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College Catalog



THOMAS
EDISON
STATE COLLEGE

Higher Education. For Adults with Higher Expectations.
www.tesc.edu

FOR ADDITIONAL INFORMATION:



Office of Admissions
(888) 442-8372
Fax: (609) 984-8447
E-mail: admissions@tesc.edu
www.tesc.edu

The Thomas Edison State College *Catalog*, published annually, provides a summary of College policies, procedures, programs and services. Content for this *Catalog* was current as of July 1, 2006. While every effort has been made to ensure the accuracy of the information contained in the *Catalog*, the College reserves the right to make changes without prior notice.

For prospective students, the College publishes an *Undergraduate Prospectus*, *Graduate Prospectus* and *School of Nursing Prospectus*. These publications include admissions information and application materials and can be found online at www.tesc.edu or can be requested by calling (888) 442-8372.

Current students also receive an updated *Registration Bulletin* each year in early June. The *Bulletin* includes course registration materials and forms and registration schedules for the year. 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 through the online Graduate Student Center that they can access through Blackboard.

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

Thomas Edison State College Examination Program (TECEP®), iTESC® and Individual Learners Account (ILA®) are registered trademarks of Thomas Edison State College.

Information contained in this *Catalog* refers to Thomas Edison State College's undergraduate programs unless otherwise stated.

LEARNER SERVICES

| | Telephone | FAX | E-Mail |
|--|---------------------------|----------------|--|
| Undergraduate Students Advising | (888) 442-8372 | (609) 777-2956 | enrolled@tesc.edu |
| Graduate Students Advising | (609) 984-1168 | (609) 633-8593 | graduateschool@tesc.edu |
| Financial Aid | (609) 633-9658 | (609) 633-6489 | finaid@tesc.edu |
| Registrar | (609) 984-1180 | (609) 777-0477 | registrar@tesc.edu |
| Course Registration | (609) 633-9242 | (609) 292-1657 | registration@tesc.edu |
| ADA Coordinator | (609) 984-1141, ext. 3415 | | |
| Test Registration | | | testing@tesc.edu |
| • TECEP® and all other tests | (609) 984-1181 | (609) 777-2957 | |
| • Course Examinations Proctor Requests | (609) 984-1181 | (609) 777-2957 | |

ADMINISTRATION

| | Telephone | FAX | E-Mail |
|---|----------------|----------------|--|
| School of Applied Science and Technology | (609) 984-1130 | (609) 943-3562 | |
| School of Arts and Sciences | (609) 984-1130 | (609) 943-3562 | |
| Heavin School of Social and Behavioral Sciences | (609) 984-1130 | (609) 984-0740 | |
| School of Business and Management | (609) 984-1130 | (609) 984-0740 | |
| School of Nursing | (609) 633-6460 | (609) 292-8279 | nursing@tesc.edu |
| Graduate School | (609) 984-1168 | (609) 633-8593 | graduateschool@tesc.edu |
| School of Professional and Continuing Studies | (888) 442-8372 | | |
| Alumni Affairs | (609) 984-1588 | (609) 943-3023 | alumni@tesc.edu |
| Bursar | (609) 984-4099 | (609) 943-4066 | bursar@tesc.edu |
| College Operator | (609) 984-1100 | | |
| Corporate-Higher Education Programs | (609) 633-6271 | (609) 984-3898 | corpinfo@tesc.edu |
| Directed Independent Adult Learning (DIAL) | (609) 292-6317 | (609) 292-9892 | dial@tesc.edu |

The College closes for a Winter Break the last week in December and is also closed for state holidays.

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STATEMENT OF MISSION AND PURPOSE

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.

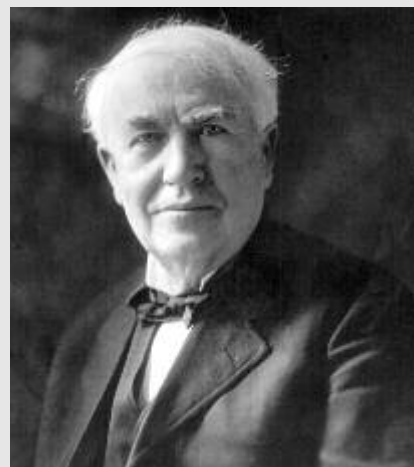
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

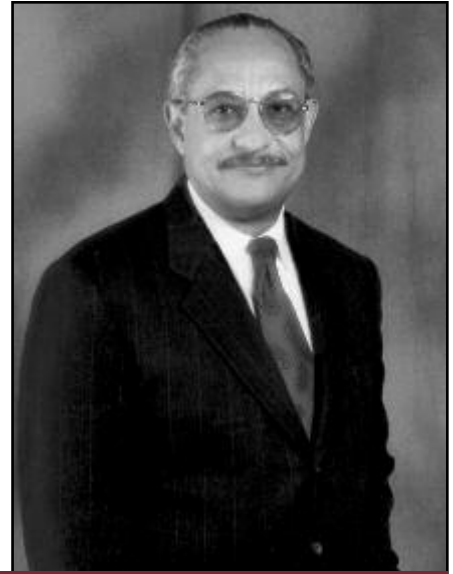
Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, 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 may be directed to Esther H. Paist, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act,

Thomas Edison State College,
101 W. State St., Trenton, NJ
08608-1176.





Welcome

Welcome to Thomas Edison State College!

For the past 33 years, we have had only one mission — to provide flexible, high-quality, collegiate learning opportunities for self-directed adults.

Our students come from a wide variety of backgrounds. They are working parents and full-time homemakers, military service members and Wall Street executives, computer technicians and business managers. Regardless of their careers or family commitments, our students can complete college degrees through unique methods designed specifically to meet the needs of adult learners.

This *Catalog* focuses on the undergraduate and graduate degree programs offered through the School of Applied Science and Technology, the School of Business and Management, the School of Arts and Sciences, the School of Nursing, and the Heavin School of Social and Behavioral Sciences, and contains information on our policies, accreditation and ways that busy adults, like you, can meet degree requirements and progress to graduation.

Thomas Edison State College also offers non-credit continuing education opportunities. For more information on these programs, please call (888) 442-8372 or visit us at www.tesc.edu.

Adults enroll at Thomas Edison State College because it provides programs that are recognized for their academic excellence and offers flexible credit-earning methods that allow students to pursue their educational goals while attending to the challenges and priorities of adult life. Students can fulfill degree requirements wherever they live or work by completing online or Guided Study courses,

taking credit-bearing examinations, demonstrating college-level learning acquired outside the classroom, and transferring credits earned through approved professional certification programs or course work at other accredited institutions. Our professional academic advisors guide students in planning their academic programs, and our course mentors (all of whom are experienced faculty members at colleges and universities worldwide) provide expert, content-specific guidance and assessment as students progress through their academic work.

The College Web site at www.tesc.edu provides information and access to College services, courses and programs. Students use the Web to inquire about College offerings, apply for admission, enroll, register for courses, send in completed course assignments, communicate with advisors and other College staff, pay bills, and check on their academic records and progress. College staff, mentors and advisors are also available for “one-on-one” meetings with students via, telephone, fax, mail and e-mail.

Since our inception in 1972, Thomas Edison State College has helped more than 25,400 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.

A handwritten signature in black ink, appearing to read "George A. Pruitt".

Dr. George A. Pruitt
President

DIFFERENT BY DESIGN

Unlike most colleges and universities, which are designed to meet the needs of traditional college students who are 18 or 19 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 adults to complete a degree program in more than 100 areas of study.

EARNING YOUR DEGREE

There are three basic approaches that students can take to complete a degree:

- ▶ **Conventional:** students using this approach may complete all of their degree requirements at Thomas Edison State College.
- ▶ **Credentialed:** students using this approach may complete all of their degree requirements at 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 institutions other than 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 online and distance learning courses.

| Area of Study | Degree(s) offered | Area of Study | Degree(s) offered |
|---|-------------------|--|-------------------|
| School of Arts and Sciences | | Heaven School of Social and Behavioral Sciences | |
| Communications | BA | Criminal Justice | BA |
| Computer Science | ASNSM, BA | Fitness and Wellness Services | ASPSS |
| English | BA | History | BA |
| Humanities | BA | Psychology | BA |
| Liberal Studies | AA, BA, MALS | Social Sciences | BA |
| Natural Sciences/Mathematics | BA | | |
| School of Applied Science and Technology | | | |
| Applied Computer Studies | AAS | | |
| Computer Science Technology | ASAST | | |
| School of Business and Management | | | |
| Finance | ASM, BSBA | | |
| Human Resources Management | ASM, BSBA, MSHRM | | |
| General Management | ASM, BSBA | | |
| Management | MSM | | |
| Marketing | ASM, BSBA | | |
| Small Business Management/Entrepreneurship | ASM | | |

CREDENTIALLED APPROACH

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

| Area of Study | Degree(s) offered | Area of Study | Degree(s) offered |
|---|-------------------|-----------------------------|-------------------|
| School of Applied Science and Technology | | Nuclear Medicine Technology | ASAST, BSAST |
| Air Traffic Control | ASAST, BSAST | Radiation Protection | ASAST, BSAST |
| Aviation Flight Technology | ASAST, BSAST | Radiation Therapy | ASAST |
| Aviation Maintenance Technology | ASAST, BSAST | Respiratory Care | ASAST |
| Energy Utility Technology | BSAST | School of Nursing | |
| Medical Imaging | ASAST | Nursing | BSN, MSN |
| Nuclear Engineering Technology | ASAST, BSAST | | |

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 professional earned licenses or certifications.

| Area of Study | Degree(s) offered | Area of Study | Degree(s) offered |
|---|-------------------|--------------------------------------|-------------------|
| School of Arts and Sciences | | Civil Engineering Technology | ASAST |
| Art | BA | Clinical Laboratory Science* | ASAST, BSAST |
| Biology | BA, ASNSM | Computer Science Technology | BSAST |
| Environmental Studies | BA | Construction | BSAST |
| Foreign Language | BA | Cytotechnology* | BSAST |
| Journalism | BA | Dental Assisting Sciences (advanced) | BSHeS |
| Mathematics | ASNSM | Dental Hygiene* | BSAST |
| Music | BA | Dental Hygiene Sciences | BSHS |
| Philosophy | BA | Dietetic Sciences | BSHeS |
| Photography | BA | Electrical Technology | ASAST |
| Political Science | BA | Electronic Engineering Technology | ASAST, BSAST |
| Religion | BA | Engineering Graphics | ASAST, BSAST |
| Theater Arts | BA | Environmental Sciences | BSAST |
| School of Applied Science and Technology | | Fire Protection Science | ASAST, BSAST |
| Administrative Studies | AAS | Forestry | ASAST, BSAST |
| Allied Dental Education | BSHeS | Health Professions Education | BSHeS |
| Applied Electronic Studies | AAS | Health Services Education | BSHeS |
| Applied Health Studies | AAS | Health Services Management | BSHeS |
| Architectural Design | ASAST, BSAST | Horticulture | ASAST, BSAST |
| Biomedical Electronics | ASAST, BSAST | Imaging Science | BSHeS |
| Civil and Construction Engineering Technology | ASAST | Laboratory Animal Science | ASAST, BSAST |
| | | Manufacturing Engineering Technology | ASAST, BSAST |
| | | Marine Engineering Technology | ASAST, BSAST |
| | | Mechanics and Maintenance | AAS |

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

| Area of Study | Degree(s) offered |
|--------------------------------------|-------------------|
| Mechanical Engineering Technology | ASAST, BSAST |
| Medical Imaging* | BSAST |
| Nondestructive Testing Technology | ASAST |
| Nuclear Medicine Technology* | ASAST, BSAST |
| Occupational Studies | AAS |
| Perfusion Technology* | BSAST |
| Respiratory Care* | BSAST |
| Respiratory Care Sciences (advanced) | BSHeS |
| Radiation Therapy* | BSAST |
| Surveying | ASAST, BSAST |

School of Business and Management

| | |
|-------------------------------------|-----------|
| Accounting | ASM, BSBA |
| Administrative Office Management | ASM, BSBA |
| Advertising Management | BSBA |
| Banking | ASM, BSBA |
| Hospital Health Care Administration | ASM, BSBA |
| Hotel/Motel/Restaurant Management | ASM, BSBA |
| Insurance | ASM, BSBA |
| International Business | ASM, BSBA |
| Logistics | BSBA |
| Operations Management | ASM, BSBA |
| Organizational Management | BSBA |
| Procurement | ASM, BSBA |
| Public Administration | ASM, BSBA |
| Purchasing and Materials Management | ASM, BSBA |
| Real Estate | ASM |

| Area of Study | Degree(s) offered |
|--|-------------------|
| Retailing Management | ASM, BSBA |
| Small Business Management/ Entrepreneurship | BSBA |
| Transportation/Distribution Management | BSBA |

Heavin School of Social and Behavioral Sciences

| | |
|---|-------------|
| Administration of Justice | ASPSS, BSHS |
| Anthropology | BA |
| Child Development Services | ASPSS |
| Community Services | ASPSS, BSHS |
| Economics | BA |
| Emergency Disaster Services | ASPSS |
| Gerontology | ASPSS, BSHS |
| Health and Nutrition Counseling | BSHS |
| Health Services | BSHS |
| Health Services Administration | BSHS |
| Labor Studies | BA |
| Legal Services | BSHS |
| Mental Health and Rehabilitation Services | BSHS |
| Recreation Services | ASPSS, BSHS |
| Social Services | ASPSS, BSHS |
| Social Services Administration | BSHS |
| Social Services to Special Populations | ASPSS, BSHS |
| Sociology | BA |

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

THOMAS EDISON STATE COLLEGE AT A GLANCE

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 “one of the brighter stars of higher learning.”

Accreditation

Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (Middle States Association, Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680, (267) 284-5000, www.msache.org). 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. In addition, the Bachelor of Science in Nursing degree program is accredited by the New Jersey Board of Nursing, (P.O. Box 45010, Newark, NJ 07101, (973) 504-6430; www.state.nj.us/lps/cal/home.htm) and the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, NY 10006; (800) 669-1656).

The College

Thomas Edison State College is composed of a world-wide community of learners. Our student body represents every state in the U.S. and more than 70 countries throughout the world. The College has approximately 300 mentors from our nation's finest colleges and universities. Thomas Edison State College mentors are selected because of their academic and experiential preparation as well as their commitment to serving adult students. (Mentors are invited to participate in regularly scheduled workshops to remain current on trends serving adult students.) Thomas Edison State College students may earn associate, baccalaureate and master's degrees through many flexible options designed to help them succeed in attaining their educational goals.

The College is designed to work with students regardless of where they live or are employed. At Thomas Edison State College, students take the initiative in developing the degree-completion program that best meets their needs and experience.

Students choose Thomas Edison State College because they may capitalize on all their prior college-level learning and select independent or classroom-based opportunities to achieve their degree-completion goals. New students may transfer previously earned college credits for evaluation. Self-directed students earn undergraduate degrees in liberal arts, business, health sciences, human services, applied science and technology, and nursing. All graduate programs are offered online, and students may pursue the Master of Science in Human Resources Management, Master of Science in Management, Master of Arts in Liberal Studies or Master of Science in Nursing. A post-master's Nurse Educator Certificate is also offered. The College also offers an array of noncredit programs through the School of Professional and Continuing Studies.



Earning A Thomas Edison State College Degree

At Thomas Edison State College, there are many ways to complete an undergraduate degree. Students need 60 credits for an associate degree and 120 credits for a baccalaureate degree. The College offers a variety of options for earning credit toward a degree. Students may take advantage of Guided Study and online courses. In addition, students may earn credit toward a degree by demonstrating college-level knowledge already acquired through testing, or Prior Learning Assessment (PLA), by receiving credit for courses taken at other regionally accredited colleges, and for licenses, certificates and courses taken at work or through military experience.

Graduate degrees at Thomas Edison State College require 36 credits. The Master of Science in Human Resources Management (MSHRM), Master of Science in Management (MSM), the Master of Arts in Liberal Studies (MALS) and the Graduate Certificates are offered primarily online, and they require significant student interaction with classmates and graduate mentors.

The Master of Science in Nursing (MSN) and the Nurse Educator Certificate Program for post-master's RNs are offered online and include asynchronous online group discussion.

Bachelor's to Master's Program

Thomas Edison State College undergraduates who have earned at least 99 transcribed credits may apply for provisional admission to the Thomas Edison State College graduate program of their choice. Accepted students may earn up to 9 graduate credits to meet requirements for both the baccalaureate and master's degrees. Students who pursue the bachelor's to master's program will pay graduate tuition at the current rate and must maintain their active undergraduate enrollment status. Graduate courses are not included in the Comprehensive Tuition Fee.

Students in the RN-BSN/MSN program may apply 9 graduate nursing credits (three courses) from their BSN requirements toward the MSN requirements. The per credit tuition charged for the student's undergraduate nursing courses will be charged for the 9 graduate credits.

Degree Programs

- Master of Science in Human Resources Management
- Master of Science in Management
- Master of Arts in Liberal Studies
- Master of Science in Nursing
- Bachelor of Arts
- Bachelor of Science in Applied Science and Technology
- Bachelor of Science in Business Administration
- Bachelor of Science in Health Sciences¹
- Bachelor of Science in Human Services
- Bachelor of Science in Nursing
- Associate in Arts
- Associate in Applied Science
- Associate in Science in Applied Science and Technology
- Associate in Science in Management
- Associate in Science in Natural Sciences and Mathematics
- Associate in Science in Public and Social Services

In addition, more than 100 areas of study are available within the above degree programs.

Certificate Programs

Undergraduate Certificates

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- Electronics
- Finance
- Fitness and Wellness Services
- Human Resources Management
- Labor Studies
- Marketing
- Operations Management
- Public Administration

Graduate Certificates

- Graduate Certificate in Clinical Trials
- Graduate Certificate in Homeland Security
- Graduate Certificate in Human Resources Management
- Graduate Certificate in Online Learning and Teaching
- Graduate Certificate in Organizational Leadership

Post-Graduate Certificate

- Nurse Educator Certificate (post-master's)

¹ Open to University of Medicine and Dentistry of New Jersey (UMDNJ) students only.

Degree Requirements

Undergraduate: Thomas Edison State College baccalaureate degrees require 120 credits. Associate degrees require 60 credits. Specific requirements are listed within each program description.

Graduate: Graduate degrees require the completion of 36 credits of graduate-level course work. Courses are offered online. Further information is available in the Graduate School section of this catalog on Page 132.

Calendar

Undergraduate students have the opportunity to enroll at any time throughout the year and to graduate once degree requirements are met. (The Board of Trustees certifies candidates for degrees four times per year, and a Commencement ceremony is held annually in October.) Courses are offered on a semester basis: 12-week semesters for online courses (including nursing courses), *e-Pack*® and Prior Learning Assessment (PLA); 16-week semesters for Guided Study courses. There are 12 registration periods per year for most undergraduate courses. Nursing offers four registration periods per year. Assessment options for earning credit may be started any day of the year. Students who wish to register for courses at other colleges and universities are encouraged to first enroll at Thomas Edison State College in order to receive an Academic Program Evaluation and to ensure that courses taken meet program requirements.

Graduate courses and nursing courses are offered four times a year.

Residency Requirement

Thomas Edison State College has no physical residency requirement for U.S. citizens or foreign students residing in the continental United States (except for certain established partnerships). MSM students attend two weekend residencies.

Residency for Tuition and Enrollment Purposes

Pursuant to NJAC 9A:5-1.1-1.2, persons who have been a resident within the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education are presumed to be domiciled in this state for tuition and enrollment purposes. Persons who have been a resident within this state for less than 12 months prior to enrollment are presumed to be nondomiciliaries for tuition and enrollment purposes. 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. 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 for the purpose of determining tuition.

Mentors

Approximately 300 mentors serve as academic subject matter experts to the College. They assess student work, serve on academic committees, engage in curriculum development and provide direction in curriculum planning. Mentors are selected from colleges, universities, corporations and businesses based upon their expertise, academic credentials and college-level teaching experience. The College and its students are enriched by the diversity of its mentors and their commitment to serving the adult student.

Student Profile

Students: 11,224 currently enrolled

Average age of student: 36

Degrees awarded since 1972: more than 25,400



PROGRAMS AND SERVICES AVAILABLE THROUGH THE INTERNET

Thomas Edison State College pioneered and continues to be a leader in the use of innovative technologies in higher education. Anyone with access to the Internet may use the services of the College, at any time or in any place. Although students are not required to have a computer in most degree programs, those who do may access many of the College's programs, services and information resources electronically.

Through the Internet, anyone may:

- browse through general information about the College and its various methods of earning credit;
- submit an online application;
- read news items and bulletins;
- correspond with the Office of Admissions; and
- participate in online discussions.

Enrolled students with Internet access may:

- register for courses;
- search for independent study courses and/or college-level examinations through online information packages;
- use e-mail to send and receive messages and assignments for online courses and Guided Study;
- correspond electronically with academic advisors, College offices and other students;
- participate in or initiate online discussions about various topics;
- use the Internet for resources such as online library and database searches; and
- review their academic program evaluation.

Online Courses

Through the Internet, students may interact with mentors and other students, regardless of their geographic locations. They may join in open class discussions posted and guided by their mentor. During this electronic class interchange, students may present their ideas and questions, read the comments of other class members and get feedback from the mentor. Online courses use textbooks and study guides, appropriate media and links to Web resources. These courses also require regular written assignments and proctored examinations.

e-Pack® Courses

e-Pack® courses allow students to take diagnostic chapter quizzes online, as they study their assigned textbook. The quizzes provide real-time feedback that tells the student which topics need additional study and are available 24 hours a day. When the student has passed all of the quizzes, which do not count toward the final grade, he/she schedules a proctored written comprehensive final examination. Because the student prepares for the final examination with no mentor or written assignments, the quizzes provide preparation and guidance for students who are not comfortable studying completely on their own.

Graduate Degrees and Certificates

Master of Science in Human Resources Management (MSHRM), Master of Science in Management (MSM), Master of Arts in Liberal Studies (MALS) and Master of Science in Nursing (MSN)

Thomas Edison State College offers graduate degrees that are earned by taking 36 credits of online courses. Students enrolled in a graduate certificate program will earn 12 graduate-level credits. Students who are accepted into the graduate degree and certificate programs use the Internet extensively for assignment exchange, e-mail and online discussions. Detailed information on the College's graduate degrees and certificate programs may be found on Page 86 and Page 132 and by visiting the College Web site at www.tesc.edu/graduate or www.tesc.edu/nursing.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) courses are available through MyEdison, the College's online course management system that utilizes the Blackboard platform.

How do I access these services?

Students of the College who have access to the Internet may connect to Thomas Edison State College through the College Web site at www.tesc.edu.

Undergraduate Schedules

Undergraduate Registration Calendar

Includes all registration, semester-start and semester-end dates, and tuition refund deadlines at Thomas Edison State College for academic year 2006-2007.

Test Administration Dates

Listing of all Test Administration dates at Thomas Edison State College for academic year 2006-2007.

Contact Information

Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176

Office of Registrar
Tel: (609) 984-1180
E-mail: registrar@tesc.edu

Course Registration
Tel: (609) 633-9242
E-mail: registration@tesc.edu

Office of Test Administration
Tel: (609) 984-1181
E-mail: testing@tesc.edu

UNDERGRADUATE REGISTRATION CALENDAR

July 2006 - June 2007

| 2006 Semesters | July 1, 2006 | August 2006* | September 2006** |
|--|------------------------------|-------------------------------|-------------------------|
| Registration Dates | May 20 - June 9, 2006 | June 17 - Jul. 7, 2006 | July 15 - Aug. 4, 2006 |
| Late Registration | June 10 - 16, 2006 | July 8 - 14, 2006 | Aug. 5 - 11, 2006 |
| Course Transfer Period | May 20 - June 16, 2006 | June 17 - July 14, 2006 | July 15 - Aug. 11, 2006 |
| Deadline for 100% tuition refund | Jun. 30, 2006 | July 31, 2006 | Aug. 27, 2006 |
| Semester Start Date | July 1, 2006 | Aug. 1, 2006 | Aug. 28, 2006 |
| Deadline for 75% tuition refund | July 7, 2006 | Aug. 7, 2006 | Sept. 3, 2006 |
| Deadline for 50% tuition refund | July 14, 2006 | Aug. 14, 2006 | Sept. 10, 2006 |
| Deadline for 25% tuition refund | July 21, 2006 | Aug. 21, 2006 | Sept. 17, 2006 |
| *Midterm exam week; for select 12-week courses | Aug. 14 - 19, 2006 | Sept. 11 - 16, 2006 | Oct. 9 - 14 2006 |
| Final examination week; 12-week semester | Sept. 18 - 23, 2006 | Sept. 16 - 21, 2006 | Nov. 13 - 18, 2006 |
| End of 12-week semester | Sept. 23, 2006 | Oct. 21, 2006 | Nov. 18, 2006 |
| Midterm examination week; 16-week semester | Aug. 21 - 26, 2006 | Sept. 18 - 23, 2006 | Oct. 16 - 21, 2006 |
| Final examination week; 16-week semester | Oct. 16 - 21, 2006 | Nov. 13 - 18, 2006 | Dec. 11 - 16, 2006 |
| End of 16-week semester | Oct. 21, 2006 | Nov. 18, 2006 | Dec. 16, 2006 |

*Select 12-week courses have a midterm examination; see your course materials for details

** To accommodate College closings and so that examinations will not fall during the holidays, please note the following:
 The September 2006 semester will begin on Aug. 28, 2006
 The October 2006 semester will begin on Sept. 25, 2006
 The November 2006 semester will begin on Oct. 23, 2006.

***From Dec. 22, 2006, to Jan. 2, 2007, only iTESC® (Web) registrations will be accepted.
 No course confirmations will be mailed to students from Dec. 22, 2006, through Jan. 2, 2007.

UNDERGRADUATE REGISTRATION CALENDAR

July 2006 - June 2007

| 2006 Semesters | October 2006** | November 2006** | December 2006 |
|---|--------------------------------|---------------------------------|-------------------------------|
| Registration Dates | Aug. 12 - Sept. 1, 2006 | Sept. 9 - Sept. 29, 2006 | Oct. 7 - Oct. 27, 2006 |
| Late Registration | Sept. 2 - 8, 2006 | Sept. 30 - Oct. 6, 2006 | Oct. 28 - Nov. 3, 2006 |
| Course Transfer Period | Aug. 12 - Sept. 8, 2006 | Sept. 9 - Oct. 6, 2006 | Oct. 7 - Nov. 3, 2006 |
| Deadline for 100% tuition refund | Sept. 24, 2006 | Oct. 22, 2006 | Nov. 30, 2006 |
| Semester Start Date | Sept. 25, 2006 | Oct. 23, 2006 | Dec. 1, 2006 |
| Deadline for 75% tuition refund | Oct. 1, 2006 | Oct. 29, 2006 | Dec. 7, 2006 |
| Deadline for 50% tuition refund | Oct. 8, 2006 | Nov. 5, 2006 | Dec. 14, 2006 |
| Deadline for 25% tuition refund | Oct. 15, 2006 | Nov. 12, 2006 | Dec. 21, 2006 |
| *Midterm exam week; for select 12-week courses | Nov. 6 - 11, 2006 | Dec. 4 - 9, 2006 | Jan. 15 - 20, 2007 |
| Final examination week; 12-week semester | Dec. 11 - 16, 2006 | Jan. 8 - 13, 2007 | Feb. 19 - 24, 2007 |
| End of 12-week semester | Dec. 16, 2006 | Jan. 13, 2007 | Feb. 24, 2007 |
| Midterm examination week; 16-week semester | Nov. 13 - 18, 2006 | Dec. 11 - 16, 2006 | Jan. 22 - 27, 2007 |
| Final examination week; 16-week semester | Jan. 8 - 13, 2007 | Feb. 5 - 10, 2007 | March 19 - 24, 2007 |
| End of 16-week semester | Jan. 13, 2007 | Feb. 10, 2007 | March 24, 2007 |

UNDERGRADUATE REGISTRATION CALENDAR

July 2006 - June 2007

| 2007 Semesters | January 2007 | February 2007*** | March 2007 |
|--|------------------------------|------------------------------------|-------------------------------|
| Registration Dates | Nov. 4 - Dec. 1, 2006 | Dec. 9, 2006 - Jan. 5, 2007 | Jan. 13 - Feb. 2, 2007 |
| Late Registration | Dec. 2 - 8, 2006 | Jan. 6 - 12, 2007 | Feb. 3 - 9, 2007 |
| Course Transfer Period | Nov. 4 - Dec. 8, 2006 | Dec. 9, 2006 - Jan. 12, 2007 | Jan. 13 - Feb. 9, 2007 |
| Deadline for 100% tuition refund | Dec. 31, 2006 | Jan. 31, 2007 | Feb. 28, 2007 |
| Semester Start Date | Jan. 1, 2007 | Feb. 1, 2007 | March 1, 2007 |
| Deadline for 75% tuition refund | Jan. 7, 2007 | Feb. 7, 2007 | March 7, 2007 |
| Deadline for 50% tuition refund | Jan. 14, 2007 | Feb. 14, 2007 | March 14, 2007 |
| Deadline for 25% tuition refund | Jan. 21, 2007 | Feb. 21, 2007 | March 21, 2007 |
| *Midterm exam week; for select 12-week courses | Feb. 12 - 17, 2007 | March 19 - 24, 2007 | April 16 - 21, 2007 |
| Final examination week; 12-week semester | March 19 - 24, 2007 | April 23 - 28, 2007 | May 21 - 26, 2007 |
| End of 12-week semester | March 24, 2007 | April 28, 2007 | May 26, 2007 |
| Midterm examination week; 16-week semester | Feb. 19 - 24, 2007 | March 26 - 31, 2007 | April 23 - 28, 2007 |
| Final examination week; 16-week semester | April 16 - 21, 2007 | May 21 - 26, 2007 | June 18 - 23, 2007 |
| End of 16-week semester | April 21, 2007 | May 26, 2007 | June 23, 2007 |

*Select 12-week courses have a midterm examination; see your course materials for details

** To accommodate College closings and so that examinations will not fall during the holidays, please note the following:
 The September 2006 semester will begin on Aug. 28, 2006
 The October 2006 semester will begin on Sept. 25, 2006
 The November 2006 semester will begin on Oct. 23, 2006.

***From Dec. 22, 2006, to Jan. 2, 2007, only iTESC® (Web) registrations will be accepted.
 No course confirmations will be mailed to students from Dec. 22, 2006, through Jan. 2, 2007.

UNDERGRADUATE REGISTRATION CALENDAR

July 2006 - June 2007

| 2007 Semester | April 2007 | May 2007 | June 2007 |
|---|---------------------------------|----------------------------------|--------------------------------|
| Registration Dates | Feb. 10 - March 16, 2007 | March 24 - April 13, 2007 | April 21 - May 11, 2007 |
| Late Registration | March 17 - 23, 2007 | April 14 - 20, 2007 | May 12 - 18, 2007 |
| Course Transfer Period | Feb. 10 - March 23, 2007 | March 24 - April 20, 2007 | April 21 - May 18, 2007 |
| Deadline for 100% tuition refund | March 31, 2007 | April 30, 2007 | May 31, 2007 |
| Semester Start Date | April 1, 2007 | May 1, 2007 | June 1, 2007 |
| Deadline for 75% tuition refund | April 7, 2007 | May 7, 2007 | June 7, 2007 |
| Deadline for 50% tuition refund | April 14, 2007 | May 14, 2007 | June 14, 2007 |
| Deadline for 25% tuition refund | April 21, 2007 | May 21, 2007 | June 21, 2007 |
| *Midterm exam week; for select 12-week courses | May 14 - 19, 2007 | June 11 - 16, 2007 | June 16 - 21, 2007 |
| Final examination week; 12-week semester | June 18 - 23, 2007 | July 16 - 21, 2007 | Aug. 20 - 25, 2007 |
| End of 12-week semester | June 23, 2007 | July 21, 2007 | Aug. 25, 2007 |
| Midterm examination week; 16-week semester | May 21 - 26, 2007 | June 18 - 23, 2007 | July 23 - 28, 2007 |
| Final examination week; 16-week semester | July 16 - 21, 2007 | Aug. 13 - 18, 2007 | Sept. 17 - 22, 2007 |
| End of 16-week semester | July 21, 2007 | Aug. 18, 2007 | Sept. 22, 2007 |

TEST ADMINISTRATION DATES

July 2006 - September 2007

Students can schedule exams from their home computer through the College's Web-based test scheduling service. Go to <http://ota.tesc.edu/schedule/login.php> to log onto the Test Scheduling System. Once you sign in, you can view the available test dates for all courses and select test dates. Students who do not have access to the Web or who are on an official course extension should call the Office of Test Administration (OTA) at (609) 633-6980 to schedule an exam. As always, space is filled on a first-come, first-served basis, so schedule exams early in the semester. All students coming to the testing facility in Trenton must submit a proctor request form (for each new course) **in addition** to scheduling a specific test appointment via the Web site or telephone.

Go to <http://www.tesc.edu/contacts/directions/kelsey.php> for directions to the College and information on student parking

DANTES Examinations

DANTES examinations are offered in Trenton on all TECEP® dates listed. Registration forms are due in the OTA two weeks before the test. Go to www.getcollege-credit.com for other DANTES test sites or to order DANTES fact sheets.

TEST ADMINISTRATION DATES

July 2006 - June 2007

Examination Schedule for On-Site Testing at Thomas Edison State College.

| Tests Administered | Test Date | TECEP® Registration Deadline | Proctor Request Form Due Date | CLEP Registration Deadline |
|--|------------------------------|------------------------------------|-------------------------------------|----------------------------------|
| TECEP® | 7/08/06 | 6/16/06 | | |
| CLEP | 7/10/06 | | | 6/26/06 |
| TECEP® | 7/21/06 | 6/29/06 | | |
| TECEP® | 8/05/06 | 7/14/06 | | |
| CLEP | 8/12/06 | | | 7/28/06 |
| Jul 2006 12-wk OL MTs | Week of 8/14/06 to 8/19/06 | | FWS | |
| TECEP® | 8/21/06 | 7/31/06 | | |
| Jul 2006 16-wk GS MTs | Week of 8/21/06 to 8/26/06 | | FWS | |
| TECEP® | 9/09/06 | 8/18/06 | | |
| CLEP | 9/13/06 | | | 8/30/06 |
| Aug 2006 12-wk OL MTs | Week of 9/11/06 to 9/16/06 | | FWS | |
| Jul 2006 12-wk OL/EP Finals Aug 2006 16-wk GS MTs | Week of 9/18/06 to 9/23/06 | | | |
| TECEP® | 9/27/06 | 9/05/06 | | |
| Sep 2006 12-wk OL MTs | Week of 10/9/06 to 10/14/06 | | FWS | |
| TECEP® | 10/14/06 | 9/22/06 | | |
| CLEP | 10/14/06 | | | 9/29/06 |
| Jul 2006 16-wk GS Finals Aug 2006 12-wk OL/EP Finals Sep 2006 16-wk GS MTs | Week of 10/16/06 to 10/21/06 | | FWS | |

FWS = First Week of the Semester. Proctor Request Forms must be submitted to the Office of Test Administration (OTA) by the end of the first week of each new semester in which you enroll.

TEST ADMINISTRATION DATES

July 2006 - June 2007

Examination Schedule for On-Site Testing at Thomas Edison State College.

| Tests Administered | Test Date | TECEP® Registration Deadline | Proctor Request Form Due Date | CLEP Registration Deadline |
|--|------------------------------|------------------------------------|-------------------------------------|----------------------------------|
| TECEP® | 10/26/06 | 10/05/06 | | |
| TECEP® | 11/04/06 | 10/13/06 | | |
| Oct 2006 12-wk OL MTs | Week of 11/06/06 to 11/11/06 | | FWS | |
| CLEP | 11/09/06 | | | 10/26/06 |
| Aug 2006 16-wk GS Finals Sep 2006 12-wk OL/EP Finals Oct 2006 16-wk GS MTs | Week of 11/13/06 to 11/18/06 | | FWS | |
| TECEP® | 11/17/06 | 10/27/06 | | |
| Nov 2006 12-wk OL MTs | Week of 12/04/06 to 12/09/06 | | FWS | |
| TECEP® | 12/09/06 | 11/17/06 | | |
| CLEP | 12/09/06 | | | 11/24/06 |
| Sep 2006 16-wk GS Finals Oct 2006 12-wk OL/EP Finals Nov 2006 16-wk GS MTs | Week of 12/11/06 to 12/16/06 | | FWS | |
| TECEP® | 1/06/07 | 12/15/06 | | |
| Oct 2006 16-wk GS Finals Nov 2006 12-wk OL/EP Finals | Week of 1/08/07 to 1/13/07 | | FWS | |
| CLEP | 1/09/07 | | | 12/22/06 |
| Dec 2006 12-wk OL MTs | Week of 1/15/07 to 1/20/07 | | FWS | |
| Dec 2006 16-wk GS MTs | Week of 1/22/07 to 1/27/07 | | FWS | |
| TECEP® | 1/24/07 | 1/03/07 | | |
| TECEP® | 2/03/07 | 1/12/07 | | |
| Nov 2006 16-wk GS Finals | Week of 2/05/07 to 2/10/07 | | FWS | |
| CLEP | 2/10/07 | | | 1/26/07 |
| Jan 2007 12-wk OL MTs | Week of 2/12/07 to 2/17/07 | | FWS | |
| TECEP® | 2/16/07 | 1/26/07 | | |
| Dec 2006 12-wk OL/EP Finals Jan 2007 16-wk GS MTs | Week of 2/19/07 to 2/24/07 | | FWS | |
| TECEP® | 3/03/07 | 2/09/07 | | |
| CLEP | 3/09/07 | | | 2/23/07 |
| Dec 2006 16-wk GS Finals Jan 2007 12-wk OL/EP Finals Feb 2007 12-wk OL MTs | Week of 3/19/07 to 3/24/07 | | FWS | |
| TECEP® | 3/22/07 | 3/01/07 | | |
| Feb 2007 16-wk GS MTs | Week of 3/26/07 to 3/31/07 | | FWS | |
| TECEP® | 4/14/07 | 3/23/07 | | |
| CLEP | 4/14/07 | | | 3/30/07 |
| Jan 2007 16-wk GS Finals Mar 2007 12-wk OL MTs | Week of 4/16/07 to 4/21/07 | | FWS | |
| Feb 2007 12-wk OL/EP Finals Mar 2007 16-wk GS MTs | Week of 4/23/07 to 4/28/07 | | FWS | |

FWS = First Week of the Semester. Proctor Request Forms must be submitted to the Office of Test Administration (OTA) by the end of the first week of each new semester in which you enroll.

TEST ADMINISTRATION DATES July 2006 - June 2007

Examination Schedule for On-Site Testing at Thomas Edison State College.

| Tests Administered | Test Date | TECEP® Registration Deadline | Proctor Request Form Due Date | CLEP Registration Deadline |
|--|----------------------------|------------------------------------|-------------------------------------|----------------------------------|
| TECEP® | 4/27/07 | 4/05/07 | | |
| CLEP | 5/10/07 | | | 4/26/07 |
| TECEP® | 5/12/07 | 4/20/07 | | |
| Apr 2007 12-wk OL MTs | Week of 5/14/07 to 5/19/07 | | FWS | |
| Feb 2007 16-wk GS Finals Mar 2007 12-wk OL/EP Finals Apr 2007 16-wk GS MTs | Week of 5/21/07 to 5/26/07 | | FWS | |
| TECEP® | 5/30/07 | 5/09/07 | | |
| TECEP® | 6/09/07 | 5/18/07 | | |
| CLEP | 6/09/07 | | | 5/25/07 |
| May 2007 12-wk OL MTs | Week of 6/11/07 to 6/16/07 | | FWS | |
| Mar 2007 16-wk GS Finals Apr 2007 12-wk OL/EP Finals May 2007 16-wk GS MTs | Week of 6/18/07 to 6/23/07 | | FWS | |
| TECEP® | 6/28/07 | 6/07/07 | | |
| CLEP | 7/12/07 | | | 6/28/07 |
| TECEP® | 7/14/07 | 6/22/07 | | |
| Apr 2007 16-wk GS Finals May 2007 12-wk OL/EP Finals Jun 2007 12-wk OL MTs | Week of 7/16/07 to 7/21/07 | | FWS | |
| Jun 2007 16-wk GS MTs | Week of 7/23/07 to 7/28/07 | | FWS | |
| TECEP® | 7/27/07 | 7/06/07 | | |
| TECEP® | 8/11/07 | 7/20/07 | | |
| CLEP | 8/11/07 | | | 7/27/07 |
| May 2007 16-wk GS Finals | Week of 8/13/07 to 8/18/07 | | FWS | |
| Jun 2007 12-wk OL/EP Finals | Week of 8/20/07 to 8/25/07 | | FWS | |
| TECEP® | 8/28/07 | 8/07/07 | | |
| TECEP® | 9/08/07 | 8/17/07 | | |
| CLEP | 9/12/07 | | | 8/29/07 |
| Jun 2007 16-wk GS Finals | Week of 9/17/07 to 9/22/07 | | FWS | |
| TECEP® | 9/26/07 | 9/05/07 | | |

FWS = First Week of the Semester. Proctor Request Forms must be submitted to the Office of Test Administration (OTA) by the end of the first week of each new semester in which you enroll.

DANTES exams are offered in Trenton on all TECEP® dates listed above. Registration forms are due in OTA two weeks before the test date. Go to www.getcollegedcredit.com for other DANTES test sites or to order DANTES fact sheets.

Undergraduate Admissions

Undergraduate 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.

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. They are required to be at least 21 years of age (unless participating in a special College program) and to possess a U.S. high school diploma or its equivalent.

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/Affirmative Action 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.

Thomas Edison State College is an institution established for and committed to serving adult students. The Office of Admissions assists potential applicants in determining whether Thomas Edison State College suits their particular academic goals.

Contact Information

Thomas Edison State College
Office of Admissions
101 W. State St.
Trenton, NJ 08608-1176
Tel: (888) 442-8372
Fax: (609) 984-8447
E-mail: admissions@tesc.edu
Web site: www.tesc.edu

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 Web site at www.tesc.edu or through the College's *Guide to Tuition and Fees* brochure. Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the College Web site.

Tuition and fees are subject to change without prior notice.

Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The Application Fee extends 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.

Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and includes tuition for up to 36 credits of Thomas Edison State College courses (Guided Study, online courses, Prior Learning Assessment [PLA] and e-Pack® courses) as well as TECEP® examinations.

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension Fee, TECEP® Rescheduling 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. (See the College's *Registration Bulletin* for details or go to <http://direct.mbsbooks.com/tesc.htm>.)

Enrolled Options 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. The initial payment of this tuition provides students with a complete review of all the academic credentials they present to the College upon application. This evaluation will be the basis for the student's program plan and student advisement services. Students may then choose what College credit-earning methods they require and will be charged for each option.

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.*

Credential Review Fee for BSN Degree Students

The Credential Review Fee is a one-time fee paid to enroll in the Bachelor of Science in Nursing (BSN) degree program, rather than paying the Comprehensive Tuition or Annual Enrollment Tuition. A separate tuition and fee sheet is provided to students in the School of Nursing. Note: Active duty military personnel who enroll in the School of Nursing will pay the nursing program tuition rate. Visit www.tesc.edu/prospective/undergraduate/tuition.php#nursing to view the 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.

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 *Registration Bulletin* for the course tuition refund policy.

Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, course extension, late registration for courses, Credit Banking, TECEP® registration and transcripts.

Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee basis. Nonenrolled students may take Thomas Edison State College courses, TECEP® examinations and Prior Learning Assessment (PLA) courses 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 the School of Nursing Tuition. The College also offers nondegree services such as Credit Banking.

Military Fees

Regardless of residency, full-time active duty military personnel pay New Jersey residency tuition and fees.

Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State College, Office of Financial Aid & Veterans' Affairs, 101 W. State St., Trenton, NJ 08608-1176; by telephone at (609) 633-9658; or via e-mail at finaid@tesc.edu. Additional information is also available on the College Web site at www.tesc.edu.

Eligible Thomas Edison State College students who are taking the required number of 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.

Please note only Guided Study and online courses are eligible for federal aid.

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.

Veterans' Benefits

Eligible veterans may receive benefits if they take Thomas Edison State College courses or courses at other colleges. All courses must be Guided Study or online and applicable to the degree program that is being pursued at Thomas Edison State College. For information about applying for veterans' benefits, call or write to:

Thomas Edison State College
Office of Financial Aid & Veterans' Affairs
101 W. State St.
Trenton, NJ 08608-1176
Phone: (609) 633-9658
Fax: (609) 633-6489
E-mail: finaid@tesc.edu

Academic Progress for Continuing Financial Aid

Thomas Edison State College federal financial aid and veterans' benefits recipients must maintain a cumulative average of at least 2.0 (C) to meet the minimum standards for satisfactory academic progress. In addition, the student must complete 66 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 66 percent criteria, the student will not be maintaining satisfactory academic performance. 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.

There is a maximum number of credit hours for 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 program is 90 credit hours. For the baccalaureate degree (120 credit hours), the maximum attempted credit hours that may be accumulated is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum credit limit in the aforementioned degree programs. If a student exceeds the maximum number of credits allowed in a degree program, he/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.

A student not making satisfactory academic progress will be placed on Financial Aid Probation for the next semester. Financial aid will be processed for that semester to give the student an opportunity to regain satisfactory progress as determined by College policy.

Financial Aid Appeals

A student who does not maintain satisfactory academic progress after the probation period will be denied additional financial aid. If, because of mitigating circumstances, the student falls below the required standards, he/she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning his/her academic performance. All appeals should be in writing and forwarded to:

Thomas Edison State College
Financial Aid Appeals Committee
101 W. State St.
Trenton, NJ 08608-1176

If the appeal is granted, and the student is still not making progress after the semester for which the appeal was granted, the student may be eligible for another term of financial aid if all courses in the appeal semester are completed with grades of C or better.



Learner Services

Academic Advisement

Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the Office of Admissions at (888) 442-8372 for assistance. (Select option 1 or 2.)

Enrolled Students

Once applicants have paid the annual tuition (Comprehensive or Enrolled Options), they will then have full access to the College's academic advisement, evaluation and program planning services. Students may call the Advisement Center Telephone Hotline at (888) 442-8372 (option 4, number 2) to address brief questions. In-person and telephone appointments are available for lengthier sessions by calling (609) 292-2803.

Advisement Telephone Center Hotline

Students who have already received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advisement Telephone Center "hotline." A student advising appointment (discussed below) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The "hotline" is open Monday through Friday, from 10 a.m. to 4 p.m., and until 6 p.m. on Wednesdays, Eastern Standard Time, excluding holidays. The toll free number for the Advisement Telephone Center Hotline is (888) 442-8372 (option 4, number 2). It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) are appropriate for their degree program.

Student Appointments

Enrolled students are encouraged to make an 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 may be scheduled Monday through Friday during regular working hours (Wednesday until 5:30) and on specified Saturdays. For appointments please call (609) 292-2803 (option 1).

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 *Program 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.

Written Correspondence with the Advisement Center

Students may write to the Advisement Center (via letter, fax or e-mail). Correspondence will be answered by an advisor. Correspondence and program plans should be sent to:

Thomas Edison State College
Advisement Center
101 W. State St.
Trenton, NJ 08608-1176
Fax: (609) 777-2956
E-mail: www.tesc.edu/contacts/

Students with Disabilities

Thomas Edison State College is aware of the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Therefore, the College provides reasonable accommodations for otherwise qualified students who disclose and verify disability to the College.

Students who wish to discuss reasonable accommodations for verifiable disabilities are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing impaired students is (609) 341-3109.

Learning 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 given 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/.

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. Students seeking assistance researching a specific topic can also log on to *QandANJ.org*, where they can consult

online with a reference librarian from a participating college or university library, 24 hours a day. For questions that require lengthy research, QandANJ can get students started or refer them to other sources that can help answer their question. *JerseyClicks.org* and *QandANJ.org* are 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). Through VALE, students have access to several online databases and extensive scholarly resources. Students also have access to New Jersey's academic libraries through VALE. Students in the College's online courses are expected to make use of VALE resources and other online resources.



Undergraduate Degree Programs

The curricula for degrees offered through Thomas Edison State College are designed around three constructs: an integrated general education foundation based on the liberal arts with a focus on core competencies, depth of study in a field of study and a flexible elective component to meet personal and intellectual interests complementary to the selected field of study.

1. Through the general education component, students gain an understanding of the interdependence of the many elements that define our world and develop core competencies central to continued learning. They will be able to demonstrate:
 - competency in written expression through the completion of core courses in English composition and a curricular focus on writing skills throughout their program of studies;
 - competency in college-level mathematics as appropriate or relevant to their field of study;
 - analytical skills through the literature and study of the natural and social sciences as well as the humanities;
 - critical thinking, problem solving and information literacy skills to analyze information gathered through various media and a variety of sources; and
 - an awareness of self and others and the role of diversity in an expanding global context.
2. Through the area of study/option, students:
 - acquire in-depth knowledge of a field of study;
 - enhance knowledge and skills already gained through prior learning and experience; and
 - prepare for advanced study through a graduate school or work related experience.
3. Through elective subjects, students will have an opportunity to:
 - satisfy personal interests in any college-level field of learning;
 - enhance knowledge and skills in relevant competency areas;

- expand on knowledge and skills in their area of study; and
- satisfy intellectual and cultural interests in any college-level field of learning.

Primary responsibility for successful completion of a degree program lies with the student. The key to meeting this responsibility is the student's personal involvement in academic program planning. In order to plan a program that will best meet individual needs, goals and interests, students are encouraged to know their degree requirements, work closely with academic advisors through the Advisement Center and be familiar with the methods available for meeting degree requirements.

A Thomas Edison State College graduate should be able to:

- understand and respond appropriately to personal, community, national and international concerns;
- think logically, act rationally and make appropriate decisions about the future based on past and present conditions and circumstances; and
- understand the ethics and aesthetics for the development of a value system that may be translated into effective participation in society.

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

The School of Applied Science and Technology provides students with innovative degree programs that facilitate learning, engagement and discovery in the applied sciences and technological fields. The curriculum is designed to meet the educational and career needs of students in work environments where opportunity is facilitated by technical currency, practical knowledge and applied skills.

All courses required for the completion of degrees listed here are not available through Thomas Edison State College's undergraduate program. Additional credits may be transferred from other institutions or earned through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

Associate in Applied Science

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|-----------------|
| I. General Education Requirements | 21 |
| A. English Composition | 6 |
| B. Humanities | 3 |
| C. Social Sciences | 3 |
| D. College Mathematics | 3 |
| E. General Education Electives | 6 |
| II. Option..... | 21 |
| III. Free Electives | 18 |
| | Total 60 |

The degree options available are:

| | |
|-----------------------------------|----------------------------------|
| Administrative Studies | Mechanics and Maintenance |
| Applied Computer Studies | Occupational Studies |
| Applied Electronic Studies | |
| Applied Health Studies | |

Each option has many career tracks. These career tracks are tailored to individuals or groups of students. Here are a few examples:

| | |
|-----------------------------------|---|
| Administrative Studies | Applied Health Studies |
| Legal Office Assistant | Dental Technician |
| Program Administration | Diagnostic Medical Ultrasound |
| Applied Computer Studies | Medical Specialist |
| Software Applications | Pharmacy Specialist |
| Network Administration | |
| Computer Operations | Mechanics and Maintenance |
| Desktop Publishing | Automotive Mechanics |
| Applied Electronic Studies | Heating, Ventilating and Air Conditioning |
| Avionics | Mechanical Technology |
| Electronic Systems | |
| Electrical Systems | Occupational Studies |
| | Aviation Fuel and Cargo Building |
| | Food Service |
| | Mortuary Science |

The Associate in Applied Science (AAS) degree is intended to meet the educational and professional needs of midcareer adults in a wide range of applied fields. The student selects the option and career track that matches his/her expertise. For most students this reflects their occupation. While the Associate in Applied Science is considered to be a terminal degree, many, but *not all*, of the credits would be applicable to one of the College's baccalaureate degrees.

Degree Requirements

The Associate in Applied Science degree requires 60 credits: 21 credits in the general education requirement, 21 credits in the option and 18 credits in free electives. There are few specific requirements to allow maximum flexibility.

The 21-credit requirement in general education provides students with a broad background in humanities, social sciences and mathematics. Each student will complete a year of English composition and at least one course (3 credits) each in humanities, social sciences and mathematics.

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 (AAS):

Students usually enter with all of the credits in the career track completed, but not always, from military 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.

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.

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|-----------------|
| I. General Education Requirements | 30 |
| A. English Composition | 6 |
| B. Humanities | 6 |
| C. Social Sciences | 6 |
| D. Natural Sciences and Mathematics | 12 |
| 1. Intermediate & Precalculus | |
| Algebra or above** | (6) |
| 2. General Physics or General | |
| Chemistry, depending on option | (6) |
| II. Option..... | 21 |
| III. Computer Requirement | 3 |
| VI. Free Electives | 6 |
| | Total 60 |

How Students Earn Credit in the Associate in Science in Applied Science and Technology Degree (ASAST):

Students usually enter with all of the credits in the option completed often, but not always, from military 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 ASAST option areas. Credits in general education and free electives may be earned by a wide variety of methods.

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 computer requirement and 6 credits in free electives.

** Some options will require mathematics at the level of precalculus algebra and calculus.

The degree options available are listed below. All degree options will articulate with areas of study in the Bachelor of Science in Applied Science and Technology.

Air Traffic Control*
Architectural Design
Aviation Flight Technology*
Aviation Maintenance Technology*
Biomedical Electronics
Civil and Construction Engineering Technology
Clinical Laboratory Science*
Computer Science Technology
Electrical Technology
Electronics Engineering Technology
Engineering Graphics
Environmental Sciences
Fire Protection Science
Forestry
Horticulture
Laboratory Animal Science
Manufacturing Engineering Technology
Marine Engineering Technology
Mechanical Engineering Technology
Medical Imaging*
Nondestructive Testing Technology
Nuclear Engineering Technology
Nuclear Medicine Technology*
Radiation Protection
Radiation Therapy*
Respiratory Care*
Surveying

* Students seeking enrollment in these options are required to possess professional certification.

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 6 credits of general physics or general chemistry 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 Intermediate and Precalculus Algebra, Precalculus Algebra and Trigonometry or Precalculus and Calculus I. Note that some colleges do not offer intermediate 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.

Option

The option includes 21 credits of courses within the option selected. These credits will include both required courses and professional electives (refer to the following pages). 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. A current option Guidesheet, showing detailed requirements, will be sent with the student's first 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 can be satisfied by almost any college credits. Academic policies should be reviewed for limitations on credits.

Additional Degree Requirements

Professional Certification: Certain health-related and aviation-related options are open only to professionally certified individuals. These options require the student to submit evidence of professional registration or licensure, as listed under the option, in order to enter that degree program.

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 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 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.



Associate in Science in Applied Science and Technology

Options

Air Traffic Control

This option is limited to licensed air traffic control specialists. Credit is derived from the FAA certification.

Required Certification and Courses:

FAA license as an Air Traffic Control Specialist

Corollary Requirements:

Intermediate and Precalculus, Algebra, Physics I and II, Computer Concepts

How Students Earn Credit in the Option:

Students' options are completed by the required license.

Architectural Design

This option is designed for architectural drafting and design personnel.

Required Courses:

Statics, Architectural Drafting and Design, Computer Aided Design

Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

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.

Aviation Flight Technology

This option is designed for FAA licensed pilots.

Required Certification and Courses:

FAA license as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

How Students Earn Credit in the Option:

Students' options are completed by the required licenses.

Aviation Maintenance Technology

This option is designed for FAA licensed airframe and powerplant mechanics.

Required Certification and Courses:

FAA license as an Airframe and Powerplant Mechanic. Equivalent military training may be considered.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

How Students Earn Credit in the Option:

Students' options are completed by the required license.

Biomedical Electronics

This option is designed for technicians who design and maintain hospital and other health-oriented electronics equipment. Courses include general as well as biomedical electronics.

Required Courses:

DC Circuits, AC Circuits, Electronic Devices, Digital Electronics, Biomedical Equipment (three courses)

Corollary Requirements:

Precalculus Algebra I and II, Physics I and II, Anatomy and Physiology, Computer Programming

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 specializations.

Civil and Construction Engineering Technology

This option is designed for individuals working in civil engineering-related and construction industries.

Required Courses:

Statics, Strength of Materials, Soil Mechanics, Structural Design, Fluid Mechanics, Construction Methods and Estimates, Surveying

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Engineering Graphics, Computer Programming

How Students Earn Credit in the Option:

Some of the courses required for the option are available by independent study and distance education courses from other universities. Other credits may be earned by Prior Learning Assessment (PLA) or in the classroom.

Clinical Laboratory Science

This option is limited to certified Medical Laboratory Technologists.

Required 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:

Intermediate and Precalculus Algebra, Anatomy and Physiology, Chemistry I and II, 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 for recent employment using a variety of laboratory methods.

Computer Science Technology

This option is designed for individuals involved in the computer software industry.

Required Courses:

Data Structures, Programming Languages (limit 9 credits), Advanced Computer Science courses

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II

How Students Earn Credit in the Option:

All of the courses required for the option are available by Guided Study.

Electrical Technology

This option is designed for electricians and electrical power or machinery workers. Courses in general electronics as well as electrical fields are included.

Required Courses:

DC Circuits, AC Circuits, Digital Circuits, Electronic Devices, AC and DC Machines, Industrial Motor Controls

Corollary Requirements:

Precalculus I and II, Physics I and II, 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

This option is designed for individuals employed in various phases of the electronics industry - computer hardware, avionics, communications, etc.

Required Courses:

DC Circuits, AC Circuits, Digital Electronics, Electronic Devices, Communications Electronics, Microprocessors

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming

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.

Engineering Graphics

This option is designed for individuals employed in drafting and design in a variety of areas: civil, electrical, mechanical, etc. It includes work in both manual and computer aided drafting.

Required Courses:

Statics, Engineering Graphics, Descriptive Geometry, Computer Aided Design, Mechanical or Electrical Drafting

Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

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.

Environmental Sciences

This option is designed for individuals employed in a variety of environmental areas: wastewater, pollution control, industrial hygiene, public health and sanitation, hazardous materials, etc.

Required Courses:

Advanced Sciences, Environmental Law/Regulations, Environmental Sampling, Environmental Technologies

Corollary Requirements:

Precalculus I and II, Chemistry I and II, 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.

Fire Protection Science

This option is designed for individuals employed in fire protection, prevention and arson investigation.

Required Courses:

Building Construction, Hazardous Materials, Fire Protection, Fire Investigation, Fire Fighting Tactics, Fire Department Administration

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, 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.

Forestry

This option is designed for forestry personnel.

Required Courses:

Soil Science, Plant Science, Dendrology, Silviculture, Forestry electives

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, 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.

Horticulture

This option is designed for floriculture and nursery management personnel.

Required Courses:

Soil Science, Plant Propagation, Floriculture, Landscape Design

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, 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.

Laboratory Animal Science

This option is designed for technologists employed in animal research, industrial or veterinary hospital settings.

Required Courses:

Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures, Animal elective

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, 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.

Manufacturing Engineering Technology

This option is designed for technologists involved with plant-level aspects of manufacturing.

Required Courses:

Statics, Materials Science, Automated Manufacturing, Computer Aided Design, Manufacturing electives

Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

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.

Marine Engineering Technology

This option is designed for people working with the mechanical and electrical systems of ships.

Required Courses:

Statics, Fluid Mechanics or Thermodynamics, Naval Engineering Systems, Steam or Diesel Propulsion, Electronics

Corollary Requirements:

Precalculus I and II, Physics I and II, Computer Programming

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.

Mechanical Engineering Technology

This option is designed for machinists and technologists involved with manufacturing from the machine, rather than plant, perspective.

Required Courses:

Statics, Strength of Materials, Manufacturing Processes, Machine Design, Electronics, Computer Aided Design

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming

How Students Earn Credit in the Option:

The courses required for the option are available by independent study and distance education course from other universities.

Medical Imaging

This option is limited to certified/licensed radiographers.

Required Certification:

ARRT RT(R) or NJ license
NJ-LRT(R) copy or original certification and current renewal card

Required Courses:

Radiation Physics, Radiographic Exposure, Radiographic Positioning, Contrasts and Media, Clinical Practice

Corollary Requirements:

General Physics I and II, Anatomy and Physiology, Computer Concepts

How Students Earn Credit in the Option:

Required license (earned after 1980) provides the credits necessary in the option.

Nondestructive Testing Technology

This option is designed for persons performing nondestructive evaluation in a variety of settings - bridges and highways, nuclear facilities, manufacturing, etc.

Required Courses:

Materials Science, Codes and Specifications, Nondestructive Testing Methods

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, 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. Credit is awarded for Level II and III ASNT certifications.

Nuclear Engineering Technology

This option is designed for reactor operators and other workers in the nuclear industry.

Required Courses:

Nuclear Physics,
Thermodynamics, Fluid Mechanics,
Nuclear Reactors, Radiation Safety

Corollary Requirements:

Precalculus I and II, Physics I and II, 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.

Nuclear Medicine Technology

This option is limited to certified/licensed nuclear medicine technologists.

Required Certification:

ARRT-RT(N) or NMTCB-CNMT or NJ-LNMT copy of original certification and current renewal card

Required Courses:

Anatomy and Physiology,
Nuclear Physics or Biology, Nuclear Medicine Technology (five courses)

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Chemistry I, Computer Concepts

How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

Radiation Protection

This option is designed for health physics technicians and other radiation workers in the nuclear power industry, hospitals, manufacturing and the armed forces.

Required Courses:

Nuclear Physics, Radiation Biology or Chemistry, Health Physics, Radiation Measurements

Corollary Requirements:

Precalculus I and II, Physics I and II, Chemistry I, Computer Programming

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 will have completed most of the option.

Radiation Therapy

This option is limited to certified/licensed radiation therapy technologists.

Required Certification:

ARRT-RT(T) or NJ-LRT copy of original certification and current renewal card

Required Courses:

Anatomy and Physiology,
Radiation Physics, Radiation Therapy (five courses)

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Computer Concepts

How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

Respiratory Care

This option is limited to register respiratory therapists.

Required Certification:

NBRC RRT Registered Respiratory Therapist copy of original certification and current renewal card

Required Courses:

Cardiopulmonary Anatomy, Physiology and/or Pathology, Microbiology, Respiratory Techniques (five courses)

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Anatomy and Physiology, Computer Concepts

How Students Earn Credit in the Option:

The required certification covers almost all of the credits required in the option.

Surveying

This option is designed for surveyors.

Required Courses:

Surveying Computations, Route Surveying, Surveying electives

Corollary Requirements:

Precalculus I and II, Physics I and II, 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.

Bachelor of Science in Applied Science and Technology

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|----------------|
| I. General Education Requirements | 54 |
| A. English Composition | 6 |
| B. Humanities | 12 |
| 1. Technical Report Writing (3) | |
| 2. Humanities Electives (9) | |
| Must include at least two subject areas. | |
| C. Social Sciences | 12 |
| 1. Psychology or Sociology (3) | |
| 2. Social Sciences Electives (9) | |
| Must include at least two subject areas. | |
| D. Natural Sciences and Mathematics | 21 |
| 1. Precalculus Algebra or above** (6) | |
| 2. Statistics (3) | |
| 3. General Physics or Chemistry, (6) | |
| depending on area of study | |
| 4. Second Science*** (3) | |
| 5. Natural Sciences Elective (3) | |
| E. General Education Electives | 3 |
| II. Area of Study | 45 |
| III. Computer Requirement | 3 |
| Computer Programming or Computer Concepts, | |
| depending on area of study | |
| IV. Free Electives | 18 |
| Total | 120 |

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the Graduate School at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

** Many areas of study require mathematics through Calculus II.

*** Between 3 and 12 credits required; see Areas of Study corollary requirements, starting on Page 36.

The following areas of study have been approved:

Air Traffic Control*
 Architectural Design
 Aviation Flight Technology*
 Aviation Maintenance Technology*
 Biomedical Electronics
 Civil Engineering Technology
 Clinical Laboratory Science*
 Computer Science Technology
 Construction
 Cytotechnology*
 Dental Hygiene*
 Electrical Technology
 Electronics Engineering Technology
 Energy Utility Technology
 Engineering Graphics
 Environmental Sciences
 Fire Protection Science
 Forestry
 Horticulture
 Laboratory Animal Science
 Manufacturing Engineering Technology
 Marine Engineering Technology
 Mechanical Engineering Technology
 Medical Imaging*
 Nondestructive Testing Technology
 Nuclear Engineering Technology
 Nuclear Medicine Technology*
 Perfusion Technology*
 Radiation Protection
 Radiation Therapy*
 Respiratory Care*
 Surveying

* Students seeking enrollment in these areas of study are required to possess professional certification.

Bachelor of Science in Applied Science and Technology (BSAST)

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.

Degree Requirements

The Bachelor of Science in Applied Science and Technology degree requires 120 credits; 54 credits in general education distribution, 45 credits within the area of study, 3 credits in the computer requirement and 18 credits in free electives.

General Education Requirements

The 54-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Emphasis is placed on the natural sciences/mathematics area, which provides the foundation for study in applied science and technology areas.

A full year of general physics or a full year of general chemistry, depending on the area of study, is required of all students in the Bachelor of Science in Applied Science and Technology degree program. Between 3 and 12 additional credits are required in a second and sometimes third science, depending on the area of study. Students in a number of areas of study are required to complete a full year of calculus.

Area of Study

The area of study includes 45 credits. 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. Courses in the use of specific computer applications packages do *not* meet this requirement. A number of areas of study require computer programming rather than computer concepts.

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: Certain health-related and aviation-related areas of study are open only to professionally certified individuals. These areas of study require the student to submit evidence of professional registry or licensure, as listed under the area of study, in order to enter that degree program.

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 to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through 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.

Bachelor of Science in Applied Science and Technology

Areas of Study

Air Traffic Control

This area of study is limited to licensed air traffic controllers. Credit is derived from the FAA certification.

Required Certification:

FAA Air Traffic Control Specialist

Required Courses:

Meteorology, Aerodynamics, Navigation, Air Traffic Control Techniques, Aviation Safety, Air Traffic Control System Equipment, Weather Briefing

Corollary Requirements:

Physics I and II, Computer Concepts.

How Students Earn Credit in the Area of Study:

Students' areas of study are completed by the required license.

Architectural Design

This area of study is designed for architectural drafting and design personnel.

Required Courses:

Architectural Drafting and Design (six courses), Building Construction (three courses), Computer Aided Design, Statics, Strength of Materials, History of Architecture

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

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.

Aviation Flight Technology

This area of study is limited to professional pilots.

Required Certification and Courses:

FAA license in Commercial Pilot with Instrument rating (Airline Transport Pilot recommended). Equivalent military training may be considered.

Corollary Requirements:

Physics I and II, Meteorology, Computer Concepts, Principles of Management

How Students Earn Credit in the Area of Study:

Students usually have requirements of their area of study credit requirements complete from their FAA certification. Remaining credits are completed by additional certification, certain airline training, independent study and distance education courses, Prior Learning Assessment (PLA) or classroom work.

Aviation Maintenance Technology

This area of study is limited to airframe and powerplant mechanics.

Required Certification and Courses:

FAA license in Airframe and Powerplant Mechanics. Equivalent military training may be considered.

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts, Electricity, Principles or Management

How Students Earn Credit in the Area of Study:

Students' areas of study are completed by the required license.

Biomedical Electronics

This area of study is designed for technicians who design and maintain hospital and other health-oriented electronics equipment. Courses include general as well as biomedical electronics.

Required Courses:

DC Circuits, AC Circuits, Physiology, Biomedical Equipment (four courses), General Electronics (four courses)

Corollary Requirements:

Physics I and II, Biology I, Calculus I and II, Computer Programming

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

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. A limited selection of general electronics courses are available by independent study and distance education courses and examination.

Civil Engineering Technology

This area of study is designed for engineering technologists working on buildings, highways, sewer systems, etc. Courses cover both structural theory and construction techniques.

Required Courses:

Statics, Strength of Materials, Soil Mechanics, Fluid Mechanics, Structural Analysis, Structural Steel Design, Reinforced Concrete Design, Construction Methods, Transportation Design and/or Wastewater Systems, Computer Aided Design, Surveying

Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

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.

Clinical Laboratory Science

This area of study is limited to certified medical laboratory technologists.

Required Certification:

ASCP or AMT: MLT or MT; or NCA: CLS or CLT. Copy of original certificate and current renewal card are required.

Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunology/Serology, Immunohematology, Clinical Chemistry, Urinalysis, Anatomy and Physiology I and II, Organic and/or Biochemistry (two courses)

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

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.

Computer Science Technology

This area of study is designed for individuals involved in the computer software industry.

Required Courses:

Discrete Mathematics, Calculus III or Linear Algebra, Programming Languages (maximum 6 credits), Data Structures, Operating Systems, Software Engineering, Computer Architecture, Assembly Language, [three additional advanced courses]

Corollary Requirements:

Physics I and II, Calculus I and II

How Students Earn Credit in the Area of Study:

Most of the area of study courses are available by Guided Study or independent study and distance education courses/Internet courses from other universities. Prior Learning Assessment (PLA) is also a frequently used method.

Construction

This area of study is designed for persons in the construction industry.

Required Courses:

Statics, Strength of Materials, Soil Mechanics, Construction Techniques, Structural Mechanics (two courses, e.g., Structural Steel Design, Reinforced Concrete Design), Construction Management, Estimating, Codes (two specifications), Engineering Graphics, Surveying

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

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.

Cytotechnology

This area of study is limited to certified cytotechnologists.

Required Certification:

ASCP Cytotechnologist. Copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology I and II, Microbiology, Cell Biology, Pathology, Specific Cytologies (minimum 15 credits), Cytology Preparation Techniques, Clinical Practice

Corollary Requirements:

Chemistry I and II, Biology I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

Students whose cytotechnology 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 in the field.

Dental Hygiene

This area of study is limited to licensed dental hygienists.

Required certification:

State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology I and II, Microbiology, Dental Anatomy, Nutrition, Pharmacology, Radiology, Periodontics, Community Dental Health, Dental Hygiene Techniques, Clinical Practice

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

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.

Electrical Technology

This area of study is designed for electricians and electrical power or machinery workers. Courses in general electronics as well as electrical fields are included.

Required Courses:

DC Circuits, AC Circuits, Digital Electronics, AC and DC Machinery, Motor Controls, Power Systems, Electric Construction, Engineering Graphics

Corollary Requirements:

Physics I and II, Computer Concepts

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 Engineering Technology

This area of study is designed for technologists employed in various phases of the electronics industry – computer hardware, avionics, communications, etc.

Required Courses:

DC Circuits, AC Circuits, Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Engineering Graphics

Corollary Requirements:

Physics I and II, Calculus I and II, Computer Programming

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.

Energy Utility Technology

This area of study is designed for individuals employed in the energy utility industry involved in providing vital services including electric power, gas, telecommunications and water.

Required Courses:

Energy Utility Technology (minimum 30 credits), DC Circuits, Regulatory Policy and Procedures, Computer Aided Design, Safety Management, Applied Economic Analysis, Business Management (12 credits) and Labor Relations and Collective Bargaining

Corollary Requirements:

Physics I and II, Calculus, Statistics, Computer Programming

How Students Earn Credit:

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 (please see Page 107). Credit may also be earned by Prior Learning Assessment (PLA) and independent study.

Engineering Graphics

This area of study is designed for individuals employed in drafting and design in a variety of areas: civil, electrical, mechanical, etc.

Required Courses:

Statics, Engineering Mechanics, Drafting Techniques (six courses), Computer Aided Design (three courses) secondary area [such as electronics, mechanical, civil, etc.]

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

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.

Environmental Sciences

This area of study is designed for individuals employed in a variety of environmental areas: wastewater, pollution control, industrial hygiene, public health and sanitation, hazardous materials, etc.

Required Courses:

Ecology, Organic and/or Environmental Chemistry, Environmental Overview courses, Specialized Environmental Courses (six courses), Environmental Law and Regulations

Corollary Requirements::

Biology I and II, Physics I and II, Chemistry I and II, Calculus I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

All of the courses in the area of study may be completed by independent study and distance education course from other universities. Prior Learning Assessment (PLA) is also widely used.

Fire Protection Science

This area of study is designed for individuals employed in fire protection, prevention and arson investigation.

Required Courses:

Fire Protection and Prevention (three courses), Hazardous Materials (two courses), Fire Detection and Suppression Hydraulics, Arson Investigation, Building Codes and Construction

Corollary Requirements:

Chemistry I and II, Physics I, Computer Concept

How Students Earn Credit in the Area of Study:

Most of the courses required for the area of study are available by independent study and distance education courses from other universities or through the National Fire Academy Open Learning Program.

Forestry

This area of study is designed for forestry personnel.

Required Courses:

Dendrology, Silviculture, Mensuration, Forest Protection, Forest Resource Management, Forest Policy and Administration, Forest Ecology, Soil Science
Timber and Wood Science

Corollary Requirements:

Botanology, Chemistry I and II, Computer Concepts

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.

Horticulture

This area of study is designed for floriculture and nursery management personnel.

Required Courses:

Plant Physiology, Soil Science, Entomology, Plant Propagation, Plant Pathology, Ornamental Horticulture (two courses), Landscape Design, Nursery Management, Genetics, Organic or Biochemistry

Corollary Requirements:

Botany, Chemistry I and II, Computer Concepts

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.

Laboratory Animal Science

This area of study is designed for technologists employed in animal research, industrial or veterinary hospital settings.

Required Courses:

Anatomy and Physiology, Pharmacology, Pathology, Microbiology, Animal Procedures (five courses), Animal Biology (two courses)

Corollary Requirements:

Biology I and II, Chemistry I and II, Computer Concepts

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.

Manufacturing Engineering Technology

This area of study is designed for technologists involved in plant-level aspects of manufacturing.

Required Courses:

Statics, Materials Science, Engineering Mechanisms, Industrial Engineering (two courses; e.g., Time and Motion Study, Plant Layout and Design), Automated Manufacturing (two courses), Electronics and Control Systems, Quality Control, Manufacturing Processes, Computer Aided Design, Engineering Economy

Corollary Requirements:

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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).

Marine Engineering Technology

This area of study is designed for people working with the mechanical and electrical systems of ships.

Required Courses:

Statics, Fluid Mechanics, Strength of Materials, Thermodynamics, Naval Engineering Systems, Naval Electronics (two courses), Diesel and Steam Propulsion (three courses), Computer Aided Design, Naval Architecture, HVAC

Corollary Requirements:

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

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.

Mechanical Engineering Technology

This area of study is designed for machinists and technologists involved in manufacturing from the mechanical, rather than plant, perspective.

Required Courses:

Statics, Strength of Materials, Dynamics, Fluid Mechanics, Thermodynamics, Materials Science, Machine Design I and II, Manufacturing Processes, Electronics, Control Systems, Engineering Graphics

Corollary Requirements:

Physics I and II, Chemistry I, Calculus I and II, Computer Programming

How Students Earn Credit in the Area of Study:

All of the courses in this area of study may be completed by Guided Study and/or independent study and distance education courses from other universities. Many students also use Prior Learning Assessment (PLA).

Medical Imaging

This area of study is limited to certified/licensed radiographers.

Required certification:

ARRT Radiographer ARRT-RT (R) or NJ license NJ-LRT(R). Copy of original certificate and current renewal card.

Required Courses:

Radiation Physics, Anatomy and Physiology I and II, Pathology, Radiologic Exposure, Radiation Biology and Protection, Radiographic Positioning, Pathology, Contrasts and Media, Clinical Practice

Corollary Requirements:

Physics I and II, Biology I, Computer Concepts

How Students Earn Credit in the Area of Study:

The required 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.

Nondestructive Testing Technology

This area of study is designed for persons performing nondestructive evaluation in a variety of settings – bridges and highways, nuclear facilities, manufacturing, etc.

Required Courses:

Statics, Strength of Materials, Materials Science, Metallurgy, Nondestructive Testing (seven courses), Codes and Safety

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

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. Credit is awarded for level II and III ASNT certifications.

Nuclear Engineering Technology

This area of study is designed for reactor operators and related workers in the nuclear industry or in the U.S. Navy nuclear power program.

Required Courses:

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (four courses), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety

Corollary Requirements:

Physics I and II, Chemistry I, Calculus I and II, 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 or ACE-reviewed company training.

Nuclear Medicine Technology

This area of study is limited to certified/licensed nuclear medicine technologists.

Required certification:

ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT. Copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology, Nuclear Physics, Radiopharmacy, Radiation, Biology and Protection, Nuclear Medicine Techniques (five courses), Clinical Practice

Corollary Requirements:

Physics I and II, Biology I, Chemistry I, Computer Concepts, one full year of General Chemistry.

How Students Earn Credit in the Area of Study:

The required 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.

Perfusion Technology

This area of study is limited to certified clinical perfusionists.

Required Certification:

ABCP CCP. Copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology I and II, Cardiovascular Anatomy, Physiology/Pathology (six courses), Perfusion Technology, Pharmacology, Clinical Practice

Corollary Requirements:

Chemistry I and II, Biology I and II, Physics I, Computer Concepts

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.

Radiation Protection

This area of study is designed for radiation safety personnel in nuclear power plants, hospitals, industrial and research settings.

Required Courses:

Nuclear Physics, Radio-chemistry or Radiobiology, Radiation Protection, Radiation Measurement, Radiation Effects, Physics, Applied Health

Corollary Requirements:

Physics I and II, Chemistry I and II, Biology I and II, Calculus I and II, Computer Programming

How Students Earn Credit in the Area of Study:

College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School and ACE-recommended company training. The remaining credits may be earned by Guided Study, Prior Learning Assessment (PLA) or classroom instruction.

Radiation Therapy

This area of study is limited to certified/licensed radiation therapy technologists.

Required Certification:

ARRT RT(T) or NJ LRT. Copy of original certificate and current renewal card.

Required Courses:

Nuclear Physics, Anatomy and Physiology I and II, Pathology, Radiation Oncology, Technical Oncology, Radiation Biology and Protection, Clinical Practice

Corollary Requirements:

Physics I and II, Biology I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

The required 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.

Respiratory Care

This area of study is limited to registered respiratory therapists.

Required 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

Corollary Requirements:

Chemistry I and II, Physics I, Computer Concepts

How Students Earn Credit in the Area of Study:

The area of study is completed by the required license.

Surveying

This area of study is designed for land surveyors.

Required Courses:

Surveying I and II, Route Surveying, Surveying Law, Photogrammetry, Surveying Computations, Land Development, Geodesy, Mapping

Corollary Requirements:

Physics I and II, Calculus I and II, Computer Concepts, Geology

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.

Bachelor of Science in Health Sciences*

A joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ).

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements48

| | |
|--|----|
| A. English Composition | 6 |
| B. Humanities | 9 |
| C. Social Sciences | 9 |
| D. Natural Sciences and Mathematics (including at least 3 credits of mathematics) | 12 |
| E. General Education Electives | 12 |

II. Professional Health Sciences Requirements.....64

| | |
|--|-----|
| A. Specialization | 24 |
| Prior preparation and college-level learning in a health area such as: Dental Assisting, Dental Hygiene, Dietetics, Diagnostic Medical Sonography, Imaging Sciences, Nuclear Medicine, Vascular Technology | |
| B. Interdisciplinary Health Sciences Core (UMDNJ)** | 15 |
| 1. Health Care Organizations | (3) |
| 2. Cultural Issues and Health Care | (3) |
| 3. Principles of Scientific Inquiry | (3) |
| 4. Legal and Ethical Dimensions of Practice | (3) |
| 5. Applications of Computers in Health Care | (3) |
| C. Area of Study (UMDNJ)** | 25 |
| •Advanced Practice* with tracks in: | |
| • Advanced Imaging Sciences | |
| • Allied Dental Concentration | |
| • Coordinated Dietetic Program | |
| •Health Services Management and Education | |

III. Free Electives9

Total 121

The Bachelor of Science in Health Sciences (BSHeS)

The Bachelor of Science in Health Sciences (BSHeS) is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) 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 UMDNJ 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.

Admission to Program

Prospective students must apply through UMDNJ – SHRP, 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 from UMDNJ – SHRP by calling (973) 972-5454 or by e-mailing shrpadm@umdnj.edu. For information contact Program Director Cheryl Bellamy at (973) 972-8512 or bellamcg@umdnj.edu. Once students are admitted, they are assigned an academic advisor from UMDNJ, who will work with them on planning their academic programs.

* Professional certification required for admission to program. Dietetics requires certain specific courses under the liberal arts and free electives. 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 UMDNJ 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.

Degree Requirements

The Bachelor of Science in Health Sciences degree requires 121 credits: 48 credits in general education distribution, 24 credits in the specialization, 15 credits in the Interdisciplinary Health Sciences core, 25 credits in the area of study and 9 credits in free electives.

General Education Requirements

The 48-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.

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.

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 UMDNJ in the classroom and on the World Wide Web.

Area of Study

The area of study generally includes both specific required courses and electives. See the listings on the following page. These courses will generally be completed through UMDNJ – SHRP.

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.



Bachelor of Science in Health Sciences

Areas of Study

Advanced Imaging Sciences

This program is limited to licensed/registered diagnostic radiologic technologists.

Required Area of Study Courses:

Advanced Patient Care, Multiple Modality Anatomy, Computerized Imaging, electives from Mammography, Computed Tomography and Magnetic Resonance Imaging

Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.

Allied Dental Concentration

This program is designed for licensed dental assistants and hygienists.

Required Area of Study Courses:

Current Issues in Allied Dental Practice, Designing and Planning Research Projects, Clinical Allied Dental Internship, Educational Methodologies for the Health Professions, Curriculum Development in the Health Professions Education, Human Resources Management in Health Care, Quality and Leadership in Health Care, and Health Services Practicum

Specialization Requirements:

Students will either use college credit transferred from their earlier dental assisting or hygiene program or will use Prior Learning Assessment (PLA) if this original program did not carry college credit.

Coordinated Dietetic Program

This program is limited to registered dietetic technicians.

Required Area of Study Courses:

Experimental Foods, Medical Nutrition Therapy, Nutrition Education for the Community, Preventative Nutrition, Clinical Management, Internships

Specialization Requirements:

Students will use college credit transferred from their associate dietetic technician programs to complete this requirement.

Corollary Requirements:

Anatomy and Physiology, General Chemistry, Organic Chemistry, Biochemistry, Microbiology, Statistics, Microeconomics and Accounting

Health Services Management and Education

This specialization is designed for health professionals interested in management and education.

Required Area of Study Courses:

Health Care Finance and Budgeting, Quality and Leadership in Health Care, Human Resources Management in Health Care, Curriculum Development in Health Professions Education,

Educational Methodology for the Allied Health Professions, Designing and Planning Research Projects, Health Services Management, 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.

Imaging Sciences

This program is limited to registered technologists in such areas as radiography, nuclear medicine, vascular technology and diagnostic medical sonography.

Required Area of Study Courses:

Advanced Patient Care, Multiple Modality Anatomy, Computerized Imaging, electives from Mammography, Computed Tomography and Magnetic Resonance Imaging

Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Prior Learning Assessment (PLA) for their specializations.

SCHOOL OF ARTS AND SCIENCES

The School of Arts and Sciences provides an interdisciplinary approach to lifelong learning for the adult learner who is interested in exploring values inherent in the liberal arts and natural sciences. The curriculum emphasizes depth of knowledge in specialized areas of study combined with breadth in general education.

All courses required for the completion of degrees listed here **are not** available through Thomas Edison State College's undergraduate program. Additional credits may be transferred from other institutions or earned through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

Associate in Arts

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|-----------------|
| I. General Education Requirements | 48 |
| A. English Composition | 6 |
| B. Humanities | 12 |
| Must include at least two subject areas. | |
| C. Social Sciences | 12 |
| Must include at least two subject areas. | |
| D. Natural Sciences and Mathematics | 9 |
| 1. One college-level Mathematics | |
| course required. | (3) |
| 2. One Computer Science course | |
| strongly recommended. | (3) |
| 3. Other Natural Sciences/ | |
| Mathematics | (3) |
| Must include at least two subject areas. | |
| E. General Education Electives | 9 |
| II. Free Electives | 12 |
| | Total 60 |

The Associate in Arts (AA) degree is a broad degree emphasizing general education. By satisfying many of the basic general education requirements traditionally associated with freshman and sophomore years, it facilitates entry into baccalaureate programs.

Degree Requirements

The Associate in Arts degree requires 60 credits: 48 credits in general education distribution and 12 credits in free electives.

General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

Free Electives

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

How Students Earn Credit in the Associate in 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 Science in Natural Sciences and Mathematics

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|----------------|
| I. General Education Requirements | 30 |
| A. English Composition | 6 |
| B. Humanities | 6 |
| C. Social Sciences | 6 |
| D. Natural Sciences and Mathematics | 6 |
| 1. One college-level Mathematics course required. | (3) |
| 2. One Computer Science course strongly recommended. | (3) |
| OR | |
| 3. Other Natural Sciences/Mathematics. | (3) |
| E. General Education Electives | 6 |
| II. Option | 21 |
| 1. Introduction to the option | (3) |
| 2. Required Basic Theory Areas | (9) |
| 3. Option Electives | (9) |
| <p>The following options will emphasize areas appropriate to the degree and will articulate with areas of study in the Bachelor of Arts degree: Biology, Computer Science, Mathematics</p> | |
| III. Free Electives | 9 |
| Total | 60 |

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.

Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 60 credits: 30 credits in the general education distribution, 21 credits in the option and 9 credits in free electives.

General Education Requirements

The 30-credit general education requirement provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

Option

The option requires 21 credits in one of the following subject areas: biology; computer science; mathematics. These credits will include 3 credits in introduction to the option, 9 credits in required theory areas and 9 credits individually selected from courses appropriate to the option. 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 description section. The options articulate with approved Bachelor of Arts degree areas of study.

Free Electives

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

Associate in Science in Natural Sciences and Mathematics

Options

Biology*

This option develops an understanding of the biological principles which underlie all living things, instills a sense of inquiry and sharpens analytical thinking.

Required Courses:

General Biology I with lab, General Biology II with lab or Botany with lab (one semester, usually 4 credits) and Zoology with lab (one semester, usually 4 credits). Select 9 credits from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology, 6 elective credits.

How Students Earn Credit in the Option:

Some courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

Courses in this option may be completed by transferring credit from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

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

Computer Science*

This option is designed for students who desire a strong general education program with an area of study in computer science.

Required Courses:

Introduction to Computer Science. Select 9 credits from the following for the theory and concepts area: Assembly Language Programming, Compiler Construction, Data Structures, Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based), Switching Theory and Automata, 9 credits of option electives which may include a maximum of two courses/6 credits in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming.

Corollary Requirements:

Calculus I, II

How Students Earn Credit in the Option:

All courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

Mathematics*

This option provides students having a basic mathematical background with the opportunity to further utilize their skills in the advanced study of mathematics.

Required Courses:

Calculus I (Differential). Select 9 credits from the following for the theory and concepts area: Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based; Prerequisite of Calculus in description), Probability or Statistics, Matrix Algebra, Number Theory, 9 option elective credits.

Corollary Requirements:

General Physics I (Calculus based)

How Students Earn Credit in the Option:

Some courses in this option may be completed by Thomas Edison State College courses and/or courses from other colleges. Prior Learning Assessment (PLA) and/or examinations also may be used.

*Each option requires 21 credits.

Bachelor of Arts

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|----------------|
| I. General Education Requirements | 60 |
| A. English Composition | (6) |
| B. Humanities | (12) |
| Must include at least two subject areas. | |
| C. Social Sciences | (12) |
| Must include at least two subject areas. | |
| D. Natural Sciences and Mathematics | (12) |
| 1. One college-level Mathematics | |
| course required. | (3) |
| 2. Recommend one | |
| Computer Science course. | (3) |
| 3. Other Natural Sciences/ | |
| Mathematics | (6) |
| Must include at least two subject areas. | |
| E. General Education Electives | (18) |
| II. Area of Concentration, Area of Study | |
| or Liberal Studies Area | 33 |
| Student may choose A, B or C. | |
| A. Area of Concentration | |
| The area of concentration includes 33 credits | |
| which must be chosen from humanities, 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 area in order to have a balanced interdis- | |
| ciplinary concentration. | |
| OR | |
| B. Area of Study | |
| Single subject area of study. The area of study | |
| includes 33 credits in one subject area. | |
| OR | |
| C. Liberal Studies Area | |
| The liberal studies area includes 33 credits which | |
| include two or more liberal arts subject areas. For | |
| example, the areas of study may include humanities, | |
| natural sciences and social sciences courses. | |
| III. Free Electives | 27 |
| Total | 120 |

The following is a list of approved areas of study:

Humanities

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

Natural Sciences/Mathematics

Biology
Computer Science
Mathematics
Natural Sciences/Mathematics

Multidisciplinary

Environmental Studies
Liberal Studies

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the Graduate School at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

*For information on the social sciences concentration in the Bachelor of Arts degree, see page 65.

Bachelor of Arts (BA)

The Bachelor of Arts (BA) degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility may prepare the student for career change or advancement, graduate education or provide personal satisfaction.

Credit requirements are distributed among the traditional liberal arts areas (e.g., humanities, social sciences, natural sciences/mathematics) and free electives. Students have the opportunity to pursue either a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject areas of study, which provide for sequential course work in one particular subject of the individual student's interest, or to select liberal studies, choosing from two or more disciplines within general education subject areas.

Degree Requirements

The Bachelor of Arts degree requires 120 credits: 60 credits in the general education distribution, 33 credits in the area of concentration, area of study or liberal studies area and 27 credits in free electives.

General Education Requirements

The 60-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the Bachelor of Arts area of concentration, area of study or liberal studies area.

Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (e.g., humanities, social sciences* or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 credits in a concentration in one of the three broad general education areas: humanities, social sciences* or natural sciences/mathematics. At least three different subjects must be included, which provide for breadth of knowledge in the concentration. Also, students 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. 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. Additional information on the concentrations can be found on Page 51.

Areas of Study

An individual subject area of study is an in-depth emphasis in a particular liberal arts discipline. Areas of study include 33 credits in one subject. Some areas of study also require additional credits outside of the subject. These additional credits are known as corollary requirements.

Liberal Studies

The BA degree in liberal studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. For example, the areas of study may include humanities, natural sciences and social sciences courses with one or more areas of study. This program is ideal for students interested in interdisciplinary fields of study. Students complete 33 credits in the liberal studies area of study. 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 deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

Free Electives

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

Note: Limitation of Credits in One Subject Area

No more than 70 credits earned in one subject area (e.g., art, music, journalism) will be counted toward meeting the degree requirements of the BA degree.

**For information on the social sciences concentration in the Bachelor of Arts degree, see Page 65.*

Bachelor of Arts Concentrations

Humanities*

This concentration is for those who wish to combine course work in three or more subjects within humanities. Subject areas applicable toward the humanities concentration include the following: art; communications (oral [speech] and mass media [film, journalism, radio and television], *note: all communications courses are considered one subject area in the concentration*); dance; English/literature/advanced writing; foreign languages, *note: all foreign languages are considered one subject area in the concentration*; music; philosophy; photography; religion; and theater.

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 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.

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 and/or classroom courses may also be used.

Natural Sciences/Mathematics*

This concentration is for those who wish to combine course work in three or more subjects within natural sciences/mathematics. Subject areas applicable toward the natural sciences/mathematics concentration include the following: astronomy, biology, computer science, earth science, environmental science, geology, mathematics, meteorology, oceanography and physical science.

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 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.

How Students Earn Credit in the Concentration:

Some 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.

**Each area of concentration requires 33 credits.*

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

Bachelor of Arts

Areas of Study

Art*

This area of study deals with the fundamental elements and principles of art, explores the techniques of various art media and creates an awareness of the value of art by presenting the proper historical and cultural background.

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

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.

**Each area of study requires 33 credits.*

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

Biology*

This area of study develops an understanding of biological principles which underlie all living things, instills a sense of inquiry and sharpens analytical thinking skills.

Required Courses:

General Biology I and II with lab or Botany with lab (one semester, usually 4 credits) and Zoology with lab (one semester, usually 4 credits), Cell Biology, Genetics, Microbiology, 18 area of study elective credits

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.

Credits in this area of study may be completed by transferring courses from other colleges. Prior Learning Assessment (PLA) and/or examinations may also be used.

Communications*

This area of study explores the various aspects of creating, transmitting and analyzing messages which flow among individuals, groups, organizations and societies. Within the area of study, students may focus on communications courses relating to oral communications (speech) and/or mass media communications (film, journalism, radio and television).

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

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*

This area of study is designed for students who desire a strong liberal arts program with an area of study in computer science.

Required Courses:

Introduction to Computer Science, Assembly Language Programming, Data Structures; Mathematics Requirement: Numerical Analysis or Discrete Mathematics or Linear Algebra (Calculus based); 21 area of study elective credits which may include a maximum of two courses/6 credits in the following: Database Management, Information Storage and Retrieval, Microcomputers, Systems Analysis and Design, Systems Programming

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.

English*

This area of study is designed to explore the various aspects of literature and advanced writing.

Required Courses

Survey of Literature I and II, Non Western Literature, Analysis and Interpretation of Literature, 21 area of study elective credits

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.

Environmental Studies*

This area of study is a liberal arts interdisciplinary plan of study. It shows how the biological, physical and social sciences are employed to understand environmental problems.

Required Courses:

Man and the Environment, Earth's Resources, Geology with Human Emphasis, 9 credits chosen from at least three of the following areas: Economics of the Environment; Politics of the Environment, Environmental Psychology, Sociology of Environment, Philosophy/Environment, Anthropology/Environment; an additional 15 area of study elective credits in subjects related to the environment and chosen from fields such as geography, sociology, biology, ecology, geology, etc.

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.

Foreign Language*

This area of study deals with linguistics skills, literary appreciation and understanding people and their culture. Students must select a specific foreign language (e.g., French, German, Spanish) and consistently choose courses from that specific foreign language. Elementary or beginning-level language may not be applied toward the area of study. These courses may be used in other general education areas or in free electives.

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

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.

**Each area of study requires 33 credits.*

Journalism*

This area of study is designed to offer experiences in journalistic theory, technique and practice.

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

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.

Mathematics*

This area of study provides students having a basic mathematical background with the opportunity to further utilize their skills in the advanced study of mathematics.

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

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.

Music*

This area of study offers a well-rounded preparation and enriches the comprehensive awareness of the musician.

Required Courses:

Survey of Music History I and II, Music Theory/Harmony I and II (must include harmony), 21 area of study elective credits

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*

This area of study explores philosophies that have shaped Western civilization, as well as critical thinking and the development of one's own philosophical views.

Required Courses:

Introduction to Philosophy, Logic, 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

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*

This area of study provides an opportunity to explore a combination of courses from the areas of film production, fine arts photography and professional photography.

Required Courses:

Principles of Photography or Black and White Photography, History of Photography, Color Photography, 24 area of study elective credits

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.

*Each area of study requires 33 credits.

Religion*

This area of study provides the opportunity to study major religious traditions with critical insight into fundamental tenets and allows a deeper investigation of a broad spectrum of the world's religions and their historical impact.

Required Courses:

Religions of the World or Comparative Religions, Philosophy of Religion, 27 area of study elective credits

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*

This area of study examines the theater arts in relation to the cultural context in major historical periods. It creates an awareness of differing types of plays, significant playwrights and other theater artists, and provides an opportunity to learn the techniques and skills of all aspects of theater production.

Required Courses:

At least one course in each of the following: acting, directing, theater history, technical theater production, 21 area of study elective credits

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.

Liberal Studies*

The BA degree in liberal studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. This program provides the opportunity for a multidisciplinary degree.

This degree does not focus on one discipline which would give immediate entry into a graduate program for a specific discipline. If students pursuing the BA degree in liberal studies plan on applying for graduate school, they will need to check with the graduate school to ensure this degree program satisfies the entrance requirements for that graduate school.

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 deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

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.

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

* Each area of study requires 33 credits.

HEAVIN SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES

The Heavin School of Social and Behavioral Sciences provides rigorous degree programs in the areas of human services and social sciences. The curriculum is designed to allow students working in their chosen profession to apply their work experience to an academic specialization. The School honors Gary and Diane Heavin, whose generous support of the College has helped create new academic programs in Fitness and Wellness Services and provided the Thomas Edison State College Foundation with a significant addition to its endowment.

All courses required for the completion of degrees listed here are not available through Thomas Edison State College's undergraduate program. Additional credits may be transferred from other institutions or earned through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

Associate in Science in Public and Social Services

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|-------------------------|----------------|
|-------------------------|----------------|

| | |
|--|-----------|
| I. General Education Requirements | 30 |
|--|-----------|

| | |
|------------------------|---|
| A. English Composition | 6 |
|------------------------|---|

| | |
|---------------|---|
| B. Humanities | 6 |
|---------------|---|

| | |
|--------------------|---|
| C. Social Sciences | 6 |
|--------------------|---|

| | |
|------------------------------|-----|
| 1. Introduction to Sociology | (3) |
|------------------------------|-----|

| | |
|-------------------------------|-----|
| 2. Introduction to Psychology | (3) |
|-------------------------------|-----|

| | |
|-------------------------------------|---|
| D. Natural Sciences and Mathematics | 6 |
|-------------------------------------|---|

| | |
|---|-----|
| 1. One college-level Mathematics course required. | (3) |
|---|-----|

| | |
|--|-----|
| 2. Other Natural Sciences/ Mathematics | (3) |
|--|-----|

| | |
|--------------------------------|---|
| E. General Education Electives | 6 |
|--------------------------------|---|

| | |
|--|-----|
| 1. Intercultural Communications or Race and Ethnic Relations | (3) |
|--|-----|

| | |
|--------------------------------------|-----|
| 2. Other General Education Electives | (3) |
|--------------------------------------|-----|

| | |
|------------------------|-----------|
| II. Option..... | 21 |
|------------------------|-----------|

| | |
|----------------------------|-----|
| Introduction to the option | (3) |
|----------------------------|-----|

| | |
|------------------|-----|
| Theoretical Area | (9) |
|------------------|-----|

| | |
|--------------|-----|
| Applied Area | (6) |
|--------------|-----|

| | |
|-----------|-----|
| Practicum | (3) |
|-----------|-----|

| | |
|----------------------------------|----------|
| III. Free Electives | 9 |
|----------------------------------|----------|

| | |
|--|-----|
| A. Computer Science or Data Processing | (3) |
|--|-----|

| | |
|-------------------------|-----|
| B. Other Free Electives | (6) |
|-------------------------|-----|

Total 60

The following options will emphasize areas appropriate to the degree and will articulate with areas of study in the Bachelor of Science in Human Services:

Administration of Justice

Child Development Services

Community Services

Emergency Disaster Services

Fitness and Wellness Services

Gerontology

Legal Services

Recreation Services

Social Services

Social Services for Special Populations

Associate in Science in Public and Social Services (ASPSS)

The Associate in Science in Public and Social Services (ASPSS) degree is intended to meet the educational and professional needs of midcareer adults in a wide variety of human services fields. The student selects the option that matches his/her expertise. For most students this reflects their occupation.

Degree Requirements

The Associate in Science and Public and Social Services degree requires 60 credits: 30 credits in general education distribution, 21 credits in the option in Public and Social Services and 9 credits in free electives.

One 3-credit course in the broad area of computer science or data processing is required. This course may be used to fulfill natural sciences, general education electives or free electives, depending on the nature of the course.

One 3-credit course in intercultural communications or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, general education electives or free electives, depending on the nature of the course.

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 enables students to have a foundation for the Public and Social Services option.

Option

The option includes 21 credits of courses within the option area selected. These credits will include 3 credits of credit in introduction to the option, 9 credits of credit in the theoretical area, 6 credits in the applied area and 3 credits in the Practicum.

The Practicum is the capstone requirement tying together theory with the practical experience the student has gained through employment. Students must have current experience in the field of their option in order to complete the degree program. While this experience is usually current full-time paid employment, it also may be extensive part-time or volunteer experiences. The Practicum is a special assessment by a mentor appointed by the College. Near completion of the degree, students will enroll in the Practicum course and will receive more detailed information.

The Associate in Science in Public and Social Services (ASPSS) degree is designed for students who work in appropriate positions in the human services areas represented by the options. To complete the Practicum, students must have current work experience in the degree option. Students must work in the United States or be a U.S. citizen working at a U.S. armed forces base overseas.

Free Electives

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



Associate in Science in Public and Social Services

Options

Administration of Justice*

This option is designed for police officers, probation officers, corrections officers and private or government security personnel.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of Prior Learning Assessment (PLA), examinations and courses.

Child Development Services*

This option is designed for early childhood center caregivers and administrators in preschool, day care and nursery school. This does not lead to teacher certification.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

Community Services*

This option is designed for leaders and service providers in community and civic groups, community development and youth programs.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Most students use a combination of examinations, Prior Learning Assessment (PLA) and courses to complete the option.

Emergency Disaster Services*

This option is designed for personnel responsible for the mitigation, preparedness, response and recovery in natural and man-made disasters. They may work in government, industry and voluntary agencies such as the Red Cross, state and local agencies.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of option.

How Students Earn Credits in the Option:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training/courses, National Fire Academy courses, Prior Learning Assessment (PLA), examinations and courses.

**Each option requires 21 credits.*

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

Fitness and Wellness Services*

This option is designed for those working in fitness and wellness settings such as health clubs, gyms, fitness centers, wellness centers and other similar settings.

Required Courses:

Introduction to Biology or Anatomy and Physiology; Introduction to Human Services or an introductory course to the option. Nutrition, Kinesiology or Biomechanics of Exercise, Principles and Programs for Fitness and Wellness Services; Individual Assessment of Fitness and Wellness, Exercise and Nutrition for Special Populations, First Aid, Safety and CPR. Three credits of practicum in the area of the option are required.

How Students Earn Credits in the Option:

Most students use a combination of examinations, Prior Learning Assessment (PLA) and courses, including Guided Study courses.

Gerontology*

This option is designed for providers of service for the aging in institutional or community settings.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the option.

How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

Legal Services*

This option is designed for paralegals, legal assistants and providers of legal services to the community. This is not an appropriate option for legal secretaries and legal librarians.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses, examinations, Prior Learning Assessment (PLA) and assessment credits from training programs.

Recreation Services*

This option is designed for providers of community recreation or recreational services. This does not lead to certification in recreation therapy.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses and Prior Learning Assessment (PLA) to complete this option.

Social Services*

This option is designed for providers of social services to clients in a variety of settings. This option does not lead to certification in social work.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this option.

Social Services for Special Populations*

This option is designed for providers of social services to developmentally, physically and psychologically disabled populations in a variety of settings.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine credits in basic theory and 3 credits of Practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete this option.

*Each option requires 21 credits.

Bachelor of Science in Human Services

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|---|-----------|
| I. General Education Requirements | 48 |
| A. English Composition | 6 |
| B. Humanities | 9 |
| <i>No more than 6 credits may be taken from one subject area.</i> | |
| C. Social Sciences | 15 |
| 1. Sociology, Introductory | (3) |
| 2. Psychology, Introductory | (3) |
| 3. Economics, Political Science, History or Geography | (3) |
| 4. Additional Social Sciences | (6) |
| D. Natural Sciences and Mathematics | 9 |
| 1. One college-level Mathematics course required. | (3) |
| 2. Additional Natural Sciences or Mathematics | (6) |
| <i>No more than 6 credits may be taken from one subject area.</i> | |
| E. General Education Electives | 9 |
| 1. Intercultural Communications or Race and Ethnic Relations | (3) |
| 2. Other credits from any liberal arts subject | (6) |

The following is a list of approved areas of study:

Administration of Justice
 Child Development Services
 Community Services
 Emergency Disaster Services
 Gerontology
 Health and Nutrition Counseling
 Health Services
 Health Services Administration
 Health Services Education
 Legal Services
 Mental Health and Rehabilitative Services
 Recreation Services
 Social Services
 Social Services Administration
 Social Services for Special Populations

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|--|-----------|
| II. Area of Study in Human Services | 54 |
| A. Core Requirements | 21 |
| 1. Dynamics of Social Setting (Upper-level subjects in Sociology, Urban Politics, Social History and the like) | (3) |
| 2. Dynamics of the Individual (Upper-level Psychology subjects) | (6) |
| 3. Dynamics of Intervention (Covering such areas as counseling, interviewing, social work methods) | (3) |
| 4. Social Planning (Covering such areas as social policy, planning, administration) | (3) |
| 5. Statistics or Research Methodology | (3) |
| 6. Computer Science or Data Processing | (3) |
| B. Individual Area of Study | 33 |
| 1. Introduction to Human Services | (3) |
| 2. Theory | (12) |
| 3. Applied Areas | (12) |
| 4. Advanced Level Practicum | (6) |
| III. Free Electives | 18 |

Total 120

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the Graduate School at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

The Bachelor of Science in Human Services (BSHS)

The Bachelor of Science in Human Services (BSHS) degree is intended to meet the educational and professional needs of midcareer adults in a wide variety of human services fields. The student selects the area of study that matches his/her expertise. Students must currently be working (paid or volunteer) in the field of their area of study.

Degree Requirements

The Bachelor of Science in Human Services degree requires 120 credits: 48 credits in the general education distribution, 54 credits in the concentration in human services and 18 credits in free electives.

One 3-credit course in the broad area of intercultural communication or race and ethnic relations is required. This course may be used to fulfill humanities, social sciences, liberal arts electives, core or free electives, depending on the nature of the course.

General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the human services area of study. The emphasis is in the social sciences area.

Area of Study

The area of study contains a 21 credit core requirements and a 33 credit individual area of study.

Core

The core requirements are the same for all areas of study within the human services. The core stresses advanced social sciences and other subjects closely related to human services.

Individual Area of Study

The area of study requires 33 credits in a human services area. The credits used in the area of study must exhibit depth and breadth covering both theoretical and applied aspects of the field. The 33-credit area of study must include Introduction to Human Services (or similar course), credits in the particular field of the area of study (12 credits of theoretical courses and 12 credits of applied courses), and the Advanced Level Practicum (6 credits).

The Advanced Level Practicum is the capstone requirement tying together theory with the practical experience the student has gained through employment. Students must have current experience in the field of their area of study in order to complete the degree program. This experience must be approved as a Practicum experience soon after enrolling. While this is usually current full-time paid employment, it may also be extensive part-time or volunteer experiences. The Advanced Level Practicum is a special assessment by a mentor appointed by the College. Near completion of the degree, students will enroll in the Practicum and will receive more detailed information.

The Bachelor of Science in Human Services (BSHS) degree is designed for students who work in appropriate positions in the human services areas represented by the areas of study. To complete the Advanced Level Practicum, students must have current work experience in their area of study. Students must work in the United States or be U.S. citizens working at a U.S. armed forces base overseas.

Free Electives

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

Bachelor of Science in Human Services

Areas of Study

Administration of Justice*

This area of study is designed for police officers, probation officers, corrections officers and private or government security personnel.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Student Earn Credits in the Area of Study:

Students usually have a significant number of credits completed in the area of study. Remaining credits are completed by a combination of courses, Prior Learning Assessment (PLA) and examinations.

Child Development Services*

This area of study is designed for early childhood center caregivers and administrators in preschool, day care and nursery school. This does not lead to teacher certification.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

Community Services*

This area of study is designed for leaders and service providers in community and civic groups, community development and youth programs.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete the area of study.

Emergency Disaster Services*

This area of study is designed for personnel responsible for the mitigation, preparedness, response and recovery in natural and man-made disasters. They may work in government, industry and voluntary agencies such as the Red Cross, state and local agencies.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training courses, National Fire Academy courses, Prior Learning Assessment (PLA), examinations and courses.

**Each area of study requires 33 credits.*

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

Gerontology*

This area of study is designed for providers of services for the aging in institutional or community settings.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

Health and Nutrition Counseling*

This area of study is designed for providers of health and nutritional counseling in a variety of settings. This does not lead to certification in either teaching or dietetics. It is not an appropriate area of study for persons employed in food services.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

Corollary Requirements:

General Biology, Anatomy and Physiology.

Health Services*

This area of study is designed for nurses of special populations, patient educators and nursing supervisors. This is not a nursing program.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most credits are earned through a combination of Prior Learning Assessment (PLA), examinations and courses. A limited number of credits from the nursing license are applied.

Health Services Administration*

This area of study is designed for managers/administrators of health agencies and institutions who have an educational background in health.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most students earn credits using a combination of Prior Learning Assessment (PLA), examinations and courses.

Corollary Requirements:

Economics, Accounting or Finance.

Health Services Education*

This area of study is designed for school nurses and other educators in health settings. This area of study does not lead to certification as a school nurse or teacher.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Credits are earned by a combination of Prior Learning Assessment (PLA), examinations and courses. A limited number of credits are accepted from the nursing license.

Legal Services*

This area of study is designed for legal assistants, paralegals and providers of legal services to the community. This is not an appropriate area of study for legal secretaries and legal librarians.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses, examinations, Prior Learning Assessment (PLA) and assessment credits from training programs.

*Each area of study requires 33 credits.

Mental Health and Rehabilitative Services*

This area of study is designed for providers of services such as alcohol and substance abuse counseling, hot line services, services to mentally ill persons in a variety of settings, vocational rehabilitative services and services for mental rehabilitation. This area of study does not lead to certification or licensure.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of examinations, Prior Learning Assessment (PLA), courses and assessment credits from training programs.

Recreation Services*

This area of study is designed for providers of community recreation or recreational services. This area of study does not lead to certification in recreation therapy.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses and Prior Learning Assessment (PLA) to complete this area of study.

Social Services*

This area of study is designed for providers of social services to clients in a variety of settings. This area of study does not lead to certification in social work.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete this area of study.

Social Services Administration*

This area of study is designed for managers/administrators of social services agencies or institutions.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Prior Learning Assessment (PLA), examinations and courses to complete the area of study.

Corollary Requirements:

Economics, Accounting or Finance.

Social Services for Special Populations*

This area of study is designed for providers of social services to developmentally, physically or psychologically disabled populations in a variety of settings.

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve credits in basic theory and 6 credits of Practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses, examinations and Prior Learning Assessment (PLA) to complete this area of study.

*Each area of study requires 33 credits.

Bachelor of Arts (Social Sciences)

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements60

A. English Composition (6)

B. Humanities (12)
Must include at least two subject areas.

C. Social Sciences (12)
Must include at least two subject areas.

D. Natural Sciences and Mathematics (12)
1. One college-level Mathematics course required. (3)
2. One Computer Science course recommended. (3)
3. Other Natural Sciences/Mathematics (6)
Must include at least two subject areas.

E. General Education Electives (18)

II. Area of Concentration or Area of Study33 Student may choose A or B.

A. Area of Concentration
The area of concentration includes 33 credits which must be chosen from the social sciences. 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 area in order to have a balanced interdisciplinary Concentration.

OR

B. Area of Study
Single subject area of study.
The area of study includes 33 credits in one subject area.

III. Free Electives27

Total 120

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the Graduate School at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

The following is a list of approved areas of study:

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

The Bachelor of Arts (BA) degree enables the student to develop a broad general knowledge of the traditional liberal arts disciplines while providing the opportunity to develop a greater depth of knowledge in particular areas of study of interest to the student. This flexibility may prepare the student for career change or advancement, graduate education or provide personal satisfaction. Credit requirements are distributed among the traditional liberal arts areas (e.g., humanities, social sciences, natural sciences/mathematics) and free electives. Students have the opportunity to pursue either a concentration, choosing from subjects within one of the liberal arts areas, or to select one of the individual subject areas of study, which provide for sequential course work in one particular subject of the student's interest, or to select liberal studies, choosing from two or more disciplines within general education subject areas.

Degree Requirements

The Bachelor of Arts degree requires 120 credits: 60 credits in the general education distribution, 33 credits in the area of concentration, area of study or liberal studies area and 27 credits in free electives.

General Education Requirements

The 60-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and enables students to have a foundation for the Bachelor of Arts area of concentration, area of study or liberal studies area.

*Information on the Bachelor of Arts degree in the humanities and natural sciences/mathematics areas of study may be found on Page 49.

Concentration

For students who wish to combine course work in three or more subjects within the social sciences, the concentration is an appropriate option. Students complete 33 credits in a concentration in the social sciences. At least three different subjects must be included which provide for breadth of knowledge in the concentration. Also, students 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. 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 can 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.

Areas of Study

An individual subject area of study is an in-depth emphasis in a particular liberal arts discipline. Areas of study include 33 credits in one subject. Some areas of study also require additional credits outside of the subject. These additional credits are known as corollary requirements.

Free Electives

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

Note: Limitation of Credits in One Subject Area

No more than 70 credits earned in one subject area (e.g., art, music, psychology) will be counted toward meeting the degree requirements of the BA degree.

Bachelor of Arts Concentrations

Social Sciences*

This concentration is for those who wish to combine course work in three or more subjects within social sciences. Subject areas applicable toward the social sciences concentration include the following: anthropology, archaeology, economics, geography, history, labor studies, political science, psychology and sociology.

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 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.

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.

**Each area of concentration requires 33 credits.*

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

**For BA areas of study in humanities and natural sciences/mathematics, see Page 49*

Bachelor of Arts

Areas of Study

Anthropology*

Anthropology is the study of likenesses and differences among human beings — past and present.

Required Courses:

Physical Anthropology I and II or Cultural Anthropology I and II, Anthropological Theory, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia), 6 area of study elective credits

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*

Criminal Justice is an interdisciplinary study of crime and the functioning of the criminal justice system. It includes study in the professional and theoretical areas, as well as the development of critical analytical skills, and knowledge of the research findings and methods used in this field.

Required Courses:

Introduction to Criminal Justice, Research Methods in the Social Sciences, Terrorism, White Collar Crime, Public Policy and Criminal Justice, a multicultural course, and 18 credits of electives in Criminal Justice

How Students Earn Credit in the Area of Study:

Students may transfer credits from accredited colleges, earn credit for New Jersey Basic Course for Police Officers training, Prior learning Assessment (PLA), examinations, military training, American Council on Education (ACE) evaluated training, and Thomas Edison State College courses.

Economics*

Economics is the study of the ways society chooses to use its scarce resources to attain alternate and often conflicting goals. As a social science, economics is concerned with the major issues of today.

Required Courses:

Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought, 18 area of study elective credits

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*

Through the study of history, the student is exposed to the discipline of weighing evidence and evaluating various and conflicting interpretations of great events and significant personalities of the past.

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

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.

Labor Studies*

Labor Studies examines work, workers, the organizations workers create to defend their interests and nonwork phenomena that affect and are affected by workers.

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

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

*Each area of study requires 33 credits.

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*

Political Science deals with the study of power in society particularly with the analysis of authority, power and influence in the making of public policy.

Required Courses:

American National Government, Political Theory or Political Process, Comparative Governments, International Relations, Research Methods or Statistics, 18 area of study elective credits

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*

Psychology studies scientific and humanistic behavior. Emphasis is on psychological principles and research methods, and an exploration of psychological approaches to various problems in the humanities, social sciences and the life sciences.

Required Courses:

Introduction to Psychology, Statistics, Experimental Psychology, 24 area of study elective credits

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.

Sociology*

Sociology is the study of the forces which produce stability and changes in people's behavior, beliefs attitudes and social organization.

Required Courses:

Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics, 24 area of study elective credits

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.

**Each area of study requires 33 credits.*

SCHOOL OF BUSINESS AND MANAGEMENT

The School of Business and Management provides a broad curriculum that encompasses the academic and professional areas of current business and management areas. The curriculum ensures college-level competence in business and the arts and sciences.

All courses required for the completion of degrees listed here are not available through Thomas Edison State College's undergraduate program. Additional credits may be transferred from other institutions or earned through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

Associate in Science in Management

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS | |
|---|---------|---|
| I. General Education Requirements | 30 | III. Management Options12 |
| A. English Composition | 6 | Complete one of the following options: Accounting Administrative Office Management Banking Computer Information Systems Finance General Management Hospital Health Care Administration Hotel/Motel/Restaurant Management Human Resources Management Insurance International Business Marketing Operations Management Procurement Public Administration Purchasing and Materials Management Real Estate Retailing Management Small Business Management/Entrepreneurship Transportation/Distribution Management |
| B. Humanities | 6 | |
| C. Social Sciences | 9 | |
| 1. Macroeconomics or | | |
| Microeconomics | (3) | |
| 2. Other Social Sciences | (6) | |
| Must include at least two subject areas. | | |
| D. Natural Sciences and Mathematics | 6 | |
| 1. Precalculus Mathematics | (3) | |
| (College Algebra and | | |
| Trigonometry or above) | | |
| 2. Other Natural Sciences/ | | |
| Mathematics | (3) | |
| E. General Education Electives | 3 | |
| II. Management Core | 15 | IV. Free Electives3 |
| A. Principles of Financial Accounting | (3) | Total 60 |
| B. Principles of Managerial Accounting | (3) | |
| C. Business Law | (3) | |
| D. Computer Concepts and | | |
| Applications/Introduction to | | |
| Computers/Introduction to | | Note: The general education requirements, management core and free 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. |
| Computer Information Systems | (3) | |
| E. Introduction to Business or Principles | | |
| of Management/Marketing | | Approximately half of the options may be completed through a combination of courses from other colleges and universities, Thomas Edison State College courses and TECEP® examinations. The addition of Prior Learning Assessment (PLA) theoretically allows all options to be completed through means other than attending class. |
| (if already completed) | (3) | |

Associate in Science in Management (ASM)

The Associate in Science in Management (ASM) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. There are 20 business options available from which to choose.

Thomas Edison State College offers the ASM degree with an option in the more traditional business areas of accounting, finance, general management, human resources management, marketing and operations management. Students may also focus their associate degree in other business fields such as computer information systems, banking, retailing management, etc.

The ASM degree is designed so that it can be used as a foundation for the Bachelor of Science in Business Administration (BSBA) degree.

Degree Requirements

To attain the ASM degree, the student must earn 60 credits distributed as follows: 30 credits in general education, 27 credits in business and 3 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 precalculus mathematics (college algebra and trigonometry or above) (3 credits).

Management Core

The 15 credits required in the management core consist of basic business subjects that serve as a foundation for the management option of the degree.

Management Option

The management option is that component of the degree that focuses on a specific business area.

Free Electives

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

Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge. This is especially important to the in-depth area of the degree—the management option. Up to 6 credits (50 percent) of the 12-credit option may be older than 10 years from the date of application to the College and still be placed in the option without a currency challenge. Any additional older credits that could be included in the option would have to undergo currency review. The Demonstration of Currency (DOC) conference and other methods available to validate currency are more fully discussed under the BSBA degree section dealing with currency requirements.



Associate in Science in Management

Options

Accounting*

This option is designed to prepare or enhance students for work in the accounting field in governmental agencies or private business firms in areas such as auditing, cost accounting and general accounting.

Required Subjects:

Intermediate Accounting I and II

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of TECEP® examinations and courses.

Administrative Office Management*

This option is designed to develop or enhance skills and competencies required for a broad spectrum of careers in the office setting related to such areas as information processing, records management, communication, systems development and office administration.

Required Subject:

Office Management

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Prior Learning Assessment (PLA).

Banking*

This option is designed to convey to the student the requisite knowledge and the skills either to begin a career in banking or to allow the student to advance to positions of increasing responsibility in the field of banking.

Required Subject:

Financial Institutions and Markets or Money and Banking

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses, and TECEP® examinations.

Computer Information Systems*

Computer Information Systems is the study that includes the gathering, recording, systematizing and interpretation of information essential to the success of modern business. This option is designed for students either currently employed in, or preparing for employment in, the computer information field.

Required Subjects:

Programming Language, Systems Analysis and Design

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of Thomas Edison State College courses, independent study, TECEP® examinations and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

Finance*

This option is designed to introduce the student to the basic concepts, principles, operating procedures and analytical techniques used in the various areas of finance. Students who are either employed in, or planning to be employed in, banking or other financial institutions, stock brokerage firms, the financial services industry and the financial division of major organizations will find this option of interest.

Required Subject:

Business Finance/Principles of Finance

How Students Earn

Credit in the Option:

Students may complete these credits through independent study and distance education courses, TECEP® examinations and classroom courses. Some students may also utilize Prior Learning Assessment (PLA).

**Each option requires 12 credits.*

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

General Management*

General Management is an option that allows students to exercise significant freedom in deciding what subjects will constitute this option. Six to 12 credits may be selected from two or more of the four traditional areas of business—accounting, finance, management and marketing. Up to 6 credits from any business area may be included in the option. This option is especially attractive to the individual who wishes to have exposure to a number of business areas.

How Students Earn Credit in the Option:

Students may complete these credits entirely through Thomas Edison State College courses, TECEP® examinations or classroom courses. Many students also use a combination of the above.

Hospital Health Care Administration*

This option is designed to provide students with the skills, attitudes and knowledge needed for premanagement and management careers in the healthcare field. Students working or planning to work in hospitals, clinics, nursing homes, human service organizations or in other organizations that interface with health care providers such as accounting and consulting firms, health insurance companies and hospital associations should consider this option.

How Students Earn Credit in the Option:

Students may complete these credits entirely through independent study or a combination of independent study and classroom courses.

Hotel/Motel/Restaurant Management*

This option is designed for students either planning to enter various branches of the food, beverage and accommodation services field or already engaged in the industry and seeking to advance their careers through further study.

Required Subject:

Introduction to Hotel/Motel/Restaurant Management

How Students Earn Credit in the Option:

Students may complete these credits entirely through either independent study or classroom courses.

Human Resources Management*

Human Resources Management is an option designed for students either working or interested in working with the human resources of a business—its employees. Some examples of areas included in the human resources management option are employee selection, training, management development, industrial relations and compensation.

Required Subject:

Personnel/Human Resources Management

How Students Earn Credit in the Option:

Students may complete these credits entirely through either Thomas Edison State College courses or a combination of Thomas Edison State College courses and TECEP® examinations.

Insurance*

Insurance is an option designed for students either planning to enter areas of the insurance industry or already engaged in the industry and seeking to advance their careers through further study. Students interested in all phases of insurance, including life, health, property and casualty insurance in both insurance companies and agencies, should consider this option. Opportunities in insurance companies include underwriting, claims adjusting, sales, reinsurance and administration. In insurance agencies, opportunities include agency underwriting, sales, claims coordination, risk management and administration.

Required Subject:

Principles and Practices of Insurance

How Students Earn Credit in the Option:

Students may complete these credits through a combination of Prior Learning Assessment (PLA) and classroom courses.

International Business*

International Business involves handling personnel, buying, selling, budgeting, accounting and doing all the things done in management anywhere. But it means doing these things in one or several foreign countries at the same time or controlling these activities from a U.S. office. Students either presently working in or wishing to enter such fields as importing/exporting, international banking, international advertising, international airlines management or international commodities exchange should consider this option.

**Each option requires 12 credits.*

Required Subject:

Introduction to International Business

How Students Earn**Credit in the Option:**

Students may complete these credits through a combination of Thomas Edison State College courses, independent study and classroom courses.

Marketing*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing them, promoting and communicating about them and distributing them to customers—including consumers, businesses and governments. Students either already working in the field of marketing or those aspiring toward careers in product/brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations and new product development should consider this option.

Required Subject:

Introduction to Marketing

How Students Earn**Credit in the Option:**

Students may complete these credits entirely through TECEP® examinations or classroom courses. Many students also include Prior Learning Assessment (PLA).

Operations Management*

This option is designed for students who either are employed in or aspire to positions as production and maintenance supervisors or as staff in areas of quality control, production and inventory control, and methods and standards in both industrial and service-oriented businesses.

Required Subject:

Introduction to Operations Management

How Students Earn**Credit in the Option:**

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

Procurement*

Procurement is primarily concentrated on the planning, acquisition, conversion, flow and distribution of goods from the raw materials to the finished goods in the public sector of the economy. Students already working in the field should consider this option as beneficial in securing an upgrade while students new to the field will fill initial positions as material analysts, inventory supervisors or contract administrator trainees.

Required Subject:

Purchasing Management

How Students Earn**Credit in the Option:**

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

Public Administration*

This option is designed for students already working in, or planning careers in, public service at the federal, state and local levels or in a variety of quasi-public, community service, nonprofit and private organizations directly related to public policy making or government regulations. Some subject areas covered are practice and practical relationships in public administration, budgetary function and public policy.

Required Subject:

Introduction to Public Administration

How Students Earn**Credit in the Option:**

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

Purchasing and Materials Management*

Purchasing and materials management is primarily concentrated on the planning, acquisition, conversion, flow and distribution of goods from the raw materials to the finished goods in the private sector of the economy. The purchasing department of an organization is typically responsible for securing all necessary raw materials, supplies, capital goods and services at the best terms possible and the materials management function typically coordinates the major activities contributing to materials cost and availability including purchasing, production control, warehousing and distribution. Students already

**Each option requires 12 credits.*

working in the field should consider this option as helpful in securing a career upgrade while students new to the field will fill initial positions such as junior buyers, material analysts, inventory supervisors or contract administrator trainees.

Required Subject:

Purchasing Management

How Students Earn

Credit in the Option:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

Real Estate*

This option is designed for students whose interests are either entry-level positions in real estate such as sales, finance, development, market analysis, valuation and property management or more advanced positions in real estate such as brokerage, management, appraising and consulting.

Required Subject:

Real Estate Principles and Practices

How Students Earn

Credit in the Option:

Students may complete these credits through Prior Learning Assessment (PLA) and/or independent study and classroom courses.

Retailing Management*

This option is designed to meet the needs of students who have interests in the challenging opportunities of retailing. Growth areas of the retailing industry include fashion merchandising, sales promotion, retail advertising and supportive retail services. Students considering these work activities should look at this option.

Required Subjects:

Introduction to Retailing Management, Retail Buying

How Students Earn

Credit in the Option:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Prior Learning Assessment (PLA).

Small Business Management/Entrepreneurship*

This option is designed to prepare the student for the independent ownership and operation of a small business. The role of the entrepreneur in starting and managing a small commercial operation is a central concern. Techniques for conducting marketing research studies and the implementation of the functional areas that must be considered in managing and selling a product or service business are covered.

Required Subject:

Small Business Management or Introduction to Entrepreneurship

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of TECEP® examinations, Thomas Edison State College courses, independent study and classroom courses.

Transportation/Distribution Management*

Transportation/Distribution Management is the study of the principles of organization and management in the traffic and transportation industry. Students planning to work in, or already employed in, the transportation/distribution management industry as dispatchers, claims clerks, rate clerks, operational clerks, dock or loading supervisors, traffic controllers or warehousing managers should consider this option.

Required Subject:

Introduction to Transportation

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

**Each option requires 12 credits.*

Bachelor of Science in Business Administration

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements.....48

A. English Composition 6

B. Humanities 12

1. Managerial or Business Communications (3)

2. Other Humanities (9)

Must include at least two subject areas.

C. Social Sciences 12

1. Macroeconomics (3)

2. Microeconomics (3)

3. Other Social Sciences (6)

Must include at least two subject areas.

D. Natural Sciences and Mathematics 9

1. Precalculus Mathematics (3)

(College Algebra and Trigonometry or above)

2. Principles of Statistics (3)

3. Other Natural Sciences (3)

Must include at least two subject areas.

E. General Education Electives 9

II. Professional Business Requirements.....54

A. Business Core 27

1. Business Law (3)

2. Computer Concepts and Applications/

Introduction to Computers/

Introduction to Computer

Information Systems (3)

3. Principles of Financial Accounting (3)

4. Principles of Managerial Accounting (3)

5. Introduction to Marketing (3)

6. Business Finance (3)

7. Business in Society or

International Management (3)

8. Business Policy (3)

9. Principles of Management (3)

B. Areas of Study 18

Choose one of the following:

Accounting

Administrative Office Management

Advertising Management

Banking

Computer Information Systems

Finance

General Management

Hospital Health Care Administration

Hotel/Motel/Restaurant Management

Human Resources Management

Insurance

International Business

Logistics

Marketing

Operations Management

Organizational Management

Procurement

Public Administration

Purchasing and Materials Management

Real Estate

Retailing Management

Small Business Management/

Entrepreneurship

Transportation/Distribution Management

C. Business Electives 9

III. Free Electives.....18

Total 120

Once students have earned 99 credits toward a baccalaureate degree, they may apply for provisional admission to the Graduate School at Thomas Edison State College. Once accepted, they may earn 9 graduate credits that will satisfy the requirements for both the undergraduate and graduate degrees.

The Bachelor of Science in Business Administration (BSBA)

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.

Thomas Edison State College offers the BSBA degree with an emphasis or area of study in 23 different areas. Although the majority of business students elect to complete areas of study in the general management areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their area of study.

Degree Requirements

To attain the BSBA degree, the student must earn 120 credits distributed as follows: 48 credits in general education, 54 credits in business and 18 credits of free electives.

General Education Requirements

The 48-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English composition (6 credits), managerial/business communication (3 credits), micro- and macroeconomics (6 credits), precalculus mathematics (college algebra and trigonometry) or above (3 credits) and statistics (3 credits).

Professional Business Requirements

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

Business Core

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

The area of study is that component of the degree that focuses on the specific business area in depth.

Electives

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.

Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge.

Students required to validate or demonstrate currency will be informed of the requirement when their transfer credits are evaluated. A complete explanation of the procedures will be provided at that time.

Business Policy, a requirement in the business core, is a capstone requirement of the BSBA degree. This course integrates course content across functional areas of business and will serve to validate currency for all core and business elective credits as long as the completion of Business Policy takes place five or less years from the date of application to the College. If the course is older than five years, the student will be required to complete this requirement again through Thomas Edison State College's course or examination in Business Policy or undergo the Demonstration of Currency conference.

The area of study of the BSBA is unaffected by the role of Business Policy and, therefore, subject to currency review. Up to 9 credits (50 percent) of the 18-credit area of study may be older than 10 years from the date of application to the College and still be placed in the area of study. Any additional older credits applicable to the area of study would have to undergo currency review before being placed in this area of the degree. Students may participate in the Demonstration of Currency conference or possibly validate currency through one of a number of methods available to them.

The Demonstration of Currency conference is a conference between a mentor (expert in the business areas to be demonstrated) and the student which covers contemporary developments common to the credits in question.

Other methods available to business students would be the completion of advanced, related courses or examinations that would validate currency for the older ones or the use of current certification and/or licenses or continuing education units (CEUs) that directly relate to the older credits in question. The completion of additional course work will be done with the advisement of College staff and the review of student credentials related to older credits will be conducted by the College and mentors (when necessary).

Bachelor of Science in Business Administration

Areas of Study

Accounting*

Accounting is the study of how an organization's financial transactions are recorded, controlled and reported. It seeks to analyze the earnings performance and financial position of entities in both the business and not-for-profit sectors of the economy. This area of study is appropriate for those interested in a career in either public or private accounting.

Required Subjects:

Intermediate Accounting I and II

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® examinations and independent study courses.

Please note: Starting in the year 2000, students desiring to become certified public accountants (CPAs) were required to have 150 credits to sit for the CPA examination in New Jersey and many other states. Please contact your state board of accountancy for specific details concerning this change.

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

*Each area of study requires 18 credits.

Administrative Office Management*

Administrative Office Management prepares or enhances students' careers as office or administrative managers. The office or administrative manager is generally responsible for a wide variety of service areas within a business organization: office equipment, furnishings and machines, communications, office supplies and forms management, systems and supervision.

Required Subject:

Office Management

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Prior Learning Assessment (PLA).

Advertising Management*

Advertising Management is an area of study that prepares students for career opportunities in advertising agencies, in advertising media such as newspapers, magazines, radio and television, or in the advertising department of manufacturers, retailers or other business enterprises.

Required Subjects:

Principles of Advertising, Marketing Research, Consumer Behavior, Advertising Media

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study courses and TECEP® examinations.

Banking*

This area of study is designed for students working in financial institutions or considering a career in this area. Subjects covered in this area of study may include financial asset and liability management, consumer credit, mortgage lending, savings banking and investments. The knowledge acquired in this curriculum is required of those in responsible positions with banks, savings and loan associations, consumer finance companies, credit unions and other credit granting institutions.

Required Subjects:

Monetary Theory and Policy, Money and Capital Markets, Financial Institutions and Markets, or Money and Banking

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study, classroom courses and TECEP® examinations.

Computer Information Systems*

Computer Information Systems is the study that includes the gathering, recording, systematizing and interpretation of information essential to the success of modern business. Students employed as computer operators or mechanics, programmers, managerial users of computers or managers of computer service units or systems analysts may elect this area of study to enhance their knowledge in this area.

Required Subjects:

Programming Language, Systems Analysis and Design

How Students Earn Credit in the Area of Study:

Students may complete these credits through independent study or a combination of Thomas Edison State College courses, independent study, TECEP® examinations and classroom courses. Some students also may utilize Prior Learning Assessment (PLA).

Finance*

The area of study in Finance is designed for students who are either employed in or plan to be employed in banking or other financial institutions, stock brokerage firms, in the financial services industry and in the financial division of major organizations. Finance is broadly defined to include financial markets and institutions, investments and the financial management of organizations.

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study and distance education courses, TECEP® examinations and classroom courses.

**Each area of study requires 18 credits.*

General Management*

General Management is an area of study composed of a minimum of three of the four traditional areas of business—accounting, finance, management and marketing. Students interested in having exposure to a number of business areas rather than focusing in depth on one should consider this area of study.

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.

Hospital Health Care Administration*

This area of study is designed to provide students with the managerial skills, attitudes and knowledge needed for administrative/management careers in the health care field. Hospital Health Care Administration is appropriate for students who wish to work or are working in responsible management positions in a wide variety of medical and healthcare institutions and agencies such as hospitals, health maintenance organizations, physicians' group practices and voluntary and governmental agencies.

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study and distance education courses.

Hotel/Motel/Restaurant Management*

This area of study is designed for students either planning to enter various branches of the food, beverage and accommodation services field or already engaged in the industry and seeking to advance their careers through further study.

Required Subject:

Introduction to Hotel/Motel/Restaurant Management

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through either independent study or classroom courses.

Human Resources Management*

Human Resources Management is designed for students interested in working with the human resources of a business—its employees. Students currently working or planning to work in such areas as employee selection, training, management development, industrial relations and compensation should consider this area of study.

Required Subject:

Personnel/Human Resources Management

How Students Earn Credit in the Area of Study:

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

Insurance*

Insurance is an area of study reflective of a growing industry which offers opportunity for job satisfaction, creativity, advancement and income based on the ability of an individual. Students already employed in the industry or planning employment as insurance agents, field representatives, underwriters, claims representatives and investment/estate planners should consider this area of study.

Required Subject:

Principles and Practices of Insurance

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of Prior Learning Assessment (PLA) and classroom courses.

International Business*

The area of study in International Business is designed for two groups of students: those desiring to prepare for careers in international business and service agencies and those presently employed in the international field but working toward a career upgrade. The central theme of this area of study is to adapt the operations of domestic, as well as multinational business firms, to the cultural needs of foreign nationals on a workable business basis.

Required Subjects:

Introduction to International Business. Choose one: International Economics, International Finance or International Marketing.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses.

Logistics*

Logistics includes activities dealing with the control of incoming and outgoing materials such as acquisition of products and materials, inbound and outbound transportation, warehousing, materials handling, order processing, inventory control and supply scheduling. Students already working in, or planning a career in, logistics-related areas should consider this area of study.

Required Subjects:

Distribution and Traffic Management, Introduction to Logistics, Logistics Strategy and Policy, Logistics Support Analysis, Production Planning and Cost Analysis, Quality Assurance, Warehouse and Inventory Management

How Students Earn Credits in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses.

Marketing*

Marketing is defined as the activities involved in marketing products, services and/or ideas. This involves the management of all essential activities from planning the organization's product/service offerings to pricing them, promoting and communicating about them, and distributing them to customers—including consumers, businesses and governments. Students already working in the field of marketing or those aspiring toward careers in

product/brand management, marketing research, channel management, selling and sales management, wholesaling, marketing planning and analysis, public relations and new product development should consider this area of study.

Required Subject:

Marketing Research

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through TECEP® examinations or classroom courses. Many students also include Prior Learning Assessment (PLA).

Operations Management*

This area of study in Operations Management is designed to develop knowledge and expertise in the analysis, design and operation of complex management systems. Students preparing for, or currently in, positions as line managers or staff positions such as inventory planning and control should consider this area of study.

Required Subject:

Introduction to Operations Management

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

*Each area of study requires 18 credits.

Organizational Management*

This area of study is designed for students who will be future managers functioning in a highly competitive and constantly changing global environment. The skills required of these managers will include knowing how to lead and motivate people, build high performance teams, develop world class organizations and understand the dynamics of organizational behavior. The organizational management curriculum provides a foundation for careers in management, human resources management, small business management/entrepreneurship and public agency management.

Required Subject:

Organizational Behavior.
Choose one: Organizational Theory, or Organizational Development and Change

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® examinations, independent study and classroom courses.

Procurement*

This area of study is the study of management dealing with materials acquisition as defined in the public sector of the economy. Some areas covered in this area of study include purchasing and materials management, contract administration/negotiations and cost estimating and pricing. Students already working in the field or those interested in careers such as materials manager, purchasing manager, contract administrator, purchasing agent, expeditor and buyer should consider this area of study.

**Each area of study requires 18 credits.*

Required Subject:

Purchasing Management

How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

Public Administration*

This area of study is designed for students already working in, or planning on careers in, public service at the municipal, state and federal levels; in entering a career in law or in a variety of quasi-public, community service, nonprofit and private organizations directly related to public policy making or government regulation. Some subject areas covered are practice and practical relationships in public administration, budgetary function and public policy.

Required Subject:

Introduction to Public Administration

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

Purchasing and Materials Management*

This area of study is the study of management dealing with materials acquisitions defined in the private sector of the economy. Some areas covered in this area of study include purchasing and materials management, contract administration/negotiations, physical distribution and cost

estimating. Students already working in the field or those interested in careers such as materials managers, contract administrators, purchasing agents, senior buyers and expeditors should consider this area of study.

Required Subject:

Purchasing Management.
Choose one: Physical Distribution Management, Materials and Logistics Management, or Materials and Logistics Policy.

How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or classroom courses.

Real Estate*

Real Estate is the area of study that includes knowledge of real estate investments, urban land economics, real estate law, appraising, finance, taxes, management, sales and accounting. Students interested in this field, either to enhance a career or to better access entry-level positions, should consider this area of study.

Required Subject:

Real Estate Principles and Practices

How Students Earn Credit in the Area of Study:

Students may complete these credits through Prior Learning Assessment (PLA) and/or independent study and classroom courses.

Retailing Management*

This area of study is defined as the final stage of transferring of goods from producers to consumers. Students who are already working or desire to work in their own retail business or with department chain or specialty-type stores should consider this area of study. Although sales are the ultimate goal of retailers, other critical areas of this field are display, merchandising, retail management, advertising and public relations.

Required Subjects:

Introduction to Retailing Management, Retail Buying, Retail Advertising/Sales Promotion/Visual Merchandising

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Prior Learning Assessment (PLA).

Small Business Management/Entrepreneurship*

This area of study is designed to develop small business owners with managerial and financial skills that will help them meet the challenges facing them. In addition, small business managers must possess an entrepreneurial spirit, a heavy dose of enthusiasm and drive to succeed, an ability to work well with people and an understanding of the business environment. Students pursuing this area of study should be able to assess their personal aptitude and potential for small business, to find and evaluate business opportunities, to secure

essential funding and to organize and manage such functional business areas as manufacturing, marketing, accounting and finance.

Required Subjects:

Small Business Management or Introduction to Entrepreneurship, Small Business Finance (preferred) or Managerial Finance, Small Business Marketing (preferred) or Marketing Research

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of TECEP® examinations, Thomas Edison State College courses, independent study and classroom courses.

Transportation/Distribution Management*

Transportation/Distribution Management is the study of the role of transportation/distribution in society and the problems of traffic management within specific industries as well as the management of firms in the transportation/distribution industry such as airlines, urban transit firms, trucking firms and railroads. Students currently working as traffic controllers, warehousing and physical distribution managers and dock/loading supervisors should consider this area of study.

Required Subject:

Introduction to Transportation

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Prior Learning Assessment (PLA).

**Each area of study requires 18 credits.*

RN-BSN/MSN Nurse Educator Degree Program Nurse Educator Certificate Program

The School of Nursing offers RNs online distance learning programs that are accessible, flexible, convenient and cost effective. Admissions are open and rolling; nursing courses are offered quarterly and all courses are available each term. All requirements needed for program completion may be met by courses offered by the College.

More than 400 RNs from throughout the country are enrolled in the School of Nursing; approximately 25 percent are minority and 10 percent male. The average age of the enrolled RN is 41; most have more than 20 years experience in nursing, many are nurse managers in large healthcare settings.

The School of Nursing was established in 1983 as a BSN degree program for RNs. It was initially accredited by the National League for Nursing (NLN) in 1990 and reaccredited by the National League for Nursing Accrediting Commission (NLNAC) in 1994 and 2003. A letter of support to develop the RN-BSN/MSN degree program was received from NLNAC. Information about the School of Nursing may be obtained at:

National League for
Nursing Accrediting Commission (NLNAC)
61 Broadway-33rd Floor
New York, NY 10006
(800) 669-1656

RN-BSN/MSN Nurse Educator Degree Program

The RN-BSN/MSN degree program is designed for RN graduates of associate degree programs of nursing and RN diploma schools of nursing who want to conserve time and money in pursuing either a BSN degree or an MSN degree program, or both. RNs may enroll and complete the BSN degree only, or may enroll and complete the BSN degree and continue on for the MSN degree. The BSN degree will be awarded on completion of all degree requirements for RNs pursuing the RN-BSN/MSN degree as well as for those pursuing the BSN degree only. Three graduate courses (9 credits) that are used toward MSN degree requirements are

included in BSN degree requirements without additional tuition charge. These BSN degree graduates then complete only nine additional courses (27 credits) for the MSN degree. RNs with a previously completed BSN degree may enroll to complete the 36 credit MSN degree program. All graduates of the MSN degree program will receive a Nurse Educator Certificate on degree completion in addition to the diploma.

RN-BSN Degree Program

The RN-BSN degree program 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 online nursing courses include asynchronous group discussions which 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.

Bachelor of Science in Nursing (BSN) Degree Requirements

The BSN degree requires a minimum of 120 semester hours of credit: 60 credits of general education, 48 credits of nursing and 12 credits of free electives. Graduates of associate degree programs of nursing and RN diploma programs of nursing will have satisfied approximately 60 credits toward degree requirements based on prior nursing course work and a current RN license valid in the United States.

RN-BSN Degree Program

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements.....60

- | | |
|--|-----|
| A. English Composition | 6 |
| B. Humanities | 12 |
| At least two subjects must be represented. | |
| C. Social Sciences | 15 |
| At least two subjects must be represented. | |
| D. Natural Sciences and Mathematics | 15 |
| Mathematics | (3) |
| Anatomy and Physiology | (3) |
| Microbiology | (3) |
| Other Natural Sciences/ Mathematics | (6) |
| E. General Education electives | 12 |

II. Professional Nursing Requirements.....48

- | | |
|---|------|
| A. Lower Division | 20 |
| B. Upper Division | 28 |
| Nursing Informatics | (3) |
| Health Assessment | (3) |
| Research in Nursing | (3) |
| Leadership and Management in Nursing | (3) |
| Emerging Trends in Healthcare Technology | (3)* |
| Health Policy | (3)* |
| Community Health Nursing | (7) |
| Seminar in Clinical Competence | (3)* |

*denotes graduate-level courses

III. Free Electives12

Total 120

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 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.

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 Master of Science in Nursing (MSN) degree program, Statistics is a required prerequisite for one of the MSN degree requirements, Evidence Based Nursing Practice, and is required for admission to many graduate nursing programs elsewhere.

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 School of Nursing. Three graduate courses, Health Policy, Emerging Trends in Healthcare Technology and Seminar in Clinical Competence 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 School of Nursing may be found in the *Registration Bulletin* and on the College's Web site 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. Seminar in Clinical Competence is scheduled to be taken as the last course in the BSN degree program as indicated by course prerequisites, and the Community Health Nursing course is scheduled to be taken just prior to Seminar in Clinical Competence. While not required, students may choose to delay taking the graduate courses, Health Policy and Emerging Trends in Healthcare Technology, until the undergraduate nursing courses, other than Community Health Nursing, are completed.



Course Descriptions

Nursing Informatics

3 credits

Nursing Informatics is designed to assess the student's ability to select appropriate software for nursing needs and use literature from nursing informatics and related fields of computer science and information science. The student will explore professional use of computer software, World Wide Web, information systems, computerized decision support, data standards and nursing languages. Analysis of ethical and legal issues associated with computer systems and computerized patient records will also be required.

Health Assessment

3 credits

This course focuses on enhancing the student's comprehensive health assessment skills. Using a lifespan approach, the student examines the components of health and healthy lifestyle. Physical, cultural, psychosocial, spiritual and nutritional variables are examined within the context of a health history and health assessment. Emphasis is placed on diagnostic reasoning and the use of the nursing process to develop a plan of care which addresses health promotion and lifestyle altering activities. Alternative and complementary health practices are discussed as strategies to improve and maintain healthy lifestyles.

Research in Nursing

3 credits

This course is designed to increase the professional nurse's knowledge of the research process. Emphasis is placed on reading, interpreting and evaluating research findings as a basis for evidence-based practice in nursing. Ethical principles in research are explored.

Leadership and Management in Nursing

3 credits

The focus of this course is the development of leadership and management skills needed by the RN for the practice of professional nursing. Theories and concepts essential to understanding the role of the nurse as leader and manager in a changing healthcare delivery system in a variety of community and healthcare settings are explored.

Emerging Trends in Healthcare Technology (graduate-level) 3 credits

This course is designed to examine the impact of current and emerging technology on nursing and healthcare. The role of the advanced practice nurse within this context is examined. Sociocultural, ethical and legal influences will be addressed. The implications of technology for the role of the advanced practice nurse in practice, education, administration and research will be examined.

Prerequisites: Please see the College's *Registration Bulletin* or Web site at www.tesc.edu.

Health Policy (graduate-level) 3 credits

This course provides students with a platform to understand how health policy is initiated, formulated and implemented in the United States. A comprehensive model of policymaking is introduced and core elements of health policy analysis are used to realize how politics, ethics and the economic, social and cultural landscape influence policymaking. Key healthcare trends, forces and issues that shape health policy are emphasized, and the role of the profession of nursing and the individual nurse in policymaking is explored.

Prerequisites: Please see the College's *Registration Bulletin* or Web site at www.tesc.edu.

Community Health Nursing 7 credits

The promotion of health and prevention of illness are the focuses of the Community Health Nursing course. Theories from public health, nursing and social science, along with previously gained knowledge, set the foundation for students to examine and critically think about the health of families and other groups in the community. Health People 2010 serves as a guide throughout the course for the identification of at-risk groups throughout the lifespan.

Prerequisites: Please see the College's *Registration Bulletin* or Web site at www.tesc.edu.

Seminar in Clinical Competence (graduate-level) 3 credits

This course provides students with the learning experiences they need to acquire, and apply their knowledge of, critical thinking, reflective thinking and transformative learning to develop an e-portfolio that presents evidence of both their clinical competence in a selected area of clinical practice and their graduate study achievements. Assignments completed throughout the graduate program will be entered in the e-portfolio and the e-portfolio will be updated with professional and educational experiences as the student progresses through the program. Synthesis of the e-portfolio will be required in the final teaching practicum.

Prerequisites: Please see the College's *Registration Bulletin* or Web site at www.tesc.edu.

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.



BSN-MSN Degree Program

The BSN-MSN degree program is designed for experienced nurses with a BSN degree who are independent learners and who want the convenience and flexibility an online program can offer.

Graduates of the MSN Nurse Educator degree program are prepared as providers of care, as nurse managers and leaders, as educators in schools of nursing and health-care settings and for advanced study. Both an onground teaching practicum and an online teaching practicum are included in MSN degree requirements. The student will select a preceptor and teaching site for the onground practicum. An online undergraduate nursing course offered by the School of Nursing will be assigned for the online practicum and the student will be precepted by the course mentor. The MSN degree requires twelve courses (36 credits): five core courses, two electives and five courses in the major area of study Nursing Education.

**Note: prerequisites have been established for all required courses in the MSN degree program. Students should refer to the Registration Bulletin or the College Web site at www.tesc.edu for information on the prerequisites. Courses should not be scheduled until the prerequisites are satisfied. In the MSN degree program, Seminar in Clinical Competence is designed to be taken first and the Nursing Education Seminar and Online Practicum last. The courses in the Nursing Education area of specialty should be scheduled as a group according to the established prerequisites.*

Master of Science in Nursing (MSN)

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS |
|---|-----------|
| Core courses: | 15 |
| Seminar in Clinical Competence | 3 |
| Emerging Trends in Healthcare Technology | 3 |
| Health Policy | 3 |
| Evidence Based Nursing Practice | 3 |
| Nursing Leadership in a Global Community | 3 |
| Electives | 6 |
| Area of Study/Specialty..... | 15 |
| Theoretical Foundations and Instructional Strategies in Nursing Education | 3 |
| Curriculum Theory and Development in Nursing Education | 3 |
| Testing, Assessment and Evaluation | 3 |
| Nursing Education Seminar and Onground Practicum | 3 |
| Nursing Education Seminar and Online Practicum | 3 |
| Total credits: 36 | |

Course Descriptions

Seminar in Clinical Competence

3 credits

This course provides students with the learning experiences they need to acquire, and apply their knowledge of, critical thinking, reflective thinking and transformative learning to develop an e-portfolio that presents evidence of both their clinical competence in a selected area of clinical practice, and their graduate study achievement. Assignments completed throughout the graduate program will be entered in the e-portfolio and the e-portfolio will be updated with professional and educational experiences as the student progresses through the program. Synthesis of the e-portfolio will be required in the Nursing Education Seminar and Online Practicum.

Emerging Trends in Healthcare Technology 3 credits

This course is designed to examine the impact of current and emerging technology on nursing and healthcare. The role of the advanced practice nurse within this context is examined. Sociocultural, ethical and legal influences will be addressed. The implications of technology for the role of the advanced practice nurse in practice, education, administration and research will be examined.

Health Policy 3 credits

This course provides students with a platform to understand how health policy is initiated, formulated and implemented in the United States. A comprehensive model of policymaking is introduced and core elements of health policy analysis are used to realize how politics, ethics and the economic, social and cultural landscape influence policymaking. Key healthcare trends, forces and issues that shape health policy are emphasized, and the role of the profession of nursing and the individual nurse in policymaking is explored.

Evidence Based Nursing Practice 3 credits

The focus is on research development and its utilization through student selection, examination and resolution of a clinical nursing problem. Exploration and integration of extant scientific evidence, use of clinical judgment, identification of patient preferences and assessment of available resources are the conceptual elements used to promote evidence-based clinical practice.

Nursing Leadership in a Global Community 3 credits

This course examines human diversity and healthcare through a global perspective. Issues of social justice and allocation of resources across populations are examined. The implications of living with transportation and information technology that link all parts of the world also are examined. Effects on healthcare, disease prevention and health promotion are discussed. The practice and leadership roles of nursing across the global community are examined within this sociopolitical context.

Electives 6 credits

Students may choose any two graduate-level nursing courses relevant to advanced nursing practice or to nursing education. However, to insure acceptance toward MSN degree requirements, students are advised to seek approval prior to registering for the course.

Theoretical Foundations and Instructional Strategies in Nursing Education 3 credits

This course is designed to provide the foundation for understanding theories, philosophies and strategies of teaching and learning that have influenced, and still influence, nursing education. Principles of adult education, teaching and learning theories and strategies will be discussed. The three domains of learning: cognitive, affective and psychomotor, in relation to nursing education, will be explored throughout the course. Students will have the opportunity to explore their own methods of learning and develop their own philosophy of education. Ethical and legal issues as related to students in all different environments will be emphasized. *This course sets the foundation for all of the other education courses in the curriculum.*

Curriculum Theory and Development in Nursing Education 3 credits

This course is designed to address the study of curriculum development, design, implementation and evaluation in nursing education. Historical and philosophical foundations of nursing education are examined. The practical application and synthesis of curriculum theory is emphasized. The role of the educator in the dynamic relationship between the practice setting, research and curriculum is examined.

Testing, Assessment and Evaluation 3 credits

Course emphasis is on preparing teachers in nursing curricula to focus on learning outcomes. The concepts of measurement and evaluation are examined as the basis for studying how instruction, testing, assessment and evaluation of student learning are interrelated. Formative, summative, qualitative and quantitative assessment methodologies are applied to evaluate learning in various educational settings.

Nursing Education Seminar and Onground Practicum

3 credits

The purpose of this course is for the student to synthesize education and nursing theory, instructional strategies and clinical competence into the role of nurse educator in a face-to-face setting. An individualized educational practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and the onground preceptor. In this experience students are required to reflect on their prior learning as they transition into leadership roles in education and practice settings.

Nursing Education Seminar and Online Practicum

3 credits

The purpose of this capstone course is for the student to synthesize educational and nursing theory, instructional strategies and clinical competence into the role of the nurse educator in an online setting. An individualized, educational Practicum in the online environment is assigned and monitored by the mentor and online preceptor. In this culminating experience students are required to reflect on their prior learning as they transition into leadership roles in education and practice settings. Completion and submission of the e-portfolio will be required for students in the MSN degree program.

Nurse Educator Certificate Program

The 12- to 15-graduate-credit Nurse Educator Certificate Program is designed for experienced RNs with a Master's in Nursing degree who want to develop the knowledge and skills needed to teach in schools of nursing and healthcare settings. The program includes three theory courses and the student's choice of either an onground teaching Practicum or an online teaching Practicum, or both. The student will select a preceptor and teaching site for the Onground Practicum. An online undergraduate nursing course offered by the School of Nursing will be assigned for the Online Practicum and the student will be precepted by the course mentor. The total number of credits required for the certificate is determined by the student's choice of one or both Practicums. A Nurse Educator Certificate is awarded on completion of the final Practicum.

Note: Prerequisites have been established for the education courses required for the MSN degree and Nurse Educator Certificate Program. Students should refer to the *Registration Bulletin* and the College Web site, www.tesc.edu, for information on the prerequisites. Certificate students are expected to complete the theory courses prior to the teaching Practicum(s) and meet all other established prerequisites pertinent to the education courses.

Nurse Educator Certificate Program Requirements:

| | |
|---|----------------------|
| Theoretical Foundations and Strategies in Nursing Education | 3 |
| Curriculum Theory and Development in Nursing Education | 3 |
| Testing, Assessment and Evaluation | 3 |
| Nursing Education Seminar and Onground Practicum | 3 |
| <i>and/or</i> | |
| Nursing Education Seminar and Online Practicum | 3 |
| Certificate: | 12-15 credits |

Note: Course descriptions are found on Pages 87-88.

School of Nursing Policies

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2006, and students enrolling in the Nurse Educator Certificate program with requirements effective July 1, 2005. Policies governing students in the RN-BSN/MSN degree program are essentially the same for students pursuing the Master of Science in Nursing (MSN) degree as for those pursuing the Bachelor of Science in Nursing (BSN) degree. Differences in policy are primarily those that pertain to minimum grade required for acceptance of credit and for graduation.

Admissions

- Admission to all programs offered by the School of Nursing will be open and rolling.
- All applicants to the School of Nursing must be graduates of an RN diploma program of nursing; 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 applicants to the 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 Nurse Educator Certificate programs.

Admissions Process

All applicants to the School of Nursing must:

- Submit the completed School of Nursing application with nonrefundable fee to the Office of Admissions.
- Submit a notarized copy of their current registered nurse (RN) license valid in the United States.
- Have official transcripts sent to the Office of the Registrar from the institutions where all previous degrees and credits were awarded.
- Have the ability to send and receive e-mail, 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.
- Submit a credential review fee along with the application fee when applying to the BSN degree program.

Enrollment

- Will be in effect on completion of the admissions process; enrollment materials will be provided and those enrolled in a degree program will be given access to advisement services.
- Will include an academic program evaluation for students enrolled in the BSN degree program; students enrolled in the MSN degree program and the Nurse Educator Certificate program will have credits transcribed as credits are applied.
- Will remain in effect as long as students earn a minimum of 3 credits that apply to their degree or certificate program in each 12 month period.

Re-enrollment

- Students returning to the BSN or to the MSN degree program or the Nurse Educator Certificate program from Inactive or Leave of Absence status must submit the appropriate completed Re-enrollment from Inactive or Re-enrollment from Leave of Absence form along with the required fees to the Office of the Bursar.
- Students returning to the BSN or to the MSN degree program or the Nurse Educator Certificate program from Inactive or Leave of Absence status must submit a notarized copy of their current RN license, valid in the U.S., to the Office of the Registrar on return to active status.
- Students returning to the BSN degree program from Inactive status will pay the application fee and the BSN Credential Review Fee.
- Students returning to the BSN degree program from Leave of Absence status will pay the BSN Credential Review Fee
- Students returning to the MSN degree or the Nurse Educator Certificate program from Inactive or Leave of Absence status will pay the application fee.

Degree/Certificate Program Requirements

- Students may complete degree requirements by course, exam or Prior Learning Assessment (PLA).
- No residency is required for programs offered by the School of Nursing.
- 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 insure acceptance.

- Nursing credits earned prior to application to the degree or certificate programs that may satisfy requirements for the MSN degree or certificate program will be reviewed for acceptance upon student written request to the academic advisor for nursing.
- Nursing credits earned prior to application to the degree or certificate programs must be newer than 10 years at the time of application to the degree or certificate program to be considered for acceptance.
- Nursing credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C 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.
- Nursing credits earned prior to application that may satisfy requirements for the MSN degree must carry a grade equivalent of B or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.
- Nursing students enrolled in the BSN degree program must maintain a minimum cumulative GPA of C (2.00) or better.
- Students enrolled in the BSN degree program must earn a grade of C (73) in the nursing courses for the credit to be accepted toward the degree.
- Students enrolled in the MSN degree program must maintain a cumulative GPA of B (3.00) or better.
- Students enrolled in the Nurse Educator Certificate program must earn a grade of B (83) or better for the course to be applied to program requirements.
- Students enrolled in the BSN degree program may repeat each nursing course one time.
- Students enrolled in the MSN degree program may repeat two nursing courses, one time each.
- Students enrolled in the Nurse Educator Certificate Program may repeat each nursing course one time.
- Students enrolled in the BSN degree will be governed by College policies in regard to general education credit requirements.

Graduation

- All students in the School of Nursing degree programs will submit the Request for Graduation, with graduation fee, according to College guidelines.
- All students in the School of Nursing degree programs must maintain the established GPA and have satisfied all financial obligations to be eligible for graduation.
- All students in the Nurse Educator Certificate program must complete all course requirements and have satisfied all financial obligations to be eligible for certificate award.
- Students completing the MSN degree Nurse Educator program will be awarded a Nurse Educator Certificate in addition to the MSN degree on program completion.

Appeals

- All students in the School of Nursing will follow College policies on Appeals as outlined on Page 127.

Nonenrolled RNs

- RNs not enrolled in the School of Nursing may take two nursing courses prior to enrolling in the RN-BSN/MSN degree program or the Nurse Educator Certificate program.
- Courses that are restricted to students enrolled in the School of Nursing include Community Health Nursing, Seminar in Clinical Competence and the teaching Practicums.

Updated Credentials for Selected Courses

- Evidence of a current and valid RN license and malpractice insurance are required at the time the student registers for the Community Health Nursing course in the BSN degree program and for the teaching Practicums in the MSN degree and Nurse Educator Certificate programs.
- Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check prior to registering for the teaching practicum in the MSN degree and the Nurse Educator Certificate programs.

Earning Credit to Complete an Undergraduate Degree

Course Options

- Guided Study Courses
- Online Courses
- e-Pack® Courses
- Prior Learning Assessment (PLA)

Testing Options

- TECEP® (Thomas Edison State College Examination Program)
- CLEP
- DANTES
- Other Testing Programs

Thomas Edison State College offers several convenient opportunities for earning college credit. Some of the options allow students to earn credit for college-level knowledge they have already acquired, while other options offer opportunities for new learning.

Licenses and Certificates Honored

Programs Recommended for College Credit by the American Council on Education (ACE)

- Corporate and Business Training Programs
- Current ACE/College Credit Recommendation Service Sponsors

Military Education and Training Programs

Servicemembers Opportunity Colleges

Degree Completion Options Through Other Institutions

Course Options

Students may register for courses in several different formats: Guided Study courses, online courses, e-Pack® courses and Prior Learning Assessment (PLA) courses. 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.

Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a structured format with the guidance of a mentor. In addition to basic texts, most courses include a study guide, supplemental readings, and other media, including audio and video. Self-assessment tests and exercises are often incorporated into the course materials. Mentors assess students' academic progress through written assignments and proctored examinations. They are available for consultation by mail, e-mail or telephone.

Online Courses

Online courses (OL) use the Internet to create an active learning environment. These courses are designed to provide an interactive learning experience in a structured format, but without imposing barriers of time and place. Online courses put you in contact with the wide array of learning resources on the Internet. Further, discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Mentors provide focus to the course and feedback on discussions. Individual assignments are submitted via MyEdison, the College's online course management system that utilizes the Blackboard platform. Mentors are also available for consultation by e-mail or telephone. Thomas Edison State College nursing courses (NU and NG) are offered online.

e-Pack® Courses

e-Pack® courses (EP) provide a method of independent learning in which the student studies at his/her own pace, preparing for a comprehensive final examination by taking a series of short diagnostic quizzes delivered online. This credit-earning option is perfect for self-motivated students who want the freedom of self-paced learning within a semester timeframe, but would benefit from diagnostic testing to gauge their readiness for the

comprehensive examination. The diagnostic quizzes serve to break up the subject matter into very manageable learning modules. They also provide simple, easy-to-understand, real-time feedback on each question the student answers. By using the feedback, the student will know which topics need further review and which have been mastered. Each course is designed around a textbook, and features access to the Web-based diagnostic quizzes, an opportunity to earn credit on the comprehensive examination and Web site support.

Prior Learning Assessment (PLA) Courses

Thomas Edison State College's online Prior Learning Assessment (PLA) program provides a flexible option for students to earn college credit. Through this process, your previously earned college-level knowledge may be translated into college credit. Areas in which you may have acquired college-level knowledge include: employment experience, volunteer work, adult education courses, seminars, workshops, military service, community service, hobbies, in-service training and other life experiences.

A PLA course lets you demonstrate to a mentor, who is an expert in the subject matter, what college-level knowledge you possess in a particular course. The mentor guides you through the process of developing a PLA portfolio using MyEdison, the College's online course management system that utilizes the Blackboard platform.



Thomas Edison State College Undergraduate Courses

Most of the courses listed below are offered as both Guided Study and online courses. Many are also offered as e-Pack® courses. To check delivery methods and read descriptions, please see the *Registration Bulletin*, which is mailed to all student in June and is also available online. To preview a course, go to www.tesc.edu/catalog.

ADMINISTRATION OF JUSTICE

AOJ-303.....White Collar Crime
AOJ-381.....Criminal Behavior and Victimology
AOJ-484.....Public Policy, Crime and
Criminal Justice

BUSINESS AND MANAGEMENT

ACC-101.....Principles of Financial Accounting
ACC-102.....Principles of Managerial Accounting
ACC-303.....Cost Accounting
ACC-401.....Advanced Accounting
ACC-411.....Auditing
ACC-421.....Federal Income Taxation
BUE-101.....Personal Finance for 2000
and Beyond
BUS-101.....Introduction to Business
BUS-161.....Business Mathematics
BUS-421.....Business Policy
CIS-107.....Computer Concepts and
Applications
CIS-351.....Software Engineering
FIN-301.....Principles of Finance
LAW-201.....Business Law
MAN-230.....Introduction to Entrepreneurship
MAN-301.....Principles of Management
MAN-311.....Organizational Behavior*
MAN-331.....Human Resources Management
MAN-372.....International Management
MAN-373.....Managerial Communications
MAN-432.....Small Business Management
MAR-301.....Introduction to Marketing
MAR-306.....Creating and Implementing the
Electronic Enterprise
MAR-310.....Principles of Sales

* This may be classified as either business or social sciences, depending on the degree program requirements.

MAR-335.....New Product Development
and Marketing
MAR-441.....Marketing with Electronic Media
MAR 479.....Applied Marketing Practices
OPM-301.....Introduction to Operations
Management

ENGINEERING TECHNOLOGY

CTR-211.....Electronic Instrumentation
and Control
ELC-201.....Electronic Communication Systems

HUMAN SERVICES

FIT-190.....First Aid, CPR, Safety
FIT-211.....Kinesiology
FIT-230.....Individual Assessment of
Fitness and Wellness
FIT-250.....Principles and Programs of
Fitness and Wellness
FIT-280.....Exercise and Nutrition for
Special Populations
HEA-305.....Women's Health

HUMANITIES

ART-100.....A World of Art
ART-166.....Art History I
ART-167.....Art History II
COM-120.....Introduction to Mass
Communications I
COM-121.....Introduction to Mass
Communications II
COM-209.....Public Speaking
COM-335.....Elements of Intercultural
Communication
ENG-201.....Technical Writing
ENG-298.....Jane Austin: Pride and Prejudice
ENG-393.....One Writer's Vision: Jane Austen
HUM-101.....Humanities I

HUM-102.....Humanities II
 JOU-352.....News Writing
 LIT-101.....Introduction to Modern English
 and American Literature I
 LIT-102.....Introduction to Modern English
 and American Literature II
 LIT-111.....American Literature I
 LIT-112.....American Literature II
 LIT-202.....Literary Roots of Western Culture
 LIT-221.....Introduction to Children's Literature
 LIT-291.....Analysis and Interpretation
 of Literature
 LIT-301.....Advanced American Literature I
 LIT-302.....Advanced American Literature II
 LIT-331.....African Encounters
 PHI-286.....Contemporary Ethics
 PHI-384.....Ethics and the
 Business Professional
 PHO-101.....Introduction to Photography
 REL-275.....Introduction to Islam
 REL-405.....Introduction to World Religions
 REL-406.....Eastern Religions
 REL-407.....Western Religions
 SPA-101.....Elementary Spanish I
 SPA-102.....Elementary Spanish II
 SPA-103.....Elementary Spanish III

NATURAL SCIENCES/MATHEMATICS

AST-101.....Introductory Astronomy
 BIO-101.....Introductory Biology
 BIO-108.....The Science of Nutrition
 CHE-101.....Survey of Chemistry
 CHE-111.....General Chemistry I
 CHE-112.....General Chemistry II
 COS-101.....Introduction to Computers
 COS-116.....C Programming
 COS-213.....C++ Programming
 COS-231.....Assembly Language
 COS-241.....Data Structures
 COS-330.....Computer Architecture
 COS-352.....Operating Systems

COS-451Artificial Intelligence
 EAS-101.....General Earth Science
 ENS-314.....Global Environmental Change
 GEO-151.....Physical Geology
 GER-412Biological Aspects of Aging
 MAT-115.....Intermediate Algebra
 MAT-121.....College Algebra
 MAT-128.....Precalculus for Business
 MAT-129.....Precalculus for Technology
 MAT-231.....Calculus I
 MAT-232.....Calculus II
 MAT-270.....Discrete Mathematics
 PHY-111.....Physics I
 PHY-112.....Physics II
 STA-201.....Principles of Statistics

NURSING (Undergraduate and Graduate Courses)

NUR-340.....Nursing Informatics
 NUR-405.....Professional Issues
 NUR-416.....Health Assessment
 NUR-418.....Research in Nursing
 NUR-428.....Leadership and Management
 in Nursing
 NUR-430.....Independent Study
 NUR-441.....Community Health Nursing
 NUR-500.....Seminar in Clinical Competence
 NUR-501.....Emerging Trends in
 Healthcare Technology
 NUR-529.....Health Policy
 NUR-530.....Evidence Based Nursing Practice
 NUR-600.....Nursing Leadership in a
 Global Community
 NUR-630.....Theoretical Foundations and
 Instructional Strategies in
 Nursing Education
 NUR-700.....Curriculum Theory and
 Development in Nursing
 Education
 NUR-710.....Testing, Assessment
 and Evaluation
 NUR-720.....Nursing Education Seminar
 and Onground Practicum

NUR-730.....Nursing Education Seminar
and Online Practicum
HPS-200Statistics for the Health Professions

SOCIAL SCIENCES

ANT-101.....Introduction to Anthropology
ARC-101.....Introduction to Western Archaeology
ECO-111.....Macroeconomics
ECO-112.....Microeconomics
ECO-490.....International Economics
HIS-101.....Western Civilization I
HIS-102.....Western Civilization II
HIS-113.....American History I
HIS-114.....American History II
HIS-210.....American Civil Rights Movement
HIS-235.....American Civil War
HIS-261.....Introduction to Chinese History
and Culture
HIS-301.....African History and Culture
HIS-302.....The Renaissance:
Origins of the Modern West
HIS-310.....The Middle East
HIS-356.....War and American Society
POS-110.....American Government
POS-310.....Constitutional Issues
PSY-101.....Introduction to Psychology
PSY-211.....Developmental Psychology
PSY-300.....Thanatology: An Understanding of
Death and Dying
PSY-317.....Worlds of Childhood
PSY-322.....Research in Experimental
Psychology
PSY-331.....Introduction to Counseling
PSY-350.....Abnormal Psychology
PSY-352.....Psychology of Personality
PSY-360.....Organizational Theory
PSY-361.....Organizational Behavior*
PSY-363.....Industrial Psychology
PSY-370.....Introduction to Social Psychology

PSY-379.....Social Psychology
SOC-101.....Introduction to Sociology
SOC-210.....Marriage and the Family
SOC-315.....Social Gerontology
SOC-322.....Dealing with Diversity
SOC-361.....Complex Organizations
SOC-362.....Sociology of Work
SOC-376.....Women and Social Action
SOC-387.....Modern Sociological Foundations
SOC-417.....Contemporary Sociological Theory
SOS-110.....Living in the Information Age
SOS-150.....Self-Assessment and Career
SOS-304.....Drugs and Society
SOS-320.....Management of Stress and Tension
SOS-440.....Terrorism
SOS-492.....Research Methods in the
Social Sciences

NUCLEAR ENGINEERING TECHNOLOGY

NUC-412.....Radiation Biophysics
NUC-413.....Radiation Interactions

** This may be classified as either business or social sciences, depending on the degree program requirements.*

Prior Learning Assessment (PLA)

Through the Prior Learning Assessment (PLA) process, the college-level skills and knowledge students have acquired from their work experience, volunteer activities, training programs, hobbies, religious activities, homemaking skills, independent reading and special accomplishments can very often be translated into college credit.

A PLA course is the vehicle for demonstrating, to a mentor who is an expert in the field, the college-level knowledge that a student possesses in a particular course area. The mentor guides the student in the development of an electronic portfolio through an online PLA course(s) that matches his/her prior college-level learning.

With the exception of physical education activity courses, field experience, student teaching, cooperative study, practicum courses, English Composition I & II, internships, seminar and "Selected Topics" courses, independent study or lab courses, any college-level subject is eligible for PLA. Lab courses must be accompanied by related theory courses.



Prior Learning Assessment (PLA) on the Web

To learn more about the Prior Learning Assessment (PLA) process, students should visit the College Web site at www.tesc.edu/prospective/undergraduate/credit/pla.phb. There is a self-assessment to help determine a student's readiness for PLA and a tutorial on how to develop a PLA portfolio. To browse the PLA Course Description Database visit www.tesc.edu/plasearch/.

The Prior Learning Assessment (PLA) Process

The assessment of prior learning can help students advance their educational goals. Students begin the PLA process by identifying their areas of PLA college-level knowledge and skills. Busy adults often do not have an opportunity to consider all they have learned. This early step in the PLA process often provides new insight into the richness and diversity of one's life.

Next, the student chooses the areas for which he/she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for PLA. The decision about each subject area should be based on whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject. Once the student has identified potential PLA courses, he/she will discuss the viability of the course of study with an advisor. For detailed information on the process, contact an advisor or visit the College Web site at www.tesc.edu/prospective/undergraduate/credit/pla.phb. The only prerequisite for pursuing PLA is successful completion of the College's English composition requirement.

Prior Learning Assessment (PLA) Standard Courses

The following are Standard Prior Learning Assessment (PLA) courses offered online at Thomas Edison State College. Students may also set up Individualized PLA courses by choosing an appropriate description from among thousands on the College Web site. Please see Page 96 for details.

ADMINISTRATION OF JUSTICE

AOJ-115Report Writing for Police
AOJ-131Introduction to Security
AOJ-211Motor Vehicle Laws and
Traffic Control
AOJ-244Narcotics Identification and
Investigation
AOJ-246Principles of Investigation
AOJ-281Police Instructor Development
AOJ-341Interviewing and Interrogating
AOJ-383Crime Prevention

BUSINESS AND MANAGEMENT

ACC-102Principals of Managerial Accounting
ACC-121Payroll Taxes
ACC-421Federal Income Taxation
BUS-212Records Management
BUS-301Managing Business Projects
BUS-311Business in Society
BUS-421Business Policy
CIS-107Computer Concepts and
Applications
CIS-301Management Information Systems
CIS-311Database Management
CIS-320System Analysis and Design I
CIS-344Computer Security
CIS-351Software Engineering
HRM-366Training Administration
MAN-301Principles of Management
MAN-331Human Resources Management
MAN-373Managerial Communications
MAR-301Introduction to Marketing
MAR-310Principles of Sales

CHILD DEVELOPMENT SERVICES

CDS-110Creative Arts for Preschool Children
CDS-210Introduction to Early
Childhood Education
CDS-352Parent Involvement in Daycare

COMPUTER APPLICATIONS

CAP-104Hardware and Software
CAP-140Introduction to the Internet
CAP-171Windows
CAP-302Computer Networking Systems
CAP-350Web Page Development
SES-170Excel
SES-174PowerPoint
SES-179Microsoft Word for Windows
SES-211Clerical Office Practice

ELECTRICAL TECHNOLOGY

ELE-141Electrical Wiring
ELE-212AC Circuits
ELE-231Transmission and Distribution

ENGINEERING MECHANICS

EGM-211Statics
EGM-213Strength of Materials

ENGINEERING TECHNOLOGY

ELD-201Digital Electronics
ELD-311Microprocessors
ELT-201Electronic Devices
GRA-202Dimensioning & Tolerance
GRA-251Computer Aided Drafting
& Design I
GRA-252Computer Aided Drafting
& Design II

HOTEL MANAGEMENT

HMM-140Introduction to the
Hospitality Industry
HMM-201Food Service Sanitation

HUMANITIES

ART-101Drawing I
ART-111Painting

ART-221.....Two-Dimensional Design
 COM-108Fundamentals of Speech
 COM-209Public Speaking
 COM-226Video Production I
 COM-330Interpersonal Communication
 COM-402Interviewing
 ENG-201.....Technical Writing
 ENG-216.....Business Letter and Report Writing
 ENG-217.....Business Letter and
 Report Writing II
 ENG-231.....Fiction Writing
 ENG-243.....Writing Poetry I
 JOU-280Public Relations Writing
 and Editing
 JOU-300Advanced Journalism
 JOU-393Desktop Publishing
 MUS-128.....Piano Pedagogy
 MUS-142.....Applied Music I
 MUS-143.....Applied Music II
 MUS-144.....Counterpoint I
 MUS-145.....Counterpoint II
 MUS-160.....Elementary Piano I
 MUS-161.....Elementary Piano II
 MUS-168.....Guitar I
 MUS-182.....Music History I
 MUS-183.....Music History II
 MUS-225.....Applied Music III
 MUS-301.....Music Theory I
 MUS-302.....Music Theory II
 MUS-360.....Advanced Piano I
 MUS-372.....Form and Analysis I
 MUS-376.....Hymn Playing
 MUS-379Conducting I
 PHO-101.....Introduction to Photography
 PHO-221.....Color Photography
 PHO-363.....Digital Camera I
 PHO-364.....Digital Camera II
 REL-201.....Women in Religion
 REL-229.....Principles of Christian Faith
 REL-296.....The Nature of the Bible
 SPA-301.....Advanced Spanish I

SPA-302.....Advanced Spanish II
 SPA-327.....Advanced Conversation I
 SPA-378.....Advanced Translation I
 SPA-380.....Business Spanish I
 SPA-411.....Creative Writing in Spanish
 SPA-470.....Interpretation
 THA-120Acting I
 THA-124Acting II

HUMAN SERVICES

HEA-195First Aid
 HEA-198Cardiopulmonary Resuscitation

LIBRARY SCIENCE

LIS-101Introduction to Library Resources

NATURAL SCIENCES

COS-101.....Introduction to Computers
 COS-191.....Visual BASIC
 COS-231.....Assembly Language
 COS-241.....Data Structures
 COS-283.....UNIX
 COS-315.....Object Oriented Design
 EAS-131.....Elements of Meteorology

NUCLEAR ENGINEERING TECHNOLOGY

NUC-351.....Nuclear Instrumentation
 and Control
 NUC-421.....Reactor Theory

PHYSICAL EDUCATION

PYT-301.....Coaching Softball

REAL ESTATE

REE-103.....Real Estate Principles/Practices I
 REE-104.....Real Estate Principles/Practices II
 REE-321.....Real Estate Marketing

SOCIAL SCIENCES

PSY-334.....Psychology of Sport
 SOC-305.....Crisis Intervention
 SOC-316Child Abuse/Maltreatment
 SOC-322Dealing with Diversity

Testing Options

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.

The College offers its own credit-by-examination program, the Thomas Edison State College Examination Program (TECEP®), and serves as a test center for the College-Level Examination Program (CLEP), DANTES (previously a military program now also available to civilians), the Ohio University Examination Program, and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs, refer to the “Other Testing Programs” section of this *Catalog*. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently 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.

Thomas Edison State College Examination Program (TECEP®)

The Thomas Edison State College Examination Program (TECEP®) offers students an opportunity to earn college credit for college-level knowledge gained through work, hobbies, independent reading or other activities. Sixty different examinations, covering a wide range of liberal arts, business and professional areas are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from two to four hours.

The tests have been prepared by teams of other college faculty who have taught comparable undergraduate-level courses in the areas covered by these examinations. Each examination is based on an outline of a particular area of study.

Students enrolled in Thomas Edison State College may earn credit by passing any TECEP® examination, but are encouraged to contact the Advisement Center to be sure tests will satisfy their degree requirements. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP® examinations.



e-TECEP® Online Testing

Thomas Edison State College, in cooperation with ACT, Inc., is offering proctored online testing as an option for certain selected TECEP® examinations at more than 200 ACT Centers nationwide.

Examinations available via the e-TECEP® option will have a fee. Information regarding registration can be found on the College Web site at www.tesc.edu/students/tecep/tecep.php. Information regarding ACT Center location and policies can be found at www.ACT.org.

Students may also continue to take their proctored examinations in the standard paper-and-pencil format.

Online Information

Complete information describing all aspects of the TECEP® program is available on the College Web site at www.tesc.edu/students/tecep/tecep.php.

Test Registration

Test Registration Forms are available online at www.tesc.edu/students/tecep/regadmin.php or in the back of the *Registration Bulletin*. Students may register by mail or by fax.

Test Administration

The College administers the examinations twice a month at Thomas Edison State College in Trenton, N.J. Students may also test at any regionally accredited American college, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the Test Registration Form and at www.tesc.edu/students/tecep/regadmin.php.

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. The minimum score required to pass each TECEP® examination is listed on its individual test description at the online address shown below in "Test Description Information." After testing, students will receive a score report from the Office of Learning Assessment that includes the test score they received and whether or not they passed. Please note that TECEP® examination results may not be given out over the telephone or e-mail. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

Repeating a TECEP® Examination

Students may repeat a TECEP® examination once if they do not pass, and they must wait at least three months before doing so.

Test Description Information

Each TECEP® test has an individual test description, containing a list of test topics, the relative importance of each topic on the test as well as sample questions and study materials. The test descriptions are available online at www.tesc.edu/students/tecep/teceplist.php. Because TECEP® examinations are revised on a year-round basis, students should check the Web site before registering, to ensure that they have the most current test description.

Test Cancellation/Irregularities

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student initiated cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and the student will forfeit the test fee.

TECEP® Examinations

TECEP® results are transcribed on a pass/fail basis only. Letter grades, numerical scores and failing scores are NOT transcribed. The minimum score required to earn credit is equivalent to a letter grade of C.

BUSINESS AND MANAGEMENT

| | |
|--|------------|
| Federal Income Taxation | ACC-421-TE |
| Business in Society | BUS-311-TE |
| Business Policy | BUS-421-TE |
| Introduction to Computer Information Systems | CIS-102-TE |
| Database Management | CIS-311-TE |
| Principles of Finance | FIN-301-TE |
| Security Analysis and Portfolio Management | FIN-321-TE |
| Financial Institutions and Markets | FIN-331-TE |
| International Finance | FIN-334-TE |
| Business Law | LAW-201-TE |
| Principles of Management | MAN-301-TE |
| Organizational Behavior* | MAN-311-TE |
| Labor Relations & Collective Bargaining* | MAN-321-TE |
| Advanced Labor Relations & Collective Bargaining* | MAN-322-TE |
| Human Resources Management | MAN-331-TE |
| Introduction to Marketing | MAR-301-TE |
| Marketing Communications | MAR-321-TE |
| Sales Management | MAR-322-TE |
| Advertising | MAR-323-TE |
| Marketing Channels | MAR-331-TE |
| Marketing Research | MAR-411-TE |
| Marketing Management Strategy | MAR-425-TE |
| Introduction to Operations Management | OPM-301-TE |

COMPUTER APPLICATIONS

| | |
|------------------------------------|------------|
| Word Processing Fundamentals | SES-131-TE |
|------------------------------------|------------|

ENGLISH COMPOSITION

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

HUMAN SERVICES

| | |
|--|------------|
| Counselor Training: Short-Term Client Systems | COU-322-TE |
| Kinesiology | FIT-211-TE |
| Community Health | HEA-301-TE |
| Introduction to Human Services | HUS-101-TE |

HUMANITIES

| | |
|--|------------|
| Art History I | ART-166-TE |
| Art History II | ART-167-TE |
| Public Relations Thought & Practice | COM-210-TE |
| Technical Writing | ENG-201-TE |
| Introduction to the History of Film | FIL-160-TE |
| Introduction to News Reporting | JOU-110-TE |
| Shakespeare I | LIT-320-TE |
| Introduction to the Art of Theater | THA-101-TE |

NATURAL SCIENCES/MATHEMATICS

| | |
|--------------------------------|------------|
| The Science of Nutrition | BIO-108-TE |
| Anatomy and Physiology | BIO-211-TE |
| QBASIC | COS-110-TE |
| C Programming | COS-116-TE |
| BASIC | COS-117-TE |
| Operating Systems | COS-352-TE |
| Physical Geology | GEO-151-TE |
| Physics I | PHY-111-TE |
| Physics II | PHY-112-TE |
| Principles of Statistics | STA-201-TE |

SOCIAL SCIENCES

| | |
|--|------------|
| Labor Relations & Collective Bargaining* | LAS-321-TE |
| Advanced Labor Relations & Collective Bargaining* | LAS-322-TE |
| Introduction to Political Science | POS-101-TE |
| Developmental Psychology | PSY-211-TE |
| Psychology of Women | PSY-270-TE |
| Thanatology: An Understanding of Death and Dying | PSY-300-TE |
| Research in Experimental Psychology | PSY-322-TE |
| Introduction to Counseling | PSY-331-TE |
| Behavior Modification Techniques in Counseling | PSY-339-TE |
| Abnormal Psychology | PSY-350-TE |
| Psychology of Personality | PSY-352-TE |
| Organizational Behavior* | PSY-361-TE |
| Industrial Psychology | PSY-363-TE |
| Introduction to Social Psychology | PSY-370-TE |
| Marriage and the Family | SOC-210-TE |
| Social Gerontology | SOC-315-TE |
| Alcohol Abuse: Fundamental Facts | SOS-301-TE |
| Substance Abuse: Fundamental Facts | SOS-303-TE |

* These examinations may be classified as either a social sciences or business concentration, depending on your degree program requirements.

All examinations are 3 credits except Anatomy and Physiology, which is 6.

College-Level Examination Program (CLEP)

The following college-level examinations in the CLEP program (College-Level Examination Program) are administered at Thomas Edison State College in Trenton, N.J., once a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

CLEP, P.O. Box 6600,
Princeton, NJ 08541-6600
(609) 771-786
www.collegeboard.com/clep
clep@info.collegeboard.org

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 2748, on their answer sheet at the time of testing.

The five general examinations test is what is usually taught in the first year of college and sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

CLEP results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

** Numbers in parentheses indicate credits.*

Note: Information was accurate as of July 2006.

EXAMINATION TITLE*

PASSING SCORE

BUSINESS ADMINISTRATION

| | | |
|----------------|---|----|
| ACC-101/102-CE | Principles of Accounting (6)..... | 50 |
| CIS-101-CE | Information Systems and Computer Applications (3) | 50 |
| LAW-201-CE | Introductory Business Law (3)..... | 50 |
| MAN-301-CE | Principles of Management (3) | 50 |
| MAR-301-CE | Principles of Marketing (3) | 50 |

ENGLISH COMPOSITION

| | | |
|----------------|--|----|
| ENC-101/102-CE | English Composition with Essay (General) (6) | 50 |
| ENC-101/102-CE | Freshman College Composition with Essay (6) | 50 |

HUMANITIES

| | | |
|----------------|--|----|
| FRE-101/102-CE | French Language-Level 1 (6)..... | 50 |
| FRE-101/102-CE | French Language-Level 2 (12)..... | 62 |
| 201/202-CE | | |
| GRM-101/102-CE | College-Level German Language-Level 1 (6)..... | 50 |
| GRM-101/102-CE | German Language-Level 2 (12) | 63 |
| 201/202-CE | | |
| HUM-101/102-CE | Humanities (General) (6)..... | 50 |
| LIT-111/112-CE | American Literature (6)..... | 50 |
| LIT-121/122-CE | English Literature (6) | 50 |
| LIT-291/292-CE | Analyzing and Interpreting Literature (6)..... | 50 |
| SPA-101/102-CE | Spanish Language-Level 1 (6) | 50 |
| SPA-101/102-CE | Spanish Language-Level 2 (12)..... | 66 |
| 201/202-CE | | |

NATURAL SCIENCES/MATHEMATICS

| | | |
|----------------|---|----|
| BIO-111/112-CE | Biology (nonlab) (6)..... | 50 |
| CHE-111/112-CE | Chemistry (nonlab) (6) | 50 |
| MAT-102/103-CE | College Mathematics (General) (6) | 50 |
| MAT-121-CE | College Algebra (3) | 50 |
| MAT-127-CE | Pre-Calculus (3) | 50 |
| MAT-231-CE | Calculus (3) | 50 |
| NAS-101/102-CE | Natural Sciences (General) (6) | 50 |

SOCIAL SCIENCES

| | | |
|----------------|---|----|
| ECO-111-CE | Principles of Macroeconomics (3)..... | 50 |
| ECO-112-CE | Principles of Microeconomics (3) | 50 |
| HIS-101-CE | Western Civilization I: Ancient Near East to 1648 (3) | 50 |
| HIS-102-CE | Western Civilization II: 1648 to the Present (3) | 50 |
| HIS-113-CE | History of the United States I: Early Colonizations to 1877 (3) | 50 |
| HIS-114-CE | History of the United States II: 1865 to the Present (3) | 50 |
| POS-110-CE | American Government (3) | 50 |
| PSY-101-CE | Introductory Psychology (3) | 50 |
| PSY-211-CE | Human Growth and Development (3) | 50 |
| PSY-230-CE | Introduction to Educational Psychology (3)..... | 50 |
| SOC-101-CE | Introductory Sociology (3) | 50 |
| SOS-101/102-CE | Social Sciences and History (General) (6) | 50 |

DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are administered at Thomas Edison State College in Trenton, N.J., twice a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

Capstar/The Chauncey Group International Ltd., DSST Program, 664 Rosedale Rd., Princeton, NJ 08540
Toll free (877) 471-9860
www.getcollegedcredit.com
dsst@chauncey.com

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 9001, on their answer sheet at the time of testing.

DANTES results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

* Numbers in parentheses indicate credits.

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

Note: Information was accurate as of July 2006.

EXAMINATION TITLE*

PASSING SCORE

BUSINESS

| | | |
|------------|---|----|
| ACC-101-DE | Principles of Financial Accounting (3)..... | 47 |
| BUS-101-DE | Introduction to Business (3)..... | 46 |
| BUS-161-DE | Business Mathematics (3)..... | 48 |
| CIS-301-DE | Management Information Systems (3)..... | 46 |
| FIN-301-DE | Principles of Finance (3)..... | 46 |
| FIN-332-DE | Money and Banking (3)**..... | 48 |
| LAW-202-DE | Business Law II (3)..... | 44 |
| MAN-201-DE | Principles of Supervision (3)..... | 46 |
| MAN-311-DE | Organizational Behavior (3)**..... | 48 |
| MAN-331-DE | Human Resource Management (3)..... | 46 |

FREE ELECTIVES

| | | |
|------------|-----------------------------------|----|
| BUE-101-DE | Personal Finance (3)..... | 46 |
| EDU-102-DE | Foundations of Education (3)..... | 46 |

HUMAN SERVICES

| | | |
|------------|--|----|
| AOJ-101-DE | Introduction to Law Enforcement (3)..... | 45 |
| AOJ-102-DE | Criminal Justice (3)..... | 49 |
| COU-262-DE | Fundamentals of Counseling (3)..... | 45 |
| HEA-103-DE | Here's to Your Health (3)..... | 48 |

HUMANITIES

| | | |
|------------|--|----|
| ART-166-DE | Art of the Western World (3)..... | 48 |
| ENG-201-DE | Technical Writing (3)..... | 46 |
| PHI-286-DE | Ethics in America (3)..... | 46 |
| REL-405-DE | Introduction to World Religions (3)..... | 48 |

NATURAL SCIENCES/MATHEMATICS

| | | |
|------------|--|----|
| AST-101-DE | Astronomy (3)..... | 48 |
| COS-101-DE | Introduction to Computing (3)..... | 45 |
| ENS-201-DE | Environment and Humanity: The Race to Save the Planet (3)..... | 46 |
| GEO-151-DE | Physical Geology (3)..... | 46 |
| MAT-115-DE | Fundamentals of College Algebra (3)..... | 47 |
| NAS-131-DE | Principles of Physical Science I (3)..... | 47 |
| STA-201-DE | Principles of Statistics (3)..... | 48 |

SOCIAL SCIENCES

| | | |
|------------|--|----|
| ANT-101-DE | General Anthropology (3)..... | 47 |
| ECO-332-DE | Money and Banking (3)**..... | 48 |
| GOG-120-DE | Human/Cultural Geography (3)..... | 48 |
| HIS-222-DE | Western Europe since 1945 (3)..... | 45 |
| HIS-252-DE | The Civil War and Reconstruction (3)..... | 47 |
| HIS-309-DE | An Introduction to the Modern Middle East (3)..... | 47 |
| HIS-351-DE | A History of the Vietnam War (3)..... | 44 |
| HIS-386-DE | Rise and Fall of the Soviet Union (3)..... | 45 |
| PSY-211-DE | Lifespan Developmental Psychology (3)..... | 46 |
| PSY-361-DE | Organizational Behavior (3)**..... | 48 |
| SOS-305-DE | Drug and Alcohol Abuse (3)..... | 49 |

The following DANTES examination is not administered at Thomas Edison State College. However, Thomas Edison State College will accept it for credit if it has been taken elsewhere.

| | | |
|------------|--|----|
| COM-209-DE | Principles of Public Speaking (3)..... | 47 |
|------------|--|----|

Other Testing Programs

Advanced Placement Program (AP)

The College Entrance Examination 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 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.

Foreign Service Institute (FSI)

The Foreign Service Institute (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 French 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 contacting:

New York University Center for
Foreign Language and Translation
10 Astor Place
Suite 505
New York, NY 10003
(877) 998-7080
www.scps.nyu.edu/dyncon/acfl/gene_fore_prof.html

The following examinations were available as of January 2006:

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

Ohio University Examinations

Ohio University administers a series of examinations for college credit through its Independent Study division. The tests are available in many different subject areas. Credit is transcribed on an Ohio University transcript so Thomas Edison State College students who choose this option must request that Ohio University send an official transcript to the Office of the Registrar.

The examinations are listed in quarter hour credits, which are converted to semester hours when transferred to a Thomas Edison State College transcript on the following basis:

- 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

Students who want more information on these examinations may contact:

Ohio University
Independent Study
302 Tupper Hall
Athens, OH 45701-2979
(800) 444-2910
www.ohiou.edu/independent/ccewords.htm
independent.study@ohio.edu

Excelsior College Examinations

Excelsior College Examinations are administered by computer through Prometric Testing Centers. Students may download content guides at www.excelsior.edu or obtain them by calling (888) 723-9267. To obtain more information or to register for an examination, students may call (888) 723-9267. Examination results are reported by letter grade. A minimum letter grade of C is accepted by Thomas Edison State College. All examination grades are transcribed as "credit." For examination results to be reported to Thomas Edison State College, students must submit the Official Grade Report form and fee to Excelsior College.

Thomas Edison State College will grant credit for professional licenses or certificates that have been evaluated and recommended for credit by the American Council on Education (ACE) or, in some cases, by the College itself through the Office of Corporate-Higher Education Programs. Students who have earned one of the licenses or certificates listed must submit appropriate documentation. This documentation is frequently a notarized copy of the license or certificate and a current renewal card when appropriate. In some cases additional documentation may be required.

** There is a considerable amount of duplication within the credit recommendations of the CPA, the ChFC, the CLU and CPCU. Where duplication exists, credit will be granted only once.*

Credit recommendations made by the American Council on Education (ACE).

Licenses and Certificates Honored

CREDITS

HEALTH-RELATED PROFESSIONAL CERTIFICATIONS AND LICENSES

| | |
|--|----------|
| N.J. Emergency Medical Technology—Ambulance (EMT-A) or BASIC (EMT-B) | 4 |
| N.J. Emergency Medical Technology—Paramedic (EMT-P) | 16 |
| Histotechnology (HT [ASCP]) | 4 |
| Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT) | 30 |
| Nursing (RN) | up to 60 |
| Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T]) | 32 |
| Radiologic Technology (ARRT-RT[R] or NJ-LRT[R]) | |
| Hospital-based programs 1980 and subsequent | 34 |
| Hospital-based programs 1976-1980 | 20 or 34 |
| Hospital-based programs prior to 1976 | 20 |
| Respiratory Therapy Technician (NBRC-CRTT) | 23 |
| Respiratory Therapist (NBRC-RRT) | 44 |

AVIATION LICENSES AND CERTIFICATES

| | |
|--|----|
| FAA Private Pilot Airplane License | 6 |
| FAA Private Pilot Rotocraft License | 6 |
| FAA Commercial Pilot Airplane License | 12 |
| FAA Commercial Pilot Rotocraft License | 12 |
| FAA Instrument Pilot Airplane License | 6 |
| FAA Instrument Pilot Rotocraft License | 6 |

(If a student holds both private pilot licenses the maximum credit award is 9 credits; for both commercial pilot licenses, 18 credits; and for both instrument pilot licenses, 9 credits.)

| | |
|---|----|
| FAA Flight Engineer | 6 |
| FAA Flight Dispatcher | 7 |
| FAA Flight Instructor Rating | 4 |
| FAA Flight Instructor Instrument Rating | 4 |
| FAA Flight Navigator | 8 |
| FAA Multi-engine Airplane | 2 |
| FAA Airline Transport Pilot | 5 |
| FAA Mechanic Certificate/Airframe and Powerplant Rating | 67 |
| FAA Mechanic/Airframe | 27 |
| FAA Mechanic/PowerPlant | 28 |
| FAA Air Traffic Control Specialist | 60 |

BUSINESS CERTIFICATES

| | |
|--|----------|
| Diploma in Computer Studies # | 9 |
| Certificate awarded by National Computing Centre. | |
| Certified Payroll Professional (CPP) # | up to 15 |
| Awarded by the American Payroll Association. | |
| Certified Professional Secretary (CPS) # | up to 33 |
| Awarded by International Association of Administrative Professionals. | |
| Certified Public Accountant (CPA)* | up to 33 |
| Awarded by National Association of State Boards of Accountancy. | |
| Chartered Financial Consultant (ChFC)* | up to 30 |
| Awarded by the Certification Board of The American College. | |
| Chartered Property Casualty Underwriter (CPCU)* # | up to 32 |
| Awarded by the American Institute for Property and Liability Underwriters. | |
| Certified Financial Planner (CFP) # | up to 15 |
| Awarded by The College for Financial Planning. | |
| Certified Employee Benefit Specialist (CEBS) # | up to 33 |
| Awarded by The International Foundation of Employee Benefits Plans. | |
| Certified Purchasing Manager (CPM) | up to 9 |
| Awarded by the Institute for Supply Management™. | |
| Credit recommendation by USNY PONSI program. | |
| Certified Public Manager Program of New Jersey (CPM) # | up to 18 |

CREDITS

| | |
|---|----------|
| National Certified Public Manager Consortium (CPM) #..... | up to 15 |
| Designation: the Fellow, Life Management Institute (FLMI) | |
| Insurance Education Program Awarded by LOMA Credit | |
| recommendation by USNY National PONSI..... | up to 30 |

OTHER CERTIFICATES OR LICENSES

| | |
|--|----------|
| Automotive Service Excellence Examinations (NIASE) # | |
| Automobile, nine examinations..... | up to 36 |
| Auto Body, four examinations | up to 19 |
| Heavy-Duty Truck, nine examinations | up to 42 |
| School Bus, seven examinations | up to 30 |
| Microsoft Certifications: | |
| Database Administrator (MCDBA) | 7 |
| MCP + Internet..... | 5 |
| MCP + Site Building | 2 |
| Solutions Developer (MCSD) | 7 |
| Systems Engineer (MCSE) | 10 |
| Systems Engineer + Internet (MCSE+Internet) | 16 |
| Novell Certifications: | |
| Administrator # | 2 |
| Instructor # | 12 |
| Engineer # | 14 |
| New Jersey State Land Surveyor License | 7 |
| Navy Basic Nuclear Power School (after 1961)** | 41 |
| Navy Qualifications Beyond Basic Nuclear Power School..... | 3-20 |
| Nuclear Regulatory Commission Reactor Operator or Senior | |
| Reactor Operator License**..... | 27 |
| National Registry of Radiation Protection Technologists (NRRPT®) # | 30 |
| Child Development Associate (CDA) | 9 |
| New Jersey Basic Course for Police Officers (January 1986 to Present) | 16 |
| New Jersey Basic Training for Corrections Officers (July 1989 to Present) | 12 |
| New Jersey Juvenile Justice Corrections Officer Training (1996 to Present) | 12 |
| Pennsylvania Police Academy Training (1988 to Present) | 15 |
| PSE&G Apprentice Training..... | up to 45 |
| Thomas Edison State College has evaluated the following training and | |
| apprenticeship programs for credit: | |
| Apprentice Substation Operator | 12 |
| Apprentice Service Dispatcher | 5 |
| Apprentice Substation Mechanic | 9 |
| Apprentice Relay Technician | 9 |
| Apprentice Engineering Technician..... | 3 |
| Apprentice Meter Technician | 6 |
| Apprentice Lineman/Linewoman | 8 |
| Apprentice Street Mechanic..... | 2 |
| Apprentice Service Technician | 15 |
| Federal Emergency Management Agency (FEMA) Emergency Management | |
| Institute selected Independent Study Program Courses..... | 1 to 25 |
| West Point Command and Leadership | 6 |

AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING

| Certification/Level: | II | III |
|-------------------------|----|-----|
| Any testing method | 6 | 12 |
| Radiographic testing | 3 | 7 |
| Ultrasonic testing | 3 | 7 |
| Magnetic+Liquid testing | 3 | 6 |
| Eddy Current testing | 3 | 3 |
| Leak testing | 3 | 3 |

* There is a considerable amount of duplication within the credit recommendations of the CPA, the ChFC, the CLU and CPCU. Where duplication exists, credit will be granted only once.

** There is duplication within the recommendation in these two credit awards. If a student holds both, the maximum credit award will be 57 credits.

Credit recommendations made by the American Council on Education (ACE).

Programs Recommended for College Credit by the American Council on Education (ACE)

Corporate and Business Training Programs

How to Earn College Credit for Education and Training Courses

Students may be able to earn credit for courses taken at the workplace; through union, governmental or professional associations; or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE).

The College Credit Recommendation Service is a program through which company and other noncollegiate courses are evaluated by a team of college professors. The evaluating team determines whether such courses are college-level and, if they are, the team then recommends appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published online at the ACE National Guide to College Credit for Workforce Training at www.acenet.edu/nationalguide/. To contact the American Council on Education regarding courses evaluated by the College Credit Recommendation Service, call (866) 205-6267, (202) 939-9434 or (202)

939-9470, or e-mail credit@ace.nche.edu. The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle, NW, Washington, DC 20036-1193. The Web site address is: www.acenet.edu.

Similar evaluations are conducted by the Board of Regents of the University of the State of New York under the program title, The National Program on Noncollegiate Sponsored Instruction. These credit recommendations and descriptions are published online at <http://www.nationalponsi.org>. To contact the National PONSI Program office, call (518) 486-2070 or e-mail NATPONSIMail.NYSED.gov. The mailing address is: The National Program on Noncollegiate Sponsored Instruction, The University of the State of New York, Education Building Addition, Room 975, 89 Washington Ave., Albany, NY 12234.

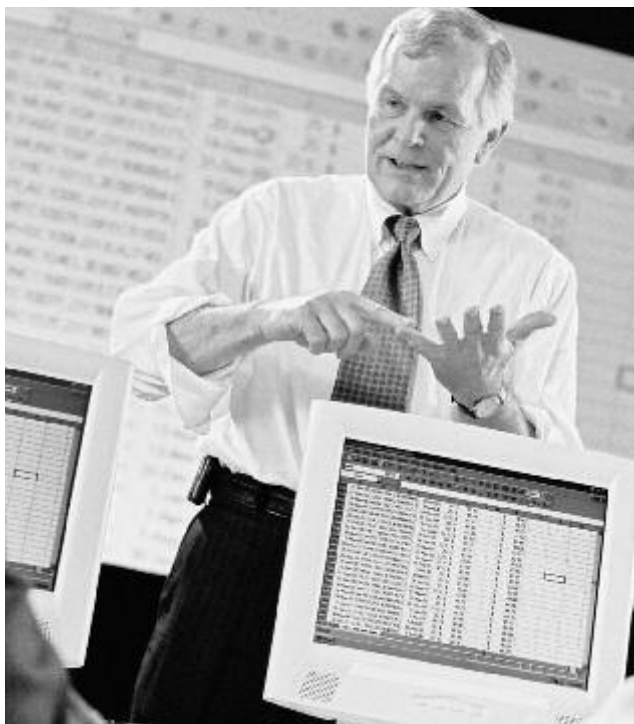
Students may use these credit recommendations toward their degree at Thomas Edison State College if they successfully complete the course(s) during the timeframe of the credit recommendation, e.g., January 2000 – present means that anyone taking the course in this timeframe would be eligible for the credit recommendation. At Thomas Edison State College, courses may be accepted into any part of the degree, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Start by reviewing the list (on Pages 110-114) of organizations that have current ACE College Credit Recommendation Service evaluated courses. To find out which specific courses have been evaluated, go to the ACE Web site at www.acenet.edu/nationalguide/.

Students may also want to check with their human resources or training office at work, or the office where they have taken professional or training courses.

2. If you know your organization had courses evaluated by ACE College Credit Recommendation Service, but are not on the list or on the ACE Web site, please call the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202) 939-9470.





How to Convert American Council on Education (ACE) Credit Recommendations into College Credit

To be awarded college credit for the ACE credit recommendations, students must first establish a record of these courses with the ACE Registry in Washington, D.C. This may be done in one of two ways: access the ACE online Transcript System at <https://www.acenet.edu/transcripts> or contact the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202) 939-9470 to request a student registration packet. Once a record is established, request an ACE transcript to be sent to the College.

How To Initiate a Thomas Edison State College Transcript

If you are not a degree seeking student at Thomas Edison State College and wish to have your credit recommendations placed on a Thomas Edison State College transcript, you must:

1. Establish your record at the ACE Registry (see paragraph above) and request an ACE transcript be sent to Thomas Edison State College.
2. Complete and submit the Nondegree Services Application with the required fee. This application is located on the College Web site at <http://www.tesc.edu/students/support/pdf/NondegreeServiceApp.pdf>, or call the Admissions Office at 888-442-8372 or via e-mail at info@tesc.edu to request a Nondegree Services Application be mailed to you.

If Courses Have Not Been Evaluated, You May Consider Prior Learning Assessment (PLA)

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider Prior Learning Assessment (PLA). PLA helps students define and demonstrate both their formal and informal college-level learning in terms of college courses. (See the Prior Learning Assessment (PLA) section of this Thomas Edison State College *Catalog* on page 96.)

If You Have Questions or Need Assistance with College Credit Recommendation Service Courses

contact the Office of Corporate-Higher Education Programs, Thomas Edison State College at (609) 633-6271 or via e-mail at corpinfo@tesc.edu.

Current ACE/College Credit Recommendation Service Sponsors*

This is a current list of organizations as of May, 2006. For a complete list of past and current organizations, go to the Web site of the American Council on Education (ACE) at www.acenet.edu or call ACE at: (202) 939-9434 or 9470. Within each organization only specific courses have been evaluated and, therefore, carry the ACE credit recommendations. Note: For students to receive ACE credit recommendations, they must have taken the specific course(s) during the effective dates that an organization was a participating sponsor.

AchieveGlobal, Draper, Utah

Allied Business Schools, Inc.
Laguna Hills, Calif.

AMC Logistics Leadership Center
(formerly *School of Engineering and Logistics*), Texarkana, Texas

American Academy of Nutrition,
College of Nutrition,
Knoxville, Tenn.

American Bankers Association

American Conference of
Audioprosthology, Fairborn, Ohio

**American Educational Institute,
Inc., Basking Ridge, N.J.**

American Health Information
Management Association,
Chicago, Ill.

American Health Science
University

American Institute for Chartered
Property Underwriters, Insurance
Institute of America

American Management
Association (AMA)

American Military University
Manassas Park, Va.

American Society of Military
Comptrollers, Alexandria, Va.

American Society of Safety
Engineers, Des Plaines, Ill.

America's Community Bankers
Washington, D.C.

Anheuser-Busch Companies, Inc.
St. Louis, Mo.

Applied Professional Training
Appraisal Institute, Chicago, Ill.

Appraisal School
Woodland Hills, Calif.

**Armenian National Education
Committee, New York, N.Y.**

Art Instruction Schools, Inc.
Minneapolis, Minn.

Asia Pacific Center for
Security Studies

ASM International

**Bergen County Law & Public
Safety Institute-Police,
Fire & EMS Academies
Mahwah, N.J.**

Berlitz International, Inc.
Coral Gables, Fla.

Bisk Education, Inc.
Tampa, Fla.

BOMI Institute
(*Building Owners and
Managers Institute*) Arnold, Md.

Boston University

Bridgepoint Education, Inc.
(formerly *Charter Learning*)

Business Management Research
Associates (BMRA), Fairfax, Va.

**Caesars Entertainment
(formerly *Park Place Entertainment*)
Atlantic City, N.J.**

Calhoon MEBA Engineering
School, Easton, Md.

California College for Health
Sciences, National City, Calif.

Campus Group International
Education Services, Inc.

Capstone Institute of Mortgage
Finance, Inc.

The Catholic Distance University
(formerly *Catholic Home Study
Institute*), Hamilton, Va.

**Center for Financial Training
Atlantic States, Inc., Norwich,
Conn.**

Center for Financial Training,
Regional New York, Inc.

**Center for Performance
Excellence, Media, Pa.**

Certified Employee Benefit
Specialist Program
Brookfield, Wisc.

*The listings in bold print are sponsors evaluated by Thomas Edison State College.

Certified Medical Representatives
Institute, Inc., Roanoke, Va.

The Chubb Institute

Citigroup
Hagerstown, Md.

Colgate-Palmolive Company

College for Financial Planning,
Inc., Greenwood Village, Colo.

**Commerce Bank N. A.
Mount Laurel, N.J.**

Computer Institute
Rockville, Md.

**COPE Institute
New York, N.Y.**

**Corporate College Services, Inc.
Mountainside, N.J.**

Corporation for Long-Term Care
Certification, Inc.

Credit Union National Association
Madison, Wis.

**Curves International, Inc.
Waco, Texas**

DaimlerChrysler Manufacturing
Technical Training Services

Dale Carnegie & Associates, Inc.
Houston, Texas

Dana Corporation, Toledo, Ohio

Defense Logistics Training Center

Defense Security Service Academy
Linthicum, Md.

Defense Threat Reduction Agency
Washington, D.C.

Delaware Department of Education

Delta Air Lines
Atlanta, Ga.

Disabled American Veterans
Structured and Continuing
Training Program,
Washington, D.C.

Eastern Oklahoma
Technology Center

**Eastern Regional Public Safety
Institute (a division of Bernstein
& Associates, Inc.), Miami, Fla.**

Education Direct, Scranton, Pa.

Educational Institute of the
American Hotel & Lodging
Association

Educational Resources, Inc.
Dulles, Va.

Educational Services Institute
(see ESI International)

Effective Growth Training
Corporation

Emergency Management Institute
(see National Emergency Training
Center [EMI])

Enhanced Training Opportunities
Program, Inc., Itasca, Ill.

ESI International (ESI),
Arlington, Va.

Executive 2000, Inc.,
Irvine, Calif.

**Faith Builders Educational
Programs, Guys Mills, Pa.**

Federal Aviation Administration
(FAA) Academy
Oklahoma City, Okla.

Federal Aviation Administration
(FAA) Center for Management
Development (CMD)
Palm Coast, Fla.

Federal Judicial Center
Washington, D.C.

Federal Market Group,
Manassas, Va.

Felde Publications and Programs
San Clemente, Calif.

Fidelity Investments

Fire and Rescue Training Institute,
University of Missouri

Fire Department of New York City
Brooklyn, N.Y.

First Energy Nuclear Operating
Company, Shippingport, Pa.

**Foundation for Educational
Administration-New Jersey
EXCEL Program, Monroe
Township, N.J.**

Foundation of Real Estate
Appraisers
Orange, Calif.

General Motors University
Warren, Mich.

Georgia Fire Academy
Forsyth, Ga.

Graduate School of Banking at
Colorado, University of Colorado
Boulder, Colo.

Great Plains Technology Center
Lawton, Okla.

Hacienda La Puente Adult
Education
Hacienda Heights, Calif.

Hampton Group, Inc.
Denver, Colo.

Hane Training, Inc., or
Hane Industrial Training,
Terre Haute, Ind.

Harry Lundeberg
(see Seafarers Harry Lundeberg
School of Seamanship)
St. Louis, Mo.

Hawthorne Caballeros Drum & Bugle Corps, Hawthorne, N.J.

Healthy Children Project, Inc.
(formerly *Healthy Children 2000 Project, Inc.*), Sandwich, Mass.

HMSHost, (formerly *Host Marriott Services*) **Trenton, N.J.**

HoHoKus-Hackensack School of Business and Medical Sciences, Hackensack, N.J.

HoHoKus RETS-Nutley School of Business, Medical and Technical Sciences (formerly *RETS Institute*), Nutley, N.J.

HoHoKus School of Business and Medical Sciences, Ramsey, N.J.

Holtz Learning Centers, Ltd., Woodbine, N.J.

Home Depot, The
Atlanta, GA

IBM Corporation

ICS Learning Systems
(see Education Direct)

Illinois Fire Service Institute
University of Illinois
Champaign, Ill.

Immigration and Naturalization
Service, Federal Law Enforcement
Training Center (see Leadership
Development Center)

Independent Electrical
Contractors, Inc., Alexandria, Va.

Institute for Guided Studies
(formerly *Montessori Associates*),
Gray, Ga.

Institute for Nuclear Medical
Education, Boulder, Colo.

Institute of Management
and Production
Kingston, Jamaica, W.I.

Insurance Educational Association
San Francisco, Calif.

Interagency Training Center
Fort Washington, Md.

**International Association of
Bridge, Structural, Ornamental
& Reinforcing Ironworkers**

International Association of Fire
Fighters, Washington, D.C.

**International Association of
Heat & Frost Insulators &
Asbestos Workers**

International Association of
Machinists and Aerospace Workers
Hollywood, Md.

International Correspondence
Schools (see Education Direct)

International Institute for
Learning

International Training Institute for
the Sheet Metal and Air
Conditioning Industry,
Alexandria, Va.

Jamaican Institute of Management
Kingston, Jamaica, W.I.

**John J. Heldrich Center for
Workforce Development,
Edward J. Bloustein School of
Planning & Public Policy;
Rutgers, The State University,
New Brunswick, N.J.**

JR Electronics and Pneumatics
Corporation, San Juan, Puerto Rico

**Kepner-Tregoe, Inc.
Princeton, N.J.**

Laborers AGC
Pomfret Center, Conn.

Lado Teaching English as a Foreign
Language (TEFL) Certificate
Program (Lado International
College), Washington, D.C.

Land Rover University
Lanham, Md.

Language Matters, Inc.
King, N.C.

Leadership Development Center,
Department of Homeland Security
(formerly *U.S. Dept. of Justice,
Immigration & Naturalization LDC*)

Learning Tree International
Reston, Va.

Long & Foster Realtors, Inc.
Fairfax, Va.

Management Concepts, Inc.
Vienna, Va.

Maryland Fire and Rescue Institute
University of Maryland
College Park, Md.

Maryland State Department of
Education, Baltimore, Md.

Massachusetts Bankers Association,
Inc., Boston, Mass.

Massachusetts Office of the
Inspector General, Boston, Mass.

McDonald's Corporation
Oakbrook, Ill.

McKissock, Inc.

Missouri Tech (formerly *MOTECH
College of Engineering*)
St. Louis, Mo.

Mortgage Bankers Association of
America, Washington, D.C.

**The listings in bold print are sponsors evaluated by Thomas Edison State College.*

| | | |
|---|--|---|
| Mortgage-Education.com | National Weather Service Training Center, Kansas City, Mo. | Paychex, Inc., Rochester, N.Y. |
| Motion Institute of Industrial Education, Birmingham, Ala. | Naval Facilities Contracts Training Center (see U.S. Naval Facilities Acquisition Center for Training) | PC Age, Edison, N.J. |
| MWR Academy Falls Church, Va. | Navy Personnel Command, Child Development Training Program | Pennsylvania School of Muscle Therapy, Ltd., Wayne, Pa. |
| NASA Academy of Program and Project Leadership Wallops Island, Va. | NETg, Naperville, Ill. | PJA School, Upper Darby, Pa. |
| National Board for Professional Teaching Standards | New Horizons Computer Learning Centers, Inc., Santa Ana, Calif. | Professional Development Solutions, Inc., Project Management College |
| National Center for Montessori Education, Sonoma, Calif. | New Jersey Council for the Humanities, Trenton, N.J. | Project Management Leadership Group |
| National Certified Public Manager Consortium, Athens, Ga. | New Jersey Department of Personnel, Human Resource Development Institute Trenton, N.J. | Project Mentors, Inc., Atlanta, Ga. (see Novations Project Management) |
| National Child Care Association Conyers, Ga. | New Jersey Office of Emergency Management, Hamilton, N.J. | RAPT Foundation, Inc Perth Amboy, N.J. |
| National Cryptologic School Fort Meade, Md. | New Jersey Regional Council of Carpenters/Joint Apprenticeship Training Committee, Kenilworth, N.J. | Real Estate WebSchool Marietta, Ga. |
| National Education Training Group (see NETg) | New York State Academy of Fire Science, Montour Falls, N.Y. | RETS Institute (re-named HoHoKus RETS-Nutley School of Business, Medical and Technical Sciences) |
| National Emergency Training Center (EMI), Washington, D.C. | Noblefields School of Real Estate San Francisco, Calif. | RTM STAR Center Dania, Fla. |
| National Emergency Training Center (NFA), Emmitsburg, Md. | Nonproliferation and National Security Institute Albuquerque, N.M. | SAM Group, The Edison, N.J. |
| National Fire Academy (see National Emergency Training Center-NFA) | Northwest Procurement Institute, Inc., (NPI, Inc.) Edmonds, Wash. | Sanford Brown Institute (formerly Ultrasound Diagnostic Schools) |
| National Geospatial-Intelligence Agency (National Imagery & Mapping Agency), Fort Belvoir, Va. | Novations Project Management (formerly Project Mentors, Inc.) | SBC Center for Learning San Ramon, Calif. |
| National Joint Apprenticeship and Training Committee for the Electrical Industry Upper Marlboro, Md. | Offshore Sailing School, Ltd. Fort Myers, Fla. | Screenwriters Group Chicago, Ill. |
| National Registry of Radiation Protection Technologists | PADI International, Inc. Rancho Santa Margarita, Calif. | Scuba Schools International |
| | | Seafarers Harry Lundeberg School of Seamanship, Paul Hall Center for Maritime Training and Education Piney Point, Md. |

Seminary Extension
Nashville, Tenn.

Simi Valley Adult School and
Career Institute, Simi Valley, Calif.

Six Sigma Qualtec
Tempe, Ariz.

SkillPath Seminars and Human
Resources Council

SkillSoft Corporation
Nashua, N.H.

Software Technology Group
San Jose, Calif.

**South Jersey Career Center
Hammonton, N.J.**

Southern Baptist Seminaries
(see Seminary Extension)

Southern California Water
Company, Employee Development
University San Dimas, Calif.

St. Louis Police Academy
St. Louis, Mo.

**Starting Points for Children, Inc.
Jersey City, N.J.**

Synergistics Training, LLC
Rochester, N.Y.

TechSkills

Telecommunications Research
Associates, St. Marys, Kan.

TestOut! Corporation
Pleasant Grove, Utah

Texas Engineering Extension
Service

The Vickie Milazzo Institute
(a division of Medical-Legal
Consulting Institute, Inc.)

TRANE, LaCross, Wis.

UAW-DaimlerChrysler Technical
Training Center, Detroit, Mich.

UAW-GM Center for Human
Resources, Auburn Hills, Mich.

Ultrasound Diagnostic Schools
(See Sanford-Brown Institute)

**United Association of
Journeyman and Apprentices of
the Plumbing and Pipefitting
Industry of the US & Canada**

Union Pacific Railroad Company
Omaha, Neb.

United Nations Institute for
Training and Research,
New York, N.Y.

**U.S. Army CECOM, Directorate
for Safety, Fort Monmouth, N.J.**

U. S. Army Community and Family
Support Training Center
(see MWR Academy)

U.S. Army Defense Ammunition
Center, Training Directorate
McAlester, Okla.

U.S. Army
Management Staff College

U.S. Army Materiel Command (see
AMC Logistics Leadership Center)

U.S. Army Materiel Development
and Readiness Command (see
AMC Logistics Leadership Center)

U.S. Army Safety Center
Mesquite, Texas

U.S. Department of Agriculture
Graduate School
Washington, D.C.

U.S. Department of Agriculture
National Finance Center
New Orleans, La.

U.S. Department of Defense
Security Institute (see Defense
Security Service Academy)

U.S. Department of Energy
National Training Center (NTC)

U.S. Naval Facilities Acquisition
Center for Training
Port Hueneme, Calif.

U.S. Office of Personnel
Management, Aurora, Colo.

U.S. Postal Service Employee
Development (*formerly U.S. Postal
Service, Corporate Training &
Development*), Washington, D.C.

U.S. Postal Service Supply
Management, Washington, D.C.

University of St. Thomas
Minneapolis, Minn.

Vanguard Schools (see Real Estate
WebSchool)

Verizon Communications
Brooklyn, N.Y.

Virginia State Police Academy
Richmond, Va.

Wackenhut Corporation
Palm Beach Gardens, Fla.

Wackenhut Services, Inc.-
Savannah River Site, Aiken, S.C.

Walt Disney World® Resort
Lake Buena Vista, Fla.

Western CUNA Management
School
Rancho Cucamonga, Calif.

Westinghouse Savannah River
Company, Aiken, S.C.

Wisconsin Electric Power
Company (Nuclear Management
Co.)
Two Rivers, Wis.

Wisconsin Public Service
Corporation
(Nuclear Management Co.)
Green Bay, Wis.

Zaidner Institute-Ma'alot
Yerushalayim College
Jerusalem, Israel

Zenger-Miller, Inc.
(see AchieveGlobal)

**The listings in bold print are sponsors evaluated by Thomas Edison State College.*

Military Education and Training Programs

Educational Experiences in the Armed Services

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE). Members of the armed forces currently on active duty should submit an AARTS or SMART transcript to receive credit.

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132 and forward it with the cover form from the National Personnel Records Center to the College. Members of the reserves or National Guard should contact their units for any necessary documentation.

Army

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Army personnel who entered active duty on or after Oct. 1, 1981, who remained on active duty on or after Jan. 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS or CLEP/DSSTs: ECE Examination that has been passed and carries American Council on Education (ACE) credit recommendations. Transcripts may be ordered through the base Education Service Officer or by writing to: AARTS Operations Center, Fort Leavenworth, KS 66027-5073.

Coast Guard Rating

Active duty personnel should fill out form CGI Form 1560/07 and send it to the U.S. Coast Guard Institute, 5900 SW 64th St., Suite 235, Oklahoma City, OK 73169-6990; telephone, (405) 954-7275. This form may be obtained from the Education Service Officer or through the Web at www.uscg.mil/hg/cgi. Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

Navy/Marine

Navy and Marine enlisted personnel and veterans may request a copy of their SMART transcript be sent directly to the Office of the Registrar. SMART transcripts may be requested at <https://www.navycollege.navy.mil>. The College will accept CLEP/DSST/ECE examination scores directly from the SMART transcript.

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, AL 36112-6655.

Note 1: Forms and form numbers change from time to time. If there are questions, please contact the College.

Note 2: The forms mentioned above, as appropriate documentation for verifying the award of credit, may lack sufficient information. The College may require additional notarized documentation before credit can be awarded.

Servicemembers Opportunity Colleges

Thomas Edison State College is a long standing member of the Servicemembers Opportunity Colleges (SOC). Some 1,300 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members transferability of credits between institutions.

Thomas Edison State College is also one of 130 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 may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When service members from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the service member 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 have access to the advisement staff through telephone, e-mail, 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 1,300 member colleges and the degree programs included in their network. All Thomas Edison State College degree programs are available to all service members, in addition to those listed in the SOC publications.

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College.



Photo courtesy of the U.S. Navy



U.S. Army photo by Gordon Wilsie



Photo courtesy of the U.S. Navy

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. Several resources are available to research distance learning options at other institutions:

Barron's Educational Series, Inc.
250 Wireless Blvd.
Hauppauge, NY 11788
(800) 645-3476
www.barronseduc.com

Bears' Guides
Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(510) 559-1600
(800) 841-BOOK
www.degree.net

Peterson's Guides
P.O. Box 67005
Lawrenceville, NJ 08648
For telephone orders contact:
Non-New Jersey residents: (800) 338-3282
New Jersey residents: (609) 896-1800
www.petersons.com

The Princeton Review
42 Broadway, Ste. 1927
New York, NY 10004
(888) 500-PREP
www.princetonreview.com

Other Independent Study and Distance Education Courses

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. These programs provide great flexibility and varied learning opportunities. 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.

Classroom Study

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program. Since there is no limit to the number of colleges students may attend, they often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to other methods of earning credit.

Undergraduate Academic Policies

Policies specific to nursing students begin on Page 89.

Graduate School policies begin on Page 141.

Students Responsibilities

Academic Honesty and Integrity

Intellectual integrity is essential to a quality academic experience. Learners are expected to be the authors of academic work they submit to the College and to present credentials that accurately reflect their experience and achievement. The College reserves the right to review all credits, degrees, certificates and fees, and if any academic misconduct is revealed, those credits, degrees and certificates may be rescinded by the College. Academic dishonesty, plagiarism and/or the falsification of records or credentials shall constitute **grounds for disciplinary action, including dismissal from the College**, and may in some instances result in criminal prosecution.

Code of Conduct

Learners 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; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between learners and the College is expected to be thoughtful, 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 disorderly conduct.

Student's Role in Institutional Outcomes Assessment

In keeping with its institutional 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 institutional 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 by 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 part of a student's degree program, Thomas Edison State College students are required to participate in such activities when selected. Not all students are selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.

Students who are selected for participation in an assessment will not be judged or evaluated as individuals; the College is interested in group data. Therefore, participating in the various assessment programs will have no adverse effect on a student's degree pursuit. It may, however, provide valuable feedback to the student on his/her strengths and weaknesses within the area(s) tested.

Where possible, the College will provide individual feedback to each student concerning his/her level of performance. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

Thomas Edison State College

Policy on 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 student status and referral to the appropriate legal authorities for prosecution.
- B. Conviction (see definition 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 pre-trial 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. The New Jersey Drug Laws

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- \$500 to \$3,000 cash penalty for conviction of any drug offense.
- Loss 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.
- 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 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 Financial Aid & Veterans' Affairs, (609) 633-9658.

Evaluations and Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

Federal law governs how colleges and universities supervise student educational records. Thomas Edison State College adheres to the Family Educational Rights and Privacy Act of 1974, as amended, known as the Buckley Amendment. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings and to establish the right of students to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act. Thomas Edison State College makes public announcement of the FERPA act in its *College Catalog*, *Registration Bulletin* and *Undergraduate Prospectus*.

Students have the right to inspect and review their educational records within 45 days from the date when the College receives a written request for access.

Thomas Edison State College does not publish a student directory and has designated the following categories of student information as public information: student name, e-mail address, enrollment status, area of study and degree/honors conferred. 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.

The College limits disclosure of other personally identifiable information from educational records unless the student has given prior written consent. Students who request release of their educational records to a third party must provide written authorization to the Office of the Registrar.

Directory and nondirectory student information may be released to school officials designated by the College who have a valid, legitimate educational interest for its review provided that the official is reviewing an educational record in order to fulfill his/her professional responsibility on behalf of the College. School officials

with legitimate educational interest in a student's educational record are those officials who are designated as persons or agents with whom the College has contracted and who provide an academic service to Thomas Edison State College.

A copy of this policy is available in the Office of the Registrar.

Transfer Credit Policies

Thomas Edison State College will accept in transfer all courses applicable to a selected degree program providing that credit applies to the degree requirements and is earned at an institution accredited by one of the following regional accrediting agencies:

- Commission on Institutions of Higher Education, Commission on Technical and Career Institutions, New England Association of Schools and Colleges
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, North Central Association of Colleges and Schools
- Commission on Colleges, Northwest Association of Schools and Colleges
- Commission on Colleges, Southern Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

Additionally, credit will be awarded for:

- courses and examinations approved through the Program on Noncollegiate Sponsored Instruction (PONS-INY) and the American Council on Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a baccalaureate degree and 45 for an associate degree);
- military course equivalent training as recommended by the American Council on Education (ACE);
- Thomas Edison State College approved licenses, certifications and programs of study; and
- international credit as determined by a required course-by-course evaluation completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Courses from nonaccredited institutions or institutions not recognized by one of the aforementioned organizations may be validated through a variety of testing options

or through Prior Learning Assessment (PLA).

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.

New Jersey Transfer and Acceptance Policy

(Full Faith and Credit)

The New Jersey Commission on Higher Education has a policy which guarantees admission to a state college to a graduate with an associate in arts or associate in science degree from any New Jersey county or community college or Thomas Edison State College. This policy applies to Thomas Edison State College students who have completed an associate in arts or an associate in science degree and transfer to another New Jersey state college to complete a baccalaureate degree. Students must meet the degree requirements of the specific program in which they enroll; these requirements are determined by the respective state colleges.

This policy also applies to students who have completed an associate in arts or an associate in science degree at a New Jersey county/community college and transfer to Thomas Edison State College to complete a baccalaureate degree.

Acceptability for admission and acceptance of credits for nongraduates shall be at the discretion of the state college.

The policy of the Commission on Higher Education includes the following:

A. Graduates with Associate in Arts and Associate in Science degrees. Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice. While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.

B. Nongraduates of Associate in Arts and Associate in Science programs. Normally students are encouraged to complete the associate degree prior to transfer. However, state colleges may admit nongraduates under the same conditions which they impose upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.

C. Graduates and nongraduates of Associate in Applied Science programs. State colleges may admit graduates or nongraduates of applied science programs and decide on the transferability of credits at their discretion.

A copy of the full policy is filed in the Office of the Registrar and is available to students.

Transfer Credits from Two-Year Colleges

Baccalaureate degree candidates may transfer up to 80 transfer 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 baccalaureate 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.

Credits from American Council on Education (ACE) Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education (ACE), Office on Educational Credit, for courses completed through business, industry, government and special organizations (see Page 110). These recommendations may be found in *The National Guide to Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations, refer to Military Training Programs and Schools on Page 115.

Thomas Edison State College also will accept the recommendations of the American Council on Education (ACE) for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions. The maximum credit award for ACE recommended credit is 90 credits for the baccalaureate degree and 45 credits for the associate degree.

Acceptance of Credits from Graduate Programs

Thomas Edison State College will accept a maximum of 30 credits of graduate work to apply to an undergraduate program.

Credit for Teaching College-Level Courses

A Thomas Edison State College enrolled student who does not possess college credits in a subject that he/she teaches at a regionally accredited institution could be awarded credits for the course. Students should request the application and information from the Advisement Center. The institution must be accredited by one of the six regional accrediting commissions listed under Transfer Credit Policy. Thomas Edison State College will also accept credit from ACE reviewed courses.

Evaluation of Transcripts and Credentials

After students enroll, the College will evaluate all official documents and notify students of the credits accepted by the College. Evaluation may be done for one associate and one baccalaureate degree at the same time. Students 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, students 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 students submit new credentials from other colleges and programs to the Office of the Registrar.

Catalog Currency

Students must use the Thomas Edison State College *Catalog* that is in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program or allow their enrollment to lapse; necessary graduation requirements will be required as listed in the *Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

Degree Requirements for Returning Undergraduate Students

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.

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 effect at the time of re-enrollment.

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), licenses/certificates 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, student ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State College. A transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy and mailed by the student to the Office of the Registrar. Military personnel in the Army, Navy and Marines should submit an AARTs or SMART transcript. Coast Guard and Army National Guard members should have an official transcript forwarded from their respective institutes. College transcripts will be accepted (if available) directly from a Military Education Office. For details, refer to the Military Training Programs and Schools section of this *Catalog*.
3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the College, call (202) 939-9434 or e-mail creditatace@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 American Association of Collegiate Registrars and Admissions Officers (AACRAO). An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas may use all methods available to U.S. students for completing their degree requirements. See Page 31 for more information.
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.

**BSN applicants submit the BSN Credential Review Form and fee.*

Enrollment

Students are considered enrolled when they pay the Comprehensive Tuition Plan* or the Enrolled options Plan and Technology Services Fee. 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.

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 Advisement Center, (888) 442-8372. The services of this Center are explained in full in the section, "Advisement" (see on Page 34 of this *Catalog*).

Should it become necessary to temporarily "stop-out," students are urged to officially request a Leave of Absence from the College. An explanation of this policy may be found under the heading, "Leave of Absence and Readmission" (see on Page 126 of this *Catalog*).

Note: Students are considered enrolled in the School of Nursing when they pay the appropriate fees and submit the documents required for admission. Enrollment continues as long as at least 3 credits are earned in each 12-month period.

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 notifying the Office of the Registrar of changes in the following: name, address (including county), employment, e-mail address, telephone and/or degree.

Change of Program/ Degree Status

When students change their degree program 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. A form for this purpose is included in the *Program Planning Handbook*.

Change of Records

Students can only make changes to their permanent records during the period of active enrollment.

Thomas Edison State College Transcripts

All credits evaluated by the College will appear on the transcript.

If a student repeats a course for a better grade after this point, the course with the better grade may be added to the transcript, but the course with the lower grade cannot be removed.

Transfer credits will be identified by department code, course number, course title, credits and year completed.

Examination credits will be identified by the name of the program, title of the examination, credits and year completed. Examples of testing programs include TECEP®, CLEP and DANTES.

Thomas Edison State College credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of F, W (Withdrawn), IF (Incomplete Failure), NC (No Credit) or E (Extension) will not be transcribed.

Other assessment credits will be identified by the name of the program, course (equivalent) title, credits and year completed.

Examples of such assessments include the American Council on Education's (ACE) College Credit Recommendation Service 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.

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 Web site at www.tesc.edu or request that a copy be mailed to you by calling the Office of Admissions toll free at (888) 442-8372.

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 in cases of obvious or apparent duplication.

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.

Certification of Good Academic and Financial Standing

For letters of good standing, a student must be in good academic and financial 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 & Veterans' Affairs.

Competencies for Undergraduate English Composition and Mathematics

English Composition Requirement

English composition is a core competency required of all students seeking a degree from Thomas Edison State College. Students are required to demonstrate a proficiency in written expression. Students are advised to complete this requirement as soon as possible.

This proficiency may be demonstrated by any of the following methods:

1. Completion of English Composition I and II with an average grade of C or better from Thomas Edison State College or a regionally accredited college or university.
2. Satisfactory completion of the TECEP® examinations English Composition I and II for 6 credits.

3. Satisfactory completion of the Excelsior College examination in English Composition I and II.
4. The satisfactory completion of one of the CLEP examinations (including the essay) in English Composition: English Composition (general), Freshman College Composition.
5. Passing the Advanced Placement Examination in English with a score of 3 or better.

Students who have partially satisfied the above requirement may take the CLEP Freshman College Composition with essay or the CLEP English Composition with essay, the appropriate section of the College's TECEP® English Composition examination or the Excelsior College English Composition examination.

Students educated outside the United States or who have been educated in an institution that does not meet the above criteria will be required to complete the requirement as outlined above. Students who have been educated in an English speaking country and have successfully passed the A level examinations will be considered to have met the English composition requirement.

Prior Learning Assessment (PLA) courses may not be pursued until the English composition requirement is successfully completed.

Mathematics Requirement

Students are required to demonstrate completion of 3 credits of college mathematics. This proficiency may be met by either:

1. Successful completion of 3 credits of college course work in mathematics beyond developmental courses. (Elementary Algebra cannot be used.)
2. Successful completion of 3 credits of college mathematics through Prior Learning Assessment (PLA), examination, independent or Guided Study.

Two Areas of Study Within One Degree

Students may complete up to two areas of study within one baccalaureate 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.

Students cannot complete a third area of study within one baccalaureate degree.

Award of Degrees

First Associate Degree

Students are required to complete a Thomas Edison State College associate degree prior to completing a Thomas Edison State College baccalaureate degree if they desire both degrees. The associate degree must be awarded first, with the baccalaureate awarded no sooner than the next graduation period.

If a student has completed an associate, baccalaureate or graduate degree and applies for an associate degree, he/she must complete a minimum of 15 credits beyond credits completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the degree.

First Baccalaureate Degree

It is assumed that when a student applies for a first baccalaureate degree, he/she will not have completed another four-year degree. It is assumed that a student may have completed an associate degree.

Second Associate and Baccalaureate Degree

The following criteria are for 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, or if they have received one baccalaureate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second baccalaureate degree:

1. Students must complete a minimum of 15 additional credits for a second associate degree and 30 additional credits for a second baccalaureate degree beyond the date all prior degrees were completed.
2. Students must select an option which is significantly different from their previous degree(s).
3. Students must complete all requirements for the degree as listed in the current Thomas Edison State College *Catalog*.
4. Course work used to fulfill requirements for a previous associate degree major or any other undergraduate, advanced or professional degrees may not be used to fulfill requirements for the second associate degree option or a second baccalaureate degree area of study. The College will not award a third baccalaureate degree.

Residency Requirement

Thomas Edison State College has no residency requirement for U.S. citizens or foreign students residing in the continental United States except for certain established partnerships.

The Military Degree Completion Program (MDCP) has an academic residency of 9 credits for an associate degree and 18 credits for a baccalaureate degree. The joint degree programs with University of Medicine and Dentistry of New Jersey has an academic residency of 12 credits for the baccalaureate degree. This number of credits must be taken from the College before a student in this program is eligible for graduation.

Duplication of Credit

Duplicated credits will not be applied to a student's degree program or transcript.

Credit will not be granted in cases of obvious or apparent duplication. An example would be two college courses taken at different institutions, which cover the same subject matter, such as Survey of American History since the Civil War and American History II, 1865 to Present. Also, credit will not be granted for both the CLEP subject examination in sociology and a course in introductory sociology.

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.

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 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 (LOA) as the enrollment fee is due again upon returning from LOA. Requesting an LOA does not entitle a student to an enrollment fee refund.

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 Registrar, 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 the Annual Enrollment Tuition during the six-month period from the date of application must reapply by paying the Application Fee again and resubmitting all documents.

Enrolled students who do not renew their enrollment by paying the Annual Enrollment Tuition 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 and the Annual Enrollment Tuition. The student's anniversary enrollment date will be the new enrollment date.

Students returning to the BSN program from Leave of Absence will need to submit the Re-enrollment Form and Credential Review Fee.

Students returning to the BSN program from Inactive Status will need to submit the Re-enrollment Form, Application Fee and Credential Review Fee.

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.

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.

Appeals and Waivers

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 they are 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.

Grading

Courses

The outcome of active, current learning experiences assessed by the College will be graded based upon the scale below. This policy applies to independent study course credits earned through the College.

Academic Standing: 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 |

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, business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE); military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses and registries evaluated and recommended for credit by Thomas Edison State College; special programs evaluated and recommended for credit by Thomas Edison State College; and credits from foreign universities.

Thomas Edison State College sends a grade report to students for credits attempted through the Thomas Edison State College Examination Program (TECEP®), *e-Pack*® and Prior Learning Assessment (PLA). Credits earned are automatically applied to Thomas Edison State College degree programs for enrolled students but are not calculated into the GPA.

Grade Point Average Policy

Effective January 2007, an official Thomas Edison State College term and cumulative GPA will be calculated and posted on the official transcript for any student earning 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.

Only grades which reflect earned credits (A, A-, B+, B, B-, C+, C, C-, D) will be used to calculate the official Thomas Edison State College GPA.

International Student Policies

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 baccalaureate 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 enrollment if they have, at a minimum, scored 500 on the paper examination or 173 on the online computer-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 Thomas Edison State College by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA.

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.

Degree Requirements

Thomas Edison State College awards degrees which reflect the general content of an American education. As part of the 120 credit requirement for the baccalaureate 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 Science in Public and Social Services (ASPSS)

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)
- Associate in Science in Applied Science and Technology (ASAST)
- Associate in Science in Management (ASM)

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 DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a score of 500 on the paper examination, 173 on the computer-based Test of English as a Foreign Language (TOEFL) and 61 on Internet, 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. These students must submit a minimum score of 500 on the paper examination or 173 on the computer-based Test of English as a Foreign Language

(TOEFL) prior to registering for PLA if English is not the official language of their country of citizenship; 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 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 courses 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 DANTES, CLEP or TOEFL test administrator at an official DANTES, 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. *Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction.* United States military personnel are expected to take examinations through the education officer at a military base.

Transfer Credit

The College will accept credit recommendations from a required course-by-course evaluation completed by American Association of Collegiate Registrars and Admissions Officers (AACRAO). An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

International Credit Evaluations

Course-by-course credit recommendations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at:

American Association of Collegiate
Registrars and Admissions Officers
Office of International Education Services
Credentials Analysis Service
One Dupont Circle NW, Suite 520
Washington, DC 20036
(202) 296-3359
www.aacrao.org

All fees associated with the foreign credit evaluation are the responsibility of the student.

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, pay the Comprehensive Tuition Plan or the Enrolled options Plan and Technology Services Fee. After enrollment, any credentials or documents submitted will be evaluated. When the evaluation has been completed, the student will be advised of any remaining degree requirements. It is the responsibility of the student 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.

Graduation

When all degree requirements have been satisfied, students are required to apply for graduation by submitting the Request for Graduation form included in the *Program Planning Handbook*, along with the graduation fee. The form may also be found at www.tesc.edu/students/support/pdf/gradapp.pdf. A student does not automatically become a candidate for a degree. Students must be actively enrolled in order to apply for graduation.

To be considered for graduation, all academic and financial requirements 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 student 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.

Commencement Ceremony

Although the College graduates students four times during the year, the Commencement ceremony is held annually in October. Unlike most colleges, which hold their commencement ceremonies in the spring, Thomas Edison State College holds Commencement in the fall, reflecting the unique nature of the College. Students who have graduated on or prior to the September graduation date are invited to attend the Commencement ceremony. Graduates will be provided with specific information about the ceremony in early July.

Ceremony Date for 2006

Saturday, Oct. 7, 2006
Soldiers and Sailors' War Memorial
Trenton, N.J.

Alumni Association

All graduates of Thomas Edison State College are automatically members of the Alumni Association – a worldwide organization of approximately 25,000 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 the individual alumnus/a.

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

Alumni within corporate or governmental organizations are encouraged to identify themselves as potential spokespersons within their professional and personal communities. Individuals are also urged to support the Annual Fund of the College and to identify others who may be of assistance in the development of the College's academic and fiscal programming.

The Alumni Association also encourages its members to take part in as many activities as possible, including regional receptions, Commencement activities, outreach initiatives and as members of various advisory councils.

Invention magazine, published quarterly, is designed to provide profiles of alumni in their daily pursuits of life and living. The Alumni and Friends section of the College's Web site, www.tesc.edu, provides current news, contact information, souvenir ordering guidelines, online giving portals and the opportunity for communication via discussion boards.

Current news items for either publication can be submitted to the Office of Alumni Affairs at alumni@tesc.edu. Updated e-mail addresses may be sent in this same manner; alumni may also send letters or faxes to the following location:

Office of Alumni Affairs
Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176
Phone: (609) 984-1588
Fax: (609) 943-3023

Honor Societies/Awards

Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Award recipients are selected from graduates from December through September. The awards are announced and bestowed annually at the October Commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Advanced Level Practicum
- 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 and Thomas Edison Special Assessments
- Prior Learning Assessment (PLA)
- Testing Programs

Students selected for the award are required to have earned a minimum total of 90 credits in any of the methods listed above.

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 students must meet the following requirements:

- Complete a minimum of 60 graded credits of which at least 30 credits are through the College and 15 credits are in liberal arts. Graded credit includes Guided Study and online courses.
- Have an overall grade point average of 3.5 or higher that includes graded courses taken at other institutions as well as Thomas Edison State College credit.

Induction of awardees occurs at the time of the College's annual Commencement. Students are notified in advance and provided an invitation to participate in the awards ceremony.

Honor Society of Nursing

The Thomas Edison State College Honor Society of Nursing was founded in 2005 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. The following requirements must be met for inclusion:

Undergraduate:

- have completed one-half of the nursing curriculum, defined as having completed five of the eight upper-division nursing requirements;
- have a cumulative GPA of a minimum of 3.0; and
- rank in top 35 percent of graduating class (defined as those students who are enrolled in or have completed the last two upper-division nursing courses and have not more than 9 credits remaining in general education requirements).

Graduate:

- must achieve a minimum cumulative GPA of 3.5.

Nurse Leaders:

- must be a registered nurse;
- must be legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field; and
- have demonstrated achievement in nursing.

Graduate Degree Programs

Mission Statement

- ▶ offers applied graduate degrees and certificates to adult learners
- ▶ creates an academically robust climate that serves learners in pursuit of their educational goals, engages mentors and learners in quality learning and assessment opportunities, promotes inclusion and focuses on learning outcomes
- ▶ promotes the values of intellectual and ethical responsibility, intellectual engagement, reflection, and appreciation and application of research
- ▶ serves as a model of excellence in applying adult learning principles to graduate, distance and online learning
- ▶ identifies emerging opportunities and develops new and innovative graduate programs that serve learners, employers and the public good

Graduate Programs

Thomas Edison State College offers four graduate degree programs. Through its “Bachelor’s to Master’s” program, undergraduate students at Thomas Edison State College who have earned at least 99 transcribed credits may apply for provisional admission to the Thomas Edison State College graduate program of their choice. Accepted students may earn up to 9 graduate credits to meet requirements for both the bachelor’s and master’s degrees. (see Page 8 for more information.)

School of Business and Management

**Master of Science in Human Resources
Management**

Master of Science in Management

School of Arts and Sciences

Master of Arts in Liberal Studies

School of Nursing

Master of Science in Nursing
(see School of Nursing section, Page 82)

Nurse Educator Certificate Program
(see School of Nursing section, Page 88)

Graduate Certificate Programs

Clinical Trials Management

Homeland Security

Human Resources Management

Online Learning and Teaching

Organizational Management and Leadership

Public Service Leadership

Graduate Academic Policies

Master of Science in Human Resources Management (MSHRM)

The Master of Science in Human Resources Management (MSHRM) degree was developed with the guidance of human resource practitioners. Society for Human Resource Management (SHRM) members from New Jersey and across the nation identified the characteristics that would make a graduate degree valuable: a broad-based knowledge of the business they serve; skills in managing a human resources enterprise; and the vision and ability to become strategic business partners. With the increasing demand for academic credentials in the human resources field, working professionals need high-quality, accessible degree options that they can complete while they continue to work.

The MSHRM, a practitioner focused degree, develops the human resources management competencies identified through extended research about what makes effective human resources practitioners. Large-scale studies, conducted at the University of Michigan Business School, queried respondents from different types of organizations both in the United States and abroad. They asked the question, "What are the competencies demonstrated by human resource professionals from high-performance as opposed to those from low-performance organizations?" The MSHRM degree curriculum was developed based on their answers.

The program's content and design are grounded in current best practices and directed toward preparing human resources professionals to become strategic partners within their organizations.

What You Will Know and What You Will Be Able To Do

Human resource practitioners from high-performing organizations demonstrate competency in three critical areas:

- ▶ knowledge of business practices
- ▶ ability to make strategic contributions to the organization through personal credibility
- ▶ effective management of the human resources function, including human resources technical skills

The MSHRM degree program is designed to build these competencies. Graduates will:

- ▶ develop the basic knowledge of business goals and functional areas
- ▶ be able to define the critical human resources role competencies and use the tools needed to become strategic partners in their organizations
- ▶ identify and select models critical to effective organizations (culture management, fast change, strategic decision-making and market-driven connectivity); apply them to practice (through simulations, case studies and workplace projects); and develop strategies to connect these elements to enhance organizational performance
- ▶ articulate strategies that capitalize on their organization's intellectual capital
- ▶ develop technical human resource skills in staffing, providing professional development, managing organizational culture, and measuring and rewarding performance
- ▶ assess and use research and best-practice standards from the human resource field to improve their practice

Master of Science in Human Resources Management Curriculum Requirements

(must be taken in order listed)

| | |
|---|------------|
| MSHRM Core Courses | 21 credits |
| HRM-540 Lifestyle Benefits and Compensation in the New Millennium | 3 credits |
| HRM-550 Strategic Recruiting, Retention and Succession Planning | 3 credits |
| HRM-560 Intellectual Capital and the Workplace Learner | 3 credits |
| HRM-570 The Effectiveness of a Market Connected Culture | 3 credits |
| HRM-600 Managing the Human Resources Enterprise | 3 credits |
| HRM-610 Human Resources as a Strategic Partner | 3 credits |
| HRM-620 The Legal and Ethical Environment of Human Resources | 3 credits |
| Electives | 12 credits |

Students select electives from other Thomas Edison State College online courses, develop graduate Prior Learning Assessment (PLA) portfolio, apply ACE courses evaluated at the graduate level or work with a graduate mentor to design an independent study. Students may transfer up to 6 credits of graduate credit from other regionally accredited institutions or apply up to 6 units of credit recommended by the American Council on Education (ACE).

| | |
|--|------------|
| Final Capstone Project HRM 630 (may be group or individual) | 3 credits |
| Total | 36 Credits |

Gain Advanced Standing for Society of Human Resource Management (SHRM) Certification

The SHRM Certification course HRM-520 offers an overview of key skills needed by human resource professionals. Participants may prepare for either the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification examinations offered by the Human Resource Certification Institute (HRCI). Students who take this course have typically worked in exempt-level human resource positions for at least two years. Students who complete the course will earn 3 credits toward a Thomas Edison State College graduate degree.

Enrolled students who have earned the SPHR certification will be awarded 3 credits. Students may either take the SHRM certification course or may earn credits through the certification.

Master of Science in Management (MSM)

The Master of Science in Management (MSM) degree focuses on the development of leadership and management skills. At the request of major New Jersey employers, Thomas Edison State College designed the MSM degree program as an academically rigorous and practical educational experience for seasoned managers who demonstrate a promise for growth and advancement.

The program is structured for professionals with responsibilities in management, technical and administrative positions. It is an ideal program for those whose career paths include the management of people in complex, dynamic organizations that compete in a global marketplace.

The MSM program has a strong focus on organizational leadership and provides the flexibility working adults need to control their own study schedules.

In addition, students may tailor their degree program to provide additional depth in one of four specialized professional focus areas: human resources management, online learning and teaching, public sector auditing or public service leadership.

What You Will Know and What You Will Be Able To Do

The MSM degree curriculum focuses on developing two types of competencies that affect managerial performance:

- ▶ managerial role competencies
- ▶ generic decision-making competencies of information seeking, decision making and communications

Students will be challenged to extend, redefine and enhance their managerial understanding and to apply their basic learning tools such as seeking, evaluating and communicating information and ideas. Grounded in the knowledge base of the well-informed manager, students will practice new ways of seeking and acquiring course-related knowledge, synthesizing information into models of effective practice and communicating their learning in ways that may positively affect the organizations in which they work.

Five key managerial role competencies are developed in the MSM degree program:

- ▶ Organizational Understanding
- ▶ Activity Management
- ▶ People Leadership
- ▶ Resource Utilization
- ▶ Managerial Self-Development

Master of Science in Management Curriculum Requirements

(must be taken in order listed)

| | |
|--|------------|
| MSM | 24 credits |
| ORG-501 Foundations of Leadership Management | 6 credits |
| HRM-530 Human Resources Management | 3 credits |
| EIO-520 Economic Issues in Organizations | 3 credits |
| OML-610 Organizational Management and Leadership I | 3 credits |
| ORR-510 Organizational Research | 3 credits |
| OML-620 Organizational Management and Leadership II | 3 credits |
| FAM-540 Finance and Accounting for Managers | 3 credits |
| Electives | 9 credits |

Most MSM students attend two weekend residencies in the Trenton, N.J., area to earn 3 credits for Professional Leadership Development I and II. Students may also select electives from other Thomas Edison State College online graduate courses, develop graduate Prior Learning Assessment (PLA) portfolios or work with a graduate mentor to design an independent study program. Students may transfer up to 6 graduate credits from other regionally accredited institutions or apply up to 6 credits recommended by the American Council on Education (ACE).

| | |
|-----------------------------------|------------|
| MSM-630 Final Capstone Project | 3 credits |
| Total | 36 Credits |

Master of Science in Management Professional Focus Areas

Students may currently choose one of four professional focus areas that provide additional depth in a specialized area. Once students complete the core courses, they may earn the remaining credits toward their degree by taking elective courses offered by the College or through one of the College's Educational Partner organizations.

Human Resources Management

MSM students who select this professional focus area complete the MSM core courses and select 9 credits in Human Resources Management electives appropriate to their objectives. Students complete the program with a culminating 3-credit Final Capstone Project.

Online Learning and Teaching

MSM students who select this professional focus area complete the MSM core courses and select 9 credits in Online Learning and Teaching electives appropriate to their objectives. Students complete the program with a culminating 3-credit Final Capstone Project.

Public Sector Auditing

MSM students who select this professional focus area complete the MSM core courses. Electives are offered through a special arrangement with the Government Audit Training Institute at the United States Department of Agriculture Graduate School and may be taken in a special one-week format in Washington, D.C., or through open enrollment classes scheduled throughout the country. For more information, visit www.grad.usda.gov/masters. Students complete the program with a culminating 3-credit Final Capstone Project.

Public Service Leadership

MSM students who select this professional focus area complete the MSM core courses. Students who select this professional focus area must have completed the Executive Potential Program (EPP) at the United States Department of Agriculture Graduate School, which provides training and development for government employees rated GS 13-15 and prepares students for leadership positions in federal government and public administration. Electives and the Final Capstone Project are completed through courses offered through the EPP Certification Program.

Master of Science in Management Educational Partnerships

Thomas Edison State College has developed partnerships with select organizations that offer American Council on Education-evaluated courses at the graduate level. Students enroll in these courses through the partner organization and pay the course fees directly to the organization.

Students may apply certain graduate-level courses and training to meet the professional focus requirements of the degree program. Students request official transcripts of their work and have them sent to the Graduate School at the College. These students will complete a final Capstone Project related to their area of study.

Educational Partnerships

► American Educational Institute (AEI)

Students may register with AEI for independent study courses, which are offered in the areas of liability, workers' compensation, claims fraud investigation and defense, and automobile claims and coverage. Tuition for these courses is paid directly to AEI at its rate. A complete list of AEI courses may be found on the organization's Web site www.aeiclaimslaw.com.

► Recovery Assistance Program Training (RAPT)

The Management of Substance Abuse Programs professional focus was developed specifically for substance abuse counselors moving into management positions. Students complete the elective requirements by registering with the Recovery Assistance Program Training (RAPT) for classroom-based courses offered at 30 sites in the Northeast. Tuition for these courses is paid directly to RAPT at their rate. For information please call (609) 660-9371. These courses have been recommended for graduate credit by the American Council on Education (ACE).

► The Hampton Group, Inc.

Students interested in project management may complete their electives with The Hampton Group, Inc. Students register directly with the Hampton Group. Tuition for these courses is paid directly to the Hampton Group, Inc., at its rate. For information, please visit www.4pm.com.

Master of Arts in Liberal Studies (MALS)

The Master of Arts in Liberal Studies (MALS) degree program provides working professionals an opportunity to study the liberal arts with an applied perspective and invites students to leverage what is learned from the rigorous study of the liberal arts to their chosen field. The program focuses on the links between the liberal arts and professional life. The core curriculum is drawn from a variety of disciplines and perspectives and challenges students to examine their professional values and ways of approaching problems.

Students focus their degree program on their own interests by selecting the Learner-Designed area of study (LDAS).

About Learner-Designed Area of Study

The Learner-Designed area of study (LDAS) gives students the responsibility to choose areas of interest to them and an opportunity to plan and implement their own academically-robust learning activities. Students develop a coherent plan of study that links directly to their final Capstone Project.

Students may propose to complete their Learner-Designed area of study in several ways:

- ▶ Take additional online graduate courses from Thomas Edison State College;
- ▶ Apply up to 6 credits of American Council on Education courses that have been evaluated at the graduate level;
- ▶ Earn credits for courses offered through Educational Partnership organizations, whose programs fit a degree requirements;
- ▶ Develop a graduate-level Prior Learning Assessment (PLA) portfolio;
- ▶ Transfer up to 6 credits of graduate-level credit earned at other regionally accredited institutions; and/or
- ▶ Design an independent study under the guidance of a graduate mentor;

A graduate mentor reviews the proposal and recommends acceptance or changes. The Graduate School authorizes final acceptance of the LDAS.

What You Will Know and What You Will Be Able To Do

After successfully completing the Master of Arts in Liberal Studies program, students will be able to:

- ▶ articulate their system of values and understand how they affect workplace and community decisions;
- ▶ apply the thinking tools of the liberal arts to the day-to-day experiences at work or in the community;
- ▶ articulate notions of community, their implications for the communities in which they live and work, and the ways in which the student is part of a global community;
- ▶ define theories of change and apply that thinking to real-life problems;
- ▶ compare and contrast philosophies concerning faiths from several cultures; and
- ▶ devise practical approaches to issues using tools learned in the program.

Master of Arts in Liberal Studies Curriculum Requirements (must be taken in order listed)

| | |
|---|------------|
| MALS | 18 credits |
| LAP-500 The Liberal Arts and Professional Life | 3 credits |
| SAM-501 Sense of Community: Art and Morality | 3 credits |
| SAM-502 Sense of Community: Faith and Reason | 3 credits |
| CCR-510 Change, Conflict and Resolution | 3 credits |
| SIC-520 The Species, The Individual and Community | 3 credits |
| THC-530 Technology and the Human Community | 3 credits |
| Electives Learner-Designed Area of Study (LDAS) | 12 credits |
| Final Project MLS-630; MLS-660 (may be group or individual) | 6 credits |
| Total | 36 Credits |

Master of Arts In Liberal Studies Professional Focus Areas

Students may currently choose one of four professional focus areas that provide additional depth in a specialized area. Once students complete the core courses, they may earn the remaining credits toward their degree by taking elective courses offered by the College or through one of the College's Educational Partner organizations.

Human Resources Management

MSM students who select this professional focus area complete the MSM core courses and select nine credits in Human Resources Management electives appropriate to their objectives. Students complete the program with a culminating three-credit Final Capstone Project.

Online Learning and Teaching

MSM students who select this professional focus area complete the MSM core courses and select nine credits in Online Learning and Teaching electives appropriate to their objectives. Students complete the program with a culminating three-credit Final Capstone Project.

Public Sector Auditing

MSM students who select this professional focus area complete the MSM core courses. Electives are offered through a special arrangement with the Government Audit Training Institute at the United States Department of Agriculture Graduate School and may be taken in a special one-week format in Washington, D.C., or through open enrollment classes scheduled throughout the country. For more information, visit www.grad.usda.gov/masters. Students complete the program with a culminating three-credit Final Capstone Project.

Public Service Leadership

MSM students who select this professional focus area complete the MSM core courses. Students who select this professional focus area must have completed the Executive Potential Program (EPP) at the United States Department of Agriculture Graduate School, which provides training and development for government employees rated GS 13-15 and prepares students for leadership positions in federal government and public administration. Electives and the Final Capstone Project are completed through courses offered through the EPP Certification Program.

Master of Arts In Liberal Studies Educational Partnerships

Thomas Edison State College has developed partnerships with select organizations that offer American Council on Education-evaluated courses at the graduate level. Students enroll in these courses through the partner organization and pay the course fees directly to the organization.

Students may apply certain graduate-level courses and training to meet the professional focus requirements of the degree program. Students request official transcripts of their work and have them sent to the Graduate School at the College. These students will complete a final Capstone Project related to their area of study.

Educational Partnerships

► **American Educational Institute (AEI)**

Students may register with AEI for independent study courses, which are offered in the areas of liability, workers' compensation, claims fraud investigation and defense, and automobile claims and coverage. Tuition for these courses is paid directly to AEI at its rate. A complete list of AEI courses may be found on the organization's Web site www.aeiclaimslaw.com.

► **Recovery Assistance Program Training (RAPT)**

The Management of Substance Abuse Programs professional focus was developed specifically for substance abuse counselors moving into management positions. Students complete the elective requirements by registering with the Recovery Assistance Program Training (RAPT) for classroom-based courses offered at 30 sites in the Northeast. Tuition for these courses is paid directly to RAPT at their rate. For information please call (609) 660-9371. These courses have been recommended for graduate credit by the American Council on Education (ACE).

► **The Hampton Group, Inc.**

Students interested in project management may complete their electives with The Hampton Group, Inc. Students register directly with the Hampton Group. Tuition for these courses is paid directly to the Hampton Group, Inc., at its rate. For information, please visit www.4pm.com.

Graduate Certificate Programs

Earning a graduate certificate is an excellent way to gain expertise in a specific area that can help advance your career. Completing a graduate certificate program will enable you to demonstrate proficiency within a specific field. Students who complete graduate certificate programs at Thomas Edison State College earn 12 graduate credits that may be applied towards a graduate degree at the College. Graduate certificates are available to students who have earned a baccalaureate degree from a regionally accredited college or university.

Currently, the Graduate School offers the following graduate certificates:

- ▶ Clinical Trials Management
- ▶ Homeland Security
- ▶ Human Resources Management
- ▶ Online Learning and Teaching
- ▶ Organizational Management and Leadership
- ▶ Public Service Leadership*

*(only available to graduates of the USDA/EPP program)

Graduate Certificate: Clinical Trials Management 12 credits

The Clinical Trials Management certificate program was conceived and designed by pharmaceutical, biotechnology and contract research organization experts who work in the clinical research field. It is intended for those who seek entrance to or advancement in the clinical research industry. Students learn the fundamentals of the clinical trials environment, study design, and management. The program prepares students for the day-to-day decision making in their work environment. Each course has exercises designed to further enhance drug development knowledge through reading, interactive discussions between students and instructors, and assignments that mirror workplace requirements. Courses include:

CTM-510
Introduction to Clinical Trials
Research and Drug Development 3 credits

CTM-520
Clinical Trials Research:

Practice to Policy 3 credits

CTM-530
Introduction to Clinical Trials
Data Management 3 credits

CTM-540
Ethical Issues and Regulatory
Principles in Clinical Trials 3 credits

Graduate Certificate: Homeland Security 12 credits

The Homeland Security certificate 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, management and continuity throughout a crisis. Course work covers law enforcement, emergency management and business continuity issues. Courses include:

HLS-500
Terrorism and Homeland
Security in the United States 3 credits

HLS-510
Protecting the Homeland: Balancing
Security and Liberty 3 credits

HLS-520
Preparedness: Prevention
and Deterrence 3 credits

HLS-530
Protecting the Homeland:
Response and Recovery 3 credits

Graduate Certificate: Human Resources Management

12 credits

Courses available for this graduate-level certificate focus on the most important strategic initiatives that HR professionals face as they lead their organizations through the uncharted waters of constant change. Students select four Thomas Edison State College graduate-level courses in Human Resources Management. Students who may eventually consider pursuing a Master of Science degree in Human Resources Management should see Page 133 to determine which of these course options can help meet core requirements of that graduate degree program. Students select four of the following course options:

| | |
|---|-----------|
| HRM-520 SHRM Certification | 3 credits |
| HRM-530 Human Resources Management | 3 credits |
| HRM-540 Lifestyle Benefits and Compensation in the New Millennium | 3 credits |
| HRM-550 Strategic Recruiting, Retention and Succession Planning | 3 credits |
| HRM-560 Intellectual Capital and the Workplace Learner | 3 credits |
| HRM-570 The Effectiveness of a Market Connected Culture | 3 credits |
| HRM-600 Managing the Human Resources Enterprise | 3 credits |
| HRM-610 Human Resources as a Strategic Partner | 3 credits |
| HRM-620 The Legal and Ethical Environment of Human Resources | 3 credits |

Graduate Certificate: Online Learning and Teaching

12 credits

Thomas Edison State College pioneered the use of technology in higher education and students can benefit from its experience. This 12-credit graduate certificate serves those who want to be well-prepared to teach online. Courses include:

| | |
|--|-----------|
| OLT-510 Theory and Culture of Online Learning | 3 credits |
| OLT-520 Learning Technology as an Issue in Online Learning | 3 credits |
| OLT-530 Issues in Instructional Design in Online Learning | 3 credits |
| OLT-540 Communication and Interactivity in Online Learning | 3 credits |

Graduate Certificate: Organizational Management and Leadership

12 credits

This graduate-level certificate enables students to select the four courses from the core requirements of the Master of Science in Management (MSM) degree program that they feel, based on their management experience and future career goals, will further develop their leadership and management skills. Students select Thomas Edison State College graduate-level courses totaling 12 credits.

Graduate Certificate: Public Service Leadership 12 credits

This graduate-level certificate is open only to graduates of the Executive Potential Program (EPP) offered by the United States Department of Agriculture's (USDA) Graduate School. Students who have graduated from the EPP program may earn a graduate-level certificate in Public Service Leadership by completing 12 credits of Thomas Edison State College graduate-level courses that best correlate to their educational and professional goals.

Credits earned taking these graduate-level courses for the Graduate Certificate in Public Service Leadership may be applied to the requirements of any graduate degree program at Thomas Edison State College.

Graduates of the EPP program at the USDA Graduate School also have the opportunity to earn advanced standing in Thomas Edison State College Graduate Programs.

For more information about this certificate, please contact the Graduate School at (609) 984-1168 or e-mail graduateschool@tesc.edu.

Academic Policies

All policies for students in Graduate Programs, and the procedures that accompany them, are included in the *Policy and Procedure Handbook*, which is available online in the Graduate Student Center section of Blackboard. A copy also may be obtained by calling the Graduate School.

Academic Integrity and Values

Thomas Edison State College is committed to maintaining academic quality, excellence and honesty. The College expects students to maintain the highest ethical standards regarding the information and materials presented to the College. Students are expected to share this commitment to academic honesty.

Graduate students at Thomas Edison State College are expected to engage intellectually in the learning process, with graduate mentors and with each other. Students will engage in conversation about the assumptions they make, the ways they think and the ideas they encounter. Students are expected to value open inquiry and to examine ideas with the goal of articulating principles that guide actions.

In keeping with the intellectual tradition of open inquiry and investigation, students are expected to be proactive in acknowledging the intellectual roots of their ideas and to take great care to credit sources that have helped shape their thinking.

Students will maintain their academic integrity and that of the program. Students will not plagiarize, fabricate information or citations, submit the work of another person or misrepresent their own work.

Academic Probation

Candidates who fall below a 3.0 average will be placed on academic probation.

Academic Progress

Academic progress at the graduate level at Thomas Edison State College is defined as three to six semester hours per term, not to exceed six semester hours per term.

Admissions

Admission to the program is competitive and based on a quantitative and qualitative assessment. Students are assessed according to the following:

- Candidates must have three to five years of

appropriate experience. MSHRM applicants should have at least three years of exempt-level experience. MSM applicants should have managerial or supervisory experience. MALS candidates should have professional, managerial or significant volunteer experience.

- ▶ Candidates must have an earned undergraduate degree from a regionally accredited college or university in the United States or from a recognized foreign institution.
- ▶ Foreign students must submit TOEFL scores of at least 550 for the written exam or 213 for the computer exam.
- ▶ Candidates must submit an official transcript from the college or university where their undergraduate degree was earned.
- ▶ Candidates must complete the essay portion of the application.
- ▶ Candidates must submit at least two Letters of Recommendation from individuals able to attest to their ability to complete a graduate degree. At least one should be from a person who has supervised the applicant.
- ▶ Candidates must submit a recent resume.
- ▶ Candidates are required to have the following basic computer skills: ability to access the Internet and experience with/knowledge about sending e-mail.

The Admissions Committee reviews the application to assess the fit between the program and the applicant's goals, the appropriateness of the applicant's experience and the applicant's potential for success.

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of the institution. Conversely, the College maintains sole discretion for determining those students who would not benefit appropriately from the learning and educational processes of the institution.

Residency Requirements

Students are not required to live in New Jersey to enroll in Graduate Programs at Thomas Edison State College. Some degree programs do require on-site residencies, and they are specified in the degree requirements.

Acceptance/Deposit

Admitted applicants are expected to submit a tuition deposit of \$500 within two weeks of their notification of acceptance. The deposit secures the student's place in the graduate program. Once admitted, applicants who must withdraw for reasons of substance may request in writing a refund of 80 percent of this deposit at least 30 days prior to the beginning of the semester.

Appeals

The College recognizes that it is the best interest of the student and the institution to resolve student concerns promptly and fairly. The following procedure is the method to be used by the student when he/she disagrees with a decision rendered by the College. Please note that the procedure for final grade appeals is listed after this policy.

The graduate student shall use the student appeal process to address an unresolved concern about an administrative, academic, financial, disability or accommodation decision to the director of the Graduate School.

The student should first try informally to settle the issue with the appropriate College staff or graduate mentor. The student is obligated to make a good faith effort to present all concerns in a coherent manner and College staff/mentor are obliged to respond to all issues in good faith.

If the student is unable to successfully negotiate a resolution, he/she may proceed to the formal Student Appeal Process outlined in the *Policy and Procedure Handbook* in the Graduate Student Center in Blackboard.

Appeals: Final Grade

Thomas Edison State College recognizes that it is in the best interest of all students and the institution to resolve disputes promptly, fairly and equitably.

Students may appeal a grade given for a graduate course. Students bear the responsibility for justifying the grade change requested.

Assessment for Graduate Credit

▶ ACE (American Council on Education) Credit Assessment

Thomas Edison State College will award graduate credit for courses that have been evaluated by the American Council on Education (ACE) and have a credit recommendation made at the graduate level. Credit earned at the graduate level from evaluated corporate training may be used to satisfy elective

program requirements only and may not be substituted for core program requirements except in cases where a specific programmatic agreement exists.

► **Credit for Courses Taught**

Students in Graduate Programs at Thomas Edison State College may petition to earn credit if they have taught graduate-level courses for which they have not earned credit.

► **Military Credit**

Thomas Edison State College will award graduate credit for those military service schools that have been evaluated by the Office of Educational Credit and Credentials of the American Council on Education for credit recommendation at the graduate level. Credit earned at the graduate level from military training or experience may be used to satisfy elective program requirements only and may not be substituted for Core program except in cases where a specific programmatic agreement exists.

► **Prior Learning Assessment (PLA)**

Graduate students at Thomas Edison State College may earn credit through Graduate Prior Learning Assessment (PLA). The credit may be used to satisfy any elective degree requirement. It may not be used to satisfy a core degree requirement.

Auditing Graduate Courses

Graduate courses at Thomas Edison State College may be audited. A student wishing to audit a graduate course(s) must make his/her intentions clear in writing to the Graduate School prior to registering. Students will register and pay the full tuition. A grade of AU will be awarded.

Bachelor's to Master's Program

Thomas Edison State College undergraduates who have earned at least 99 transcribed credits may apply for provisional admission to the Thomas Edison State College graduate program of their choice. Accepted students may earn up to 9 graduate credits to meet requirements for both the baccalaureate and master's degrees. Provisionally accepted students earning a C in a graduate course will not be allowed to take more than 3 graduate credits (one course) in the subsequent term. Official admission is contingent upon meeting all Graduate Programs policy requirements.

Enrollment

Graduate students are considered "enrolled" when they have been accepted into the graduate program and have registered for their first course.

a. Date of Enrollment. The date of enrollment is defined as the first 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 they become inactive or take a leave of absence.

b. Catalog in Effect. Graduate students must use the catalog that was in effect on the date of enrollment to determine graduation requirements. If students become Inactive and Re-enroll, graduation requirements will be those listed in the catalog in effect at the time of re-enrollment.

c. Time Frame for Completion. Students enrolling in a graduate program at Thomas Edison State College are expected to complete the program within two years, but may, at the discretion of the director of the Graduate School, take up to seven years from the date of first enrollment. To go beyond this time frame, students must petition the Graduate School in writing. Additional course work may be required to authenticate currency of knowledge.

d. Deferred Enrollment. A graduate student who has been accepted may defer enrollment for one term. This request for deferment must be done in writing.

Grading Policy

The outcome of active, current learning experiences assessed by the graduate mentor will be graded upon the following scale. The policy applies to graduate level courses taken at Thomas Edison State College.

Academic Standing Grading System

| Letter Grade | Quality Points |
|--------------|---|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C | 2.0 |
| NC | 0 |
| W | Withdraw |
| I | Incomplete |
| NG | No Grade (for students who need to register again and retake the course) |
| AU | Audit |
| CR | Credit |
| NC | No Credit |

State College.

Withdraw – A student may withdraw from a course at any time. This will be reflected with a grade of W. A student who has withdrawn from a course may retake the course at any time and must pay the full tuition in effect at the time they register for the course. Refunds will be made according to the published schedule in effect at the time of withdrawal.

Incomplete – A student who does not complete the course by the end of the semester will receive a grade of I for Incomplete. The student has until the start of the next term to complete the course. If additional time is required, the student must develop a timeline and have it approved by the mentor and the director of the Graduate School. There is no additional tuition or fee charged.

If the course is not completed by the end of the year, the incomplete grade will convert to an NG.

NG - No Grade – NG means that the student will not receive a grade for the course. With permission, students may “reregister” for a course and pay the reregistration fee. Students may reregister for the same course one time during the succeeding three consecutive semesters. Students earning a grade of NG twice for the same course will be dismissed from the program. Students will have the option of reapplying to the program after one year.

CR Credit – CR will be used for the following: Graduate portfolio; business, industry and corporate training programs evaluated and recommended for graduate level credit by the American Council on Education (ACE) or by a Thomas Edison State College review; military training programs evaluated and recommended for graduate level credit by the American Council on Education (ACE); evaluated credits from foreign universities; or for other courses as determined by the appropriate School Dean.

CR is equivalent to a grade of B or better at the graduate level.

NC - No Credit – NC represents a grade of F. No credit will be awarded.

Transfer Credit

Graduate credit accepted in transfer from another institution will be reflected with the original course title and grade.

Grade Reports

An official grade report will be sent at the end of each term for any graduate course taken at Thomas Edison

Grade Point Average

The Thomas Edison State College transcript will reflect graduate grades A through C where grades have been awarded. Graduate students are required to maintain a Grade Point Average (GPA) of 3.0 (B). C grades will be accepted, but students whose GPA falls below a 3.0 will be on academic probation. Graduate students must have a B average in order to graduate. Credits that do not carry a grade are recorded as credit (CR) and do not affect the Grade Point Average.

Graduate Certificates

Graduate certificates require at least 12 credits earned at Thomas Edison State College.

Eligibility:

Students seeking graduate certificates must:

- ▶ Have an earned baccalaureate degree. (Official transcript is required.)
- ▶ Complete a certificate application.
- ▶ Achieve an average of B or better to earn the certificate.

Students who complete a certificate and then apply for a graduate degree may apply the credits earned toward their degree. Students submit the completed Certificate application and official transcript to the Graduate School.

Graduation Procedure

Students who have completed the academic requirements for the degree must complete a Request for Graduation form and submit the fee. The Thomas Edison State College Board of Trustees certifies graduates four times a year: March, June, September and December. Students officially graduate on the 30th of each of those months.

Independent Study

Enrolled Graduate students who have completed at least 12 graduate credits at Thomas Edison State College may earn credit through Graduate Independent Study. Students may use credits only toward electives.

Military Students, Policy for Military Who Are Deployed

Thomas Edison State College provides graduate military students options that are consistent with military regulations and New Jersey state law.

Preferred Option:

U.S. service members who are deployed or recalled to active duty can withdraw from their course(s) if they can document their deployment. Service members should contact their education officer(s) to find out if they should select this option. Service members must be aware that, when they re-enroll in the same course, they may be unable to use any assignments they have completed during their first enrollment.

Alternative Options:

- ▶ Service members who are deployed or recalled to active duty may choose to take an “Incomplete” at the discretion of the graduate mentor. Students who choose this option must be able to complete the course within 120 days of the course’s end date.
- ▶ Service members who are deployed or recalled to active duty and who have completed at least 50 percent of the course may petition the graduate mentor to award credit for the course based on work completed. If the mentor awards credit, a grade of CR will be issued.

Refund Policy

The application fee and program related fees are nonrefundable. Tuition will be refunded based on a published refund schedule.

Registration Policy

Students are expected to register during the official registration period and are encouraged to register online. Students may register up to the first day of class. After the registration period is closed, students must petition their School Dean in order to register.

Reregistration Policy

Students earning a grade of NG in a graduate course may reregister for the same course only once within three semesters. Students must complete the NG course before completing another course. Students earning a grade of NG twice for the same course will be dismissed from the program. Students will have the option of reapplying to the program after one year.

Time to Complete the Project

Graduate students making satisfactory progress in completing their Thesis/Applied Project or Capstone Project may retain their active enrolled status for up to four consecutive terms.

To maintain active status, students must maintain continuous registration. In keeping with the grading policy, students will be assigned a grade of NG for each term until a letter grade is issued. The letter grade will be issued in the final term that the student is enrolled in TAP or CAP.

Transfer Credit Policy

Students may transfer in graduate-level work earned at any regionally accredited college or university in the United States. The grade received must be a B or better. When the grade received is P for Pass or CR for Credit, the institution must equate it to a B or better. *The transfer credit may only be used to satisfy program electives.*

School of Professional and Continuing Studies

The School of Professional and Continuing Studies offers a broad array of high-quality professional certificates, seminars, workshops and other noncredit programs specifically designed for the working adult to develop and enhance knowledge, skills and competencies in the workplace.

In addition to programs available for individual enrollment, the School of Professional and Continuing Studies works with corporations, government agencies and nonprofit organizations to develop customized professional development programs. New programs are developed and announced on an ongoing basis. For more information on the School of Professional and Continuing Studies, and for the most up-to-date course listings, visit www.tesc.edu and click on "Professional Certificates."

Professional Certificate Programs

The School of Professional and Continuing Studies offers online certificate programs that prepare students for a wide variety of professions in the fastest growing industries. These certificates provide students with high-caliber training for occupations where there is a strong demand for a talented, well-trained workforce, but do not typically contribute toward earning a degree.

The Professional Certificate Program has been designed by a team of professionals from respective industries using the leading texts and educational technologies to provide the most effective, high-quality online learning experience. Each Web-based program is highly interactive and facilitated by experts in the field who guide and motivate students to succeed.

Professional Certificate Programs enable students to acquire new levels of expertise for career advancement, from entry level to the executive track. Professional certificates also bring notable credentials to a student's resume and provide comprehensive knowledge of the best practices within a particular field. Professional certificates provide an intelligent, practical first step for students interested in changing their careers or those simply interested in learning something new for their personal interests.



Current Professional Certificate offerings include:

Healthcare Programs

- CPS 001 Dental Assistant
- CPS 002 Administrative Medical Specialist
- CPS 003 ICD-10 Medical Coding:
Preparation and Instruction for Implementation
- CPS 004 Medical Transcription
- CPS 005 Pharmacy Technician
- CPS 006 Veterinary Assistant
- CPS 007 Certified National Pharmaceutical
Representative

Business Programs

- CPS 008 Administrative Professional w/ MOS
- CPS 009 Bookkeeping the Easy Way
- CPS 010 Microsoft Office Specialist (MOS)
- CPS 011 Project Management
- CPS 012 Lean Mastery
- CPS 013 Records Management
- CPS 014 Six Sigma Green Belt
- CPS 015 Six Sigma Black Belt
- CPS 016 Travel Agent Training
- CPS 017 Certified Business Manager
- CPS 018 Seven Steps to Leading High
Achieving Teams

Internet, Design and Technical Programs

- CPS 019 Digital Arts Certificate
- CPS 020 Graphic Design
- CPS 021 Help Desk Specialist
- CPS 022 Multimedia Design Certificate
- CPS 023 Web Database Developer
- CPS 024 Webmaster

Networking and CompTIA™ Certification Training Programs

- CPS 025 A+ Certification Training
- CPS 026 Linux+/LPI Level One Certification Training

Microsoft Certification Training Programs

- CPS 027 Microsoft Certified Database Administrator
(MCDBA)
- CPS 028 Microsoft Certified System Administrator
2003 (MCSA)
- CPS 029 Microsoft Certified System Administrator
Plus 2003 (MCSA+)
- CPS 030 Microsoft Certified System Engineer 2003
(MCSE)

Construction Technology

- CPS 031 Home Inspection
- CPS 032 HVAC Technician Certificate

Video Game Design and Development Programs

- CPS 035 3ds max
- CPS 036 Video Game Design and Development



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

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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, Thomas Edison State College students and members of the academic leadership.

The Academic Council has nine committees: Membership Committee, Learning Outcomes Assessment Committee, Graduate Committee and the following curriculum committees: Business and Management, Arts and Sciences, Social and Behavioral Sciences, Applied Science and Technology, Nursing and General Education.

William J. Mulkeen, Director of the Center for Legal Education and Director of Program and Curriculum Development, Essex County College (council president)

William J. Seaton, Vice President and Provost, Thomas Edison State College (ex-officio)

Ann Prime-Monaghan, Executive Assistant to the Vice President and Provost, Thomas Edison State College (council secretary)

Mary Ellen Caro, Dean, School of Business and Management, Thomas Edison State College

Sister Ellen Dauwer, Associate Dean, Graduate School of Religion and Religious Education, Fordham University

Thomas Devine, Training and Development Consultant, Design Public Service Electric and Gas Company

Sonja Eveslage, Dean, Graduate School, Thomas Edison State College

Camille W. Haberle, Professor Emeritus, Mathematics Department, Raritan Valley Community College

Mark S. Kassop, Professor, Sociology Department, Bergen Community College

Lawrence J. Knapp, Professor, Humanities Department, Essex County College

Judith S. Krom, Dean, Heavin School of Social and Behavioral Sciences, Thomas Edison State College

Jonathan Lincoln, Associate Professor,
Earth and Environmental Studies Department,
Montclair State University

Filomela Marshall, Independent Curriculum
Consultant

Linda Mather, President,
Beacon Associates

Susan O'Brien, Dean,
School of Nursing,
Thomas Edison State College

Thomas M. Patrick, Associate Professor,
Business Department,
The College of New Jersey

Lois Richardson, Dean,
School of Arts and Sciences,
Thomas Edison State College

Apryl Roach, Student Representative,
Thomas Edison State College

Marcus Tillery, Dean,
School of Applied Science and Technology,
Thomas Edison State College

Theresa Wurmser, Director,
Ann May Center for Nursing at
Meridian Health System

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PhD (The Union Institute)

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Linda Vasbinder, Confidential Assistant to
the President

Beverly Dash, Confidential Assistant

Nicole Smith, Confidential Assistant

Academic Affairs

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PhD (University of Nebraska-Lincoln)

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MS (Johns Hopkins University)

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Directions to Thomas Edison State College

ACADEMIC CENTER
167 W. Hanover St.
Trenton, NJ 08608-1176
(609) 292-0078

KELSEY BUILDING & TOWNHOUSES
101 W. State St.
Trenton, NJ 08608-1176
(609) 633-1400

KUSER MANSION/WATSON INSTITUTE
315 W. State St.
Trenton, NJ 08608-1176
(609) 292-5629

CANAL BUILDING
221 Hanover St.
Trenton, NJ 08608-1176
(609) 292-0078



KELSEY BUILDING & TOWNHOUSES

FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH

- Take the New Jersey Turnpike South 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-Capital 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 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 Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & 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/ WATSON INSTITUTE

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

FROM U.S. ROUTE 1, NORTH OR SOUTH

- Take Route 1 North 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.*

To the ACADEMIC CENTER and CANAL 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 Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & 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/ WATSON INSTITUTE

- 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 and The John S. Watson Institute for Public Policy are located at 315 W. State St.

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 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 Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & 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/ WATSON INSTITUTE

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

*Willow Street becomes Barr Street south of West State Street.

PARKING

KELSEY BUILDINGS & TOWNHOUSES

Metered parking is usually available near the Kelsey Building and Townhouses. Handicapped parking is available directly across the street on West State Street.

ACADEMIC CENTER

Metered parking is usually available near the Academic Center. Handicapped parking is available in front of the building.

CANAL BUILDING

Street parking is usually available near the Canal Building. The building is ADA compliant. Handicapped parking is available.

KUSER MANSION

Parking is available behind the building. Handicapped parking is available next to the main entrance.

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.



KUSER MANSION/WATSON INSTITUTE



CANAL BUILDING



ACADEMIC CENTER

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