT/IPSL			x	
JOU-352	News Writing	HUMT/IPSL	x	x		
LAW-201	Business Law		x	x		
LDR-305	Foundations of Leadership			x		
LDR-324	Leaders in History	SOSC		x		
LDR-345	Theories of Leadership			x		
LDR-419	Nonprofit Leadership			x		
LDR-422	Leadership in a Global Environment	GLBL		x		
LDR-435	Leadership Practicum			x		
LIB-495	Liberal Arts Capstone		x	x		
LIT-202	Literary Roots of Western Culture	HUMT		x		
LIT-205	American Literature I	HUMT		x		
LIT-206	American Literature II	HUMT		x		

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LIT-221	Introduction to Children's Literature	HUMT	x	x		
LIT-291	Analysis and Interpretation of Literature	HUMT	x	x		
LIT-301	Advanced American Literature I	HUMT		x		
LIT-302	Advanced American Literature II	HUMT		x		
LIT-331	African Encounters	HUMT/GLBL		x		
LIT-460	Non-Western Literature	HUMT/GLBL		x		
MAN-230	Introduction to Entrepreneurship			x		
MAN-301	Principles of Management			x		x
MAN-311	Organizational Behavior	SOSC		x		x
MAN-331	Human Resources Management		x	x		x
MAN-372	International Management		x	x		
MAN-373	Managerial Communications	HUMT/IPSL	x	x		
MAN-376	Leadership Communication	HUMT/IPSL		x		
MAN-415	Change Management			x		
MAN-425	Advanced Organizational Management			x		
MAN-432	Small Business Management		x	x		
MAN-435	Project Management			x		
MAR-301	Introduction to Marketing		x	x		x
MAR-306	Creating and Implementing the Electronic Enterprise			x		
MAR-310	Principles of Sales			x		
MAR-321	Marketing Communications	HUMT/IPSL			x	
MAR-322	Sales Management				x	
MAR-323	Advertising				x	
MAR-335	New Product Development and Marketing			x		
MAR-411	Marketing Research			x		
MAR-441	Marketing with Digital and Social Media			x		
MAR-479	Applied Marketing Practices			x		
MAT-105	Applied Liberal Arts Mathematics	NASC/IPSL		x	x	
MAT-115	Intermediate Algebra	NASC/IPSL		x		
MAT-119	Quantitative Business Analysis	NASC/IPSL		x		
MAT-121	College Algebra	NASC/IPSL	x	x	x	
MAT-129	Precalculus	NASC/IPSL	x	x		
MAT-231	Calculus I	NASC/IPSL	x	x		
MAT-232	Calculus II	NASC/IPSL	x	x		
MAT-270	Discrete Mathematics	NASC/IPSL	x	x		
MAT-301	History of Mathematics	NASC/IPSL		x		
MAT-321	Linear Algebra	NASC		x		
MAT-331	Calculus III	NASC		x		
MAT-332	Calculus IV	NASC		x		
MAT-351	Mathematical Modeling	NASC		x		

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MAT-361	College Geometry	NASC		x		
MAT-401	Mathematical Logic	NASC		x		
MUS-220	Music History I	HUMT		x		
MUS-221	Music History II	HUMT		x	x	
NEG-401	Negotiations and Conflict Management				x	
NUC-238	Radiation Analysis Laboratory			x		
NUC-303	Nuclear Physics for Technology			x		
NUC-342	Radiological, Reactor and Environmental Safety			x		
NUC-351	Nuclear Instrumentation and Control			x		
NUC-365	Reactor Fundamentals			x		
NUC-402	Nuclear Materials			x		
NUC-412	Radiation Biophysics		x	x		
NUC-413	Radiation Interactions		x	x		
NUC-423	Heat Transfer			x		
NUC-490	Nuclear Technology Assessment/ Career Planning			x		
NUC-495	Nuclear Energy Engineering Technology Capstone			x		
NUR-320	Introduction to Professional Nursing	Classroom-based, see course description				
NUR-328	Health Assessment and Health Promotion	Classroom-based, see course description				
NUR-340	Nursing Informatics			x		
NUR-342	Advancing Nursing Practice			x		
NUR-400	Nursing Care Across the Lifespan	Classroom-based, see course description				
NUR-410	Nursing Care of Vulnerable Populations	Classroom-based, see course description				
NUR-416	Health Assessment			x		
NUR-418	Research in Nursing			x		
NUR-420	Integrating Advanced Nursing Concepts	Classroom-based, see course description				
NUR-428	Leadership and Management in Nursing			x	x*	
NUR-441	Community Health Nursing			x		
NUR-443	Public Health Nursing			x		
NUR-445	Validating Nursing Competence			x		
NUR-500	Seminar in Clinical Competence			x		
NUR-516	Advanced Health Assessment			x		
NUR-529	Health Policy			x		
NUR-531	Nursing Informatics: Concept and Issues			x		
OPM-301	Operations Management			x	x	
OPM-411	Total Quality Management			x		
OPM-415	Logistics			x		
OPM-420	Supply Chain Management			x		
PHI-286	Contemporary Ethics	HUMT/ETHC		x		

*NUR-428 has a Leadership exam option, but is not a TECEP. Please see www.tesc.edu/nursing/Leadership-Management-Exam.cfm for more information.

ETHC = Ethics
GENL = General Education
GLBL = Diversity/Intercultural Literacy

HUMT = Humanities
IPSL = Intellectual and Practical Skills

NASC = Natural Sciences/Mathematics
SOSC = Social Sciences

COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	e-PACK® COURSE
PHI-370	Philosophy of Religion	HUMT		x		
PHI-384	Ethics and the Business Professional	HUMT/ETHC	x	x		
PHO-101	Introduction to Photography	HUMT		x		
PHY-111	Physics I	NASC		x		
PHY-112	Physics II	NASC		x		
PHY-115	Physics I with Lab	NASC	x	x		
PHY-116	Physics II with Lab	NASC	x	x		
PHY-128	Physics I Lab	NASC		x		
PHY-129	Physics II Lab	NASC		x		
PLA-100	Introduction to Prior Learning Assessment	IPSL		x		
PLA-200	Introduction to Portfolio Development	IPSL		x		
POS-101	Introduction to Political Science	SOSC			x	
POS-110	American Government	SOSC	x	x		
POS-282	Introduction to Comparative Politics	SOSC/GLBL			x	
POS-310	Constitutional Issues	SOSC	x	x		
POS-315	International Relations I	SOSC/GLBL		x		
POS-420	Conflict in International Relations	SOSC/GLBL		x		
PSG-101	Theoretical Fundamentals of Polysomnography			x		
PSG-102	Instrumentation Theory			x		
PSG-103	Polysomnography Scoring			x		
PSG-104	Sleep Disorders			x		
PSG-105	Clinical Patient Management			x		
PSG-200	Clinical Fundamentals of Polysomnography			x		
PSY-101	Introduction to Psychology	SOSC	x	x		x
PSY-211	Developmental Psychology	SOSC	x	x		x
PSY-270	Psychology of Women	SOSC			x	
PSY-300	Thanatology: An Understanding of Death and Dying	SOSC	x	x		x
PSY-317	Worlds of Childhood	SOSC	x	x		
PSY-322	Research in Experimental Psychology	SOSC	x	x		x
PSY-331	Introduction to Counseling	SOSC	x	x		x
PSY-350	Abnormal Psychology	SOSC	x	x	x	x
PSY-352	Psychology of Personality	SOSC		x		x
PSY-360	Organizational Theory	SOSC	x	x		
PSY-363	Industrial Psychology	SOSC				x
PSY-370	Introduction to Social Psychology	SOSC				x
PSY-379	Social Psychology	SOSC	x	x		
REL-275	Introduction to Islam	HUMT/GLBL		x		
REL-405	World Religions	HUMT/GLBL	x	x		
REL-406	Eastern Religions	HUMT/GLBL	x	x		
REL-407	Western Religions	HUMT/GLBL	x	x		

ETHC = Ethics
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HUMT = Humanities
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NASC = Natural Sciences/Mathematics
SOSC = Social Sciences

COURSE ID	COURSE TITLE	GENERAL EDUCATION AREA OF STUDY	GUIDED STUDY COURSE	ONLINE COURSE	TECEP® EXAM	e-PACK® COURSE
SOC-101	Introduction to Sociology	SOSC/GLBL	x	x		
SOC-210	Marriage and the Family	SOSC/GLBL	x	x	x	x
SOC-242	Juvenile Delinquency	SOSC		x		
SOC-291	Criminology	SOSC		x		
SOC-315	Social Gerontology	SOSC	x	x		x
SOC-322	Cultural Diversity in the United States	SOSC/GLBL	x	x		
SOC-361	Complex Organizations	SOSC	x	x		
SOC-362	Sociology of Work	SOSC	x	x		
SOC-376	Women and Social Action	SOSC		x		
SOC-384	Gangs	SOSC		x		
SOC-387	Modern Sociological Foundations	SOSC		x		
SOC-417	Contemporary Sociological Theory	SOSC		x		
SOS-110	Living in the Information Age	SOSC/IPSL		x		
SOS-150	Self Assessment and Career Exploration	SOSC		x		
SOS-304	Drugs and Society	SOSC	x	x		
SOS-320	Management of Stress and Tension	SOSC		x		
SOS-360	Games People Play: Game Theory in Life, Business and Beyond	SOSC		x		
SOS-370	Challenges in U.S. and Global Public Health	SOSC		x		
SOS-440	Terrorism	SOSC		x		
SOS-492	Research Methods in Social Sciences	SOSC		x		
SPA-101	Elementary Spanish I	HUMT	x			
SPA-102	Elementary Spanish II	HUMT	x			
SPA-103	Elementary Spanish III	HUMT	x			
STA-201	Principles of Statistics	NASC	x	x	x	x

Course Materials

You are responsible for acquiring all the textbooks and materials required for the courses you choose. The cost for course materials is not included in your tuition and registration fees. You will arrange payment directly with the textbook provider. Many students choose to use MBS Direct for their course materials. If you choose to use MBS Direct, you may order textbooks and materials by telephone, on the Web or by mailing the order form (in the Forms section on the College website). Whatever method you choose, you will need to supply the course codes of the Thomas Edison State College courses for which you have registered. MBS Direct will do the rest. MBS Direct has an especially large inventory of used books, and information on the availability of used books will be provided both by the MBS Direct call center and on the Web. Ordering used books provides a substantial saving over new books. Also, ordering via the Web affords students a 20 percent reduction in the cost of shipping and handling.

To learn what materials are required for your course, go to the MBS Direct website. MBS Direct maintains a section on its website devoted to Thomas Edison State College. There you can see at-a-glance what materials are required for the courses you are taking, and you can calculate the cost. There is a direct link to MBS Direct on the Thomas Edison State College website under Current Students. This information is also available through the MBS Direct call center (see Contact Information on this page).

Course Manuals

In online and Guided Study courses, the syllabus, handbook and specific course information are available when you logon to the course for which you are registered. You will receive a password and user name for courses with your registration confirmation.

Textbooks

- > Most courses, except prior learning assessment (PLA), require textbooks.

Study Guides

- > Some courses may require a study guide.

Media Components

- > Some of the College's courses require the use of media in addition to other materials.

Laboratory Kits

- > Some courses require laboratory kits in addition to the other course materials. You will receive an email with ordering instructions after registering.

Computer Software

- > A few of the College's courses require the use of computer software.

Contact Information for MBS Direct

- > MBS Direct telephone orders are taken through its call center at: (800) 325-3252.
- > MBS Direct Web orders are taken at: www.mbsdirect.net or students can link to MBS Direct from the Thomas Edison State College website at www.tesc.edu under Current Students.
- > Access MBS Direct Order Forms on the College website.

Prior learning assessment (PLA) students do not need to purchase course materials or textbooks from MBS Direct. However, the course mentor may suggest readings and additional materials to support your electronic portfolio.

section 5

Course Registration

Course Registration: At a Glance

2014-2015 Calendar

Term	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Nov. 2014	Dec. 2014
Start Date	July 1, 2014	Aug. 4, 2014	Sept. 1, 2014	Sept. 29, 2014	Nov. 3, 2014	Dec. 1, 2014
End of Term	Sept. 21, 2014	Oct. 26, 2014	Nov. 23, 2014	Dec. 21, 2014	Jan. 25, 2015	Feb. 22, 2015
Registration Dates	May 23 - June 18, 2014	June 24 - July 19, 2014	July 25 - Aug. 16, 2014	Aug. 22 - Sept. 12, 2014	Sept. 18- Oct. 18, 2014	Oct. 24 - Nov. 15, 2014
Late Registration	June 19 - 23, 2014	July 20 - 24, 2014	Aug. 17 - 21, 2014	Sept. 13 - 17, 2014	Oct. 19 - 23, 2014	Nov. 16 - 20, 2014

Term	Jan. 2015	Feb. 2015	March 2015	April 2015	May 2015	June 2015
Start Date	Jan. 5, 2015	Feb. 2, 2015	March 2, 2015	April 6, 2015	May 4, 2015	June 1, 2015
End of Term	March 29, 2015	April 26, 2015	May 24, 2015	June 28, 2015	July 26, 2015	Aug. 23, 2015
Registration Dates	Nov. 21 - Dec. 16, 2014	Dec. 22, 2014- Jan. 17, 2015	Jan. 23 - Feb. 14, 2015	Feb. 20 - March 21, 2015	March 27 - April 18, 2015	April 24- May 16, 2015
Late Registration	Dec. 17 - 21, 2014	Jan. 18 - 22, 2015	Feb. 15 - 19, 2015	March 22 - 26, 2015	April 19 - 23, 2015	May 17 - 21, 2015

Graduate and nursing courses are offered four times a year in: **July, October, January and April.**

Course Tuition and Fees

For complete tuition and fees information, please refer to the Tuition and Fees Schedule on the College website at www.tesc.edu/tuition.

To Register for a Course or TECEP® Examination:

Web: www.tesc.edu
 Fax: (609) 292-1657
 Phone: (888) 442-8372

Telephone registrations are accepted weekdays, excluding Dec. 24, 2014, to Jan. 1, 2015, and College holidays. See Page 146 for a listing of holiday closing dates.

Mail: Thomas Edison State College
 Office of the Registrar
 Attn: Course Registration
 101 W. State St.
 Trenton, NJ 08608-1176

Registering for Undergraduate Courses

Registration Methods: An Overview

You may register for courses in several ways during scheduled registration periods (see the 2014-2015 Calendar on Page 5 for exact registration dates). Please note that no registrations will be accepted by mail during late registration periods.

1. **Online registration** (via Online Student Services) is available to Thomas Edison State College students who have paid the College's Comprehensive Tuition, have approved Thomas Edison State College financial aid, are paying for the course tuition and fees by credit card or have an approved Tuition Assistance Form from the Navy, Marines, Air Force, MyCAA or Coast Guard. This real-time, online registration is found at www.tesc.edu under the link for Current Students. It allows you to view and select from among the up-to-the-minute course offerings and available mentors. In addition, you may view your final course grades and change your address, phone number and email address.

2. **Fax** in your Registration Form during scheduled registration sessions to the Office of the Registrar at (609) 292-1657, using your tuition assistance, VISA, MasterCard, American Express or Discover for payment of tuition and fees. Fax registration is available 24 hours a day, seven days a week during scheduled registration sessions.

3. **Register by telephone** by calling (888) 442-8372. Call only during scheduled registration sessions, Monday through Friday excluding Dec. 24, 2014, to Jan. 1, 2015, and major holidays. Use your VISA, MasterCard, American Express or Discover for payment of tuition and fees.

4. **Mail in** your Registration Form during scheduled registration sessions with your check or money order, company tuition aid voucher or your VISA, MasterCard, American Express or Discover number indicated in the space provided on the Registration Form (*located in the Forms section*).

5. **Walk in** with your completed Registration Form and payment. The Office of the Registrar is located in the Academic Center at 167 W. Hanover St., Trenton, N.J. If you pay in cash, your payment must be delivered directly to the Office of the Bursar at 221 W. Hanover St., Trenton, N.J., after the registrar has processed your registration at the Academic Center. (*Note: Walk-in registrations will not be taken Dec. 24, 2014, to Jan. 1, 2015, or during major holidays.*)

Late Registration

Late registration for all courses will take place following the close of regular registration. Only online, fax, telephone and walk-in registrations will be accepted during this period. All late registrations must include the late registration fee. Registrations postmarked after the close of the regular registration period will not be processed and the student will be contacted. Students registering during late registration who plan to use the textbook supplier MBS Direct for course materials, will need to contact MBS

Direct immediately to ensure receipt of those materials before the course begins.

Fees

For complete tuition and fees information, please visit www.tesc.edu/tuition. If you are enrolled in a Thomas Edison State College program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), the W. Cary Edwards School of Nursing or Corporate Choice®, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

In addition to the tuition and registration fees, there are separate costs for course materials, textbooks, DVDs, course supplies, and shipping and handling. These fees must be paid to MBS Direct, if you have chosen that supplier, when you order your Course Materials Package. For ordering information, please see the form at the back of this publication.

Checks and money orders for tuition and registration fees should be made payable to: Thomas Edison State College. Third party and "tuition aid" payment documentation must be attached to the Registration Form. A Registration Form received without proper payment or documentation will not be processed and the student will be contacted. After the forms are processed, students will be sent a registration confirmation.

Military and Veteran Registration

Veterans

Veterans planning to use their GI bill at Thomas Edison State College must first submit the necessary VA-related forms. Once these forms have been received and processed, students will then be able to register using the appropriate GI bill benefit. Tuition and fees will be due at the time of registration for students using a benefit other than 100 percent Post-9/11 GI bill or VA Vocational Rehabilitation. Additional information may be obtained online at www.tesc.edu/military/veterans/index.cfm.

Active Duty Military

Non-Army active duty military students may use tuition assistance to register for courses. An approved tuition assistance authorization form is due prior to the end of the late registration period.

GoArmyEd

Active duty, reserve and non-New Jersey National Guard Army soldiers wishing to utilize tuition assistance must use GoArmyEd (<http://www.goarmyed.com>). It is unnecessary to register for a course through Thomas Edison State College if the registration has been made through the GoArmyEd portal, as registrations made through GoArmyEd are also sent to Thomas Edison State College.

New Jersey National Guard

In order to register for courses under the New Jersey National Guard Tuition Program using a Commander's Certificate of Eligibility, Army and Air Guardsmen must first review, complete and submit the FAFSA for the current academic year, a Thomas

Edison State College Financial Aid Application and the NJNGTP Registration Package. Links to the appropriate forms and additional information on the NJNGTP is available through the Thomas Edison State College NJNGTP Web page at <http://www.tesc.edu/military/national-guard/NJ-National-Guard-Tuition-Program.cfm>.

Financial Aid for Undergraduate Students

Eligible Thomas Edison State College undergraduate students who are taking the required number of Thomas Edison State College Guided Study and online courses per semester can be considered for Federal Pell Grants and Federal Direct Student Loans. Graduate students are eligible for Federal Direct Student Loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Federal financial aid cannot be awarded for e-Pack®, PLA courses or TECEP® examinations, only for the College's online and Guided Study courses.

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid, 101 W. State St., Trenton, NJ 08608-1176, by phone at (888) 442-8372 or via email at finaid@tesc.edu. Additional information is also available on the College website at www.tesc.edu.

How to Register for Undergraduate Courses or TECEP® Examinations: Step-by-Step Instructions

> Select a course or TECEP® examination. If you are an enrolled Thomas Edison State College student and need help determining whether a particular course or TECEP® examination fits your degree requirements, contact an academic advisor. If you are enrolled in another institution, check with that institution to make sure the course or TECEP® examination fits your degree requirements.

> Register for the courses or TECEP® examination during scheduled registration sessions. Be sure to include the GS, EP, PA, NU, NG, TE or OL suffix, which identifies your course as Guided Study (GS), e-Pack® (EP), prior learning assessment (PA), nursing (NU), nursing graduate (NG), TECEP® examination (TE) or online (OL). Your payment method determines how you may register. You may only register for PA courses if you have successfully completed PLA-100 or another PLA course. You can check your current course schedule via Online Student Service, under "Academic Profile."

> Receive a registration confirmation from Thomas Edison State College by email.

> If you have registered for a course, after receiving confirmation of registration, you may purchase your course materials from any available source. For your convenience, all materials required for your courses are available from MBS Direct. To review the materials needed for your course, go to www.bookstore.mbsdirect.net/tesc.htm and follow these instructions:

- 1) click "Order Your Books;"
- 2) select your term and program and then click "Continue;"
- 3) select your course and click "Continue;" and
- 4) click on the title of the book and you will see information regarding the book, including title, edition and ISBN#.

Course materials and textbook costs are separate. Students will find the Course Manual, syllabus and Course Calendar online once the semester begins. Access information to courses will be emailed to OL, GS, EP, PA, NU and NG students with their registration confirmation. For PA courses, you will be demonstrating the college-level knowledge you have already acquired, so no book purchase is required.

> Start your course work on the term start date as outlined in the academic calendar. Contact your mentor the first week. Arrange for a proctor during the first week.

> If you have registered for a TECEP® examination, refer to the TECEP® information on Page 69. To learn which areas of study are available as TECEP® examinations, go to www.tesc.edu/listalltecep.php.

To learn what materials are recommended for your TECEP® exam, go to www2.tesc.edu/listalltecep.php and click your TECEP® title. Then go to www.study tactics.com/st_home.php and click "College" then "Search". Enter your text title. If it is available you may order by clicking on the text title.

Payment Options

For payment made by credit card, military tuition assistance and Thomas Edison State College approved financial aid:

- > register online at www.tesc.edu;
- > fax your registration to (609) 292-1657;
- > call (888) 442-8372 to register via the telephone weekdays, excluding major holidays; or
- > complete the Registration Form and mail it to the Office of the Registrar, Attention: Course/TECEP® Registration.

For payment made by corporate vouchers and checks: You must fax, email or mail your completed Registration Form and Corporate Voucher Form together. Registrations received without approved corporate vouchers will not be processed. If your company requires partial student payment, make sure your payment is included. Registration with payment by check must be mailed. All payment methods are accepted from students who choose to register in person.

Prior Learning Assessment (PLA) Registration:

For Single-Course 12-Week Portfolio Courses

Note: This option is only open to those who have previously earned credit through PLA portfolio assessment. For a description of the regular prior learning assessment process, see the section beginning on Page 78 of this catalog, or visit the website at www.tesc.edu/pla. For additional information, please contact PLAWeb@tesc.edu.

Registering for any mentor-guided 12-week PLA portfolio course involves a few steps.

If you are an enrolled student at Thomas Edison State College, you have probably already:

- > reviewed your degree with an academic advisor;
- > discussed those credits remaining in your degree;
- > identified the course numbers, titles and descriptions for which you believe you already have the equivalent college-level knowledge; and
- > had an advisor preapprove how those potential credits fit into your degree plan.

Your next step is to submit a PLA portfolio proposal form, which is found on the website at: <https://ssl.tesc.edu/plaproposal.php>.

The Office of Portfolio Assessment will review the proposal. Once the office has approved your proposal, a single-course, mentor-guided 12-week PLA course section will be created for you, and you will receive an email outlining the registration instructions.

It is important to start this proposal process at least two weeks prior to the end of the registration period for a given term so that a mentor can be identified and matched to the portfolio course.

At some point in the first week of the term you should communicate with the PLA mentor. The contact information will be found on the course site in myEdison®. Additionally you will see a "submissions schedule" in the course screens. This document will help you understand what items to submit at any point in the term, and will help the PLA mentor and you to stay on track for completion of the PLA.

Keep in mind that the process must be completed within the 12-week term.

Any questions can be directed to the PLA office at PLAWeb@tesc.edu.

Testing and Test Administration

Undergraduate Examinations and Proctors

Most Guided Study (GS) and online (OL) courses, not including nursing, require a proctored midterm and/or final. Some courses have a paper or project in lieu of a final exam. TECEP® (TE) exams and e-Pack® (EP) courses require a proctored final only. All course semesters (GS, OL, EP & TE) are 12 weeks long. Make sure you are ready to complete the test on your scheduled test day, because once the online test link is accessed or the pen/paper test seal is broken, the test will be graded on the work completed.

Choose the Format of your Examinations

All course exams and most TECEP® exams offer the Online Proctor Service (OPS) as a testing option. This allows you to take a test on your home computer while being proctored, in real time, by the OPS proctor. To utilize this option, you are required to have a webcam, specified computer requirements and audio capabilities. Our OPS vendor (ProctorU) provides test sessions 24 hours a day, 7 days a week with the exception of some holidays. The link for scheduling with ProctorU is in your course space. If you cannot complete your exams online or if you prefer to take the pen/paper version, you must locate a proctor and submit a Proctor Request Form by the end of the first week of the semester. Forms and proctor guidelines can be found at www.tesc.edu/proctor. The Proctor Request Form can now be submitted electronically.

Taking Your Examinations Online

If you decide to complete your exams online with our OPS option, the first step is to log into the ProctorU scheduling site to create an account (<http://www.proctoru.com/portal/tesc/>). Take the WebCam Test to ensure that your camera, speakers, microphone, bandwidth, etc., are functioning properly. When you schedule your exams, be sure to select the correct semester so the correct test dates are made available. You will then select a date and time that is convenient. On the day of the test, you will once again log into the OPS site (<http://www.proctoru.com/portal/tesc/>), click on the My Exams tab and wait for the proctor to come online for the identity verification process. You will then be directed to open your test link by logging into myEdison® (<http://www2.tesc.edu/myedison/>). Select the Moodle Rooms tab to access your course exams (OL, GS, EP) or the TECEP® tab to access your TECEP® exams (TE). If you are taking a course exam, be sure to select the correct link (midterm versus final).

Taking Your Examinations in the Pen/Paper Format

If you decide to complete your exams in the pen/paper format, you may take them at any accredited college or university or at any public library. It is advisable to find a location close to your home or work so you have easy access on your test day,

especially if you are taking more than one course a semester. Be sure your proctor is available for both the midterm and final test weeks as many institutions close for spring break and holidays. You can contact your local college or university to find a full-time professor or professional staff member (adjunct and part-time professors do not qualify) or your local library to find a full-time librarian (elementary and high school librarians do not qualify). We do not send examinations to employers, corporate training offices, members of the clergy, family members or friends. Students are responsible for paying proctor fees, if requested by the proctor. For more information, go to www.tesc.edu/proctor.

Military Students

Students in the military who utilize military computers, or are stationed overseas, may encounter connectivity issues that prevent a successful online administration. For those students, the pen/paper version is the better option. Acceptable proctors include Test Control Officers (TCO), Education Services Officers (ESO), Career Counselors, base librarians, chaplains or commissioned officers who are not in your direct chain of command. For more information, go to www.tesc.edu/militaryproctor.

Important Points to Remember

- > A Proctor Request Form must be submitted at the beginning of each new semester only if you are taking the pen/paper exam. You can choose to take the exams for some courses online and other courses in the pen/paper format provided you stick with one format per course. So if you submit a Proctor Request Form, you will take both the midterm and final (if required) in the pen/paper format. Likewise if you select the online option.
- > The Proctor Request Form can be submitted electronically. Find the form at www.tesc.edu/proctor and complete all required fields.
- > No matter what format you choose, you must alert the Office of Test Administration (OTA) if you are on an official course extension in order to take your exams after the original semester end date. Send an email to testing@tesc.edu three business days before your online exam so OTA can open the test link or three weeks before your pen/paper administration so OTA can mail your exam(s).

Taking Examinations at Thomas Edison State College in Trenton, NJ

There are specific test days during every official test week. All test administrations for pen/paper examinations begin at 8:30 a.m. or 10:30 a.m. in the testing room located at 101 W. State Street in Trenton, N.J. To schedule a test date for your course examination or TECEP®, visit <https://www.itfrontdesk.com/resv/login>. CLEP examinations are administered online. There is a two-step registration process that requires a student to register at www.collegeboard.org and select a test site. Available test dates at the College's online testing facility at 167 W. Hanover Street, Trenton, N.J., are listed below. Send an email to testing@tesc.edu to request a specific date once you have registered and received your CLEP voucher.

Examination Schedule for On-Site Testing at Thomas Edison State College

OL = Online Courses
 GS = Guided Study Courses
 EP = e-Pack® Courses
 TE = TECEP® Examinations

Tests Administered	Test Date	CLEP Registration Deadline
CLEP	7/22/14	7/8/14
CLEP	8/8/14	7/30/14
July 2014 12-wk OL/GS MTs & TE	Week of 8/11/14 to 8/17/14	
Aug. 2014 12-wk OL/GS MTs & TE	Week of 9/15/14 to 9/21/14	
July 2014 12-wk OL/GS/EP Finals & TE		
CLEP	9/19/14	9/5/14
Sep. 2014 12-wk OL/GS MTs & TE	Week of 10/13/14 to 10/19/14	
CLEP	10/18/14	10/3/14
Aug. 2014 12-wk OL/GS/EP Finals & TE	Week of 10/20/14 to 10/26/14	
Oct. 2014 12-wk OL/GS MTs & TE	Week of 11/10/14 to 11/16/14	
CLEP	11/15/14	10/30/14
Sep. 2014 12-wk OL/GS/EP Finals & TE	Week of 11/17/14 to 11/23/14	
CLEP	12/13/14	11/28/14
Oct. 2014 12-wk OL/GS/EP Finals & TE	Week of 12/15/14 to 12/21/14	
Nov. 2014 12-wk OL/GS MTs & TE		
Dec. 2014 12-wk OL/GS MTs & TE	Week of 1/12/15 to 1/18/15	
CLEP	1/17/15	1/2/15
Nov2014 12-wk OL/GS/EP Finals & TE	Week of 1/19/15 to 1/25/15	
CLEP	2/11/15	1/28/15
Jan. 2015 12-wk OL/GS MTs & TE	Week of 2/16/15 to 2/22/15	
Dec. 2014 12-wk OL/GS/EP Finals & TE		
CLEP	3/14/15	2/27/15
Feb. 2015 12-wk OL/GS MTs & TE	Week of 3/16/15 to 3/22/15	
Jan. 2015 12-wk OL/GS/EP Finals & TE	Week of 3/23/15 to 3/29/15	
Mar. 2015 12-wk OL/GS MTs & TE	Week of 4/13/15 to 4/19/15	
CLEP	4/18/15	4/3/15
Feb. 2015 12-wk OL/GS/EP Finals & TE	Week of 4/20/15 to 4/26/15	
CLEP	5/12/15	4/28/15
Apr. 2015 12-wk OL/GS MTs & TE	Week of 5/18/15 to 5/24/15	
Mar. 2015 12-wk OL/GS/EP Finals & TE		
CLEP	6/12/15	5/28/15
May 2015 12-wk OL/GS MTs & TE	Week of 6/15/15 to 6/21/15	
Apr. 2015 12-wk OL/GS/EP Finals & TE	Week of 6/22/15 to 6/28/15	
June 2015 12-wk OL/GS MTs & TE	Week of 7/13/15 to 7/19/15	
CLEP	7/18/15	7/2/15
May 2015 12-wk OL/GS/EP Finals & TE	Week of 7/20/15 to 7/26/15	
CLEP	8/8/15	7/24/15
June 2015 12-wk OL/GS/EP Finals & TE	Week of 8/17/15 to 8/23/15	

Thomas Edison State College

101 W. State Street

Trenton, NJ 08608-1176

All Proctor Request forms for the pen/paper version of OL/GS/EP and TE examinations are due in the Office of Test Administration by the end of the first week of the semester. Please check your course space carefully as all OL, GS, EP courses and most TE tests provide the Online Proctor Service (OPS), which allows examinations to be administered online from your home computer.

Students can register for TE examinations online through Online Student Services. Students who wish to complete the pen/paper version of their GS/OL/EP or TE test in our Trenton, N.J., testing facility can view available test dates by going to the Test Scheduling System at: <https://www.itfrontdesk.com/resv/index.html>

Students who do not have access to the Web or who are on an official course extension should contact the Office of Test Administration at testing@tesc.edu to schedule an exam date in our Trenton, N.J., testing facility. As always, space is filled on a first-come, first-served basis, so schedule exams early in the semester.

Go to <http://www.tesc.edu/about/Main-Campus.cfm> for directions to the College's testing facility for pen/paper exams at 101 W. State St., Trenton, NJ. CLEP examinations are administered online at 167 W. Hanover Street, Trenton, NJ. For directions to the Academic Center, please go to <http://www.tesc.edu/about/Academic-Center.cfm>.

The College will be closed on the following dates during the 2014-2015 academic year.

Holiday	College Closed
Independence Day	Friday, July 4, 2014
Labor Day	Monday, Sept. 1, 2014
Columbus Day	Monday, Oct. 13, 2014
Thanksgiving Day	Thursday, Nov. 27, 2014
Winter Holiday	Thursday, Dec. 25, 2014- Thursday, Jan. 1, 2015
Martin Luther King Jr. Day	Monday, Jan. 19, 2015
Presidents' Day	Monday, Feb. 16, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015

section 6

Student Services

Students with Disabilities

Thomas Edison State College adheres to the letter and spirit of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and is an Equal Opportunity/Affirmative Action institution.

Thomas Edison State College will make reasonable effort to provide accommodations to students in the spirit of the Americans with Disabilities Act. It is important to emphasize the flexibility of the options provided for students to access the College and use our convenient methods of earning credits, but the College does not require students to earn credit through any specific credit-earning method.

The Office of Student Special Services assists students with disabilities to access College programs and services. Students can contact the office by phone, fax, postal mail and email. All student-related information, records and documents are kept confidential. Students may access information on Disability Support Services and the Office of Student Special Services via the College website at www.tesc.edu/about/ada.

When requesting accommodations, it is the student's responsibility to disclose and verify their disability to the ADA Coordinator; all such disclosures will be kept confidential. Accommodations under the ADA for a given term must be approved prior to the start date of the respective term.

If you would like to discuss reasonable disability accommodations for course work and/or examinations, please contact the ADA Coordinator in the Office of Student Special Services prior to registering for a course or examination via phone at 609-984-1141, ext.3415, or email at ada@tesc.edu. Hearing impaired individuals may call the TTY phone at (609) 341-3109.

Academic Advising

Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the Learner Support Center at (888) 442-8372 for assistance.

Enrolled Students

Once applicants have paid the annual tuition (Comprehensive, Enrolled Options or Per Credit), they are considered enrolled students and have full access to the College's academic advisement, evaluation and program planning services. Students may call the Advising Expressline at (888) 442-8372 to address brief questions. Appointments for both undergraduate and graduate advising can be made through the AppointmentDesk program available online through myEdison® or by interactive voice response by calling (609) 858-2122.

Advising Expressline

Students who have already received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advising Expressline. A student advising appointment (discussed next) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The Advising Expressline is open Monday through Thursday, from 10 a.m. to 6 p.m., and 10 a.m. to 4 p.m. on Friday, Eastern Time, excluding holidays. The toll free number for the Advising Expressline is (888) 442-8372. It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) is appropriate for their degree program.

Student Appointments

Enrolled students are encouraged to make a 30-minute appointment with an advisor for program planning, extensive questions regarding degree programs and methods of earning credits during the first six months of their enrollment period. Appointments with an advisor are available to enrolled students only and may be conducted in-person or by telephone. Appointments for both undergraduate and graduate advising can be made through the AppointmentDesk program available online through myEdison® or by interactive voice response by calling (609) 858-2122.

Program Planning

Students enrolled with Thomas Edison State College are strongly encouraged to work with an advisor and submit a degree program plan that outlines how they will complete all or part of the remaining requirements for degree completion. Students may view

the *Advisement and Degree Planning Handbook*, which provides them with the steps required in developing a program plan, at www.tesc.edu. The *Handbook* includes detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs. A link to the enrolled student orientation can also be found here.

Written Correspondence with the Office of Academic Advising

Students may write to the Office of Academic Advising (via letter, fax, HelpDesk or email). Correspondence will be answered by an advisor. Correspondence should be sent to:

Mail: Thomas Edison State College
Office of Academic Advising
101 W. State St.
Trenton, NJ 08608-1176

HelpDesk: Submit a HelpDesk ticket via myEdison®

Fax: (609) 777-2956

*Email: academicadvising@tesc.edu

*Students emailing Academic Advising using the academicadvising@tesc.edu address must include their degree program name initials (e.g., BA, BSBA or MALS, etc.) in the subject line of their email. Name and college ID should be included with all correspondence.

Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid, 101 W. State St., Trenton, NJ 08608-1176; by telephone at (888) 442-8372; or via email at finaid@tesc.edu. Additional information is also available on the College website at www.tesc.edu.

Financial Aid For Undergraduate Students

Eligible Thomas Edison State College students who are taking the required minimum of six credit hours of online or guided study Thomas Edison State College courses per semester may be considered for Pell Grants and federal loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Information on the New Jersey Stars II Scholarship can be accessed at www.hesaa.org.

Please note only Guided Study and online courses are eligible for federal aid.

Academic Progress for Continuing Financial Aid

Thomas Edison State College state and federal financial aid recipients must maintain a cumulative grade point average (GPA) of at least 2.0 (C) to meet the minimum standards for satisfactory academic performance. In addition, the student must complete 67 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 67 percent criterion, the student is not maintaining satisfactory academic performance. (Grades of W are not considered complete.) Students will be notified in writing if they fail to comply with this policy. Students will not be reviewed for academic

progress until they have attempted two semesters of course work. Please note, courses on extensions are not considered completed until grades are posted. Grades of NC will be considered an F for GPA calculations.

There is also a maximum time frame during which the College may award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted credit hours that may be attained in this degree program are 90 credit hours. For the bachelor's degree (120 credits), the maximum attempted credit hours that may be accumulated in this degree program is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame in the aforementioned program. If a student exceeds the maximum number of credits in a degree program, he or she will not be eligible for state or federal student financial aid. This limit includes credits that have been transferred toward a degree. Financial aid will pay for a repeated course only once.

Financial Aid Appeals

Students who do not meet the satisfactory academic progress requirements will be denied additional financial aid. If, because of a mitigating circumstance (such as loss of income, death in the family, etc.) a student falls below the required standards, he or she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning his or her academic performance. All appeals should be in writing and forwarded to:

Thomas Edison State College
Financial Aid Appeals Committee
Office of Financial Aid
101 W. State St.
Trenton, NJ 08608-1176

If an appeal is granted, the student must regain satisfactory academic progress after the end of the appealed semester to be considered for further aid. If progress is not made at the end of the appealed semester, but the student completes all courses attempted with grades of C or better in that semester, an additional semester may be awarded. Students should contact the Office of Financial Aid after the results of the appealed semester are posted.

Other Financial Aid Sources

One of the most overlooked sources of financial assistance is the educational benefits that companies offer to their employees. Information about a company's educational benefits is usually available through the human resources office. Additional aid might be available through the state education agency in your area.

Scholarships

The Thomas Edison State College Scholarship Program is designed to assist students in meeting their financial commitments to the College while they take advantage of the many credit earning options available to them. The College Scholarship Committee, in conjunction with the Office of Development, conducts the annual award period. The list of current scholarships and the associated award period dates are available on the College website at www.tesc.edu under Tuition and Financial Aid.

Recipients for each scholarship are selected based on a competitive application process. Scholarship awards are disbursed after the notification to and acceptance by recipients is completed. Applicants must meet the following eligibility criteria.

Scholarship applicants must:

- > be enrolled at Thomas Edison State College at the time of application;
- > have applied for financial aid (federal, state [N.J. residents only] and Thomas Edison State College);
- > have a minimum 3.0 Thomas Edison State College GPA at the time of application;
- > have completed a minimum of 12 Thomas Edison State College credits each academic year since enrollment with at least six hours each year from online or Guided Study courses;
- > successfully complete 66 percent of courses attempted (incompletes, withdrawals and failed classes do not count as completed credits);
- > meet all eligibility criteria for the scholarship(s) for which they have applied; and
- > provide required documentation, if any, before the end of the application period.

Questions about the College Scholarship Program should be directed to the Office of Financial Aid.

Notes

section 7

College Policies and Procedures

Academic Integrity

A detailed statement of what constitutes academic honesty and plagiarism is included in every course. Students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the College.

The College is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper documentation. Students who submit course materials or examination responses that are found to be plagiarized are subject to discipline under the academic code of conduct policy.

Academic Code of Conduct Policy

Thomas Edison State College is committed to maintaining academic quality, excellence and honesty. The College expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Thomas Edison State College students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff and other students; behave in a manner consistent with the standards and codes of their professions; keep official records updated regarding changes in name, address, telephone number or email address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal or financial holds on records. All members of the community are responsible for reviewing the academic code of conduct policy and behaving in keeping with the stated principles.

Purpose

The purpose of this policy is to define and advise students of the academic code of conduct, and to identify violations and their consequences. It also provides an appeals process for students who believe they have been incorrectly accused of violating the standards of academic integrity.

Violations

The College considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. Community members are in violation of the Academic Code of Conduct when acts of academic dishonesty occur.

These include, but are not limited to:

- > cheating;
- > fabricating information or citations;
- > falsifying documents;
- > falsifying information about test proctors;
- > forgery;
- > gaining unauthorized access to examinations;
- > making up or changing data for a research project;
- > plagiarizing;
- > submitting credentials that are false or altered in any way;
- > tampering with the academic work of other students; and/or
- > using words and ideas from others without appropriate attribution.

Disciplinary Process

Allegations of violations of the Academic Code of Conduct may be initiated by mentors, staff or students enrolled at Thomas Edison State College. Specific allegations of a violation of the Academic Code of Conduct must be submitted in writing to the appropriate dean's office. In cases of violations that result from inappropriate behavior in courses, the appropriate dean is the dean of the School that offers the course. In all other cases, the appropriate dean is the dean of the School in which the student is enrolled.

First Time Plagiarism Offenses

First time incidents of academic dishonesty concerning plagiarism (as defined in the *Advisement and Degree Planning Handbook*) may reflect ignorance of appropriate citation requirements. Mentors will make a good faith effort to address all first-time offenses that occur in courses. In these cases, the mentor may impose sanctions that serve as a learning exercise for the offender. These may include the completion of tutorials, assignment rewrites or any other reasonable learning tool including a lower grade when appropriate. The mentor will notify the student by email.

Second Plagiarism Offenses and All Other Violations

Decisions about the sanctions applied for subsequent plagiarism offenses or other violations will be made by the appropriate dean's office, with the advice of the mentor or staff person who reported the violation. The student will be notified via certified mail of the decision.

Options for sanctions include:

- > Lower or failing grade for an assignment
- > Lower or failing grade for the course
- > Rescinding credits
- > Rescinding certificates or degrees

- > Recording academic sanctions on the transcript
- > Suspension from the College
- > Dismissal from the College

The College reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the College at the vice president or higher level may immediately suspend a student from access to College premises, activities or electronic sites pending disciplinary action. Such action will be reported to the provost and vice president.

Hearing

If a hearing is requested, such hearing will be convened at Thomas Edison State College, Trenton, N.J., within 10 business days after the request is received by the College. Students unable to travel to Trenton may attend the hearing telephonically via conference call. In these circumstances, every effort will be made to adhere as closely as possible to the procedures further outlined in this section.

- > The student shall have the opportunity to testify and present evidence and witnesses. A list of witnesses and a copy of documents to be presented at the hearing must be submitted to the College at least seven days prior to the hearing.
- > The student may have a nonparticipating advisor present for the proceedings.
- > The committee shall hear and question witnesses.
- > The student may suggest questions for witnesses to the committee.
- > The hearing will be audio recorded. All records and/or audio recordings of the hearing will be kept in the custody of the College. Records or recordings may not be reproduced without the specific authorization of the president of Thomas Edison State College.
- > All expenses incurred by the student and any witness will be borne by the student.
- > If a student (with notice) does not appear at the hearing, the committee shall decide whether to proceed in the student's absence.
- > An audio recording of the hearing (not deliberations) shall be made and maintained by the College.

The Academic Integrity Committee will review all reports and evidence regarding the misconduct charge. A written decision will be issued by the chairperson, Academic Integrity Committee, within 10 business days of the hearing. A certified copy will be sent to the student concerned. In its decision, the Academic Integrity Committee will determine the appropriate sanction.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. An appeal must be submitted in writing to the provost and vice president within 10 business days after receipt of the report of hearing decision. The appeal must

specify the grounds on which it is made. Allowable grounds for appeals are limited to the following:

- > Evidence of procedural irregularity
- > Evidence of mitigating circumstances or facts that could not have been presented to the dean imposing the sanctions
- > Evidence of undue severity of sanction
- > Evidence of bias on the part of the dean's office
- > Evidence that the decision of the dean's office is arbitrary, capricious or unreasonable and that the evidence does not support the charges
- > The provost and vice president will issue a decision within 10 business days and may require that the previously imposed sanction be:
 - 1) Affirmed and executed
 - 2) Suspended, set-aside or rejected
 - 3) Modified or adjusted as warranted by circumstance

The decision of the provost and vice president is final.

Nonacademic Code of Conduct Preamble

Thomas Edison State College provides flexible, high-quality, collegiate learning opportunities for self-directed adults. The College is dedicated to maintaining a scholarly community in which the freedom of expression both written and oral is paramount, however, at all times students are expected to maintain professionalism and respectfulness and be mindful of the audience.

Purpose

The purpose of this policy is to advise the students of Thomas Edison State College of their responsibilities and expected conduct when interacting with other students, mentors or staff of the College in nonacademic acts or activities. Furthermore, it provides procedures for filing complaints, investigations, hearings, range of possible sanctions and appeals under this policy.

Statement of Responsibilities and Conduct

Students at Thomas Edison State College are expected to be mature, self-directed and responsible for their progress and the achievement of their personal academic goals. They are expected to know and comply with the policies, rules and procedures of the College; satisfy their financial obligations; respect College resources; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the College is expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the College community, or substantially disrupts or threatens to substantially disrupt the operation of the College, is prohibited and shall be grounds for disciplinary action, including dismissal from the College. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disruptive conduct.

Violations

Behavior by students that violates the spirit or intent of the Nonacademic Code of Conduct and that takes place on Thomas Edison State College premises or during College-related activities shall be grounds for disciplinary action by the College. The College reserves the right, notwithstanding anything contained herein, to refer any nonacademic offense to the appropriate civil or criminal authority, as it may deem appropriate. Violations of the Nonacademic Code of Conduct may include, but are not limited to, the following:

- > Disruption of College Activities - exam administration, online courses, assessment activities, studying, research, administration and meetings. These activities may also be considered a violation of the Academic Code of Conduct. When there are academic elements involved, the case will also be referred to the appropriate dean for their review.
- > Unauthorized Entry and Use - unauthorized entry and/or use of any College network, building, facility, room or office. Facilities include, but are not limited to, the Trenton offices, off-site centers and special event venues.
- > Misappropriation/Misuse of or Damage to College property
 - o misappropriation of or possession of misappropriated College property
 - o intentional or negligent damage of College property
 - o intentionally misplacing resources or in any way intentionally depriving other members of the College of the property or having access to the resources
 - o infecting networks, programs or other electronic media or systems with viruses or otherwise intentionally causing systems to malfunction
- > Physical Abuse and Dangerous Activity
 - o actual physical abuse or threat of physical abuse to another person
 - o damage to another person's property
 - o causes another person to fear physical abuse or fear damage to his/her property
 - o creating a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons, or that could cause damage to property
 - o possession, use or distribution of firearms, ammunition, explosives or other weapons on College property
- > Written or Oral Harassment - written or oral harassment includes the use of threatening or obscene language, or language that is otherwise abusive or discriminatory in the circumstances, by a student, directed to another student, a mentor, trustee or employee of the College.
- > Sexual Harassment – sexual harassment represents a form of abuse and/or intimidation and involves actions such as
 - o unwelcome sexual advances
 - o requests for sexual favors and other physical and expressive behavior of a sexual nature
 - o written or oral abuse or threats of a sexual nature
 - o displaying or distributing pornographic or derogatory pictures or materials
 - o unnecessary physical contact such as touching, patting, pinching or punching
 - o continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior

- o conduct that has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile environment
- > Disorderly, lewd or obscene conduct on College property or at a College activity.
- > Refusal to Provide Identification - refusal to provide identification upon request by an officer, employee or agent of the College acting on behalf of the College in the course of his/her duties.
- > Submission of Fraudulent Documents - such as transcripts, diplomas, test scores, references or applications that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents).
- > Misrepresentation – lying or materially misrepresenting information to an official College body or officer.
- > Lying in the course of a nonacademic disciplinary investigation or hearing.
- > Failing to appear as a witness during a nonacademic disciplinary hearing.
- > Other nonspecific acts or activities that violate nonacademic College policies.

Disciplinary Process

The Vice President for Enrollment Management and Learner Services (EMLS) is responsible for:

- > investigating allegations of misconduct;
- > determining appropriate actions, including sanctions;
- > adjudicating student appeals; and
- > maintaining a written record of all actions regarding student conduct violations.

The Vice President for Enrollment Management and Learner Services will establish a Student Conduct Committee composed of no fewer than five regular members. Additional members may be appointed on an ad hoc basis in order to provide expertise and insight relevant to specific cases. Questions will be decided by simple majority vote with three regular members required to constitute a quorum. This committee will adjudicate matters and impose sanctions as appropriate for those cases referred to it.

Complaints of student misconduct may be initiated by mentors, staff or students enrolled at Thomas Edison State College. When appropriate, staff and mentors are encouraged to first exercise their authority by engaging the student in an effort to correct the misbehavior in a professional and constructive manner, prior to submitting a formal complaint. Staff and mentors should attempt to settle disputes or address concerns by discussing the issue with the student. All parties (staff, mentors and students) are obligated to make a good faith effort to coherently define the problem and seek resolution within the guidelines of current policies and procedures. If a problem or issue cannot be resolved or a student does not respond to corrective measures then referral is appropriate.

Referrals for discipline shall be made by a School dean or by any unit manager within the College's organization. Students wishing to report a violation of the Nonacademic Code of Conduct may

do so by reporting the violation to any staff member or mentor of the College. Staff members and mentors are responsible for forwarding such complaints to the appropriate dean or unit manager. Allegations of misconduct brought by one student against another student must first be reviewed by either a dean or unit manager, who will assess the situation for appropriate resolution prior to referral. Failing such resolution they will make the referral on the complaining student's behalf.

Referrals for specific allegations of a violation of the Nonacademic Code of Conduct must be submitted in writing to the associate vice president and dean of Learner Services, who will advise the student, in writing, that a complaint has been made, the specific allegations in the complaint and that they may be referred for a formal disciplinary hearing.

The associate vice president and dean of Learners Services, acting for the vice president for Enrollment Management and Learner Services, will appoint a staff member to investigate the allegation and to determine whether there is sufficient evidence to proceed with a hearing.

If, in the opinion of the associate vice president and dean of Learner Services, the allegations should be pursued, the student will be advised that a hearing will be scheduled. This notice will include the date and time of the hearing and provide a list of charges that contain specifications upon which the charges are based.

The vice president for Enrollment Management and Learner Services can withdraw the charges once they have been made for just cause at any time during the disciplinary process.

Student rights and responsibilities

The student:

- > Must notify the associate vice president and dean of Learner Services of the names of the student's advisor and any witnesses who will attend the hearing, at least three days before the hearing.
- > Will be notified of the charges against him/her, in writing, prior to the hearing.
- > Will be informed of the evidence upon which a charge is based and any witnesses attending the hearing.
- > Will have a reasonable length of time to prepare a response to any charges.
- > Will be given ample opportunity to express concerns and offer evidence in defense at the hearing.
- > Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
- > Will be afforded confidentiality throughout the process.
- > Will have the right to waive any of these rights.
- > Must submit a copy of documents and a list of witnesses to be presented at the hearing.

Student Conduct Committee Hearing

All committee hearings will be convened at Thomas Edison State College, Trenton, N.J. Students unable to travel to Trenton may attend the hearing telephonically via conference call.

- > An audio recording of the hearing (not deliberations) shall be made and maintained by the College.
- > The Student Conduct Committee shall have the opportunity to question all witnesses.
- > The student and complainant may suggest questions for witnesses to the chair.
- > If a student (with notice) does not appear at the hearing, the chair shall determine whether to proceed in the student's absence.
- > Formal rules of process and technical rules of evidence do not apply.
- > The student may have an advisor present at the hearing, however, the student is responsible for presenting his/her information and, therefore, the advisor is not permitted to speak or participate directly in the hearing.
- > The student shall have the opportunity to present his/her version of what happened, submit supporting documentation and present witnesses.
- > All records of the hearing will be kept in the custody of the College. Records or recordings are the property of the College and may not be reproduced without the specific authorization of the president of Thomas Edison State College.
- > All expenses incurred by the student will be borne by the student.

The Student Conduct Committee will deliberate in closed session and decide if a violation did or did not occur based on a preponderance of the evidence. If a violation is determined to have taken place, the committee will determine what disciplinary action, if any, to impose on the student. A written decision will be issued by the chairman, Student Conduct Committee, to the vice president of Enrollment Management and Learner Services. A copy of the decision will be sent to the student by certified and regular mail and serves as notice of the committee decision and any sanctions to be imposed. With the exception of dismissal and expulsion, the Student Conduct Committee may impose, on its own authority, all sanctions listed in this policy. One or more of the following sanctions may be imposed:

- > Written Warning – A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- > Exclusion/Removal from College Activity/Event – A student given this sanction may be barred from attending College sponsored activity and events for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the College.
- > Probationary Suspension – A student may be suspended from the College for a specified period of time, not to exceed one year. The student while suspended shall not participate in any College sponsored activity and will be barred from College premises. At the discretion of the provost and vice president, a permanent transcript notation of the suspension may be made. Students suspended from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.

> Dismissal and Expulsion from the College – Permanent separation of the student from the College. A permanent transcript notation is mandatory. Students expelled from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment. As the most severe action of the institution, dismissal and expulsion must be recommended to, confirmed by, and officially imposed under the authority of the provost and vice president. The Student Conduct Committee shall provide a rationale for dismissal/expulsion from the College to the provost and vice president with a copy to the vice president for Enrollment Management and Learner Services. If the recommendation is accepted and the sanction imposed, the provost and vice president will notify the student by certified and regular mail. The Student Conduct Committee and the vice president for Enrollment Management and Learner Services will receive a copy of the letter of notification.

> Postponing or Withholding of a Degree – The College may withhold the award of a degree, otherwise earned, until completion of a disciplinary process set forth in any of its Codes of Conduct.

> Revocation of a Degree - An awarded degree may be revoked for fraud, misrepresentation or other violation of College standards.

> Interim Suspension - In extreme or emergency circumstances, any vice president of the College may immediately suspend a student from access to College premises, activities or electronic sites pending a conduct hearing or disciplinary action. Such interim suspensions will be reported as soon as possible to all the members of the President's Council.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. Appeals of dismissals and expulsions will be submitted directly to the Office of the President. All other appeals must be submitted in writing to the vice president for Enrollment Management and Learner Services, within 15 business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:

- > Evidence of procedural irregularity;
- > Evidence of significant mitigating circumstances or facts that could not have been presented to the investigating staff member;
- > Evidence of undue severity of sanction;
- > Evidence of bias on the part of a member of the Student Conduct Committee;
- > Evidence that the decision of the Student Conduct Committee is arbitrary, capricious or unreasonable and that the charges are not supported by the evidence.

A written decision will be issued and the student will receive a copy of the appeal decision by certified and regular mail. The appeal decision may require that the previously imposed sanctions be:

- > Affirmed and executed.
- > Suspended, set-aside or rejected.

- > Modified or adjusted as warranted by circumstance.

Upon notification, administrative offices throughout the College will take all requisite actions to record and implement the final decision of the College.

Appeals and Waivers

Academic Appeals

Students may appeal an academic decision. Such appeals must be filed within 30 days of the date of the notification of that decision. All appeals must be submitted in writing to the dean of the School in which the student is enrolled. Note that many academic decisions do not require a formal appeal. Students may begin by submitting a statement of why they believe the decision to be in error, including such supporting materials as course descriptions or syllabi, to the Advisement Center.

Waivers

Request for a waiver of a specific requirement and/or College policy must be submitted in writing to the dean of the School in which the student is enrolled.

Non-Academic Appeals and Waivers

Students may appeal a decision from any office in the College regarding an administrative action, policy or procedure. Such an appeal must be submitted in writing to the Administrative Appeals Committee via mail (Thomas Edison State College - Administrative Appeals Committee, 101 W. State St., Trenton, NJ 08608-1176), email at AdminAppeals@tesc.edu or fax at (609) 943-5232. Supporting documentation not submitted with the appeal may otherwise be required by the Committee. The Administrative Appeals Committee considers administrative matters involving financial relief, waivers, exceptions to policies and other special considerations of departmental decisions across all divisions of the College.

Thomas Edison State College Student Complaint Policies and Procedures

I. Thomas Edison State College's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The College also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the College has instituted various mechanisms to address student complaints. When registering concerns or complaints, College students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or escheff@tesc.edu.

II. Complaint Policies and Procedures

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- A. Grade or Academic Credit Appeal. See Student Forms Area of myEdison® or visit www.tesc.edu/studentforms.

- B. Academic Code of Conduct Policy.
See Page 151 of this *Catalog*.
- C. Nonacademic Code of Conduct Policy.
See Page 152 of this *Catalog*.
- D. Policy Against Discrimination and Harassment.
See Pages 156-157 of this *Catalog*.
- E. Disability Accommodations.
See Page 147 of this *Catalog*.

III. Other Student-Related Complaints

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a College staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

A. Informal Resolution

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

B. Informal Complaint

A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate College office.

Informal complaints may be made by telephone or email. Appropriate College staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the College's response within 20 days of the informal complaint.

If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

C. Formal Complaint

A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within 60 days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within 15 days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint.

A complete record of formal complaints will be kept by the relevant College office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Equal Opportunity/Diversity

Thomas Edison State College is an Equal Opportunity institution. In the operation of its programs and activities (including admissions counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, affectional or sexual orientation, atypical hereditary or cellular blood trait, age, disability, marital/familial status, domestic partnership status or liability for military service. This is in accord with Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title XII of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations. Inquiries concerning disability accommodations may be directed to Thomas Edison State College, Office of Student Special Services, Attn: ADA coordinator or by calling (609) 984-1141, ext. 3415, or by emailing ada@tesc.edu. Hearing-impaired individuals may call the TTY line at (609) 341-3109.

Policy Against Discrimination and Harassment

Thomas Edison State College is committed to maintaining an academic environment free from discrimination and harassment. The College prohibits sexual harassment and discrimination based on race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identity or expression, or affectional or sexual orientation, disability or nationality. Hostile environment harassment based on any of these protected categories is also prohibited.

Sexual harassment refers to unwelcome conduct based on a person's sex, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- > Submission to such conduct is made either explicitly or implicitly a condition of an individual's academic success.
- > Submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual.
- > Such conduct interferes with an individual's academic performance or creates a hostile academic environment.

Any student who believes that he or she has been sexually harassed or discriminated against by a mentor or College staff member should file a complaint with the College's Title IX Coordinator and Equity/Diversity Officer Heather Brooks, hbrooks@tesc.edu. If a student believes that another student has harassed or discriminated against him or her, the student should file a complaint with the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or escheff@tesc.edu. Students are encouraged to make timely reports so that a satisfactory resolution is more likely.

Policy Against Harassment, Intimidation and Bullying

Any of the following acts are prohibited and could lead to suspension or dismissal from the College:

If a student acts with the purpose to bully, intimidate and harass another person by:

- > making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
- > subjecting another to striking, kicking, shoving or other offensive touching, or threatening to do so; or
- > engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the education program.

This policy is in addition to the College's Policy Against Discrimination and Harassment. Issues arising from this policy will be investigated and adjudicated in accordance with the College's Non-Academic Code of Conduct.

Drug Abuse Prevention

Policy on the Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol by Students.

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

- A. A drug means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.
- B. "Student" means all Thomas Edison State College students who are enrolled in degree programs or certificate programs.
- C. "College" means the physical area of operation of Thomas Edison State College, including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity, and includes any travel between such sites.

II. Sanctions

- A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the

status and referral to the appropriate legal authorities for prosecution.

- B. Conviction (see definition D below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.
- C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.
- D. "Conviction" means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere." A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pretrial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. Examples of New Jersey Drug Law Penalties

- > Six-month loss or delay of a driver's license for conviction of any drug offense.
- > A \$500 to \$300,000 fine for conviction of various drug offenses.
- > Forfeiture of property including automobiles or houses if used in a drug offense.
- > Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- > Twenty-five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory." Students who reside in New Jersey may be referred to treatment centers listed in the above directories.

Out-of-state students may be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Drugs Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior and lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Student Special Services at (609) 984-1141, ext. 3445.

Family Educational Rights And Privacy Act Of 1974 (FERPA)

Thomas Edison State College adheres to the Family Educational Rights and Privacy Act of 1974, as amended, known as the Buckley Amendment. FERPA affords eligible students certain rights with respect to their education records. Thomas Edison State College makes public announcement of FERPA in its *College Catalog*.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Thomas Edison State College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Edison State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Thomas Edison State College has designated the following categories of student information as directory/public information: student name, email address, enrollment status, area of study, degree/honors conferred and dates of conferral. This information may be released for any purpose at the discretion of the College. Students have the right to withhold the disclosure of directory information by written notification to the Office of the Registrar.

Thomas Edison State College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Thomas Edison State College; serving on the board of trustees or serving on an official committee. A school official also may include a volunteer or contractor outside of Thomas Edison State College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information (PII) from education records.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- > To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- > In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- > To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- > To accrediting organizations to carry out their accrediting functions.

- > To comply with a judicial order or lawfully issued subpoena.
 - > To appropriate officials in connection with a health or safety emergency.
 - > Information the school has designated as “directory information.”
 - > To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - > To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- special College program); or
 - > is currently serving on active duty with the armed forces of the United States; or
 - > already possesses an associate degree from a regionally accredited institution of higher education.

Individuals not meeting this criteria, but who feel they warrant special consideration for other reasons may petition the Director of Admissions and present appropriate documentation to support their being accepted to the College. Students admitted through special consideration are subject to the same academic policies and requirements as those admitted unconditionally.

Thomas Edison State College contracts with professional organizations, businesses, governmental entities, and other colleges and universities for the delivery of various educational services. Individuals affiliated with these groups seeking admission to the College will be subject to the admissions qualifications contained in the relevant contracts. (Interested parties should contact their human resources department or admissions@tesc.edu to determine if their employer currently contracts with the College for higher education opportunities and if their agreements contain any unique admissions requirements.)

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of this institution.

Thomas Edison State College is an Equal Opportunity institution, in compliance with Title VII of the Civil Rights Act of 1964, Title XII of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act of 1974 and other applicable laws and regulations.

Admissions Policy

Thomas Edison State College was created for and serves self-directed adult students by offering the opportunity for qualified persons to earn college degrees and credits. The U.S. Department of Education defines the adult learner, in part, as anyone “engaged in some form of instruction or educational activity to acquire the knowledge, information, and skills necessary to succeed in the workforce, learn basic skills, earn credentials, or otherwise enrich their lives.” A significant portion of adult learners will often exhibit one or more of these seven characteristics:

- > have delayed enrollment into post-secondary education;
- > attend part time;
- > be financially independent of parents;
- > work full time while enrolled;
- > have dependents other than a spouse;
- > be a single parent; and/or
- > lack a standard high school diploma.

Thomas Edison State College is committed to assisting self-directed adult students achieve their educational goals. Those students best served by this institution are strongly motivated adult learners who have, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences may include competencies developed through jobs, professions or careers; previous noncollegiate post-secondary education; formal learning experiences acquired in business, labor, military and leisure activities; and special credentials.

Thomas Edison State College students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses.

Admission will normally be granted to any individual who possess a U.S. high school diploma, or its equivalent, and meets at least one of the following criteria:

- > is at least 21 years of age (unless participating in a

Enrollment

Students are considered enrolled when they pay the Comprehensive Tuition Plan, the Enrolled Options Tuition Plan and Technology Services Fee, or enroll under the Per Credit Tuition Plan. A student’s enrollment date is defined as the date the bursar receives the Annual Enrollment Tuition or Comprehensive Tuition. This tuition covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year’s enrollment tuition. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes and therefore would pay in-state tuition rates.

Active Status for Contractual Program Students

Students enrolled in Thomas Edison State College through contractual and military agreements [i.e., Corporate Choice®, GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program and the Rutgers University joint degree program] must demonstrate academic activity by attempting a minimum of 3 semester hour credits over the course of the 12-month period for which they are enrolled. For example, a student whose course or other credit earning option began on Sept. 1, 2013, must

register for another 3-credit course before Sept. 1, 2014, to be considered an enrolled Thomas Edison State College student for the following year. Students who do not attempt 3 credits in an academic year will be deemed “inactive.”

An “inactive” military student may receive the following College services:

- > Register for classes online. Military students will pay the current tuition rate of their respective contract. All other contract students will pay the current nonmatriculated tuition rate. Registration by telephone or fax will also be permitted.
- > View grades and current financial aid award status.
- > Submit changes to mailing or email addresses.
- > Receive academic advising for only current or potential Thomas Edison State College degree programs.
- > View their Academic Evaluation

Evaluation updates, review of new transcripts, degree program changes and access to myEdison® account will not be available. Students who become inactive and wish to continue their studies with the College must reapply for admission through the Office of Admissions.

Military students with a valid Servicemembers Opportunity College (SOC) agreement with Thomas Edison State College, and who remain in “inactive” status for five consecutive years, must reapply for admission to return to the College and will be governed by the academic policies and degree programs in place at the time of their readmission.

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Learner Support Center at (888) 442-8372.

Should it become necessary to temporarily “stop-out,” students are urged to officially request a leave of absence from the College at the end of their enrollment year. Please see Page 169 for more information on leave of absences.

Transfer Credit Policy on Previously Earned College Credits

Thomas Edison State College will accept credit in transfer for courses completed at colleges and universities accredited by the six regional accrediting agencies recognized by the U.S. Department of Education. In addition, the College offers a host of ways to earn credit for knowledge obtained in noncollegiate settings. Examples include:

- > Courses and examinations approved through the National College Credit Recommendation Service (National CCRS) and the American Council on Education’s College Credit Recommendation Service (ACE). The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor’s degree and 45 credits for an associate degree.
- > Military service schools as recommended by the American Council on Education.

> Licenses, certifications and programs of study approved by the Thomas Edison State College Academic Council.

> Credit recommendations from a required course-by-course international credit evaluation completed by one of the following agencies: Academic Credentials Evaluation Institute, Inc.; Center for Applied Research, Evaluations & Education, Inc.; Educational Credential Evaluators, Inc. (ECE); World Educational Services, Inc. (WES); SDR Educational Consultants; SpanTran Evaluation Services; Transcript Research.

> Students may be required to provide course descriptions or a copy of the catalog from the institution (and year) where the courses were taken to enable course-by-course evaluations and to determine if such courses may be accepted toward degree requirements. If descriptions are needed, these should be requested from the registrar of the college(s) where the courses were completed. An official transcript from each institution must be submitted to be evaluated. Thomas Edison State College will not accept credits listed as “transfer” on an institution’s transcript.

> Thomas Edison State College may accept in direct transfer college-level credits earned at institutions accredited by national accreditation associations that have developed formal articulation agreements with Thomas Edison State College. Articulation agreements are posted at www.tesc.edu as required by the Higher Education Opportunity Act of 2008.

> College-level skills and knowledge acquired outside the classroom or through courses from nonaccredited institutions or institutions not reviewed by one of the aforementioned organizations may be validated through a variety of methods or testing options and/or through the Center for the Assessment of Learning of Thomas Edison State College.

Thomas Edison State College is covered by, and will strive to adhere to, the tenants of the Comprehensive Statewide Transfer Agreement adopted by New Jersey President’s Council on Sept. 22, 2008.

Academic evaluations will not be completed or updated for applicants or students with outstanding financial obligations to the College. Students who wish more specific information concerning the transfer of credit should contact the College at registrar@tesc.edu; Attention: Director of Transfer Evaluations.

If your credits were earned on a quarter system, the following conversion applies:

2 quarter hours	=	1.33 semester hours
3 quarter hours	=	2 semester hours
4 quarter hours	=	2.66 semester hours
5 quarter hours	=	3.33 semester hours

New Jersey Statewide Transfer and Articulation Agreement Appeals Process

Thomas Edison State College has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a

transfer resource to support course transfer decisions made by the College. The College provides an appeal process for students to request reconsideration of these policies. This appeal process will be announced on the College website at www.tesc.edu and in the *College Catalog*. Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by email at registrar@tesc.edu.

Procedures and Appeal Guidelines

Review Procedures

Undergraduate student's who disagree with any portion of their transfer credit evaluation should submit a written request for review to the registrar by mail to Office of the Registrar, Thomas Edison State College, 101 W. State St. Trenton, NJ 08608-1176 or by email to registrar@tesc.edu. Students have 30 calendar days from receipt of the academic evaluation to file an appeal.

The request for review should include the following information:

- > Your full name
- > Thomas Edison State College student ID number
- > Mailing address and phone number
- > Email address
- > Detailed narrative to include supporting rationale and reason for appeal
- > Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Thomas Edison State College's Office of the Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

Formal Appeals

Undergraduate students not satisfied with the Office of the Registrar's determination or who believe that the decision is not consistent with the Statewide Transfer and Articulation Agreement may appeal in writing to the associate vice president and dean of Learner Services within 30 calendar days of receipt of the decision of the Office of the Registrar. The appeal should contain the same information required for the registrar's review (see above) along with any additional explanations or arguments the student wishes to have considered. The associate vice president and dean of Learner Services will refer the matter to either the Administrative Appeals or appropriate Academic Committee. The committee will meet to consider the appeal within 30 calendar days of receipt. The committee may affirm, reject, modify or adjust the transfer credit evaluation as they deem appropriate. The committee will inform the student, in writing, of its decision. The chairperson of the committee shall also inform the provost and vice president of its decision.

The decision of the committee is final and may not be appealed within the institution.

Transfer Credits from Two-Year Colleges

Bachelor's degree candidates may transfer up to 80 credits from a junior, county or community college.

Limitation on Physical Education Credits

Thomas Edison State College will accept a maximum of 4 physical education activity credits toward an associate degree and a maximum of 8 physical education activity credits toward a bachelor's degree. Physical education courses that cover theory (i.e., Teaching Tennis, History of Physical Education, Kinesiology) will be accepted in addition to the activity courses.

Awarding Credit for College Courses Taught

Thomas Edison State College recognizes that teaching a course at the college or university level requires the mastery of the material being taught. Therefore, if the courses have been taught at the university or college level within five years of the student's enrollment in the College, a credit award up to the equivalent of the same or similar course offered by Thomas Edison State College will be made. If no equivalent course is offered by Thomas Edison State College, a credit award up to 3 semester credits may be awarded. Courses must have been taught for credit at a regionally accredited institution of higher education and accepted for credit at that institution, or the courses must be taught at an institution where the courses have been reviewed and recommended for college credit by the College's Office for Assessment of Professional and Workplace Learning or the American Council on Education. The student must have had the sole responsibility for teaching the course and evaluating student performance (i.e., he/she must have had faculty/instructor status). Students applying for credit must be enrolled with the College and matriculated into a degree program.

Articulation Agreements

Thomas Edison State College has entered into articulation agreements with many colleges and universities. An articulation agreement is a formal agreement or partnership between Thomas Edison State College and another institution of higher education. These articulation agreements determine which courses will transfer for degree credit or fulfill Thomas Edison State College course equivalencies. Details on the terms of any Thomas Edison State College's current or historical articulation agreements should be referred to the Office of the Registrar at registrar@tesc.edu. Thomas Edison State College also participates in the New Jersey Statewide Transfer Agreement. This agreement provides a statewide transfer agreement process to determine the transferability of courses to participating New Jersey colleges and universities. Participating institutions are listed at www.njtransfer.org.

Duplication of Credit

Repeated courses will appear on the transcript marked as "repeats." Semester hours will only be assigned in the case of repeated Thomas Edison State College courses. Repeated transfer courses or assessment credit will appear as repeats with 0 semester hours assigned.

Evaluation of Transcripts and Credentials

After students apply, the College will evaluate all official documents and notify applicants of the credits accepted by the

College. Evaluation may be done for one associate and one bachelor's degree at the same time. Applicants will receive an Academic Program Evaluation form showing how accepted credits will apply toward their degree and what credits are needed to complete the degree program. If there is any doubt as to the content of a particular course, applicants will be asked to submit additional information such as a course syllabus or outline.

The Academic Program Evaluation is an institutional document used for advising and program planning and should not be mistaken for Thomas Edison State College's transcript.

A review for acceptance of credits will be made each time enrolled students submit new credentials from other colleges and programs to the Office of the Registrar, within current policies and procedures.

Foreign Transcript Evaluations for International Transfer Credit

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- > Academic Credentials Evaluation Institute, Inc.
www.acei1.com
- > Center for Applied Research, Evaluations & Education, Inc.
www.iescaree.com
- > Educational Credential Evaluators, Inc. (ECE)
www.ece.org
- > World Educational Services, Inc. (WES)
www.wes.org
- > SDR Educational Consultants
www.sdreducational.org
- > SpanTran Evaluation Services
www.spantran.com
- > Transcript Research
www.transcriptresearch.com

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. Only courses with a grade of C or better, or "Pass" for pass/fail courses will be accepted in transfer. An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

Thomas Edison State College Transcripts

All credits evaluated by the College will appear on the transcript.

Transcripts are provided to students who are enrolled students, graduates or were a previously enrolled student. Applicants are not entitled to a Thomas Edison State College transcript, except for courses they have taken with the College as a nonmatriculated student.

Transfer credits will be identified by transfer institution department code, course number, course title and credits.

Examination credits will be identified by the name of the program, title of the examination and credits. Examples of testing programs include CLEP and DSST.

Thomas Edison State College credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of NC (No Credit) will not be transcribed.

Other assessment credits will be identified by the name of the program, course (equivalent) title and credits. Examples of such assessments include those reviewed by Thomas Edison State College's Office for Assessment of Professional and Workplace Learning or the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT) and military training programs.

Transcripts will be issued by the Office of the Registrar upon the written request of the student. Students must be in good financial standing before a transcript may be issued. Transcripts may be issued at any time during or after completion of a degree.

Thomas Edison State College has authorized the National Student Clearinghouse to provide 24/7 online transcript ordering to our students and alumni. The National Student Clearinghouse will collect the Thomas Edison State College transcript fee as well as a small processing fee, after the transcript has been released by the College. Payments should be made by credit card. For ordering information, visit www.tesc.edu/registrar.

Procedure for Having Official Documentation Submitted

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education (ACE) or National College Credit Recommendation Service (CCRS), licenses/certificates or courses reviewed by Thomas Edison State College and listed in the Thomas Edison State College *Catalog*, standardized tests and examinations. Documents not included above should be retained by a student until after enrollment for possible submission if prior learning assessment (PLA) is attempted.

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to the Office of the Registrar at Thomas Edison State College. When requesting a transcript, students should provide their former college with maiden name or former name, college ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State College. An official transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.

2. With the exception of official transcripts, all other military documents (i.e., licenses and/or certificates) should be photocopied, certified by a notary public to be a true copy and mailed by the student to: Thomas Edison State College, Attn: Office of the Registrar, 101 W. State St., Trenton, NJ 08608-1176.

In certain circumstances Thomas Edison State College will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. For more information, see the "Commissioned Officer Notary Public" document, found within the "Student Forms" section of our website.

Coast Guard, Army, Marine Corps and Navy Active Duty Reserve and Veterans should request an official transcript through the Joint Services Transcript website at <https://jst.doded.mil/smart/signIn.do>. Service members and veterans of the U.S. Air Force should request an official transcript from the Community College of the Air Force.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT) must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the College, call (866) 205-6267 or email credit@ace.nche.edu.

4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.

5. The College will accept credit recommendations from the Academic Credentials Evaluation Institute, Inc.; Center for Applied Research, Evaluations & Education, Inc.; Educational Credential Evaluators, Inc. (ECE); World Educational Services, Inc. (WES); SDR Educational Consultants; SpanTran Evaluation Services; Transcript Research. An enrolled student may transfer a maximum of 90

credits from international institutions. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar.

Submission of Fraudulent Documents Policy

The submission of documents such as transcripts, diplomas, test scores, references or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Thomas Edison State College.

All documents submitted to the College, in support of applications for admission, academic evaluations or required administrative processing must be true, accurate and complete. Supporting documents must not make misrepresentations, omit relevant information or be altered from the original.

Any documents submitted under false pretenses, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by the College. Specifically, Thomas Edison State College reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, withhold transcripts, rescind degrees, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses. Dismissal for misconduct does not abrogate a student's financial responsibility to the College, the federal government or private loan providers. Students remain liable for all relevant tuition and fees and the payment of their debts.

It is illegal for any person to falsely represent themselves as having received a degree. N.J.S.A. 18A:3-15.2. Such a violation is punishable by a monetary penalty per offense. Moreover, forgery of a document is a criminal offense that can be prosecuted under criminal law. N.J.S.A. 2C:21-1. The College reserves the right to file criminal charges against any individual who submits fraudulent documents in accordance with the laws of the state of New Jersey and/or appropriate U.S. federal statute.

Residency for Tuition and Enrollment Purposes

Thomas Edison State College will determine residency pursuant to New Jersey Administrative Code 9A:5-1.1-1.2. The Code requires that students be domiciled in the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education in order to be eligible for in-state tuition. United States military personnel and their dependents, who are attending public institutions of higher education in New Jersey, shall be regarded as residents of the state of New Jersey for the purpose of determining tuition (N.J.S.A. 18A:62-4.1).

The Office of the Registrar is the College's principle authority on residency determination for tuition purposes. Following the registrar's guidance, initial residency assessment will be determined by the Office of Admissions. The permanent address of the student in effect at the time the student applies for admission will be used to determine residency for tuition purposes. The initial determination will be communicated to the student and used for all tuition and fee assessments until a subsequent change of residency has been approved in accordance with prescribed procedures. All requests for a change in residency status will be forwarded to the Office of the Registrar. If you are undocumented and wish to apply for in-state tuition status under the New Jersey Dream Act, please complete the *Request for Exemption from Out-of-State Tuition Application and Affidavit* which can be located on our website.

Students who are classified as nonresidents may petition for in-state residency to the Office of the Registrar. The application for state residency status for tuition purposes determination may be obtained on the College website under student forms at www.tesc.edu/studentforms. Please return completed application and documentation to the Office of the Registrar, 101 W. State St., Trenton, NJ 08608-1176.

Students submitting change of address forms (or taking other administrative actions), which indicates their state of residency has changed, will be contacted by the College and asked to verify their continued eligibility for in-state tuition. Such verification may require them to submit a completed petition/questionnaire and the submission of supporting documentation.

To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return or in the case of a dependent student, a copy of his/her parent(s), legal guardian's/spouse's New Jersey Resident Income Tax Return. Supplementary evidence may include current voter registration card, New Jersey driver's license and New Jersey motor vehicle registration.

Undergraduate Nonmatriculated Student Status Policy

Undergraduate nonmatriculated students are those students who enroll in courses but have not applied for admission or been accepted to a specific degree program at Thomas Edison State College. Nonmatriculated students do not receive advisement services and may not apply for graduation, as only matriculated students may receive advisement services and apply for graduation and only a matriculated student may be awarded a degree. Generally, there is no limit to the number of courses or credit hours a student in nonmatriculated status may earn; however, some Schools may put a limit on the number of courses a student may take as an undergraduate nonmatriculated student. Additionally, undergraduate nonmatriculated students may be restricted from enrolling in selected courses by the Schools.

Undergraduate nonmatriculated students are governed by the policies in effect at the time of their course registration. Courses and credits earned at Thomas Edison State College while an

undergraduate nonmatriculated student will be evaluated based on the requirements in place at the time the undergraduate nonmatriculated student enrolls in the College.

Residency Requirement

Thomas Edison State College has certain academic residency requirements, however, there are no physical residency requirements. Thomas Edison State College requires a minimum of 30 credits from a regionally accredited institution for bachelor's degrees and 15 for associate degrees when all other earned credits applied to the degree are from a foreign country, including Canada.

Academic Residency Requirement

- > Some programs have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree.
- > The joint degree programs with Rutgers University have academic residency requirements. For associate degrees the requirement is 6 credits and for bachelor's degrees the requirement is 12 credits. This number of credits must be taken from the College before a student in these programs is eligible for graduation.
- > At least 50 percent of the credits required for an undergraduate or a graduate certificate must be earned at Thomas Edison State College. Application of any transferred credits is at the discretion of the dean.
- > Students participating in military education programs have an academic residency requirement of 12 credits for an associate degree and 24 credits for a bachelor's degree.

Degree Requirements

Thomas Edison State College awards degrees that reflect the general content of an American education. As part of the credit requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 credits for the associate degree programs.

Enrollment of foreign students residing outside the United States will be restricted as described below. International students are not eligible for enrollment in the following programs:

- > Bachelor of Science in Health Sciences (BSHeS)
- > Bachelor of Science in Human Services (BSHS)
- > Bachelor of Science in Nursing (BSN)
- > Associate in Arts in Human Services (AAHS)

In the degree programs listed below, if professional credits are more than 10 years old, a Demonstration of Currency (DOC) is required.

- > Bachelor of Science in Applied Science and Technology (BSAST)
- > Bachelor of Science in Business Administration (BSBA)
- > Bachelor of Science in Organizational Leadership (BSOL)
- > Associate in Science in Applied Science and Technology (ASAST)

Degree Requirements for Returning Students

Enrolled students who officially request a leave of absence from the College and re-enroll within a one-year period may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they re-enroll in a different degree, they will be required to complete the degree requirements in effect at the time of re-enrollment.

Enrolled students who do not officially request a leave of absence from the College and re-enroll will be required to complete the degree requirements in accordance with academic policies in effect at the time of re-enrollment.

Sequential Course Work

With the exception of English Composition I and II, if a student has successfully completed a second course of sequential courses, he/she does not have to complete the first course. Please note that the reference to “sequential courses” means that knowledge of the second course is reliant on knowledge of the first course such as Calculus I and II. Students do, however, have to complete the minimum number of credits in each area to fulfill graduation requirements.

Course Repeat Policy

Students may repeat, without limitation, an undergraduate course for the purpose of raising the course grade. Only the highest grade will be calculated in the GPA. All grades will appear on the official transcript.

Students must also adhere to any repeat policy standards established by their School or specific method of earning credit.

Policy On Grading Grading

When a mentor receives an assignment from a student, he/she will assess the learning, make comments on the assignments, offer suggestions for improvement and assign a letter or percentage grade. Students should keep copies of all assignments. If students are working in an online, Guided Study or nursing course, they must use the assignment link within myEdison®, the College’s online course delivery system. Students also will be able to communicate with mentors through online discussions of their work. Students should receive a response to their assignments within a week after submission.

Mentors will send students an examination feedback form with their grade, and mentors will send their final grade report to the Office of the Registrar. Final course grades are available for viewing and printing online at Online Student Services approximately two weeks after a semester ends. The College will not release grades to students by any other means. If students find errors or omissions in a Grade Report, they should report the error immediately — in writing — to the Office of the Registrar.

Courses

The outcome of active, current learning experiences assessed by the College will be graded based upon the scale below. This policy applies to graded course credits earned through the College.

Undergraduate Grading System

Letter Grade	Quality Points	Numerical Equivalents
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D	1.0	60-69
F	0	Below 60
I	Incomplete (temporary grade)	
IF	0	Below 60
W	0	None
CR	0	73 and above
NC	0	below 73

Grading for prior learning assessment (PLA), e-Pack® (EP) courses and TECEP® examinations (TE) is credit/no credit. No grade points are assigned for CR/NC grades.

Grade Notes:

A final grade of F is assigned when:

> a student does not complete the course work and examination(s) for a course and does not request a withdrawal or extension before the course has ended;

OR

> the overall average on all course work (including examinations) is below the passing level (59 or below). This F grade is recorded on the student’s permanent transcript and used in GPA calculation.

A temporary grade of I, or “incomplete,” is assigned by the College when:

> A student has completed the required course work, including the final examination, by the end of the semester, but the mentor has not yet received the final examination. Once a mentor receives the student’s final examination and has submitted a change of grade to the Office of the Registrar, the final grade will be posted. This I grade is not recorded on the student’s permanent transcript.

Note: Students may not request that mentors provide an I grade, or “incomplete,” for a course. If students need additional time to complete course work or examinations, they will need to request an extension from the College. Mentors cannot give extensions without students having followed the full course extension request procedure. When no request for extension is filed, and examinations are not completed, the I converts to a grade of IF six weeks after the end of the term.

A grade of IF, or “incomplete failure,” is issued six weeks after the end of a term:

> as a replacement grade for students on extensions who do not complete the work;

OR

> as a replacement grade for students who are originally assigned an I grade when the College does not receive a

completed examination. This IF grade is recorded on the student's permanent transcript and used in GPA calculation.

A grade of NC, or "no credit," is assigned to a TECEP® or e-Pack® student who does not achieve a passing score, or a PLA portfolio course student who fails to complete the course and does not request an extension within the appropriate time frame. This grade is not recorded on the student's permanent transcript.

To receive credit for the course, students must:

> Earn a passing average on the total of all assigned course work (e.g., examinations, assignments, discussion postings, etc.). Failure to complete and submit all assignments will negatively influence the final grade and may result in a failing grade for the course. In addition, a grade of C– or below in nursing courses is not accepted for credit toward any program in the W. Cary Edwards School of Nursing. A grade of B or better is required for each course in the graduate nursing certificate programs for the credit to be applied to program requirements.

Unit of Credit

In expressing its degree requirements, Thomas Edison State College uses semester hours measurement. Other colleges define the value of knowledge in semester hours, trimester hours, quarter hours and competencies. All such hours transferred to Thomas Edison State College will be converted to semester hours.

Credit Without a Letter Grade

Thomas Edison State College will transcript credit (CR) without a letter grade for the following: prior learning assessment (PLA); e-Pack®; all testing programs including TECEP®; business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE) or National CCRS; military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses, special programs, and registries evaluated and recommended for credit by Thomas Edison State College; and credits from foreign universities. Credits earned are automatically applied to Thomas Edison State College degree programs for enrolled students, but are not calculated into the GPA.

Policy on Grade Point Average

An official Thomas Edison State College term and cumulative GPA will be calculated and posted on the official transcript for any student attempting at least 1 semester credit of graded course work at the College. Only grades earned at the College will be considered in the calculation of the official Thomas Edison State College GPA. Transfer grades will not be used in calculating the official Thomas Edison State College GPA.

Grades which reflect attempted graded credits (A, A-, B+, B, B-, C+, C, C-, D, IF and F) will be used to calculate the official Thomas Edison State College GPA. Grades of CR (Credit) and W (Withdrawn) will not be used in the calculation of the GPA, but will be recorded on the student's transcript. Grades of NC (No Credit) will not be counted in the GPA nor recorded on the transcript.

This policy applies only to courses for which students register that began on or after July 1, 2011.

Policy on D Grades

Students may transfer in or apply Thomas Edison State College course grades of D to their nonarea of study requirements as long as their overall grade point average is at least a 2.0 or higher, as determined by the School in which they are enrolled, with the following exceptions:

- > all area of study courses must be graded C or better in order to apply to area of study requirements; and
- > all required composition courses must be graded C or better.

Grade Rounding Policy

Grades on course assignments and examinations that are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Course Late Assignment Policy

Written assignments should be submitted no later than the due date unless prior arrangements are made with the mentor and a new due date is established. If a student submits an assignment after the due date without having made arrangements with the mentor, a minimum of 5 points, (based on an assignment grading scale of 100 points), or 5 percent of the total points, will be deducted for each week, or part thereof, that the assignment is late. In order to receive credit for the discussion forum assignment, the student must actively participate during the assigned discussion period.

Grade Appeals

The grade appeal process is for students who have evidence that an inappropriate grade has been assigned as a result of prejudice, caprice or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the standards in the syllabus.

- > Students must initiate an appeal within 30 days of the issuing of a final grade.
- > The student will first contact the course mentor either by email, telephone or U.S. mail.
- > If the student is not satisfied with the results of the initial contact, or if the course does not have a mentor, the concern must be presented in writing to the School dean in which the course is offered using the appeal form (undergraduate and/or graduate forms can be found on the Thomas Edison State College website, www.tesc.edu).
 - o The School dean will mediate between the mentor and the student to obtain resolution of the issue.
 - o If the student is dissatisfied with the decision of the School dean, the student may make a written appeal to the vice president and provost within 10 business days.
 - o The provost will respond within 30 days with a final decision.

Minimum Grade Point Average for Graduation

All undergraduate students at Thomas Edison State College are required to maintain an overall minimum average of C in their Thomas Edison State College courses in order to graduate, including courses not used to fulfill degree requirements.

All area of study courses must be graded C or better in order to apply to area of study requirements for undergraduate students at Thomas Edison State College.

All undergraduate students at Thomas Edison State College are required to maintain a minimum average of C in all the credits applied to their degree (Thomas Edison State College and transfer credits) in order to graduate.

All undergraduate students at Thomas Edison State College can only utilize a grade of C or better in the area of English composition in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from Thomas Edison State College.

Graduation

In order to apply for graduation, students must be within their enrollment year. When all degree requirements have been satisfied, students are required to apply for graduation by submitting the Request for Graduation form included in the *Advisement and Degree Planning Handbook*, along with the graduation fee to the Office of the Bursar. The form may also be found on the College website at www.tesc.edu/studentforms. A student does not automatically become a candidate for a degree. To be considered for graduation, all academic requirements and financial obligations must have been met by the first day of the month two months prior to the graduation date. The official graduation months are March, June, September and December. Once the form and fee have been received and the Office of the Registrar has certified that all degree requirements and financial obligations have been met, the Office of the Registrar sends two official letters of degree certification to each graduate and degree seeking candidates' names are presented to the Thomas Edison State College Board of Trustees for formal approval. Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each individual graduate and are mailed to graduates within two weeks of the graduation date.

Certification of Good Academic and Financial Standing

For letters of good standing, a student must be in good academic and financial standing. Students must be actively enrolled to receive a letter of good standing. Written requests should be addressed to the Office of the Registrar. Written requests for letters of recommendation for admission to graduate schools should be addressed to the dean of the School in which the student is enrolled.

For certifications relative to financial aid/loans, written requests should be made to the director of the Office of Financial Aid.

Catalog Currency

Students must use the Thomas Edison State College *Undergraduate Catalog* that is in effect on the date of enrollment to determine graduation degree requirements. However, if students change their degree program from one school to another or allow their enrollment to lapse, necessary graduation requirements will be required as listed in the *Undergraduate Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

Credit Banking

Credit Banking is available to individuals who wish to document college-level military experience, licenses, college proficiency examinations and college-level corporate training programs. To apply for Credit Banking, complete a Nondegree Services Application, which may be accessed on the College website at www.tesc.edu/documents/NondegreeServiceApp.pdf.

The Credit Banking application fee entitles students to transcription services for one year. Students are advised that credits transcribed under the Credit Banking program may or may not apply to a degree program at Thomas Edison State College or another college. It is the student's responsibility to ensure that a receiving institution's academic policy will allow transfer of each credit. Credit will not be transcribed for courses deemed to be developmental.

Credit Banking students who later decide to enroll at Thomas Edison State College should file an application for admission and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree. Credit Banking is not available for foreign credentials nor is credit given for courses taught.

Change of Records

Students can only make changes to their permanent records during the period of active enrollment.

Keeping Records Current

A student's demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students are responsible for updating their information on Online Student Services or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, email address, telephone and/or degree.

It is crucial that the College has accurate records of your name, address, email address and telephone number. If any of these change between the time you register and the time you receive your grades, please notify the College immediately. Students may do this online by visiting Online Student Services — a suite of online services for students located at <https://ssl.tesc.edu/pages/web/default.jsp> or by mailing a completed Student Data Change Form to the Office of the Registrar. The form is available at www.tesc.edu.

Change of Program/Degree Status

When students change their degree program from one school to another or change from nondegree-seeking to degree-seeking status, they are required to follow the graduation requirements in effect at the time the official change is recorded in the Office of the Registrar.

Students are required to request change of degree or an area of study/concentration/option in writing. Such requests should be addressed to the Advisement Center.

Score Reports

TECEP® examination results are not awarded a letter grade. They are transcribed on a pass/fail basis only and, therefore, are not calculated into the student's GPA. Further information about TECEP® examinations can be found at www.tesc.edu/tecep. After testing, students will receive a score that indicates whether or not they passed. Please note that TECEP® examination results may not be given out over the telephone or via email. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

Transcript Fee

This fee is charged for each transcript (official or student copy) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

Refund Policy

Enrollment Tuitions: If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar. See the course tuition refund policy on Page 173.

Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, course extension, late registration for courses, Credit Banking, transcripts and graduation re-enrollment fee.

Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee basis. Nonenrolled students must complete the online application and may take Thomas Edison State College courses, TECEP® examinations and prior learning assessment (PLA) by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Comprehensive Tuition, the Annual Enrollment Tuition or Per Credit Tuition Plan or the W. Cary Edwards School of Nursing Tuition. Service members not pursuing a Thomas Edison State College undergraduate degree still qualify for MDCP or NCPDLP tuition rates. The College also offers nondegree services such as Credit Banking.

Military Fees

A separate tuition and fees schedule is provided to students in the military. *Note: Active-duty military personnel who enroll in the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP) or GoArmyED will pay the respective tuition rates.* Regardless of residency, full-time active duty military personnel and their dependents have the option to pay New Jersey residency tuition and fees.

Undergraduate Tuition and Fee Definitions

The tuition and fees are adjusted on July 1 each year. Information on tuition and fees is available to students through the College website at www.tesc.edu/tuition. Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the College website. Tuition and fees are subject to change without prior notice.

Admission Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The application is active for six months from the date of application. Applicants who do not enroll during this period of eligibility will have to reapply to the College before enrolling. The Application Fee is waived for Thomas Edison State College alumni.

Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and allows a student to register for a maximum of 36 credits of Thomas Edison State College courses (Guided Study, online and e-Pack® courses) as well as TECEP® examinations and prior learning assessment (PLA). The maximum of 36 credits will include all credits registered for even if a student later withdraws; for example, if a student registers for 12 credits but withdraws from a 3-credit course, the student will have used 12 credits of their 36 credits leaving a balance of 24 credits. Once a student registers for 36 credits under their Comprehensive Tuition Plan, their enrollment plan with Thomas Edison State College will be changed to the Enrolled Options Plan for the balance of their enrollment year. The student will be required to pay per-credit tuition and fees for any additional courses for which they register. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension Fee, Transcript Fee, Late Course Registration Fee and Took Final Exam After Term End Fee or textbooks. Students may take up to 12 credits per term for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition although a refundable deposit is required of students ordering the materials from MBS Direct, the College's textbook supplier. Visit www.direct.mbsbooks.com/tesc.htm for more information.

Enrolled Options Tuition Plan

Some undergraduate students may not require the full complement of credit-earning options and student services covered under the Comprehensive Tuition Plan. For those students who want or need to choose only certain components of the plan, the College offers the Enrolled Options Plan. With this option, students are required to pay the Annual Enrollment Tuition and the Technology Services Fee. Payment of this tuition component entitles students to a full year of College services, including academic advisement and program planning. Students may then choose what College credit-earning methods they require and will be charged for each option.

Per Credit Tuition Plan

The Per Credit Tuition Plan enables students to register and pay for course tuition on a per credit basis directly after they apply and are accepted into a degree program. Students who select the Per Credit Tuition Plan with the intention of graduating from Thomas Edison State College have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree. Residency requirements are met by earning credits via Thomas Edison State College Online (OL), Guided Study (GS) or e-Pack® (EP) courses, TECEP® exams (TE) or Portfolio Assessment (PF).

Veteran Student Tuition Plan

Students using GI bill educational benefits at Thomas Edison State College will be enrolled using the Per Credit Tuition Plan (PCTP), which enables degree seeking students to register and pay for undergraduate course tuition on a per credit basis.

The Per Credit Tuition Plan can:

- > reduce higher upfront costs;
- > allow a more cost effective method for degree-seeking students taking a lesser number of credits in a year;
- > enable students to register and pay for course tuition after they apply and are accepted into a degree program;
- > allow students to register for courses immediately and become enrolled 10 days into the first term; and
- > streamline the processing of VA educational benefits.

Whether or not a student will have out-of-pocket costs depends on which chapter of the GI bill they are using. Some chapters pay the education benefit directly to the veteran, while others pay the education benefit directly to the school. More detailed questions should be directed to the VA for the most accurate answer concerning specific benefits.

Enrollment Extension Policy

To be used by those students whose anniversary date occurs up to three months prior to their anticipated graduation date. The anniversary date may be extended up to three months under the Enrolled Options tuition plan. Students who anticipate a delay of longer than three months must remit the full Annual Enrollment Tuition. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

Technology Services Fee

This fee provides for the student services that are delivered through technologies and supports the maintenance and replacement of electronic hardware used to deliver these services. Unless they choose the Comprehensive Tuition alternative, students must pay the fee along with the Annual Enrollment Tuition before they can receive College services.

Tuition and Fee Schedule for W. Cary Edwards School of Nursing Students

A separate tuition and fee schedule is in effect for students in the W. Cary Edwards School of Nursing. *Note: Active duty military*

personnel who enroll in the W. Cary Edwards School of Nursing will pay the nursing program in-state tuition rate. Visit www.tesc.edu/nursing to view the W. Cary Edwards School of Nursing Tuition and Fees Schedule.

Late Re-Enrollment Fees

A late fee is charged if a student does not pay the Comprehensive Tuition or Annual Enrollment Tuition within 30 days of his/her anniversary date. A student's anniversary date is the first year date that payment of either the Comprehensive Tuition or Annual Enrollment Tuition is received by the College. If a student does not re-enroll within 90 days of his/her anniversary date, he/she will have to reapply and pay all first-time student fees.

Graduation Fee

This fee covers the cost of awarding the degree and maintenance of the student's transcript.

Tuition and Fees

For complete tuition and fees information, please visit www.tesc.edu/tuition.

Leave of Absence and Readmission

Leave of Absence

If it is necessary for an enrolled student to "stop out" at the end of his/her enrollment year, it is to the student's advantage to request an official leave of absence (LOA) from the College. A student may request a leave of absence from the College for a one-year period by filling out the Leave of Absence Form and returning it to the Office of the Bursar with the processing fee. The request may also be made in writing if the student does not have the form. It is to a student's advantage to wait until the enrollment fee is ready to expire before requesting a leave of absence as the enrollment fee is due again upon returning from leave of absence. Requesting an leave of absence does not entitle a student to an enrollment fee refund, nor does it freeze a student's year of service.

The leave of absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Being on a leave of absence from your degree program does NOT automatically withdraw you from your course enrollments. If you are currently enrolled in Thomas Edison State College courses, TECEP® examinations or portfolios, you must continue to work on them and adhere to all deadlines. If you are unable to continue with your courses, TECEP® examinations or portfolios, you must withdraw from them in accordance with the instructions given in your materials in addition to filing for a leave of absence.

A student who requests a leave of absence may, within one year, become active by notifying the Office of the Bursar, paying the appropriate enrollment fees and completing the degree requirements for the year of his/her enrollment.

Readmission

Applicants who do not enroll by paying an Annual Enrollment Tuition or registering for a course under a Per Credit Program during the six-month period from the date of application must submit a new admissions application.

Enrolled students who do not renew their enrollment by paying an Annual Enrollment Tuition or register for a course under a Per Credit Program on their anniversary date and who do not officially request a leave of absence must reapply by filling out a new application for admission and paying the application fee. The student's anniversary enrollment date will be the new enrollment date.

Students returning to the W. Cary Edwards School of Nursing from leave of absence will need to submit the Nursing Re-enrollment From Leave of Absence Form with appropriate fees.

Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree must fill out an application for admission and pay only the current Annual Enrollment Tuition and Technology Services Fee.

Two Areas of Study Within One Degree

Students may complete up to two areas of study within one bachelor's degree. No more than 9 credits that are used in the first area of study may be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met at the same time.

Students cannot complete a third area of study within one bachelor's degree.

Award of Degrees

First Associate Degree

Students who desire both a Thomas Edison State College associate degree and a Thomas Edison State College bachelor's degree may have both degrees awarded together in the same graduation cycle.

If a student has completed an undergraduate, advanced or professional degree and applies for an associate degree, he/she must complete a minimum of 12 credits in the option beyond credits completed on the date the most recent degree was awarded. The student must also meet all requirements specific to the degree.

Second Associate Degree

Students who have received one associate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second associate degree must:

- > complete a minimum of 12 additional credits in the option for a second associate degree beyond the date the most recent degree was completed; and
- > students must complete all requirements for the degree as listed in the current Thomas Edison State College *Undergraduate Catalog*.

First Bachelor's Degree

A student who applies for a first bachelor's degree may not have completed another four-year degree. Students who have earned a bachelor's, graduate or professional degree must follow the policies and procedures under "Second Bachelor's Degree." A student may have completed an associate degree, first professional degree or degrees prior to earning his/her first bachelor's degree.

Second Bachelor's Degree

Students who have received one bachelor's degree at Thomas Edison State College or one bachelor's or first professional degree at another regionally accredited institution and wish to earn a second bachelor's degree must:

- > complete a minimum of 24 additional credits in the area of study/core for a second bachelor's degree beyond the date the most recent degree was completed;
- > Bachelor of Science in Business Administration students must complete 18 additional credits in the area of study and 6 additional credits in the core for a second bachelor's degree beyond the date the most recent degree was completed; and
- > complete all requirements for the area of study as listed in the current Thomas Edison State College *Undergraduate Catalog*.

The College will not award a third associate or bachelor's degree.

Bachelor's to Master's Program

Thomas Edison State College undergraduates may apply for conditional admission to the Thomas Edison State College graduate program of their choice when:

- > they have earned at least 60 undergraduate transcribed credits;
- > they have a minimum GPA of 3.0; and
- > they have three years of degree program relevant experience.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State College GPA of 3.0. Conditionally admitted students may earn up to 9 graduate credits (three courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 9 graduate credits (three courses) and must maintain their active undergraduate enrollment status. *Note: there are recommended courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.*

Students who do not achieve a 3.0 in their graduate course work will not be permitted to take additional courses. Students who do not successfully complete the 9 credits will have to reapply for admission to graduate study.

Note: See Bachelor of Science in Nursing for BSN/MSN option.

Enrolled Undergraduate Students

Students enrolled in a Thomas Edison State College degree program are strongly encouraged to consult with an academic program advisor before registering for courses and examinations to be certain their selections are appropriate. Students receiving financial aid are strongly encouraged to have their course selections approved on a degree program plan by an advisor. In all cases, it is the student's responsibility to know and fulfill degree requirements.

A student's degree program plan will note courses and/or examinations that are appropriate for his/her degree. Students may register for a course by submitting the Course/TECEP® Form to the Office of the Registrar by phone, fax, email or electronically via the College website www.tesc.edu/students.

Please note that some degrees may require students to take courses at other institutions. Students are responsible for any and all costs incurred at other institutions.

International Student Policies

Out-of-Country and International Undergraduate Students

Students residing outside of the continental United States are eligible to register for any credit earning option. Prior to registering for a TECEP® examination, an online course or a Guided Study course, out-of-country students must contact the Office of Test Administration at testing@tesc.edu to have the test proctor approved. Thomas Edison State College must approve the means of test administration as arranged by the student. In addition, approval for registration is based on the student's willingness to absorb additional costs for delivery of course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or by an approved DSST or College-Level Examination Program (CLEP) test administrator at an official DSST or CLEP test site. If English is not the official language of the country of citizenship, the student must also submit a score of at least 500 on the paper-based examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering. Students are responsible for all mailing or other shipping costs and proctoring fees. Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction. U.S. military personnel are expected to take examinations through the education officer at a military base.

American-Earned Credits

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a Thomas Edison State College bachelor's degree, and at least 15 additional U.S. college credits to earn an associate degree. All other conditions that apply to local students will apply to international students as well.

Eligibility

Foreign citizens interested in becoming undergraduate students will be eligible for admission if they have, at a minimum, scored 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

Students are responsible for taking the TOEFL and having the official scores sent to the Office of Admissions at Thomas Edison State College by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA or go to www.ets.org/toefl.

Thomas Edison State College recognizes the discipline necessary to complete a self-directed program of study. An external degree institution for adults, the College issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language consider their higher education options before enrolling with the College.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

Apostille Certifications

An Apostille is a form of authentication appropriate to countries that have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. Thomas Edison State College will honor requests for Apostille certifications. The process requires the College to prepare the transcript, diploma or letter certifying graduation, and submit the notarized documents to the state of New Jersey for authentication. When the Apostille is received back from the state of New Jersey, the College forwards the package on to the student.

The state of New Jersey charges \$25 to authenticate the Apostille. (Additional charges will also be assessed by the College for specifically requested documents.) Payment of all fees, to the state and to the College, associated with the Apostille must be made in U.S. dollars by international money order or personal check drawn from a U.S. bank.

Please send signed written requests for an Apostille to:

Thomas Edison State College
Office of the Registrar
Attn: Apostille Request
101 W. State St.
Trenton, NJ 08608-1176

Requests must include the following:

- > the student's contact information;
- > a clear statement of the document for which the Apostille authentication is required, the country to which it will be sent and the purpose of the Apostille;
- > if the College is providing documents for authentication (official transcripts, diploma copies or letters certifying graduation) clearly state the information to be included in the document;
- > an international money order or personal check (drawn from a United States bank) payable to "The State of New Jersey" in the amount of \$25;
- > a separate international money order or personal check (drawn from a United States bank) payable to "Thomas Edison State College" for the required amount in accordance with our current fee schedule. (Currently the College charges \$5 for each official transcript and \$35 for each duplicate diploma requested.); and
- > a self-addressed return envelope so that these documents may be returned directly to the student once they have been processed.

Preparing an Apostille requires coordination with other state agencies. The entire process takes approximately 7-8 weeks from the date the College receives all information and required documentation. Please be aware that the absence of any of the requested information will delay the Apostille process.

International Credit Policy Testing

International students residing outside the United States will be permitted to attempt to earn credit through testing. United States and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State College. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST, CLEP or TOEFL test administrator at an official DSST, CLEP or TOEFL test site. Students requesting approval must also submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for the examination if English is not the official language of their country of citizenship. Examinations are mailed via overnight express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State College reserves the right to approve the proctoring arrangement.

Prior Learning Assessment (PLA)

United States and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. If English is not the official language of their country of citizenship, these students must submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA; have completed 24 college-level credits prior to the time of application, at least 6 credits of which are in English

composition; and have a thorough understanding of the additional time and costs that may be associated with this process (postage, phone calls, etc.).

Guided Study, Online Courses, e-Pack® Courses

American citizens and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online or e-Pack® courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State College and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST, CLEP or TOEFL test administrator at an official DSST, CLEP or TOEFL test site. Prior to registering for a Guided Study course, online course or e-Pack® course, students living outside the United States must contact the Office of Test Administration to have a test proctor approved. Students are responsible for all mailing or other transport costs and proctoring fees. United States military personnel are expected to take examinations through the education officer at a military base.

Note: Does not apply to military and diplomatic personnel and their families who have APO/FPO addresses.

Transfer Credit

An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

International Credit Evaluations

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- > Academic Credentials Evaluation Institute, Inc.
www.acei1.com
- > Center for Applied Research, Evaluations & Education, Inc.
www.iescaree.com
- > Educational Credential Evaluators, Inc. (ECE)
www.ece.org
- > World Educational Services, Inc. (WES)
www.wes.org
- > SDR Educational Consultants
www.sdreducational.org
- > SpanTran Evaluation Services
www.spantran.com
- > Transcript Research
www.transcriptresearch.com

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. Only courses with a grade of C or better, or "Pass" for pass/fail courses will be accepted in transfer. An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State College does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the College does not sponsor foreign national students for F-1 or J-1 visa status.

Application and Enrollment Procedure for International Students

To apply to Thomas Edison State College, submit the following documents:

1. a completed Thomas Edison State College Application Form;
2. application fee (payment must be in U.S. dollars); and
3. a TOEFL score report sent directly to Thomas Edison State College from the Educational Testing Service.

To enroll in Thomas Edison State College, international students must select either the Comprehensive Tuition Plan, the Enrolled Options Tuition Plan or the Per Credit Tuition Plan. After enrollment, any credentials or documents submitted will be evaluated. When the evaluation has been completed, you will be advised of any remaining degree requirements. It is your responsibility to arrange for the completion of remaining degree requirements.

Visas

Thomas Edison State College does not issue "Certificates of Acceptance" (Form I-20) to international students. Students who enter the United States on a student visa (F-1) through another college may enroll in Thomas Edison State College. However, it will be the student's responsibility to keep his/her visa status current to be eligible for continued pursuit of a Thomas Edison State College degree.

Fees and Requests for Additional Information

Fees for international students residing in foreign countries cover extensive administrative costs. Students on nonimmigrant visas living in the United States will pay out-of-state fees. Details on fees are available upon request.

Course Policies and Regulations

Withdrawals/Refunds

Your withdrawal request must be processed online or be made on the Request for Course Withdrawal Form found in your *Course Manual*, online at www.tesc.edu under Current Students/Student Forms or in a letter addressed to: Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176 [Fax: (609) 292-1657]. Stopping payment on credit cards or checks does

not constitute an official withdrawal, nor does it relieve you from your financial obligation to the College. Failure to submit assignments or take examinations does not constitute an official withdrawal, nor does verbal notification to your mentor or to any member of the College staff before the end of the term.

A request for course withdrawal will only be accepted online or in writing and must be submitted before the end of the term. A withdrawal request will not be processed if it is submitted after the course has officially ended. Students will not be permitted to withdraw after an official course extension has ended.

Your written withdrawal request must cite your course code, course name and the mentor's name as well as your name and College ID number. The postmark, email or fax date will constitute the official withdrawal date.

Failure to withdraw as stated above will result in the forfeiture of any refund and may result in a failing grade. If you wish to withdraw from your degree program at the College, you must do so in writing to the Office of the Registrar.

If you are utilizing GoArmyEd, withdrawal requests must be submitted through the GoArmyEd portal, as this is the only way to ensure a refund of tuition assistance funds.

Withdrawal Tuition Refund Schedule

Tuition refunds for course withdrawals will be processed within two weeks after the withdrawal request is received in the Office of the Registrar. The registration fee and late fee are not refundable. There are no refunds for Comprehensive Tuition Plan students.

Return any course materials to the textbook supplier, not to the College. Please refer to policies and procedures issued by the supplier regarding materials returns.

Withdrawal requests must be postmarked, emailed or fax dated according to the following schedule for the corresponding tuition refund.

Note: GoArmyEd utilizes a separate formula to calculate refunds. For more information on the GoArmyEd refund policy, please reference our GoArmyEd information page; accessible through GoArmyEd by clicking on the "Schools and Programs" link under "Earn a Degree or Credential," and then searching for Thomas Edison State College.

Refund and Transfer Policy

- > Withdrawals before the first day of the term = 100 percent tuition refund.
- > Withdrawals between the first and the seventh day of the term = 75 percent tuition refund
- > Withdrawals between the eighth and 14th day of the term = 50 percent tuition refund
- > Withdrawals between the 15th and 21st day of the term = 25 percent tuition refund
- > Withdrawals after the 21st day of the term = No refund

Transfers from one course to another within the same term are permitted before the start date of the term. Transfers from one term to another are not permitted.

Military-Related Withdrawal Requests

A military withdrawal exception will be considered if supporting documentation, detailing a qualifying deployment or emergency activation is submitted along with the request, as we understand that such situations are often accompanied with limited access to online resources. We will be unable to consider any withdrawal requests submitted after the course has closed that are not submitted for reasons of qualifying deployment or emergency activation.

Standard or scheduled military training exercises do not qualify for military waiver exceptions. While there are circumstances that may qualify for an exception-to-policy; standard orders, especially those that are considered routine or voluntary, are scheduled on a regular basis, and generally provide military members with ample time to plan their course-schedule around military duty.

As an alternative to a withdrawal, students may submit a course extension request; however, if the extension is awarded, the option for withdrawal will no longer be available, as only one exception can be awarded per course. For this reason, military students should carefully weigh their options based on the circumstances before submitting their request.

Non-GoArmyEd circumstantial withdrawal requests must be submitted to the Office of Military & Veteran Education, along with supporting documentation. Once the request and supporting documentation have been received, the Office of Military & Veteran Education will then make a recommendation on the student's behalf for an exception.

GoArmyEd students should submit Withdrawal for Military Reasons (WM) through the GoArmyEd portal. If the course has already closed and a WM cannot be submitted through the GoArmyEd portal, then the student should submit a circumstantial withdrawal request as previously outlined. If the petition is approved, it is important to note that Thomas Edison State College can only report a withdrawal to GoArmyEd, as recoupment is a policy governed by the Army.

Withdrawals and VA Benefits

If a student officially withdraws from a course, the date the student withdrew is the effective date of withdrawal. If a student is administratively withdrawn or stops attending without officially withdrawing (i.e., lack of participation and progress), the actual last date of attendance must be determined and reported to the VA by the school certifying official (SCO). The following are some of the methods used to determine the last actual date of attendance: attendance records, grading reports, last date posting an assignment on a discussion board, last date on which examinations or other assignments are posted and last day of activity according to assigned mentor's records. If a student completes the term with all F and/or nonpunitive grades (i.e., W), the SCO must determine and report the actual last date

of attendance for each course and, if required, terminate the student for unsatisfactory progress.

If a student withdraws after the College's drop period and a nonpunitive grade is assigned, mitigating circumstances may be an issue. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Examples of mitigating circumstances include: illness or death in the student's immediate family, illness or injury afflicting the student during the enrollment period, an unavoidable change in the student's conditions of employment, and unavoidable geographical transfer resulting from the student's employment, immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment, discontinuance of the course by the school, unanticipated active military service, including active duty for training, and unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes. The student must provide the SCO documentation of mitigating circumstances and it must be retained with the student's file. If mitigating circumstances are needed and adequate evidence is not received, the VA will not pay for the course(s) in question. If the student has already been paid for the course(s) the VA will create an overpayment and will recoup the money from the student for the entire term.

The VA automatically grants mitigating circumstances for up to 6 credits the first time a student withdraws and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered for the student. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives nonpunitive grades.

Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one eight-week extension per course. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of their new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if the second

extension is warranted and notify the student of their decision. If approved, the registrar will notify the student of their new course ending date.

For both first and second extensions, the eight weeks will be added to the current end date of the course in question. Students cannot have more than 16 additional weeks added to the original start date of the course term. Students may not request more than two extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension hasn't ended.

A percentage of the student's final grade in an online course is based on his/her participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

If you are on extension, you must call the Office of Test Administration at (609) 984-1181 two weeks prior to your desired test date or at least two weeks prior to your extension end date to ensure that examinations are sent to your proctor when you are ready to take them. If you take your examination or complete assignments after the end of the term without having an approved extension, you will be billed for the extension fee and the late fee.

Course Load Policy

Students are permitted to register for up to 16 credits at any one time. Overlapping more than 16 credits is not permitted *including* when a course is (or courses) are extended. Being registered for more than 16 concurrent credits at a time requires permission from an academic advisor.

Course Credit

The number of semester hour credits awarded for each course is specified in the course description. Most courses carry 3 credits. Courses yielding 6 credits are generally advanced, interdisciplinary courses, which combine study from a range of academic disciplines. The work required for these courses is equivalent to their credit value. Thus, a 6-credit course is equivalent to two 3-credit courses. Note that 6-credit courses may not be broken down into 3-credit courses (or taken in different semesters.)

Mentors

When students register for a course, they will be assigned a mentor who will be assessing their course assignments and examinations. Mentors are assigned according to their availability for the given semester.

Mentors are expected to assess the work you accomplish, and they are available to offer you guidance on matters of course content when you need it. However, since all Thomas Edison State College courses are for independent adult students, mentors are not considered tutors who assist you in remedial aspects of your work.

After you register, before the semester begins, you will receive a confirmation email. Nursing, PLA, Guided Study and online students will receive access information for the online course site in their confirmation email.

Tutorial Services

Thomas Edison State College offers students access to the SMARTHINKING online tutorial service free of charge. It is particularly helpful if you are taking mathematics, physics, Spanish, writing, statistics, accounting, economics (macro and micro) or chemistry. If you are taking other subjects, but need help with writing, you may also access the service to get the help you need. Students taking online courses will find a link to the service in each course you are taking. This link will describe the steps you need to take to set up a personal account. You only need to set up an account once, even if you use it for more than one course.

All students receive information on accessing SMARTHINKING with your registration confirmation. Once you have the login information, go to www.smarthinking.com and follow the instructions to set up a personal account.

Graduation

The Thomas Edison State College's Board of Trustees confers degrees four times a year, on dates in each of the following months: September, December, March and June. Deadline for submission of the Request for Graduation Form and all applicable payments is as follows:

Deadline for application submission	Graduation
July 1	September
Oct. 1	December
Jan. 1	March
April 1	June

All students must apply for graduation during a period of active enrollment, which is defined under the College's policy on enrollment on Pages 159. This requirement applies to students enrolled in the College under the Comprehensive Tuition Plan, Enrolled Options Tuition Plan, Per Credit Tuition Plan and contractual or military population programs.

Enrollment in a degree program at the College is separate and distinct from enrollment in courses or other methods of earning credit and, therefore, students enrolled in Thomas Edison State College courses must also maintain enrollment in the College as defined above while they finish the courses. Enrollment in a course, either during an original term or during a course extension, does not automatically extend a student's enrollment in the College.

All students must apply for graduation by submitting the most current version of the Request for Graduation Form and the current Graduation Fee, found at www.tesc.edu under Student Forms. In order to be reviewed for graduation, students must have completed all degree requirements and have no outstanding fees due to the College.

The College reviews student files for graduation and certifies students for graduation each day. Graduation degree audits are completed in the order in which the Request for Graduation is received. Depending upon when each form is received and the volume of requests received for the current graduation cycle, the graduation degree audit may take from three to eight weeks to be completed. Upon completion of the graduation degree audit, students are notified of the outcomes. If the audit shows that all degree or financial requirements have not been satisfied, the student is notified of the outstanding requirements and further instructions at that time.

If the audit is successful, the student is sent two letters of certification for graduation. These letters indicate the student's name, degree program for which the degree requirements have been met and the date that the degree will be conferred by the Board of Trustees. These letters can be used alone or with a Thomas Edison State College transcript showing completion of at least the minimum number of credits required for the degree to potential employers or graduate schools, before the official degree is posted on the transcript.

Degrees awarded are posted on the Thomas Edison State College transcript as of the official date of graduation, and cannot be posted earlier. Undergraduate diploma packages are mailed within 10 business days from the date of graduation; graduate diploma packages are mailed within four weeks from the date of graduation. With the graduation package, the graduate will receive a student copy of the final Thomas Edison State College transcript.

Thomas Edison State College Commencement Ceremony

Graduates will be invited to participate in the fall Commencement ceremony for which the College determines they are eligible. An invitation and appropriate information will be emailed to eligible graduates approximately three months before the Commencement ceremony.

Military and Veteran Students: Policies and Procedures

New Jersey National Guard Tuition Program (NJNGTP)

Registration

In order for Thomas Edison State College to successfully waive tuition for a registration, an NJNGTP registration package must be reviewed and approved for each semester. This enables Thomas Edison State College to audit each registration for compliance under New Jersey legislation.

Likewise, since the Commander's Certificate of Eligibility (commander's cert) is only valid for a maximum of 60 days from

the command signature, a new commander's cert must be submitted with every NJNGTP registration package, unless that registration is submitted within fewer than 60 days of the command signature date.

Any registrations submitted outside of the NJNGTP registration process, as outlined on our website and within the NJNGTP registration package, will not be eligible for a tuition waiver.

First-Time Registration Limit

NJNGTP students who have not previously taken courses at Thomas Edison State College are limited to a maximum of 6 credits for their first registration, unless cleared under exception for additional courses. This enables students to acclimate to the College's online course structure, while also ensuring a successful outcome. This limit will be lifted once the courses have been successfully completed.

Upon successful completion, students utilizing NJNGTP benefits may register for, or be active within a maximum of 16 credits at any one time. Students wishing to register for more than 15 credits must also seek approval from an academic program advisor before the registration can be cleared for processing.

Any courses which are currently active, for which the tuition was waived using your Commander's Certificate of Eligibility count toward the 16 credit tuition waiver cap. An active course is one that is defined as open with an outstanding grade.

Satisfactory Academic Progress

Students are expected to maintain a minimum GPA of 2.0 and 66 percent of the courses attempted in order to continue use of the tuition waiver and meet satisfactory academic progress (SAP) under the NJNGTP.

An SAP audit will be performed with every registration request, so as to ensure students continue to be in good-standing. Students who fall below this requirement will be notified in writing, and their registration will be placed on hold, pending the outcome of the audit.

Use of the waiver will no longer be available, and the registration will be denied if the GPA falls below 2.0. The GPA must be improved in order to meet minimum SAP before we will be able to apply the waiver.

Once minimum SAP is established, a tuition waiver can then be applied for future registrations under the NJNGTP, given student meets all other qualifications.

It is important to note that registrations submitted during the time that SAP was not met cannot be retroactively waived, as the minimum satisfactory requirements under the NJNGTP at that time were not satisfied.

A student meeting the minimum GPA but not meeting the minimum completion-rate of 66 percent will be presented with our Standards for Satisfactory Academic Progress form. This form

will explain the SAP process and provide a limited registration using the tuition waiver. In order to process a limited registration under these conditions, the student must sign and return the form, and also meet all other requirements under the NJNGTP.

Repayment of Tuition

Students who fail a course under the NJNGTP are responsible for repayment of tuition. Once tuition has been paid, students may then submit a new waiver request, as per the NJNGTP registration process. It is important to note that any subsequent registrations are subject to satisfactory academic progress (SAP), and the College may be unable to apply the waiver if minimum GPA is not met.

Students wishing to withdrawal from a course under the NJNGTP are subject to the standard refund schedule, as a withdrawal from a course is also a withdrawal from the waiver for that course. If a withdrawal results in a balance, Thomas Edison State College will be unable to apply future tuition waivers until the balance from the withdrawal has been cleared.

Repeating Courses under the NJNGTP

The NJNGTP waiver cannot be applied more than one time to a course if the student has received a passing grade. A passing grade is defined as D or greater. If a student fails the course, they will be responsible for repayment.

Because of this, it is highly recommend that students who feel they are going to fail or do poorly within a course, instead submit a withdrawal request before the course ends, as this will ensure GPA, and use of the waiver, does not suffer.

Second Degree and Nonmatriculation

Once a student has graduated, a tuition waiver cannot be applied toward a second degree of the same academic level, degree of lesser academic level or additional courses of the same academic level. This includes coverage for specialized programs, such as the accelerated nursing degree or any undergraduate prerequisite courses.

Nonmatriculated students are also ineligible to use the tuition waiver, as New Jersey legislation requires that a student be accepted into an undergraduate or graduate program.

Exceptions to this policy can only be considered if a student is taking courses for a program in which Thomas Edison State College is expressly in a partnership that excludes students from these restrictions. For this reason, it is highly recommended that students plan the necessary courses while they are actively pursuing their degree.

Non-Post-9/11 GI Bill Certifications

NJNGTP students who qualify for VA benefits other than the Post-9/11 GI Bill must indicate that they wish the College to submit a VA certification with every registration submitted. In order to receive entitlements, students are also responsible for ensuring that the appropriate forms have been submitted to both the College and the VA.

A certification submitted to the VA below halftime (3 credits) is based on the tuition rate. As a result, students who are registered for 3 credits or less for a given term are not eligible to receive entitlements under VA policy, given there is no tuition to report, as the entirety has been waived under the NJNGTP.

Any registrations greater than 3 credits will be submitted for certification upon request, as the VA does not use the tuition-rate to calculate any certifications submitted at or above the half-time rate.

The Veteran Affairs Program: Standards and Expectations

Attendance and Participation

In order to remain eligible to use the Department of Veteran Affairs (VA) educational assistance benefits at Thomas Edison State College, students must remain fully engaged in all academically related activities. Examples of these activities include making submissions to online discussion boards, submitting assignments, and completing exams and quizzes when due. Students should review course calendars to familiarize themselves with assignment timing and types of submissions expected. Note: viewing or logging into one's courses does not constitute academic engagement. The College will periodically review student progress and engagement with course work during each applicable term. Failure to sign into courses and complete scheduled course work on time will result in a termination of VA certification, which may lead to recoupment from the VA for any money paid to students for enrolling in these courses (including tuition, housing allowance and book stipend).

Attendance Patterns

Students using Veteran Affairs (VA) educational benefits when registering for courses at Thomas Edison State College on or after July 1, 2014 will be placed in a 12-week (3 month) attendance pattern designed to prevent overlapping terms. For example, if a student begins a 12-week term in July, they will be enrolled from July to September and will not be eligible for VA certification for the August or September terms. Based on this scenario the attendance pattern for the year would be July to September, October to December, January to March, and April to June. Given Thomas Edison State College offers 12 terms per year, we realize that VA students will not all start at the same time, and as a result, will not follow the same attendance pattern; however, students will still be responsible for following their outlined attendance pattern for the year, so as to avoid any overlapping terms. For example; a VA student who is enrolled August to October will not be eligible for VA certification during the September or October terms.

Standards for Satisfactory Academic Progress (SAP) for Veterans.

Satisfactory academic progress applies to students utilizing Veteran Education Benefits as defined by the Veterans Administration (VA). In order to meet SAP, students must maintain a minimum cumulative and term GPA of 2.0 and successfully complete a minimum of 66 percent of the courses attempted. Failure to do so will result in Veteran Academic Probation (VAP)

being placed on the student's record, restricting open registrations for future terms. Not meeting SAP may eventually restrict a student's ability to use Veteran Education Benefits at Thomas Edison State College.

Veteran Benefit Probation (VAP)

A student will be placed on a Veteran Academic Probation (VAP) if the cumulative or term GPA falls below a 2.0, or if the completion of courses attempted falls below 66 percent. The VAP restricts registration, but does not prevent the student from enrolling in a subsequent term. The VAP policy requires that the student contact the Office of Veteran Affairs at Thomas Edison State College to be advised on the steps to have the VAP removed, and briefed on the possibility of being placed on Veteran Benefit Denial (VBD) if SAP is not met while on VAP status. A student will be allowed to register while on VAP, but will be limited to one term at no more than 9 credits. If the student achieves a cumulative and term GPA of 2.0 or higher and reaches a completion percentage of 66 percent for all courses attempted, the VAP will be removed, allowing the student to register for future terms without restrictions.

Veteran Benefit Denial (VBD)

If while on a VAP, the student does not meet the minimum cumulative and term GPA of 2.0 and does not successfully complete at least 66 percent of the courses attempted for that term, the student will be placed on a Veteran Benefit Denial (VBD). This action will be reported to the VA by the College through the VA's formal process. Once placed on VBD, the student will be denied the use of any and all VA benefits and will be responsible for payment of tuition and fees. Thomas Edison State College will not certify for Veteran Education Benefits under any chapter while on a VBD. Students on a VBD may continue to take courses at Thomas Edison State College via alternate funding sources, such as financial aid. The VBD will be removed and upgraded to VAP when a cumulative and term GPA of 2.0 or higher and a completion percentage of 66 percent for all courses attempted is reached, allowing the student once again to utilize Veteran Education Benefits at Thomas Edison State College. The College will retroactively certify these successful courses after the grade is posted. Students may also submit a transcript from an accredited college or university showing SAP has been achieved after the VBD was placed (e.g., student attended a community college or university after the VBD, and earned at least a 2.0 GPA and completed at least 66 percent of the courses attempted).

Appealing a Denial

A student can appeal a VBD decision through the College's administrative appeals process. The appeal should be submitted to the Office of Veteran Affairs, and will be reviewed on a case-by-case basis. The student will then be notified of the decision within 10 days of appeal.

section 8

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> Course and TECEP® Examination			
Proctor Requests	(609) 984-1181	(609) 777-2957	<i>testing@tesc.edu</i>
Learner Support Center	(888) 442-8372	(609) 984-8447	<i>LSC@tesc.edu</i>

College Administration

Heavin School of Arts and Sciences	(609) 984-1130	(609) 984-0740	<i>heavin@tesc.edu</i>
School of Business and Management	(609) 984-1130	(609) 292-7608	<i>schoolofbusiness@tesc.edu</i>
School of Applied Science and Technology	(609) 984-1130	(609) 292-7608	<i>scienceandtechnology@tesc.edu</i>
W. Cary Edwards School of Nursing	(609) 633-6460	(609) 292-8279	<i>nursing@tesc.edu</i>
John S. Watson School of Public Service and Continuing Studies	(609) 777-4351	(609) 777-3207	<i>watsonschool@tesc.edu</i>
Alumni Affairs	(609) 633-8592	(609) 943-3023	<i>alumni@tesc.edu</i>
Bursar	(609) 984-4099	(609) 984-4066	<i>bursar@tesc.edu</i>
College Operator	(888) 442-8372	(609) 984-8447	<i>Lsc@tesc.edu</i>
Office for Assessment of Professional and Workplace Learning	(609) 633-6271	(609) 984-3898	<i>apr@tesc.edu</i>
Center for Learning and Technology (CLT)	(609) 292-6317	(609) 292-9892	<i>clt@tesc.edu</i>
Military and Veteran Education	(609) 281-5215 (866) 446-1804	(609) 984-7143	<i>militaryeducation@tesc.edu</i>

The College closes for a winter break the last week in December and is also closed for New Jersey state holidays.

Directions to Thomas Edison State College

Academic Center
167 W. Hanover St.
Trenton, NJ 08608-1176
(609) 292-0078

Kelsey Building and Townhouses
101 W. State St.
Trenton, NJ 08608-1176
(609) 292-7361

Kuser Mansion and Nursing Simulation Lab
315 W. State St.
Trenton, NJ 08608-1176
(609) 777-1047

Canal Banks Building
221 W. Hanover St.
Trenton, NJ 08608-1176
(609) 292-1611



KELSEY BUILDING AND TOWNHOUSES



ACADEMIC CENTER

FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH

- > Take the New Jersey Turnpike to exit 7A, exiting the Turnpike to take Interstate 195 West. Follow the directions "From the East" below.

FROM THE EAST

- > Follow 195 West toward Trenton, following signs for Route 29 North-Capitol Complex/Lambertville. Stay on Route 29 North; follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

Or

- > Take Route 80 or Route 78 East to Route 287 South.
- > Take Route 287 South to Route 202 South.
- > Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right.
- > Exit Route 29 at Calhoun Street.

FROM THE CALHOUN STREET EXIT:

To the ACADEMIC CENTER and CANAL BANKS BUILDING

- > Turn right at the second traffic light onto West Hanover Street.
- > Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- > Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

To the KELSEY BUILDING and TOWNHOUSES

- > Turn right at the first traffic light onto West State Street and proceed one full block.
- > Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the KUSER MANSION and NURSING SIMULATION LAB

- > Turn left at the first traffic light onto West State Street.
- > Thomas Edison State College's Kuser Mansion is located at 315 W. State St.
- > The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.

FROM U.S. ROUTE 1, NORTH OR SOUTH

- > Take Route 1 to Perry Street.
- > At the end of the ramp, make a left onto Perry Street.
- > Proceed to the sixth traffic light and make a left onto Willow Street (Willow Street becomes Barrack Street south of West State Street).

To the **ACADEMIC CENTER** and **CANAL BANKS Building**

- > Make a right at the first light onto West Hanover Street.
- > Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- > Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

To the **KELSEY BUILDING** and **TOWNHOUSES**

- > Make a right at the second light onto West State Street.
- > Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the **KUSER MANSION** and **NURSING SIMULATION LAB**

- > Make a right at the second light onto West State Street. Continue on West State Street through one traffic light (Calhoun Street).
- > Make the second left after the traffic light into the driveway of the parking lot.
- > Thomas Edison State College's Kuser Mansion is located at 315 W. State St.
- > The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.



KUSER MANSION/WATSON INSTITUTE



CANAL BANKS BUILDING



NURSING SIM LAB

FROM PENNSYLVANIA AND DELAWARE

- > If you are coming from Pennsylvania or Delaware, take Interstate 95 North over the Delaware River at the Scudders Falls Bridge.
- > Take Route 29 South to Trenton. The Delaware River will be on your right.
- > Exit Route 29 at Calhoun Street.

FROM THE CALHOUN STREET EXIT:

To the **ACADEMIC CENTER** and **CANAL BANKS BUILDING**

- > Turn right at the second traffic light onto West Hanover Street.
- > Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- > Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

To the **KELSEY BUILDING** and **TOWNHOUSES**

- > Turn right at the first traffic light onto West State Street and proceed one full block.
- > Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the **KUSER MANSION** and **NURSING SIMULATION LAB**

- > Turn left at the first traffic light onto West State Street.
- > Thomas Edison State College's Kuser Mansion is located at 315 W. State St.
- > The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.

DIRECTIONS TO THOMAS EDISON STATE COLLEGE BY PUBLIC TRANSPORTATION

- > If you wish to take public transportation to Thomas Edison State College, the Trenton train station is served by Amtrak and New Jersey Transit from locations north and south, by SEPTA from Philadelphia, and various bus routes.
- > Taxis are available at Trenton station to Thomas Edison State College, which is less than three miles away.
- > To return to the Trenton station, taxi services may be called from the College.

PARKING

1. KELSEY BUILDING and TOWNHOUSES

Metered parking is usually available near the Kelsey Building and Townhouses. Handicap-accessible parking is available directly across the street on West State Street.

2. ACADEMIC CENTER

Metered parking is usually available near the Academic Center. Handicap-accessible parking is available in front of the building.

3. CANAL BANKS BUILDING

Street parking is usually available near the Canal Banks Building. The building is ADA compliant. Handicap-accessible parking is available.

4. KUSER MANSION and NURSING SIMULATION LAB

Parking is available behind the building. Handicap-accessible parking is available next to the main entrance of Kuser Mansion.

PARKING GARAGES

Park America

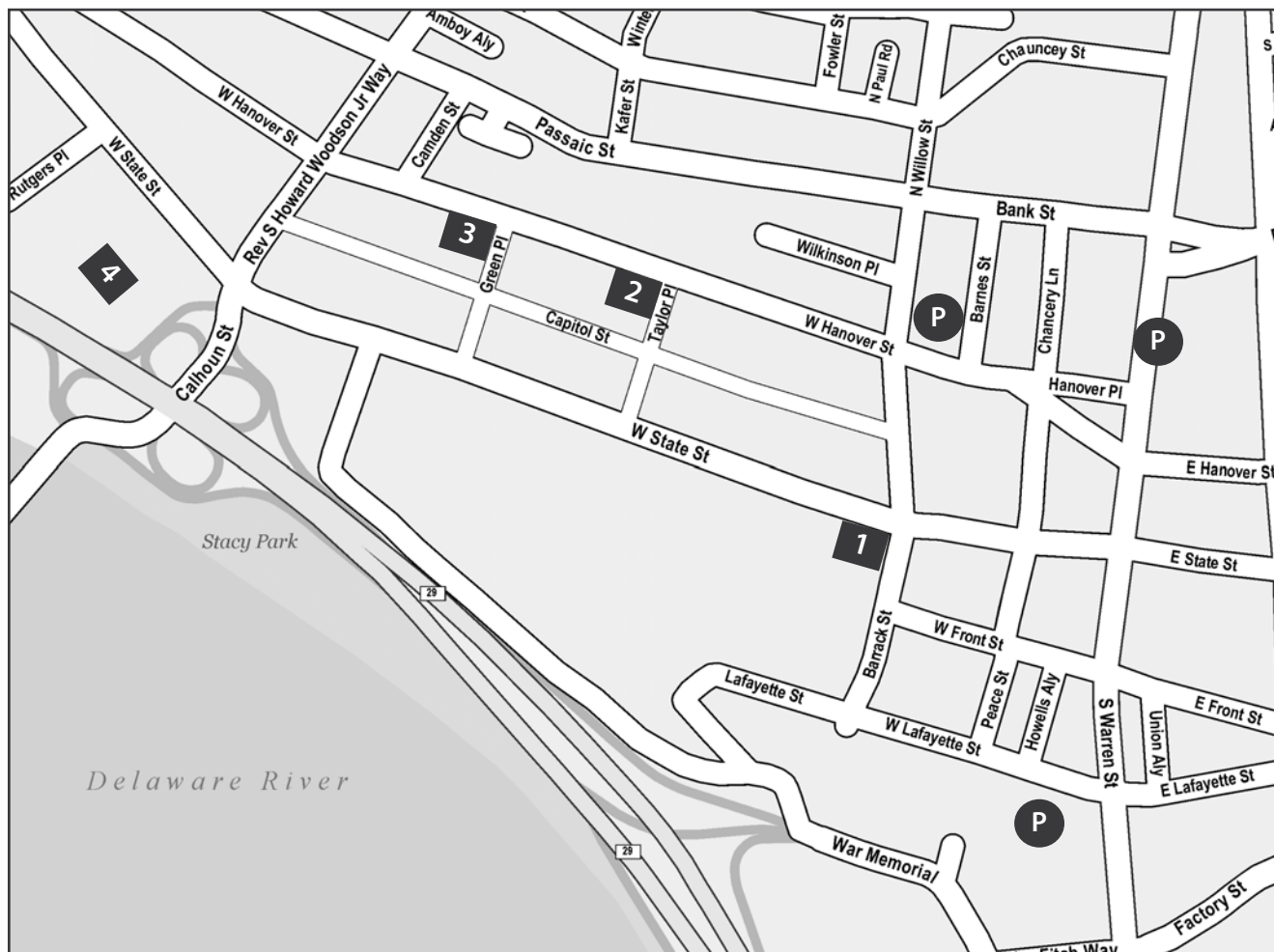
41 Chancery Lane
Trenton, NJ 08608
(609) 393-9822

Trenton Parking Authority

N. Warren Street Garage
110-116 N. Warren St.
Trenton, NJ 08608

Lafayette Yard Garage

Public Parking at the Lafayette Marriott



FORMS

THE FOLLOWING PAGES CONTAIN IMPORTANT FORMS:

- > Undergraduate Course Registration Form for Guided Study, standard prior learning assessment (PLA), online, nursing, e-Pack® courses and TECEP® exams

- > Prior Learning Assessment (PLA) Proposal Form

- > Textbook and Course Materials Order Form

Please review each form carefully. Select the forms for the services that you need and fill them out completely. Make sure to include your ZIP code, telephone number(s), email address and payment when submitting a form. Please note: all forms are also available online at www.tesc.edu/studentforms.

COPY EACH FORM AS NEEDED.



UNDERGRADUATE COURSE REGISTRATION FORM

Use this form to register for Guided Study, Standard Prior Learning Assessment (PLA), Online, Nursing, TECEP® exams and e-Pack® courses

Submit this completed form with payment to:

COPY THIS FORM AS NEEDED

Office of the Registrar
 Thomas Edison State College
 Course/ TECEP® Registration
 101 W. State St.
 Trenton, NJ 08608-1176
 Office (609) 633-9242
 Fax (609) 292-1657

Please check the semester you want:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> July 2014 | <input type="checkbox"/> November 2014 | <input type="checkbox"/> March 2015 |
| <input type="checkbox"/> August 2014 | <input type="checkbox"/> December 2014 | <input type="checkbox"/> April 2015 |
| <input type="checkbox"/> September 2014 | <input type="checkbox"/> January 2015 | <input type="checkbox"/> May 2015 |
| <input type="checkbox"/> October 2014 | <input type="checkbox"/> February 2015 | <input type="checkbox"/> June 2015 |

**You may call in your registration at (609) 633-9242
 or register online at www.tesc.edu**

Telephone registrations are accepted with a credit card during scheduled registration sessions.

You may register online, via fax or mail your registration 24 hours a day during scheduled registration sessions. Include your credit card number or other payment information.

GENERAL INFORMATION

Check if this is an address change.

College Identification Number _____

Last Name	First Name	MI	
Street Address ()	City ()	State	ZIP Code
Daytime Telephone Number	Evening Telephone Number		

Email Address *required for courses _____

COURSE REGISTRATION

List the course(s) for which you wish to register below. Include the complete course code (consisting of a three-letter discipline abbreviation, three-digit course number and two-digit suffix of GS, BL, TE, OL, PA, EP, NU or NG), the course title and applicable tuition. You are responsible for all prerequisites. **If you are requesting a specific mentor, write that mentor's name next to the course title.** We will assign you that mentor if available. If you are enrolled in a special population program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), Corporate Choice® or Bachelor of Science in Nursing degree program, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

- > Students are responsible for meeting all course prerequisites prior to registering.
- > Registrations received without complete information or total payment will not be processed and will be returned.
- > Students who have paid the College's Comprehensive Tuition are still responsible for payment for course materials and any late fees that may apply. Course materials can be purchased from MBS Direct.

Complete Course Code	Course Title	Tuition

COURSE CODE SUFFIX KEY:

GS = Guided Study	NU = Nursing
EP = e-Pack® courses	NG = Nursing Graduate
PA = Prior Learning Assessment	BL = Blended
OL = Online course	TE = TECEP®

SAMPLE COMPLETE COURSE CODES:
 COS-101-GS SOC-210-OL STA-101-EP

Total Tuition \$ _____
 Registration Fee \$ _____
 Late Fee if applicable \$ _____
TOTAL PAYMENT \$ _____

***For complete tuition and fees information, please refer to the College website at www.tesc.edu, and click on Tuition and Financial Aid.**

COURSE REGISTRATION FORM - Page 2

Student Name _____

College Identification Number _____

CHECKLIST

- Do you certify that prerequisites for all courses have been met? Yes No
- Are you a member of the United States military? Yes No
- Are you an enrolled Thomas Edison State College student? Yes No
- If you have recently applied, when was you application submitted? _____
- Is this your first Thomas Edison State College course? Yes No
- Is this your final course prior to graduation? If so, have you reviewed the graduation schedule on Page 175? Yes No
- If you are an enrolled student, have you reviewed your course with an academic advisor to determine if appropriate to your program of studies?** Yes No

Note: review with academic advisor does not establish registration.

PAYMENT INFORMATION

- I am currently enrolled under the Comprehensive Tuition Plan.* If not, please check method of payment.
- Check/Money Order Credit Card Thomas Edison State College Financial Aid Military/Corporation/Agency Assistance Plan**

Make check/money order payable to: **Thomas Edison State College**

Cash payments must be made in person and are accepted only at: **Office of the Bursar**, 221 W. Hanover St., Trenton, NJ 08618, *after* the registrar has processed the registration at the Academic Center.

TUITION AID or MILITARY/CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

Contact Name

Street Address City State ZIP Code

Employer's Telephone Number Fax Number (if available) Email Address (if available)

* THE COMPREHENSIVE TUITION COVERS ONLY THE REGISTRATION FEE AND COURSE TUITION COSTS. YOU MUST STILL PAY ANY LATE REGISTRATION FEE, IF APPLICABLE, AND ORDER YOUR COURSE MATERIALS FROM MBS DIRECT.

** TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED AND WILL BE RETURNED.

STUDENT SIGNATURE

I hereby certify that the above statements are true and correct to the best of my knowledge and that I meet the prerequisites as listed for each course for which I have registered. I have read the current College Catalog and agree to abide by it. I authorize the release of grade information on the above course(s) to my employer, if my employer is paying for my course(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the College Catalog.

Student Signature _____ Date _____

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

CREDIT CARD AUTHORIZATION

CREDIT CARD: AMERICAN EXPRESS VISA MASTERCARD DISCOVER

ACCOUNT NUMBER: _____ Total Payment Amount From Other Side: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date (**required**): _____

BILLING ADDRESS FOR CARD: _____



UNDERGRADUATE SINGLE-COURSE PRIOR LEARNING ASSESSMENT (PLA) PROPOSAL FORM FOR PORTFOLIO

For course descriptions, visit the College website at www.tesc.edu/plasearch.php

Center for the Assessment of Learning
 Thomas Edison State College • 101 W. State St. • Trenton, NJ 08608-1176
 COMPLETE BOTH SIDES - COPY THIS FORM AS NEEDED

This form is to be completed only by students who have completed PLA-100 or previously completed a PLA course, and are planning to follow the single course process. All other students interested in PLA should contact plaweb@tesc.edu for assistance.

Check one:

- I am currently enrolled in an undergraduate degree program at Thomas Edison State College.
- I am not currently enrolled in Thomas Edison State College.

2014-2015 ACADEMIC YEAR

Please check the semester you plan to take your PLA course:

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> July | <input type="checkbox"/> January |
| <input type="checkbox"/> August | <input type="checkbox"/> February |
| <input type="checkbox"/> September | <input type="checkbox"/> March |
| <input type="checkbox"/> October | <input type="checkbox"/> April |
| <input type="checkbox"/> November | <input type="checkbox"/> May |
| <input type="checkbox"/> December | <input type="checkbox"/> June |

Current Institution _____

Date _____

PLEASE PRINT

Last Name	First Name	MI	
Street Address	City	State ()	ZIP Code
College ID (if Thomas Edison State College student)		Daytime Telephone Number ()	
Email Address		Evening Telephone Number	

Have you completed English Composition I and II (ENC-101 and ENC-102)?* Yes No

This proposal form should be submitted **at least two weeks prior to the close of the registration period** for the semester requested.

Please indicate the primary reason for your interest in prior learning assessment (PLA):

- pursuing a degree at Thomas Edison State College
 (note degree program in which you are enrolled) _____
- pursuing a degree at another institution (please name) _____
- banking credits for teacher certification
- banking credits for professional advancement
- other _____

ALL STUDENTS MUST READ THE FOLLOWING AND SIGN BELOW:

I acknowledge that the information I submit to Thomas Edison State College in my portfolio is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the College and for revocation of credits granted.

Student Signature

Date

Thomas Edison State College is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

*** Students who register for PLA are strongly advised to have completed the requirements for English Composition I and II. Prior learning assessment (PLA) may not be done to satisfy requirements for physical education activity courses, field experience, student teaching, co-operative study, Practicum courses, English Composition I and II, internships, seminars, lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process.**

TEXTBOOK AND COURSE MATERIALS ORDER FORM



Thomas Edison State College COPY THIS FORM AS NEEDED

Please check semester:

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> July 2014 | <input type="checkbox"/> October 2014 | <input type="checkbox"/> January 2015 | <input type="checkbox"/> April 2015 |
| <input type="checkbox"/> August 2014 | <input type="checkbox"/> November 2014 | <input type="checkbox"/> February 2015 | <input type="checkbox"/> May 2015 |
| <input type="checkbox"/> September 2014 | <input type="checkbox"/> December 2014 | <input type="checkbox"/> March 2015 | <input type="checkbox"/> June 2015 |

Textbooks and course materials may be purchased from MBS Direct. Students are responsible for obtaining textbooks and course materials in a timely manner. Order early to ensure that books are not returned to the publishers. Call MBS Direct for current prices or availability of used books.



By Internet - Safely order your books online from the Virtual Bookstore at www.direct.mbsbooks.com/tesc.htm. Follow the prompts and we do the rest. You can save 20 percent on UPS shipping by ordering through the Internet.



By Phone - Orders may be placed by calling (800) 325-3252, Monday-Thursday, 7 a.m.-10 p.m.; Friday, 7 a.m.-6 p.m.; Saturday, 8 a.m.-5 p.m.; and Sunday, 12 p.m.-4 p.m., CDT/CST.



By Fax - Complete the Textbook Order Form. Fax to (800) 499-0143. Credit card will be charged for a new book if a used copy is not available.



By Mail - Complete the Textbook and Course Materials Order Form. Send with your check, money order or credit card information. **Mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference.** Mail your completed Textbook and Course Materials Order Form to:

MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:

MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201



Shipping Internationally - Students ordering books to be shipped internationally must call for shipping charges. International Phone: (573) 446-5299
International Fax: (573) 446-5254

Shipping charges valid at time of publication.

A \$3 per tape REFUNDABLE deposit will be charged on all media components. Look for the Refund Form in the carton containing the course materials.

SHIPPING CHARGES FOR MAIL ORDER ONLY

PLEASE CONTACT MBS BY CALLING (800) 325-3252
FOR SHIPPING METHODS AND COSTS

PLEASE PRINT OR TYPE ALL INFORMATION

SHIP TO

Last Name	First Name	MI	
Street Address (No post office boxes for UPS shipping) ()	City ()	State	ZIP Code
Evening Telephone Number ()	Daytime Telephone Number		
Fax Number (if available)	Email Address (if available)		

TEXTBOOK ORDER

Complete Course or Examination Code	Indicate NEW/USED*	Start Date	Course or Examination Title	Amount

NOTE: Due to fluctuating demand, TECEP® textbooks may not always be available. If MBS Direct does not have the textbooks you need, you may order books directly from the publisher (refer to the TECEP® Test Description area of the College website at www.tesc.edu) or from a bookstore.

* USED BOOKS IF AVAILABLE.
MAIL ORDERS MUST INCLUDE PAYMENT FOR NEW BOOKS.

Subtotal	\$ _____
Missouri Residents add 2.75% tax. Washington State Residents add 8% tax.	\$ _____
Shipping	\$ _____
TOTAL PAYMENT	\$ _____

METHOD OF PAYMENT

CHECK MONEY ORDER (Make Checks and Money Orders payable to **MBS Direct**)
 CHECK APPROPRIATE CARD: AMERICAN EXPRESS VISA MASTERCARD DISCOVER
 CREDIT CARD ACCOUNT NUMBER: _____
 CARD EXPIRATION DATE: _____ Authorization Signature/Date (required): _____

Recommended Study Aids

“How to Study In College”

by Walter Pauk

“Harbrace College Handbook”

by John C. Hodges

“Study Skills for Today’s College Student”

by Jerold W. Apps

“College Reading and Study Skills”

by Nancy V. Wood

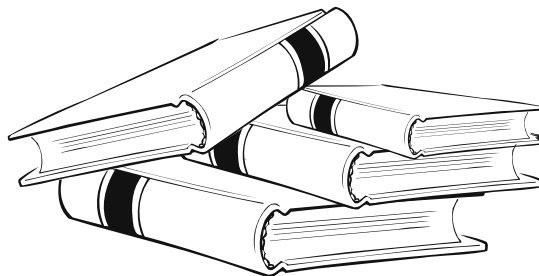
“100 Things Every Online Student Ought to Know”

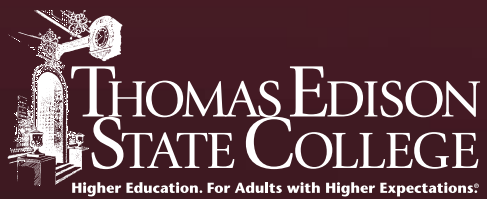
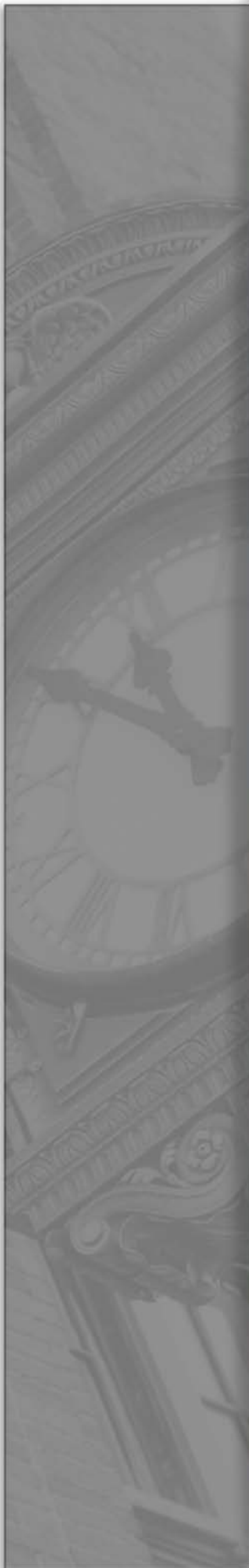
by Frank L. Christ
and
Loyd R. Ganey Jr.

These texts are available from

MBS Direct

(800) 325-3252





101 W. State St.
Trenton, NJ 08608-1176
(888) 442-8372
www.tesc.edu