*Undergraduate* University Catalog

2015/2016

UNDER GRAD

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**Thomas Edison State University**

EXCLUSIVELY FOR ADULTS

# contents

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

Content for this *Catalog* was current as of July 1, 2015. While every effort has been made to ensure the accuracy of the information contained in this publication, the University reserves the right to make changes without prior notice. The *Catalog* is not a contract, but rather it is a guide for the convenience of our students. The University reserves the right to change or withdraw areas of study and courses or eliminate departments or programs, without notice. The University also retains the discretion to change fees, registration, graduation and other rules affecting the student body, at any time.

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

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

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# message from the president

Welcome to Thomas Edison State University!

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

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

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

In addition, this *Undergraduate Catalog* includes information on the learning outcomes objectives for our academic enterprise, methods for earning credit and information on the Heavin School of Arts and Sciences, the School of Applied Science and Technology, the School of Business and Management, the W. Cary Edwards School of Nursing and the John S. Watson School of Public Service and Continuing Studies.
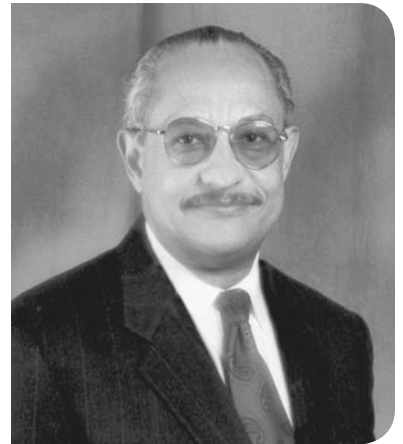
Since our inception in 1972, Thomas Edison State University has helped nearly 50,000 adults achieve their dreams of earning a college degree.

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

Sincerely,

George A. Pruitt
President

# 2015-2016 Academic Calendar

| TERM | JULY 2015 | AUG. 2015 | SEPT. 2015 | OCT. 2015 | NOV. 2015 | DEC. 2015 |
|---|---|---|---|---|---|---|
| **Registration Dates** | **May 22 - June 20, 2015** | **June 26 - July 18, 2015** | **July 24 - Aug. 15, 2015** | **Aug. 21 - Sept. 12, 2015** | **Sept. 18 - Oct. 10, 2015** | **Oct. 16 - Nov. 14, 2015** |
| Late Registration | June 21- 25, 2015 | July 19 - 23, 2015 | Aug. 16 - 20, 2015 | Sept. 13 - 17, 2015 | Oct. 11 - 15, 2015 | Nov. 15 - 19, 2015 |
| Course Transfer Period | May 22 - July 10, 2015 | June 26 - Aug. 7, 2015 | July 24 - Sept. 4, 2015 | Aug. 21 - Oct. 2, 2015 | Sept. 18 - Nov. 10, 2015 | Oct. 16 - Dec. 11, 2015 |
| Deadline for 100% tuition refund | July 5, 2015 | Aug. 2, 2015 | Aug. 30, 2015 | Sept. 28, 2015 | Nov. 1, 2015 | Dec. 6, 2015 |
| **Term Start Date** | **July 6, 2015** | **Aug. 3, 2015** | **Aug. 31, 2015** | **Sept. 28, 2015** | **Nov. 2, 2015** | **Dec. 7, 2015** |
| Deadline for 75% tuition refund | July 13, 2015 | Aug. 10, 2015 | Sept. 7, 2015 | Oct. 5, 2015 | Nov. 9, 2015 | Dec. 14, 2015 |
| Deadline for 50% tuition refund | July 20, 2015 | Aug. 17, 2015 | Sept. 14, 2015 | Oct. 12, 2015 | Nov. 16, 2015 | Dec. 21, 2015 |
| Deadline for 25% tuition refund | July 27, 2015 | Aug. 24, 2015 | Sept. 21, 2015 | Oct. 19. 2015 | Nov. 23, 2015 | Dec. 28, 2015 |
| End of 6 week lab term | Aug. 16, 2015 | Sept. 13, 2015 | Oct. 11, 2015 | Nov. 8, 2015 | Dec. 13, 2015 | Jan. 17, 2016 |
| Midterm exam week for select 12 week courses | Aug. 17 - 23, 2015 | Sept. 14 - 20, 2015 | Oct. 12 - 18, 2015 | Nov. 9 - 15, 2015 | Dec. 14 - 20, 2015 | Jan. 18 - 24, 2016 |
| Final exam week for 12-week term | Sept. 21 - 27, 2015 | Oct. 19 - 25, 2015 | Nov. 16 - 22, 2015 | Dec. 14 - 20, 2015 | Jan. 18 - 24, 2016 | Feb. 22 - 28, 2016 |
| **End of 12-week term** | **Sept. 27, 2015** | **Oct. 25, 2015** | **Nov. 22, 2015** | **Dec. 20, 2015** | **Jan. 24, 2016** | **Feb. 28, 2016** |
| Final grades available | Oct. 9, 2015 | Nov. 6, 2015 | Dec. 4, 2015 | Jan. 4, 2016 | Feb. 5, 2016 | March 11, 2016 |

| TERM | JAN. 2016 | FEB. 2016 | MARCH 2016 | APRIL 2016 | MAY 2016 | JUNE 2016 |
|---|---|---|---|---|---|---|
| **Registration Dates** | **Nov. 20 - Dec. 11, 2015** | **Dec. 18, 2015 - Jan. 16, 2016** | **Jan. 22 - Feb. 20, 2016** | **Feb. 26 - March 15, 2016** | **March 21 - April 16, 2016** | **April 22 - May 21, 2016** |
| Late Registration | Dec. 12 - 17, 2015 | Jan. 17 - 21, 2016 | Feb. 21 - 25, 2016 | March 16 - 20, 2016 | April 17 - 21, 2016 | May 22 - 26, 2016 |
| Course Transfer Period | Nov. 20, 2015 - Jan. 8, 2016 | Dec. 18, 2015 - Feb. 5, 2016 | Jan. 22 - March 11, 2016 | Feb. 26 - April 8, 2016 | March 21 - May 6, 2016 | April 22 - June 10, 2016 |
| Deadline for 100% tuition refund | Jan. 3, 2016 | Jan. 31, 2016 | Feb. 29, 2016 | April 3, 2016 | May 1, 2016 | June 5, 2016 |
| **Term Start Date** | **Jan. 4, 2016** | **Feb. 1, 2016** | **March 1, 2016** | **April 4, 2016** | **May 2, 2016** | **June 6, 2016** |
| Deadline for 75% tuition refund | Jan. 11, 2016 | Feb. 8, 2016 | March 7, 2016 | April 11, 2016 | May 9, 2016 | June 13, 2016 |
| Deadline for 50% tuition refund | Jan. 18, 2016 | Feb. 15, 2016 | March 14, 2016 | April 18, 2016 | May 16, 2016 | June 22, 2016 |
| Deadline for 25% tuition refund | Jan. 25, 2016 | Feb. 22, 2016 | March 21, 2016 | April 25, 2016 | May 23, 2016 | June 27, 2016 |
| End of 6 week lab term | Feb. 14, 2016 | March 13, 2016 | April 11, 2016 | May 15, 2016 | June 12, 2016 | July 17, 2016 |
| Midterm exam week for select 12 week courses | Feb. 15 - 21, 2016 | March 14 - 20, 2016 | April 12 - 18, 2016 | May 16 - 22, 2016 | June 13 - 19, 2016 | July 18 - 24, 2016 |
| Final exam week for 12 week term | March 21 - 27, 2016 | April 18 - 24, 2016 | May 16 - 22, 2016 | June 20 - 26, 2016 | July 18 - 24, 2016 | Aug. 22 - 28, 2016 |
| **End of 12 week term** | **March 27, 2016** | **April 24, 2016** | **May 22, 2016** | **June 26, 2016** | **July 24, 2016** | **Aug. 28, 2016** |
| Final grades available | April 8, 2016 | May 6, 2016 | June 3, 2016 | July 8, 2016 | Aug. 5, 2016 | Sept. 9, 2016 |

# section 1
## About Thomas Edison State University

## Mission

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

## Purpose

Thomas Edison State University was established by the State of New Jersey in 1972. The University 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 University seeks to do the following:

I.   To provide curricula and degree opportunities of appropriate level and composition, consistent with the aspirations of our students, the public welfare and the highest qualitative standards of American higher education.

II.   To create a system of college-level learning opportunities for adults by organizing collegiate and sponsored noncollegiate instruction into coherent degree strategies.

III.   To make available educationally valid learning opportunities which serve as alternatives to college classroom study and which are appropriate to the varied needs and learning styles of adults.

IV.  To develop and implement processes for the valid and reliable assessment of experiential and extracollegiate college-level learning, and to provide appropriate academic recognition for knowledge so identified, consistent with high standards of quality and rigor.

V.   To serve higher education and the public interest as a center of innovation, information, policy formulation and advocacy on behalf of adult learners.

VI.  To fulfill the public service obligation inherent to American institutions of higher education.

VII. To conduct its affairs in a manner that acknowledges the maturity, autonomy and dignity of its students; assures a portal of access to higher education for adult learners; and celebrates the values, diversity and high qualitative standards of American higher education.

## Our History

Thomas Edison State University 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 University 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 University is "the College that paved the way for flexibility."

## Our Students

Thomas Edison State University is composed of a worldwide community of learners. Our student body represents every state in the U.S. and approximately 70 countries throughout the world.

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

> Current Students: 21,495
>   Undergraduate: 20,143
>   Graduate: 1,352
> Average age 36
> 45 percent New Jersey residents
> 55 percent out-of-state (50 states and students from, or studying in, approximately 70 countries)
> 51 percent male
> 49 percent female
> Cumulative degrees awarded: 50,147

## Our Mentors

The University has approximately 800 mentors who facilitate learners' academic progress. Thomas Edison State University mentors are selected because of their academic and experiential preparation as well as their commitment to serving adult students. Like our students, mentors come from many places. They may also work at other colleges and universities or hold positions in the nonprofit or corporate world. We require that all graduate mentors hold a terminal degree. Many also have extensive professional experience.

## Our Academic Programs

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

> 31 graduate and undergraduate degrees
> more than 100 areas of study
> 14 undergraduate certificates
> 15 graduate certificates
> several professional certificates

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

## Accreditation

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

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

The Educational Leadership program at Thomas Edison State University is awarded TEAC accreditation by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years, from April, 2015 to April, 2022. The accreditation does not include individual education courses that the EPP offers to P-12 educators for professional development, relicensure or other purposes.

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

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

Middle States Commission on Higher Education
3624 Market St.
Philadelphia, PA 19104
(267) 284-5000
*www.msche.org*

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

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

Council for the Accreditation of Education Preparation (CAEP)
1140 19th Street, NW Suite 400
Washington, DC 20036
(202) 223-0077
*www.caepnet.org*

New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
*www.njconsumeraffairs.gov/nur/pages/default.aspx*

Engineering Technology Accreditation
 Commission of ABET
415 North Charles St.
Baltimore, MD 21201
(410) 347-7700
*www.abet.org*

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

## Library Resources

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

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

All Thomas Edison State University 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 University is a member of the Virtual Academic Library Environment (VALE), a consortium of New Jersey college and university libraries and the New Jersey State Library. The consortium is dedicated to furthering excellence in learning and research through innovative and collaborative approaches to information resources and services.

## Calendar and Scheduling
> Enrollment: any time during the year
> Semesters: start the beginning of each month
  • 12-week semesters for Guided Study, *e*-Pack®, prior learning assessment (PLA) , Practicum and online courses (including nursing and most graduate courses), TECEP® testing
> Registration periods:
  • 12 for most undergraduate options
  • 4 registration periods for nursing and most graduate courses
> Graduation: The Board of Trustees certifies graduates four times a year
> Commencement: Sept. 26, 2015

## Alumni Association
All graduates of Thomas Edison State University are automatically members of the Alumni Association – a worldwide organization of nearly 50,000 alumni.

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

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

The Annual Fund encourages alumni, students, staff and friends to renew their TESU ties by making annual gifts. Their collective support enables the University to respond to immediate needs, unexpected opportunities and fresh ideas. Annual gifts are put to use as they come in, making them an essential complement to the endowment, which is invested for the long term. For more information, visit *www.tesufoundation.org*.

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

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

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

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

## Arnold Fletcher Award
The Arnold Fletcher Award recognizes Thomas Edison State University bachelor's degree graduates for achieving excellence in nontraditional learning. Award recipients are selected from each graduating class. The following areas are examples of appropriate nontraditional learning modes:
> Credit for courses taught
> Thomas Edison State University courses (online, Guided Study and *e*-Pack®)
> Licenses/Certificates/Registries
> Military training programs evaluated by the American Council on Education (ACE)
> ACE
> Prior learning assessment (PLA)
> Testing programs

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

## Alpha Sigma Lambda Honor Society
Alpha Sigma Lambda National Honor Society was established in 1945 as a means of recognizing academic excellence for nontraditional students. Thomas Edison State University 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 University bachelor's degree graduates must meet the following requirements:
> have an overall Thomas Edison State University grade point average of 3.2;
> have earned from Thomas Edison State University at least 24 graded credits of which 12 credits are in liberal arts/ sciences; and
> members will be selected only from the top 20 percent of the group of qualified graduates.

# Learning Outcomes Assessment

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

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

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

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

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

## Outcomes-Based General Education

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

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

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

## Intellectual and Practical Skills

Intellectual and communicative skills necessary for success in the academic environment and for addressing globally complex challenges.

### Written Communication:

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

### Oral Communication:

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

### Information Literacy:

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

### Quantitative Reasoning:

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

## Civic and Global Leadership

Knowledge required for responsible global citizenship and effective engagement in a dynamic environment.

### Diversity/Intercultural Literacy:

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

### Ethical Leadership:

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

### Civic Engagement:

Demonstrate effective, responsible, and meaningful skills while engaged in the political life of a community.

## Knowledge of Human Cultures

Knowledge from the Arts, Humanities and Social Sciences, which develop an understanding of humanity.

## Understanding of the Physical and Natural World

Knowledge from the Natural Sciences (Biology, Chemistry, Earth Science and Physics) in order to develop an appreciation of the order, diversity and beauty of the natural environment and an understanding of scientific reasoning.

## Student's Role in Outcomes Assessment

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

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

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

# Schools

## School of Applied Science and Technology

### Mission and Purpose:

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

The School's curriculum provides opportunities to achieve personal and career goals through programs in three associate, five bachelor's degrees and one master's degree in 66 areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses and certifications, apprenticeships and military and industrial training.

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

### Degrees and Certificates:
#### Undergraduate Degrees in Technology

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

> Bachelor of Science in Applied Science and Technology (BSAST)
  • The following degree options are approved, (starred options require that students also possess professional certification prior to enrollment): Air Traffic Control*, Aviation Flight Technology*, Aviation Maintenance Technology*, Biomedical Electronics, Clinical Laboratory Science, Construction, Dental Hygiene*, Electrical Technology, Electronics Systems Engineering Technology, Energy Systems Technology*, Health Services Technology, Information Technology, Medical Imaging, Military Technology Leadership, Nuclear Energy Engineering Technology (ABET accredited), Nuclear Engineering Technology, Nuclear Medicine Technology, Radiation Protection, Radiation Therapy*, Respiratory Care and Technical Studies.

### Joint Program with Rutgers University School of Health Related Professions
> **Associate**
  Associate in Applied Science (AAS) Dental Hygiene
  Associate in Science (AS): Occupational Therapy Assistant
> **Bachelor**
  Bachelor Science in Health Information Management (BSHiM)
  Bachelor Science Health Sciences (BSHeS)
  • Advanced Dental Assisting
  • Advanced Dental Hygiene Sciences
  • Allied Dental Sciences
  • Health Professions Education
  • Health Services Management
  • Health Services Management and Education
  • Imaging Sciences
  Bachelor of Science in Medical Imaging Sciences (BSMIS)
  • Cardiac Sonography
  • Diagnostic Medical Sonography
  • Nuclear Medicine
  • Radiologic Imaging Modalities
  • Vascular Sonography
  Bachelor of Science in Nutrition and Dietetics (BSND)

### Learning Outcomes
Bachelor's degree graduates from the above programs will:
> possess an appropriate mastery of the knowledge, techniques, skills, modern tools and advanced technology of the discipline;
> demonstrate the ability to design, analyze and effectively use systems, components and methods with a framework of quality and continuous improvement;
> demonstrate knowledge of the applicable standards for occupational health and safety, the environment and regulatory procedure; and
> communicate effectively in the technical discipline.

### Undergraduate Certificates in Technology
> Dental Assisting
> Electronics
> Gas Distribution
> Polysomnography          *All certifications are recommended.*

# School of Business and Management

## Mission and Purpose:

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

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

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

## Degrees and Certificates in Business:

### Undergraduate Degrees in Business

> Associate in Science in Business Administration (ASBA)
> Bachelor of Science in Organizational Leadership (BSOL)
> Bachelor of Science in Business Administration (BSBA)
  • The BSBA offers the following degree options: Accounting, Accounting/CPA, Computer Information Systems, Entrepreneurship, Finance, General Management, Hospital Healthcare Administration, Human Resources/Organizational Management, International Business, Marketing and Operations Management
> Bachelor of Arts in Economics
> Bachelor of Science in Professional Studies

## Learning Outcomes

Graduates of these programs will obtain competencies in the business core and a breadth of knowledge in the liberal arts and sciences, preparing them to apply these competencies to business situations. In addition they will be able to:
> evaluate key theories, models and applications within the global business context;
> apply critical-thinking skills in business related situations;
> demonstrate written and oral communication skills targeting specific purposes and audiences;
> formulate ethics-based approaches in making business decisions and prescribing organizational action;
> evaluate data and technologies to enable business growth and sustainability in global context; and
> support the creation of diverse, collaborative and tolerant organizations.

## Undergraduate Certificates in Business

> Accounting
> Computer Information Systems
> Finance
> Human Resources Management
> Marketing
> Operations Management
> Organizational Leadership

## Sigma Beta Delta International Honor Society

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

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

Students invited into this society at Thomas Edison State University must meet the following requirements:
> students must be candidates for bachelor's or master's degrees in business and management;
> students must have completed at least 12 credits in the School of Business and Management at Thomas Edison State University;
> undergraduate students must have a Thomas Edison State University grade point average of at least 3.5 and rank in the upper 20 percent of their graduating class; and
> graduate students must have a Thomas Edison State University grade point average of at least 3.75 and rank in the upper 20 percent of their class.

# Heavin School of Arts and Sciences

## Mission and Purpose:

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

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

The Heavin School also offers a unique opportunity for those who wish to pursue a master's degree at Thomas Edison State University. Students who have earned at least 90 credits toward their bachelor's degree may apply for provisional admission to a Thomas Edison State University graduate degree. Students can earn up to 9 credits that will concurrently satisfy both the undergraduate and graduate degree requirements.

## Degrees and Certificates:
### Undergraduate Degrees
> Associate in Applied Science (AAS)
> Associate in Arts (AA)
> Associate in Science in Natural
   Sciences and Mathematics (ASNSM)
> Bachelor of Arts (BA)
> Bachelor of Science (BS)

### Undergraduate Certificates
> Computer Science
> Fitness and Wellness Services
> Labor Studies

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

## Learning Outcomes
Graduates of the Bachelor of Arts and Bachelor of Science degrees will have the ability to:
> use key terms, concepts and theories, and answer critical questions in their area of study;
> describe the historical development of the field, its origins, conceptual frameworks and the interdependence of this field with research findings in other fields; and
> demonstrate independent thought and collaboration in decision-making activities in a variety of settings.

## Bachelor of Arts
The following is a list of approved areas of study:

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

### Natural Sciences/Mathematics
> Biology
> Computer Science
> Mathematics

### Multidisciplinary
> Environmental Studies
> International Studies

### Social Sciences
> Anthropology
> Criminal Justice
> History
> Labor Studies
> Political Science
> Psychology
> Sociology

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

## Bachelor of Science
The following is a list of approved areas of study:
> Learner-Designed Area of Study (LDAS)

# W. Cary Edwards School of Nursing

## Mission and Purpose:

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

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

Nursing is a dynamic profession that provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community. Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups and communities.

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

Nurses, through the systematic use of the nursing process, are responsible for the promotion, maintenance and restoration of health.

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

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

## Purpose and Goals

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

The goals of the W. Cary Edwards School of Nursing are to:
> prepare graduates to assume leadership roles in a diverse society and changing healthcare environment;
> provide nontraditional nursing education programs that meet the needs of adult learners; and
> provide a foundation for advanced study and lifelong learning.

## Degrees and Certificates:
### Undergraduate Degree
> Bachelor of Science in Nursing (BSN)
  - Accelerated 2nd Degree BSN Program
  - RN-BSN
  - RN-BSN/MSN

## Learning Outcomes
Upon completion of the BSN degree program, the graduate will be able to:
> demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;
> apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and quality management of healthcare across the lifespan;
> demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;
> analyze the effect of health policy on the organization, financing and delivery of healthcare;

> use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;
> synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and
> demonstrate a commitment to advanced study and lifelong learning.

# W. Cary Edwards School of Nursing

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

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

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

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

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

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

> The New Jersey Board of Nursing
> P.O. Box 45010
> Newark, NJ 07101
> (973) 504-6430
> *wwww.njconsumeraffairs.gov/nur/pages/default.aspx*

## W. Cary Edwards School of Nursing Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2015, and students enrolling in the graduate nursing certificate programs with requirements effective July 1, 2015.

RN applicants to the W. Cary Edwards School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSNM option on the online application.

For students enrolled in the BSN/MSN, the 9 graduate nursing credits included in BSN degree requirements will be applied to MSN degree requirements, and the student will continue on to complete remaining MSN degree requirements on BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a BSN degree may apply for the MSN degree. RNs with a master's in nursing in another area of specialty may enroll in a graduate nursing certificate program.

## Admissions

> Admission to all RN-BSN programs offered by the W. Cary Edwards School of Nursing will be open and rolling.
> All RN applicants to the W. Cary Edwards School of Nursing must be graduates of an RN diploma program of nursing, or a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing.
> All RN applicants to the W. Cary Edwards School of Nursing must possess a current and valid RN license recognized in the United States.

## Admissions Process

All RN applicants to the W. Cary Edwards School of Nursing must:
> Submit the completed online application with fee, which is nonrefundable, including documentation of current RN licensure. Applicants licensed in a state that does not have online verification must submit a notarized copy of their current license, valid in the United States, to the Office of Admissions.
> Have official transcripts for all college-level credit and examination score reports sent to the University's Office of the Registrar (undergraduate students).
> Submit official transcripts from the school of nursing awarding the diploma (if a graduate of an RN diploma school of nursing, including foreign diploma schools of nursing)
> Follow University procedure for evaluation of credit if a graduate of a foreign collegiate program of nursing.
> Have the ability to send and receive email, including attachments.
> Have computer capability compatible with the technology specified for the Thomas Edison State University's online courses, access to PowerPoint software and, for selected MSN courses, access to Excel software, a microphone and a webcam.
> See Page 92 of this *Catalog* for complete system requirements for Thomas Edison State University's online courses.

## Enrollment

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

## Re-enrollment

Students returning to the BSN degree program from Leave of Absence status must submit the appropriate completed Re-enrollment from Leave of Absence Form with fee. If a student's state does not have an online validation process, the student must resubmit a notarized copy of his/her license to Thomas Edison State University, Office of Admissions, 111 W. State St., Trenton, NJ 08608. In order for the re-enrollment to be processed, the University must validate the student's license.

## Grading Scale

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

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

## RN-BSN Degree Program Requirements

> Students may complete selected degree requirements by course, exam or prior learning assessment (PLA).
> Online nursing courses required for completion of the nursing degree.
> Credits taken elsewhere or by any method other than by Thomas Edison State University online nursing course must be approved by the academic advisor for nursing prior to earning the credit to determine that the credit will meet program requirements.
> Nursing credits earned more than 10 years prior to the student's enrollment date may not be applied to upper-division nursing requirements in the BSN degree program.
> Nursing credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C (73) or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.
> Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.
> Students enrolled in the BSN degree program will be governed by University policies in regard to general education credit requirements.
> Students enrolled in the BSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.
> Students enrolled in the BSN degree program must achieve a minimum cumulative GPA of C (2.0) or better to graduate.
> Students enrolled in the BSN degree program may repeat each nursing course, one time each.

## Regina Sanchez-Porter Award

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

## Upsilon Rho Chapter Sigma Theta Tau International Honor Society of Nursing

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

Criteria for membership in the Upsilon Rho Chapter for **undergraduate students** are as follows:
> the student must have at least a 3.0 GPA on a 4.0 grading scale
> the student must be ranked in the top 35 percent of the graduating class (GPAs are reviewed when students have completed NUR-443)
> the student must demonstrate academic integrity and professional leadership potential

Eligible graduating undergraduate students who have completed their degree requirements and have been certified for graduation will receive an invitation via email during the summer term (no application process).

Criteria for membership in the Upsilon Rho Chapter for

**Accelerated 2nd Degree BSN Program students** are as follows:

> the student must have at least a 3.0 GPA on a 4.0 grading scale
> the student must be ranked in the top 35 percent of the graduating Accelerated 2nd Degree BSN Program class
> the student must demonstrate academic integrity and professional leadership potential

Eligible Accelerated 2nd Degree BSN Program students who have completed their degree requirements and have been certified for graduation will receive an invitation during the summer term prior to their commencement ceremony (no application process).

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

> the student must have achieved a grade point average of at least 3.5 on a 4.0 scale
> the student must have completed degree requirements within the current academic year (July-June) and have been certified for graduation
> the student must demonstrate academic integrity and professional leadership potential

Graduate student candidates may apply for membership by submitting the **Graduate Student Application** by the deadline indicated on the application. Applications are emailed to all graduate students in the spring. Eligible graduate students who apply and are accepted for membership will receive an invitation via email.

Eligible candidates may apply for membership as Nurse Leaders by going to *www.nursingsociety.org*. Criteria for membership in the Upsilon Rho Chapter as a **Nurse Leader** are as follows:

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

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

Students, alumni and community nurse leaders who would like more information regarding the society may visit *www.nursingsociety.org* or for more information on Upsilon Rho Chapter contact the W. Cary Edwards School of Nursing at *nursing@tesc.edu* attention: Upsilon Rho Chapter.

## Graduation

> All students in the W. Cary Edwards School of Nursing degree programs must submit the *Online Request for Graduation Form* with fee according to University guidelines.
> All students in the W. Cary Edwards School of Nursing degree programs must have completed all degree requirements, have achieved the established GPA and have satisfied all financial obligations to be eligible for graduation.
> All students in the W. Cary Edwards School of Nursing

certificate programs must complete all course requirements, submit the request for a graduate nursing certificate according to University guidelines for graduation, and satisfy all financial obligations to be eligible for certificate award.
> Students completing the MSN degree program will be awarded a certificate in their selected area of specialty in addition to the MSN degree on program completion.

## Appeals

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

## Nonenrolled RNs

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

## Updated Credentials for Selected Courses

> Evidence of a current and valid RN license and malpractice insurance is required at the time the student registers for the Public Health Nursing course in the BSN degree program. Students will be required to provide information to a vendor selected by the W. Cary Edwards School of Nursing.
> Evidence of current malpractice insurance and a current and valid RN license is required at the time the student registers for the Practicum courses in the MSN degree and graduate nursing certificate programs.
> Students must be cleared by a nursing advisor before being allowed to register for NUR-443 and NUR-445. All other nursing courses must have been completed before enrolling in NUR-443 and NUR-445.
> The W. Cary Edwards School of Nursing expects all students to adhere to the policies on background checks of any healthcare facility used by students for the independent Practicums required as part of their program requirements.

## Formal Complaints

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

**Thomas Edison State University Student Complaint**

### Policies and Procedures

Thomas Edison State University's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, University students must follow the appropriate procedures. If a student has any questions about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or *escheff@tesc.edu*.

### Complaint Policies and Procedures

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:
> Grade or Academic Credit Appeal. See Student Forms Area of myEdison® or visit *www.tesu.edu/studentforms*.
> Academic Code of Conduct Policy - Page 167
> Nonacademic Code of Conduct Policy - Page 168
> Policy Against Discrimination and Harassment - Page 172
> Disability Accommodations - Page 164
  The *Undergraduate Catalog* can be found online at *www.tesu.edu/academics/catalog*.

### Other Student-Related Complaints

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

### Informal Resolution

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

### Informal Complaint

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

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

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

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

### Formal Complaint

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

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

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

## Accelerated 2nd Degree BSN Program Policies and Procedures

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

# John S. Watson School of Public Service and Continuing Studies

## Mission and Purpose:

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

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

## Degrees and Certificates:

### Undergraduate Degrees

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

# Governance

The Board of Trustees is the University's governing body. The Board oversees all policy matters of the University, 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 University

**Gualberto (Gil) Medina,** Chairperson

**Brian T. Maloney,** Vice Chairperson

**Fred J. Abbate**

**Richard W. Arndt**

**Ida B. Hammond**

**Rev. J. Stanley Justice**

**Eric Robert Lear**

**E. Harvey Myers**

**Marilyn R. Pearson**

**Anthony Buffardi,** Student Trustee

**George A. Pruitt,** ex officio, President
Thomas Edison State University

## Undergraduate Council

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

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

**John Mellon,** EdD (Council President)
School of Business and Management

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

**William J. Seaton,** Vice President and Provost (ex officio)
Thomas Edison State University

**Kathleen A. Melilli,** Associate Provost (Council Secretary)
Thomas Edison State University

**John O. Aje,** Dean, School of Applied Science and Technology
Thomas Edison State University

**Sohail Anwar,** PhD
School of Applied Science and Technology

**Nicholas DiCicco,** EdD
Learning Outcomes and Assessment

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

**Nina Haydel,** EdD
Heavin School of Arts and Sciences

**Ting Ho,** PhD
Heavin School of Arts and Sciences

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

**Kenneth Levitt,** PhD
School of Business and Management

**Cynthia MacMillan,** Director of Learning Outcomes Assessment
Thomas Edison State University

**Filomela A. Marshall,** Dean, W. Cary Edwards School of Nursing
Thomas Edison State University

**Marilyn Puchalski,** MS
Heavin School of Arts and Sciences

**William Reed,** PhD
School of Business and Management

**Deborah Sanders,** PhD
Heavin School of Arts and Sciences

**Marc Singer,** Vice Provost, Center for the Assessment of Learning
Thomas Edison State University

**Henry van Zyl,** Dean of Graduate Programs and
Vice Provost, Academic Administration
Thomas Edison State University

**David Weischadle,** EdD
Heavin School of Arts and Sciences

**Michael WIlliams,** Dean, School of Business and Management
Thomas Edison State University

**John Woznicki,** Dean, Heavin School of Arts and Sciences Thomas Edison State University

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

**Rochelle Zozula,** PhD
School of Applied Science and Technology

## Graduate Council

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

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

## School Curriculum Committees

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

## School of Applied Science and Technology Curriculum Committee

**Sohail Anwar,** PhD, Chair

**John O. Aje,** Dean, ex-officio

**DeWayne Brown,** PhD

**Rory Butler,** Assistant Dean

**Richard Coe,** Assistant Dean

**Carla Colburn,** Program Advisor

**Donald Cucuzzella,** Assistant Director

**Dominick Defino,** MS

**Thomas Devine,** Associate Dean

**Derrek Dunn,** PhD

**Barb Errico,** Secretary to Committee

**Jordan Goldberg,** MS

**Donna Keehbler,** Program Advisor

**Kenneth Lewis,** PhD

**Albert Lozano-Nieto,** PhD

**Winston Maddox,** MA

**Charles Munzenmaier,** BE

**Michael Patrick,** Program Advisor

**Tanis Stewart,** PhD

**Terri Tallon,** Director of Military Student Services

**Rochelle Zozula,** PhD

## Heavin School of Arts and Sciences Curriculum Committee

**Mark Kassop,** PhD, Chair

**Elizabeth Brown,** MSW

**Nicholas DiCicco,** EdD

**Christopher Drew,** MS

**Amy Hannon,** PhD

**Linda Mather,** EdD

**Ann Mester,** Assistant Dean

**Randall Otto,** PhD

**Suzanne Page,** PhD

**John Pescatore,** MS

**Kimberly Roff,** MA

**Cynthia Strain,** Assistant Dean

**John Woznicki,** Dean, ex-officio

**David Weischadle,** EdD

**Aline Yurik,** PhD

## School of Business and Management Curriculum Committee

**Kenneth Levitt,** PhD, Chair

**Robert Bigelow,** JD

**Cliff Butler,** DBA

**Margaret Elgin,** PhD

**Susan Fischer,** Secretary to Committee

**Jane Gibson,** DBA

**Camilla King-Lewis,** Assistant Dean

**Alicia Malone,** Assistant Dean

**Garry McDaniel,** PhD

**John Mellon,** EdD

**Tami Moser,** PhD

**James Phillips,** Associate Dean

**Steve Phillips,** Assessment Strategist

**Thomas Phillips,** Alumni Representative, MSHRM

**William Reed,** PhD

**Robert Saldarini,** MA, MBA

**Doris Simmons,** Program Advisor

**Marc Singer,** Vice Provost

**Bradford Sodowick,** PhD

**Jennifer Stark,** Assistant Director

**Michael Williams,** Dean, ex-officio

## W. Cary Edwards School of Nursing Curriculum Committee

**Karen S. Abate,** PhD

**Ana Maria Catanzaro,** Associate Dean

**Maggie Ciocco,** Program Advisor

**Mary Ellen Cockerham,** DNP

**Tresa K. Dusaj,** PhD

**Elizabeth C. Elkind,** PhD

**Gary Fassler,** MSN, Alumni Representative

**Ritamarie T. Giosa,** Nursing Program Advisor

**Brandi Megan Granett,** PhD

**Kathleen E. Griffis,** Distance Learning Education Specialist

**Lisa Whitfield-Harris,** Program Advisor/Diversity Coordinator

**Sudesh Joshi-Chibbar,** MSN, Alumni Representative

**Leo-Felix M. Jurado,** PhD

**Susan A. Kohl,** MS

**Julie Kulak,** Assistant Dean, Undergraduate Nursing Programs

**Holly Leahan,** Program Advisor

**Martin S. Manno,** MSN

**Filomela A. Marshall,** Dean, ex-officio

**Susan J. Quinn,** EdD

**Louise Riley,** Assistant Dean and Director for Distance Learning

**Denise M. Tate,** Associate Dean

**Theresa A. Wurmser,** PhD

## John S. Watson School of Public Service and Continuing Studies Curriculum Committee

**Gloria Frederick,** PhD, Chair

**Jonathan Allen,** MPA

**Rhonda Beckett,** MAS

**Charles Campbell,** PhD, Instructional Designer

**Jerome C. Harris,** MS

**Dwayne Hodges,** EdD

**Jason Holt,** JD

**Matthew Hugg,** MA

**James McCarty,** MS

**Michele Morrison,** MSM

**Alizabeth Olhasso,** MEE

**Ann Prime-Monaghan,** Associate Dean

**Carlos Rodrigues,** MCRP

**Christopher Schultz,** MS, MPA

**Gregory Seaton,** PhD

**Don Stoltz,** MAT

**Joseph Youngblood II,** Dean, ex-officio

## Center for Assessment of Learning Extracollegiate Learning Committee

**Elizabeth Brown,** MSW

**Jack Lampman,** MS

**Harry Fetterman,** PhD

**Christine Buel,** EdD

**Jeanine Nagrod,** Director

**John Woznicki,** Dean

**Marc Singer,** Vice Provost

# section 2
## What You Can Study

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## Degree Programs and Degree Requirements

## Associate in Applied Science

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **27-28** |
| A. Intellectual and Practical Skills | 12 |  |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| B. Civic and Global Learning | 6 |  |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| C. Knowledge of Human Cultures | 6 |  |
| D. Understanding the Physical and Natural World | 3-4 |  |
| **II. Option** |  | **21** |
| **III. Electives** |  | **11-12** |
| **Total** |  | **60 credits** |

### Degree Requirements

The Associate in Applied Science (AAS) degree requires 60 credits: 27-28 credits in the general education requirement, 21 credits in the option and 11-12 credits in electives. There are few specific requirements to allow maximum flexibility.

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

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

### How Students Earn Credit in the Associate in Applied Science

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

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

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

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

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

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

## ASSOCIATE IN APPLIED SCIENCE
# Administrative Studies

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **27-28** |
| A. Intellectual and Practical Skills | 12 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | 6 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | 6 | |
| D. Understanding the Physical and Natural World | 3-4 | |
| **II. Option** | | **21** |
| Administrative Studies | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Applied Electronic Studies

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **27-28** |
| A. Intellectual and Practical Skills | 12 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | 6 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | 6 | |
| D. Understanding the Physical and Natural World | 3-4 | |
| **II. Option** | | **21** |
| Electronic Applied Courses | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Applied Computer Studies

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **27-28** |
| A. Intellectual and Practical Skills | 12 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | 6 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | 6 | |
| D. Understanding the Physical and Natural World | 3-4 | |
| **II. Option** | | **21** |
| Applied Computer Studies | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Applied Health Studies

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **27-28** |
| A. Intellectual and Practical Skills | 12 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | 6 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | 6 | |
| D. Understanding the Physical and Natural World | 3-4 | |
| **II. Option** | | **21** |
| Applied Health Studies | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Aviation Support

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **27-28** |
| A. Intellectual and Practical Skills |  | 12 |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| B. Civic and Global Learning |  | 6 |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| C. Knowledge of Human Cultures |  | 6 |
| D. Understanding the Physical and Natural World |  | 3-4 |
| **II. Option** |  | **21** |
| Aviation Support | 18 |  |
| Associate Capstone | 3 |  |
| **III. Electives** |  | **11-12** |
| **Total** |  | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Construction and Facilities Support

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **27-28** |
| A. Intellectual and Practical Skills |  | 12 |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| B. Civic and Global Learning |  | 6 |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| C. Knowledge of Human Cultures |  | 6 |
| D. Understanding the Physical and Natural World |  | 3-4 |
| **II. Option** |  | **21** |
| Construction and Facilities Support | 18 |  |
| Associate Capstone | 3 |  |
| **III. Electives** |  | **11-12** |
| **Total** |  | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Criminal Justice

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

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **27** |
| A. Intellectual and Practical Skills |  | 12 |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| B. Civic and Global Learning |  | 6 |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| C. Knowledge of Human Cultures |  | 6 |
| D. Understanding the Physical and Natural World |  | 3 |
| **II. Area of Study: Criminal Justice or Administration of Justice Studies** |  | **21** |
| Constitutional Issues |  |  |
| Juvenile Delinquency |  |  |
| Criminology |  |  |
| Cultural Diversity in the U.S. |  |  |
| White Collar Crime |  |  |
| Victimology and Criminal Behavior |  |  |
| **III. Electives** |  | **12** |
| **Total** |  | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
# Dental Hygiene

**For complete credit information, please visit** *http://shrp.rutgers.edu/dept/alliedental/dh/index.html.*

## ASSOCIATE IN APPLIED SCIENCE
## Electrical-Mechanical Systems and Maintenance

| | Credits |
|---|---|
| **I. General Education Requirements** | **27-28** |
| A. Intellectual and Practical Skills | 12 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| B. Civic and Global Learning | 6 |
| • Diversity | 3 |
| • Ethics | 3 |
| C. Knowledge of Human Cultures | 6 |
| D. Understanding the Physical and Natural World | 3-4 |
| **II. Option** | **21** |
| Electrical-Mechanical Systems and Maintenance | 18 |
| Associate Capstone | 3 |
| **III. Electives** | **11-12** |
| **Total** | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
## Environmental, Safety and Security Technologies

| | Credits |
|---|---|
| **I. General Education Requirements** | **27-28** |
| A. Intellectual and Practical Skills | 12 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| B. Civic and Global Learning | 6 |
| • Diversity | 3 |
| • Ethics | 3 |
| C. Knowledge of Human Cultures | 6 |
| D. Understanding the Physical and Natural World | 3-4 |
| **II. Option** | **21** |
| Environmental, Safety and Security Technologies | 18 |
| Associate Capstone | 3 |
| **III. Electives** | **11-12** |
| **Total** | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
## Mechanics and Maintenance

| | Credits |
|---|---|
| **I. General Education Requirements** | **27-28** |
| A. Intellectual and Practical Skills | 12 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| B. Civic and Global Learning | 6 |
| • Diversity | 3 |
| • Ethics | 3 |
| C. Knowledge of Human Cultures | 6 |
| D. Understanding the Physical and Natural World | 3-4 |
| **II. Option** | **21** |
| Mechanics and Maintenance | 18 |
| Associate Capstone | 3 |
| **III. Electives** | **11-12** |
| **Total** | **60 credits** |

## ASSOCIATE IN APPLIED SCIENCE
## Military Technology Leadership*

| | Credits |
|---|---|
| **I. General Education Requirements** | **27-28** |
| A. Intellectual and Practical Skills | 12 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| B. Civic and Global Learning | 6 |
| • Diversity | 3 |
| • Ethics | 3 |
| C. Knowledge of Human Cultures | 6 |
| D. Understanding the Physical and Natural World | 3-4 |
| **II. Option** | **21** |
| Military Technology Leadership | 18 |
| Associate Capstone | 3 |
| **III. Electives** | **11-12** |
| **Total** | **60 credits** |

*For active-duty military and veterans only.

## ASSOCIATE IN APPLIED SCIENCE
# Multidisciplinary Technology

| I. General Education Requirements | | Credits 27-28 |
|---|---|---|
| A. Intellectual and Practical Skills | | 12 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | | 6 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | | 6 |
| D. Understanding the Physical and Natural World | | 3-4 |
| **II. Option** | | **21** |
| Multidisciplinary Technology | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |


## ASSOCIATE IN APPLIED SCIENCE
# Polysomnography

| I. General Education Requirements | | Credits 27-28 |
|---|---|---|
| A. Intellectual and Practical Skills | | 12 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | | 6 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | | 6 |
| D. Understanding the Physical and Natural World | | 3-4 |
| **II. Option** | | **37** |
| Anatomy and Physiology I with lab (BIO-211) | 4 | |
| Anatomy and Physiology II with lab (BIO-212) | 4 | |
| Theoretical Fundamentals of Polysomnography (PSG-101) | 3 | |
| PSG Instrumentation Theory (PSG-102) | 3 | |
| Clinical Fundamentals of PSG (PSG-200) | 6 | |
| Therapeutic Interventions and Clinical Patient Management (PSG-105)* | 4 | |
| PSG Scoring (PSG-103) | 3 | |
| Sleep Disorders (PSG-104) | 3 | |
| Medical Terminology (APS-100) | 1 | |

| PSG Capstone** (PSG-295) {Include exam and project} | 3 | |
|---|---|---|
| Ethics | 3 | |
| **Total** | | **65 credits** |

### Degree Requirements
| College Algebra or Above | 3 credits |
|---|---|
| Intro to Psychology or Intro to Sociology | 3 credits |

*Clinical courses conducted at contracted sleep centers in accordance with performance checklists and results monitored by mentors.
**Capstone course needs to be developed with inclusion of practice exam and project, similar to APS-295.


## ASSOCIATE IN APPLIED SCIENCE
# Respiratory Care

| I. General Education Requirements | | Credits 27-28 |
|---|---|---|
| A. Intellectual and Practical Skills | | 12 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| B. Civic and Global Learning | | 6 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| C. Knowledge of Human Cultures | | 6 |
| D. Understanding the Physical and Natural World | | 3-4 |
| **II. Option** | | **21** |
| Respiratory Care (Clinical Practice) | 18 | |
| Associate Capstone | 3 | |
| **III. Electives** | | **11-12** |
| **Total** | | **60 credits** |

# Associate in Arts

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

|  | Credits |  |
|---|---|---|
| **I. General Education Requirements** |  | **60** |
| A. Intellectual and Practical Skills |  | 15 |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| • Information Literacy | 3 |  |
| B. Civic and Global Learning |  | 9 |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| • Civic Engagement | 3 |  |
| C. Knowledge of Human Cultures |  | 12 |
| D. Understanding the Physical and Natural World |  | 4-6 |
| E. Electives |  | 18-20 |
| **Total** |  | **60 credits** |

## Degree Requirements

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

## How Students Earn Credit in the Associate in Arts Degree

All courses in this degree may be completed with Thomas Edison State University 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 Academic Advising to select the appropriate courses for degree completion.*

# Associate in Arts in Human Services

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

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **39** |
| A. Intellectual and Practical Skills | 15 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B. Civic and Global Learning | 9 | |
| • Cultural Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | 12 | |
| D. Understanding the Physical and Natural World | 3 | |
| **II. Area of Study** | | **15** |
| Theoretical Foundation Course* | 6 | |
| Intervention Course* | 3 | |
| Client Population Course* | 3 | |
| Capstone Course (HUS-295) | 3 | |
| **III. Electives** | | **6** |
| **Total** | | **60 credits** |

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

## Required Courses

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

## Degree Requirements

| | |
|---|---|
| Cultural Diversity | 3 credits |
| Intro to Psychology | 3 credits |
| Intro to Sociology | 3 credits |

## Learning Outcomes

Graduates of the Associate in Arts in Human Services degree will have the ability to:
> define key concepts in the area of study;
> identify theories of professional practice;
> explain the specific skills, techniques and agencies necessary to serve client populations; and
> explain cultural diversity as it relates to the field of human services.

# Associate in Science in Applied Science and Technology

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

| I. General Education Requirements | | Credits 36-38 |
|---|---|---|
| A. Intellectual and Practical Skills | | 15 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B. Civic and Global Learning | | 9 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | | 6 |
| D. Understanding the Physical and Natural World | | 6-8 |
| II. Area of Study | | 21 |
| III. Electives | | 1-3 |
| Total | | 60 credits |

## Degree Requirements

The Associate in Science in Applied Science and Technology degree requires 60 credits: 36-38 credits in general education and 22-24 credits in the area of study and electives.

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

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

## General Education Requirements

The 36-38-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and provides students with a foundation for the Applied Science and Technology option.

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

## Area of Study

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

## Electives

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

## Additional Degree Requirements

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

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

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

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Air Traffic Control

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Aerodynamics | 3 |
| B. Meteorology | 3 |
| C. Air Traffic Control | 3 |
| • Airport Traffic Control | |
| • Enroute Traffic Control | |
| D. Air Traffic Control Electives | 9 |
| • Air Navigation Aids | |
| • Airport Traffic Control | |
| • Communication Procedures | |
| • Enroute Traffic Control | |
| • Facility Operations and Maintenance | |
| • Flight Assistance Service | |
| • Navigation | |
| • Radar Fundamentals | |
| E. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *Certification*: FAA certificate as an Air Traffic Control Specialist.
> *How Students Earn Credit in the Option:* Students' options are completed by the FAA license.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Aviation Flight Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Private Pilot Ground | 3 |
| B. Commercial Pilot Ground | 6 |
| C. Commercial Pilot Flight | 6 |
| D. Aviation Flight Technology Electives | 3 |
| • Private Pilot Flight | |
| • Instrument Pilot Ground | |
| • Aviation Meteorology | |
| • Aircraft Components | |
| • Avionics | |
| • Navigation | |
| • Airplane Transport Pilot | |
| • Multiengine Rating | |
| • Flight Instructor | |
| • Flight Instrument Instructor | |
| • Multiengine Instrument Instructor | |
| E. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab I | 4 |

> *Certification*: FAA certificate as a Commercial Pilot with Instrument Rating. Equivalent military training may be considered.
> *How Students Earn Credit in the Option*: Students' options are completed by the FAA licenses.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
# Aviation Maintenance Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Theoretical Courses | 6 |
| • Aerodynamics | |
| • Aircraft Electrical | |
| • Electrical Circuits (ELE-211 or ELE-212) | |
| • Statics (EGM-211) | |
| • Strength of Materials | |
| • Fluid Mechanics | |
| • Thermodynamics | |
| • Materials Science | |
| B. Aviation Maintenance Electives | 12 |
| • Powerplant, Gas Turbines | |
| • Powerplant Piston | |
| • Airframe Systems Basic | |
| • Airframe Systems Advanced | |
| • Instrumentation and Avionics | |
| • Metallic Structures | |
| • Nonmetallic Structures | |
| • Powerplant Accessories | |
| • Propellers and Trouble Analysis | |
| • Aircraft Structures | |
| • Communication Electronics | |
| • Flight Line Maintenance | |
| • Hydraulics and Pneumatics or Fluid Pneumatics | |
| C. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *Certification*: FAA certificate as an Airframe and Powerplant Mechanic. Equivalent military training may be considered.

> *How Students Earn Credit in the Option:* Students' options are completed by the FAA licenses.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
# Biomedical Electronics

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. DC Circuits | 3 |
| B. AC Circuits | 3 |
| C. Electronic Devices | 3 |
| • Semiconductor Devices | |
| • Solid State Electronics | |
| D. Digital Electronics | 3 |
| • Microprocessors | |
| • Digital Logic | |
| E. Biomedical Instrumentation | 3 |
| • Medical Instrumentations | |
| • Physiological Equipment | |
| • X-Ray Equipment | |
| • Biomedical Electronics | |
| • Internship (up to 3 credits) | |
| F. Anatomy and Physiology | 3 |
| G. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *How Students Earn Credit in the Option:* Students whose options are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their options.

> Biomedical electronics course are transferred since not available at the University.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Clinical Laboratory Science

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Microbiology | 3 |
| • Pathogenic Bacteriology | |
| B. Hematology | 3 |
| C. Immunohematology | 3 |
| • Blood Banking | |
| D. Clinical Chemistry | 3 |
| E. Clinical Practice | 3 |
| F. Clinical Laboratory Electives | 3 |
| • Parasitology | |
| • Mycology | |
| • Clinical Instrumentation | |
| • Immunology | |
| • Cytology | |
| • Histotechnology | |
| G. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Chemistry I with Lab | 4 |
| Chemistry II with Lab | 4 |

> *Certification*: ASCP or AMT: MLT or MT or NCA: CLS or CLT copy of original certificate and current renewal card.

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

> Clinical courses are transferred since not available at the University.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Computer and Information Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Fundamentals of Information Technology | 3 |
| B. Network Technology | 3 |
| C. C++ Programming | 3 |
| D. Data Structures | 3 |
| E. Operating Systems | 3 |
| F. Computer Information and Technology Electives | 3 |
| G. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *How Students Earn Credit in the Option:* All of the courses required for the option are available by Online Guided Study courses.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Electrical Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. DC Circuits (ELE-211) | 3 |
| B. AC Circuits (ELE-212) | 3 |
| C. Digital Electronics (ELD-201) | 3 |
| D. Electronic Devices | 3 |

- Solid State Theory
- Basic Electronics
- Semiconductor Devices

| | |
|---|---|
| E. AC/DC Machines | 3 |

- Electric Motors and Machines
- Motors and Generators
- Machinery and Transformers

| | |
|---|---|
| F. Electrical Motor Controls | 3 |

- Industrial Electronics
- Electrical Power Distribution
- Electric Power Generation
- Electronic Instrumentation
- Microprocessors
- Electric Codes and Blueprint Reading
- Programmable Logic Controllers (CTR-212)

| | |
|---|---|
| G. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| Computer Concepts (CIS-107) or above | 3 credits |
| College Algebra | 3 credits |
| Physics I with Lab | 4 credits |
| Physics II with Lab | 4 credits |

> *How Students Earn Credit in the Option:* The option may be completed using independent study and distance education course from other universities.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Electronics Engineering Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. DC Circuits | 3 |
| B. AC Circuits | 3 |
| C. Digital Electronics | 3 |
| D. Electronic Devices | 3 |

- Solid State Theory
- Basic Electronics
- Semiconductor Devices

| | |
|---|---|
| E. Microprocessors | 3 |
| F. Electronic Engineering Technology Electives | 3 |

- Control Systems
- Robotics
- Electronic Instrumentation
- Biomedical Electronics
- Industrial Electronics
- Electrical Design and Manufacturing
- Avionics
- Microwave and Infrared Principles
- Radar and Navigation Systems

| | |
|---|---|
| G. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 credits |
| Physics I with Lab | 4 credits |
| Physics II with Lab I | 4 credits |

> *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.

**ASSOCIATE IN SCIENCE IN APPLIED
SCIENCE AND TECHNOLOGY**

## Medical Imaging

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
|   A.  Radiation Physics | 3 |
|   B.  Medical Imaging Electives | 15 |
|     •  Radiology Department Administration | |
|     •  Health Care Delivery/ Health Care Administration | |
|     •  Nuclear Medicine Technology/ Radiation Therapy | |
|   C.  Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 credits |
| Physics I with Lab | 4 credits |
| Anatomy and Physiology | 4 credits |

> *Certification*: ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card.

> *How Students Earn Credit in the Option*: License (earned after 1980) provides the credits necessary in the option.

> Medical imaging courses are not available at the University rather from certification, transfers or prior learning assessment.

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**ASSOCIATE IN SCIENCE IN APPLIED
SCIENCE AND TECHNOLOGY**

## Nuclear Engineering Technology

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
|   A.  Nuclear Physics for Technology | 3 |
|   B.  Thermodynamics or Heat Transfer | 3 |
|   C.  Fluid Mechanics | 3 |
|   D.  Reactors | 3 |
|   E.  Radiation Safety | 3 |
|   F.  Nuclear Electives | 3 |
|   G.  Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *How Students Earn Credit in the Option:* Students who have completed Navy Basic Nuclear Power School or INPO assessed training, will have completed the courses for the option.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
# Radiation Protection

| | Credits |
|---|---|
| **II. Area of Study** | **24** |
| A. Nuclear Physics for Technology | 3 |
| B. Radiation Biology or Chemistry | 3 |
| C. Health Physics | 3 |
| • Radiation Safety | |
| • Health Physics | |
| • Radiation Protection | |
| D. Radiation Measurement | 3 |
| • Radiation Detection and Measurement | |
| • Nuclear Instrumentation and Measurement | |
| • Radiation Dosimetry | |
| E. Radiation Protection Electives | 9 |
| • Health Physics Techniques | |
| • Radiation Effects | |
| • Radiation Shielding | |
| • Radioactive Waste Control | |
| • ALARA Principles | |
| • Nuclear Radiation Fundamentals | |
| • Radiation Biophysics | |
| • Radiation and Reactor Systems | |
| F. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab I | 4 |

> *How Students Earn Credit in the Option:* Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School and INPO Radiological Technician qualification will have completed most of the option.

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
# Radiation Therapy

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| A. Radiation Physics | 3 |
| B. Radiation Therapy Electives | 15 |
| C. Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Anatomy and Physiology I | 4 |

> ARR-RT (T) and NJ LR (T) (copy of original certification and current renewal card)
> *How Students Earn Credit in the Option:* The certification covers almost all of the credits required in the option
> Radiation therapy course are not available at the University rather from certificates, transfer or prior learning assessment

## ASSOCIATE IN SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
# Technical Studies

| | Credits |
|---|---|
| **II. Area of Study** | **21** |
| 21 credits from a single discipline or combinations from multiple disciplines in applied science and technology | 18 |
| Associate Capstone | 3 |
| **III. Electives** | **1** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra | 3 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Physics II with Lab or Chemistry II with Lab | 4 |

> *How Students Earn Credit in the Option:* Transfers from military/accredited industrial training and other colleges, online courses, Licenses/certifications or prior learning assessments (PLA).

# Associate in Science in Business Administration

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

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **39** |
| A. Intellectual and Practical Skills | | 15 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B. Civic and Global Learning | | 9 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | | 9 |
| D. Understanding the Physical and Natural World | | 3 |
| E. Mathematics | | 3 |
| **II. Management Core** | | **18** |
| A. Financial Accounting | | 3 |
| B. Managerial Accounting | | 3 |
| C. Business Law | | 3 |
| D. Principles of Management | | 3 |
| E. Computer Concepts and Applications/ Introduction to Computers/CIS | | 3 |
| F. Introduction to Marketing | | 3 |
| **III. Electives** | | **3** |
| **Total** | | **60 credits** |

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

## Degree Requirements

To attain the ASBA degree, the student must earn 60 credits distributed as follows: 39 credits in general education, 18 credits in business and 3 credits in electives. College Algebra or Quantitive Business Analysis (3 credits) is a degree requirement.

## General Education Requirements

The 39-credit requirement in general education provides students with a background in humanities, social sciences and natural sciences/mathematics.

## Management Core

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

## Electives

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

# Associate in Science in Natural Sciences and Mathematics

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

| | Credits |
|---|---|
| **I. General Education Requirements** | **44** |
| A. Intellectual and Practical Skills | 15 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| • Information Literacy | 3 |
| B. Civic and Global Learning | 9 |
| • Diversity | 3 |
| • Ethics | 3 |
| • Civic Engagement | 3 |
| C. Knowledge of Human Cultures | 9 |
| D. Understanding the Physical and Natural World | 8 |
| E. Mathematics | 3 |
| **II. Option** | **16** |
| **Total** | **60 credits** |

## Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 60 credits: 44 credits in the general education distribution and 16 credits in the option.

## General Education Requirements

The 44-credit general education requirement provides students with a broad background in humanities, social sciences and natural sciences/mathematics.

## Option

The option requires 16 credits in one of the following subject areas: biology, computer science, mathematics. Please refer to the Associate in Science in Natural Sciences and Mathematics subject are descriptions below. The options articulate with approved Bachelor of Arts degree areas of study.

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

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

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

# Associate of Science

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

The Associate of Science degree program in Occupational Therapy Assistant is a joint degree program offered in conjunction with the Rutgers School of Health Related Professions. The 74-credit program is designed to prepare students to work as occupational therapy assistants and work with people of all ages who are challenged by disability, trauma and/or the aging process.

Candidates for the program apply through Rutgers.

**For complete credit information, please visit** *http://shrp. rutgers.edu/dept/psyr/programs/asdota/index.html*

# Bachelor of Arts

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

| | Credits |
|---|---|
| **I. General Education Requirements** | **60** |
| A. Intellectual and Practical Skills | 15 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| • Information Literacy | 3 |
| B. Civic and Global Learning | 9 |
| • Diversity | 3 |
| • Ethics | 3 |
| • Civic Engagement | 3 |
| C. Knowledge of Human Cultures | 12 |
| D. Understanding the Physical and Natural World | 4-7 |
| E. General Education Electives | 17-20 |
| **II. Area of Study Requirements** | **33-60 as required** |
| **III. Electives** | **0-27 as required** |
| **Total** | **120 credits** |

**Degree Requirements:**
- A minimum of 18 credits must be upper level (300 level or above).
- A student must complete a course in College-level math or higher.

Students may earn a Bachelor of Arts degree in one of the following areas of study:

## BACHELOR OF ARTS
## Anthropology

| | Credits |
|---|---|
| **II. Area of Study** | **33** |
| • Physical Anthropology | 3 |
| • Cultural Anthropology | 3 |
| • Archeology | 3 |
| • Social Organization (Kinship) | 3 |
| • New World Anthropology or Old World Anthropology | 3 |
| • Two Ethnography courses | 6 |
| • Two Topics courses | 6 |
| • Liberal Arts Capstone | 3 |
| • Anthropology Electives | 3 |
| **III. Electives** | **27** |

**Degree Requirements:**
A minimum of 18 credits must be upper level
(300 level or above) College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of cultural and physical anthropology;
> explain the principles of archaeology;
> describe the various components of social organizations;
> demonstrate knowledge of either new world or old world anthropology; and
> demonstrate awareness of the principles relating to ethnographic aspects of culture.

# BACHELOR OF ARTS
## Art

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • | Art History I | 3 |
| • | Art History II | 3 |
| • | Two-Dimensional Design | 3 |
| • | Drawing | 3 |
| • | Painting | 3 |
| • | Liberal Arts Capstone | 3 |
| • | Art Electives | 15 |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

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

# BACHELOR OF ARTS
## Biology

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **60** |
| • | General Biology 1 with Lab | 4 |
| • | General Biology 2 with Lab | 4 |
| • | Cell Biology | 3 |
| • | Genetics | 3 |
| • | Microbiology | 3 |
| • | Precalculus | 3 |
| • | General Chemistry 1 with Lab | 4 |
| • | General Chemistry 2 with Lab | 4 |
| • | Organic Chemistry 1 with Lab | 4 |
| • | Organic Chemistry 2 with Lab | 4 |
| • | General Physics I with Lab | 4 |
| • | General Physics 2 with Lab | 4 |
| • | Liberal Arts Capstone | 3 |
| • | Biology Electives | 13 |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the scientific method, including the formation of hypotheses and the design and implementation of laboratory experiments;
> demonstrate the ability to read, understand and critically review scientific papers;
> recognize the relationship between structure and function at the molecular, cellular and organism levels;
> explain the principles of evolutionary biology and identify the taxonomy and phylogenetic relationships of the major groups of organisms;
> define the historical development of theories and laws, the nature of science and the relationship between science, technology and society;
> recognize the ecological relationships between organisms and their environment; and
> demonstrate a working knowledge of equipment, technology and materials appropriate for research in the biological sciences.

# BACHELOR OF ARTS
## Communications

| | Credits |
|---|---|
| **II. Area of Study** | **33** |
| Choose two of the following | 6 |
| • Fundamentals of Speech | |
| • Interpersonal Communications | |
| • Mass Communications | |
| | |
| • Liberal Arts Capstone | 3 |
| • Communications Electives | 24 |
| **III. Electives** | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> discuss the concepts of mass and personal communication;
> prepare mass communication messages in the appropriate style;
> apply theories in the use and presentation of images and information;
> apply appropriate technology to the creation and dissemination of messages; and
> demonstrate critical-thinking and problem-solving skills related to a specific communications topic.

# BACHELOR OF ARTS
## Computer Science

| | Credits |
|---|---|
| **II. Area of Study** | **39** |
| • Intro to Computer Science | 3 |
| • Data Structures | 3 |
| • Discrete Math or Linear Algebra | 3 |
| • Calculus I | 3 |
| • Calculus IT | 3 |
| • Liberal Arts Capstone | 3 |
| • Computer Science Electives | 21 |
| **III. Electives** | **21** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> analyze and solve computer problems;
> demonstrate knowledge in at least two programming languages;
> solve problems using discrete mathematics, differential and integral calculus, probability and statistics;
> apply the principles of software design to solve practical problems; and
> demonstrate knowledge of emerging technologies and their societal impacts related to computing.

# BACHELOR OF ARTS
## Criminal Justice

| | Credits |
|---|---|
| **II. Area of Study** | **42** |
| • Introduction to Criminal Justice | 3 |
| • American Juvenile Justice System | 3 |
| • Introduction to Corrections | 3 |
| • Criminology | 3 |
| • Another Criminological Theory course | 3 |
| • Courts and Criminal Procedure | 3 |
| • Public Policy and Criminal Justice | 3 |
| • Introduction to Law Enforcement | 3 |
| • Research Methods in the Social Sciences | 3 |
| • Technical Writing | 3 |
| • Statistics | 3 |
| • Ethics in the Justice System | 3 |
| • Liberal Arts Capstone | 3 |
| • Criminal Justice Electives | 3 |
| **III. Electives** | **18** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> verbally communicate in a clear professional manner and produce reports and policy papers that are organized, focused and make sound critical arguments;
> display logical and critical evaluation and analysis of social and criminal justice research literature as well as prevailing criminal justice theories and policies;
> demonstrate knowledge of the basic criminal justice process, its structure and the context of the interrelationships between each component of the criminal justice system; and
> demonstrate knowledge of the legal aspects of policing in the United States including the concepts of due process, equal protection and the rules of criminal procedure.

# BACHELOR OF ARTS
## English

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • Survey of Literature I | 3 | |
| • Survey of Literature II | 3 | |
| • Non-Western Literature | 3 | |
| • Analysis and Interpretation of Literature | 3 | |
| • Liberal Arts Capstone | 3 | |
| • English Electives | 18 | |
| **III. Electives** | | **27** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate a thorough understanding of the origins of the English language and its evolution;
> apply the principles of composition, including rhetorical grammar and usage, critical thinking, basic principles of argumentation and the use of research methods and documentation skills;
> recognize and identify various genres in literature;
> identify literary devices, forms and elements;
> identify historical and cultural characteristics of literary genres; and
> discuss critical issues of gender, class, ethnicity, culture and the individual that are present in literature.

# BACHELOR OF ARTS
## Environmental Studies

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **41** |
| • General Biology 1 with Lab | 4 | |
| • Intro to Environmental Science | 3 | |
| • Earth's Resources | 3 | |
| • Geology with a Human Emphasis | 3 | |
| • General Chemistry 1 with Lab | 4 | |
| Chosen from at least three of the following areas: | 9 | |
| • Anthropology of the Environment | | |
| • Economics of the Environment | | |
| • Environmental Psychology | | |
| • Global Environmental Change | | |
| • Philosophy/Environment | | |
| • Politics of the Environment | | |
| • Sociology/Environment | | |
| • Liberal Arts Capstone | 3 | |
| • Environmental Science Electives | 12 | |
| **III. Electives** | | **19** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> define the human and natural phenomena that impact the environment;
> identify and analyze the technology and management strategies that prevent, control and remedy the human and natural phenomena that impact the environment;
> demonstrate and communicate knowledge of environmental, socioeconomic and political implications of human interactions with the environment;
> explain environmental problems, analyze risks to humans and the environment, and propose alternate solutions to remedy environmental problems; and
> demonstrate awareness of how the scientific method is applied in environmental studies research.

# BACHELOR OF ARTS
## Foreign Language

| II. Area of Study | Credits<br>33 |
|---|---|
| • Intermediate Language I | 3 |
| • Intermediate Language II | 3 |
| • Advanced Language I | 3 |
| • Advanced Language II | 3 |
| • History and Civilization | 3 |
| • Major Writers and/or Masterpieces of Lit | 6 |
| • Liberal Arts Capstone | 3 |
| • Language Electives | 9 |
| **III. Electives** | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> present information, concepts and ideas in a foreign language to an audience of listeners or readers;
> translate and interpret a foreign language;
> engage in conversations or correspondence in a foreign language; and
> demonstrate proficiency in the cultural and socio-linguistics aspects of a language.

# BACHELOR OF ARTS
## History

| II. Area of Study | Credits<br>33 |
|---|---|
| • Western Civilization I and IT or<br>   World History I and IT | 6 |
| • American History I and IT | 6 |
| • Non-Western/Non-U.S. History | 3 |
| • Historical Methods/Historiography | 3 |
| • Liberal Arts Capstone | 3 |
| • History Electives | 12 |
| **III. Electives** | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the major developments in American history and either world history or Western civilization;
> demonstrate knowledge of the historical development of at least one non-Western region;
> articulate the distinctiveness and interconnectedness of different periods of history;
> distinguish between primary and secondary sources and identify their appropriate use in research projects; and
> apply the main approaches and methodologies within the field of history.

# BACHELOR OF ARTS
## Humanities

| II. Area of Study | Credits<br>33 |
|---|---|
| Thirty credits in at least three subject areas, of which 12 credits must be in one subject area. A maximum of two 100-level courses can be applied toward the area of study. | 30 |

| | | |
|---|---|---|
| EXAMPLE I: | | 30 |
| • Religion | 12 | |
| • Philosophy | 12 | |
| • Music | 6 | |
| EXAMPLE II: | | 30 |
| • French | 15 | |
| • English/Literature | 9 | |
| • Journalism | 6 | |
| EXAMPLE III: | | 30 |
| • Theater Arts | 12 | |
| • Dance | 3 | |
| • Art | 15 | |
| Liberal Arts Capstone | | 3 |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

• *Note 1: Any of the following areas are considered humanities and may be used as a subject area in the concentration: art, communications (oral: speech; mass media: film; journalism, radio/television), dance, English/literature (includes advanced writing courses, e.g., Creative Writing, Technical Writing), foreign language, music, philosophy, religion, theater.*

• *Note 2: The communications area of oral (speech) and mass media (film, journalism, radio/television) count as one subject area in the concentration.*

• *Note 3: All foreign languages count as one subject area in the concentration.*

• *Note 4: The following subject areas are interdisciplinary: African-American studies; American studies; Asian studies; environmental studies; urban studies; women's studies. Courses from any of these interdisciplinary subject areas may be applied toward an appropriate subject area in the concentration only if the content is related to humanities.*

*Learning Outcomes Objectives – Graduates will be able to:*
> define the major concepts and theoretical perspectives of at least two humanities subjects;
> explain the interrelationships between the conceptual frameworks that distinguish the humanities disciplines; and
> discuss the historical development of at least two humanities subjects.

# BACHELOR OF ARTS
## International Studies

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **48** |
| • Western Civilization I | 3 | |
| • Western Civilization II | 3 | |
| • Foreign Language | 6 | |
| • World Geography | 3 | |
| • International Relations | 3 | |
| • Conflict in International Relations | 3 | |
| • Liberal Arts Capstone | 3 | |
| • Global Electives | 12 | |
| • Regional Electives | 12 | |
| **III. Electives** | | **12** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)* College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*

> demonstrate global and regional understanding of international studies from multiple academic disciplines;

> analyze international and global issues through multiple perspectives;

> demonstrate understanding of the connections between global cultures and politics;

> develop introductory level communicative skills in a foreign language; and

> critically analyze and evaluate globalization processes at local, national and international levels.

# BACHELOR OF ARTS
## Labor Studies

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • US Labor History | 3 | |
| • Intro to Labor Studies or Work in Contemporary Society | 3 | |
| • Labor Economics | 3 | |
| • Labor Law | 3 | |
| • Liberal Arts Capstone | 3 | |
| • Labor Studies Electives | 18 | |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)* College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*

> demonstrate knowledge of labor as a social, political, economic and legal force in society;

> explain the history and main principles of labor law in the United States;

> articulate the main principles of labor economics, including applied theory;

> demonstrate knowledge of the role of technology in the changing workplace;

> identify the relationship between the labor movement and the struggles for civil rights and gender equality; and

> identify the main theories and methodologies of labor studies.

## BACHELOR OF ARTS
## Liberal Studies

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |

Thirty credits in at least two different disciplines.
A maximum of two 100-level courses can be
applied toward the area of study — 30

    EXAMPLE I:    30
- Humanities — 9
- Social Sciences — 3
- Natural Sciences — 6
- Mathematics — 12

    EXAMPLE II:    30
- Social Sciences — 15
- Natural Sciences — 9
- Humanities — 6

    EXAMPLE III:    30
- Humanities — 24
- Social Sciences — 6

- Liberal Arts Capstone — 3

**III. Electives** — **27**

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> define the major concepts and theoretical perspectives of at least two liberal arts subjects;
> explain the interrelationships between the conceptual frameworks that distinguish liberal arts subjects; and
> discuss the historical development of at least two liberal arts subjects.

## BACHELOR OF ARTS
## Mathematics

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • Calculus I | | 3 |
| • Calculus II | | 3 |
| • Calculus III | | 3 |
| • Probability/Statistics | | 3 |
| • Linear Algebra | | 3 |
| • Liberal Arts Capstone | | 3 |
| • Math Electives | | 15 |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate mastery of core competencies in algebra, analysis and applied mathematics;
> develop and write mathematical proofs; and
> explain and demonstrate problem solving using mathematical concepts.

## BACHELOR OF ARTS
## Music

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • Survey of Music History I | | 3 |
| • Survey of Music History II | | 3 |
| • Music Theory/Harmony I | | 3 |
| • Music Theory/Harmony II | | 3 |
| • Liberal Arts Capstone | | 3 |
| • Music Electives | | 18 |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of Western music theory, including harmony, rhythm and thematic development;
> demonstrate knowledge of the history of world music and current trends, including classical, jazz, folk and popular expressions; and
> write descriptively and analytically about music and performance.

## BACHELOR OF ARTS
## Natural Sciences/Mathematics

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • Thirty credits in at least three subject areas | | 30 |

    A maximum of 18 credits can be earned in
any one subject area in order to have a
balanced interdisciplinary concentration.
A maximum of two 100-level courses can be
applied toward the area of study

| • Liberal Arts Capstone | | 3 |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Note: The following areas are considered natural sciences/ mathematics and may be used as a subject area in the concentration: biology, computer science, geology, physics, chemistry, environmental science, mathematics.*

*Learning Outcomes Objectives – Graduates will be able to:*
> define the major concepts and theoretical perspectives of at least two natural sciences disciplines;
> explain the interrelationships between the conceptual frameworks that distinguish the natural sciences disciplines; and
> discuss the historical development of at least two natural sciences disciplines.

# BACHELOR OF ARTS
## Philosophy

|  | Credits |
|---|---|
| **II. Area of Study** | **33** |
| • Intro to Philosophy | 3 |
| • Logic | 3 |
| • Ethics | 3 |

3 credits in each of the following areas
with 6 credits in one area:

| | |
|---|---|
| • Major field of Philosophy | |
| • Major Philosophy | |
| • History of Philosophy | 12 |
| • Liberal Arts Capstone | 3 |
| • Philosophy Electives | 9 |
| **III. Electives** | **27** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> discuss the main points of and approaches to philosophies that have shaped Western civilization;
> compare and contrast ideas and methods from non-Western cultures to those of the West;
> evaluate competing ethical theories and their applications to contemporary issues; and
> express personal philosophical views.

# BACHELOR OF ARTS
## Photography

|  | Credits |
|---|---|
| **II. Area of Study** | **39** |
| • Principles of Photography or Black and White Photography | 3 |
| • Survey of Art History I and II | 6 |
| • History of Photography | 3 |
| • Color Photography | 3 |
| • Liberal Arts Capstone | 3 |
| • Photography Electives | 21 |
| **III. Electives** | **21** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate a broad based knowledge of photography from traditional photographic techniques to the digital darkroom;
> apply theoretical as well as technical practices to photography; and
> demonstrate how photography contributes to both the cultural and economic aspects of society.

# BACHELOR OF ARTS
## Political Science

|  | Credits |
|---|---|
| **II. Area of Study** | **36** |
| • American National Government | 3 |
| • Comparative Government | 3 |
| • Political Theory or Political Process | 3 |
| • International Relations | 3 |
| • Research Methods or Quantitative Methods | 3 |
| • Macroeconomics | 3 |
| • Liberal Arts Capstone | 3 |
| • Political Science Electives | 15 |
| **III. Electives** | **24** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the major fields in political science;
> describe the major forms of government, legal systems and political ideologies;
> demonstrate knowledge of the basic structures, functions and processes of the government and political system of the United States;
> explain the formation and structure of the international system theory as related to political science; and
> articulate and apply appropriate political science research methodologies.

# BACHELOR OF ARTS
## Psychology

|  | | Credits |
|---|---|---|
| **II. Area of Study** | | **39** |
| • Introduction to Psychology | 3 | |
| • Research in Experimental Psychology | 3 | |
| • Social Psychology | 6 | |
| • History and Systems of Psychology | 3 | |
| • Physiological Psychology | 3 | |
| • Developmental Psychology | 3 | |
| • Abnormal Psychology | 3 | |
| • Statistics | 3 | |
| • Ethics in the Social Sciences | 3 | |
| • Liberal Arts Capstone | 3 | |
| • Psychology Electives | 6 | |
| **III. Electives** | | **21** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the theoretical concepts and historical trends in psychology;
> use the scientific method to examine psychological questions;
> articulate the importance of values, ethical standards and diversity in psychology; and
> apply psychological principles to personal, social and organizational issues.

# BACHELOR OF ARTS
## Religion

|  | | Credits |
|---|---|---|
| **II. Area of Study** | | **33** |
| • Religions of the World or Comparative Religions | 3 | |
| • Philosophy of Religion | 3 | |
| • Liberal Arts Capstone | 3 | |
| • Religion Electives | 24 | |
| **III. Electives** | | **27** |

**Degree Requirements:**

A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> discuss the basic concepts and methods of the study of religion in an academic context;
> demonstrate the historical, textual, artistic, ritual, ethical and experiential dimensions of major religions in the East and West;
> analyze the power of religion both to unify society and to disrupt and divide it; and
> demonstrate knowledge of areas of similarity in religions and potential points of cooperation among them in a shrinking global context.

# BACHELOR OF ARTS
## Social Sciences

| | Credits |
|---|---|
| **II. Area of Study** | **33** |

Thirty credits in at least three subject areas, 30 of which 12 credits must be in one subject area.

A maximum of 18 credits can be earned in anyone subject area in order to have a balanced interdisciplinary concentration.

A maximum of two 100-level courses can be applied toward the area of study.

| | | |
|---|---|---|
| EXAMPLE I | | 30 |
| Psychology | 12 | |
| Sociology | 12 | |
| History | 6 | |
| EXAMPLE II | | 30 |
| Economics | 15 | |
| Political Science | 9 | |
| Anthropology | 6 | |
| EXAMPLE III | | 30 |
| Labor Studies | 12 | |
| Archaeology | 3 | |
| Geography | 15 | |
| Liberal Arts Capstone | | 3 |

| | Credits |
|---|---|
| **III. Electives** | **27** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*• Note 1: Any of the following areas are considered social sciences and may be used as a subject area in the concentration: anthropology, archaeology, economics, geography, history, labor studies, political science, psychology, sociology.*

*• Note 2: The following subject areas are interdisciplinary: African-American studies; American studies; Asian studies; environmental studies; urban studies; women's studies. Courses from any of these interdisciplinary subject areas may be applied toward an appropriate subject area in the concentration only if the content is related to social sciences.*

*Learning Outcomes Objectives – Graduates will be able to:*
> define the major concepts and theoretical perspectives of at least two social sciences disciplines;
> explain the interrelationships between the conceptual frameworks that distinguish social sciences disciplines;
> discuss the historical development of at least two social sciences disciplines; and
> discuss how social systems influence the diversity of human beliefs, values and behavior.

# BACHELOR OF ARTS
## Sociology

| | Credits |
|---|---|
| **II. Area of Study** | **33** |
| • Intro to Sociology | 3 |
| • Social Theory | 3 |
| • Methods of Sociological Research or Statistics | 3 |
| • Liberal Arts Capstone | 3 |
| • Sociology Electives | 21 |
| **III. Electives** | **27** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the major theoretical concepts and historical trends in sociology;
> apply the scientific method to examine sociological issues;
> describe the importance of values, ethical standards and diversity in sociology;
> demonstrate knowledge of the individual in society in regard to such areas as: culture, socialization, groups and organizations, and crime;
> discuss some of the underlying factors concerning such areas as: social stratification, global stratification, race and ethnicity, and gender; and
> compare the social dynamics of some of the major social institutions.

# BACHELOR OF ARTS
## Theater Arts

| | Credits |
|---|---|
| **II. Area of Study** | **33** |
| • Acting | 3 |
| • Directing | 3 |
| • Theater History | 3 |
| • Technical Theater Production | 3 |
| • Liberal Arts Capstone | 3 |
| • Theater Electives | 18 |
| **III. Electives** | **27** |

### Degree Requirements:
A minimum of 18 credits must be upper level *(300 level or above)*
College-level math or higher

*Learning Outcomes Objectives – Graduates will be able to:*
> demonstrate knowledge of the history of theater;
> compare and contrast theatrical techniques and processes (such as stagecraft and playwriting); and
> explain the different forms of theater (such as stage plays and monologues) and theater's relationship to other arts (such as film and opera).

## Learner-Designed Area of Study

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

**Learner-Designed Area of Study**
**Required Courses:** Liberal Arts Capstone

## Bachelor's to Master's Program

Thomas Edison State University undergraduates may apply for conditional admission to the Thomas Edison State University graduate program of their choice when:

> they have earned at least 60 undergraduate transcripted credits;
> they have a minimum GPA of 3.0; and
> they have three years of degree program relevant experience.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State University GPA of 3.0. Conditionally admitted students may earn up to 9 graduate credits (three courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 9 graduate credits (three courses) and must maintain their active undergraduate enrollment status. Note: there are recommended courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.

Students who do not achieve a 3.0 in their graduate course work will not be permitted to take additional courses. Students who do not successfully complete the 9 credits will have to reapply for admission to graduate study.

*Note: See Bachelor of Science in Nursing for BSN/MSN option.*

# Bachelor of Science

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

|  | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **60** |
| A. Intellectual and Practical Skills | 15 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B. Civic and Global Learning | 9 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | 9 | |
| D. Understanding the Physical and Natural World | 8-10 | |
| E. Mathematics | 3 | |
| F. General Education Electives | 14-16 | |
| **II. Learner Designed Area of Study** | | **45** |
| • Liberal Arts Capstone | 3 | |
| **III. Electives** | | **15** |
| **Total** | | **120 credits** |

**Required Courses:**

33 learner-designed credits from approved disciplines with a minimum of 18 credits must be at the upper level (300 level or above). No more than 6 credits from 100-level courses; Liberal Arts Capstone.

# Bachelor of Science in Applied Science and Technology

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

| | Credits |
|---|---|
| **I. General Education Requirements** | **60** |
| A. Intellectual and Practical Skills | 15 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| • Information Literacy | 3 |
| B. Civic and Global Learning | 9 |
| • Ethics Course | 3 |
| • Diversity Course | 3 |
| • Civic Engagement | 3 |
| C. Knowledge of Human Cultures | 9 |
| D. Understanding of the Physical and Natural World | 8-10 |
| E. Mathematics | 3 |
| F. General Education Electives | 14-16 |
| **II. Area of Study** | **45-51** |
| Technical Discipline* | 42 |
| Current Trends and Applications (APS-401)** | 3 |
| **III. Electives** | **15** |
| **Total** | **120 -126 credits**† |

\* Some areas of study require completion of 12 to 18 credits of 300- or 400-level courses.
\*\* Engineering Technology programs require different capstone courses.
† Electronic Systems Engineering Technology area of study is a 124-credit program. Nuclear Energy Engineering Technology area of study is a 126-credit program.

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

*Engineering Technology programs require Calculus I and II.*

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

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

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

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

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

## Additional Degree Requirements

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

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

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

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Air Traffic Control

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. Aerodynamics | | 3 |
| B. Aviation Weather | | 3 |
| C. Navigation | | 3 |
| D. Air Traffic Control | | 12 |
| • Flight Assistance Service | | |
| • Airport Traffic Control | | |
| • Enroute Traffic Control | | |
| • Facilities Operation and Management | | |
| E. Aviation Safety | | 3 |
| F. Air Traffic Control Equipment | | 9 |
| • Air Navigation Aids | | |
| • Radar Fundamentals | | |
| • Air Traffic Control Computer Systems | | |
| G. Air Traffic Control Electives | | 9 |
| • Federal Air Regulations | | |
| • Communication Procedures | | |
| • Flight Training | | |
| • Airport/Aviation Management | | |
| • Air Transportation | | |
| • Communication Electronics | | |
| H. Current Trends and Applications (APS-401) | | 3 |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Math above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Computer Concepts (CIS-107) or above | 3 |

> *Certification:* FAA Air Traffic Control Specialist
> *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

*Note: All certifications are recommended.*

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Aviation Flight Technology

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Private Pilot | 6 |
| B. Commercial Pilot | 12 |
| C. Instrument Pilot | 6 |
| D. Aviation Flight Technology Electives | 18 |

- Airplane Transport Pilot
- Multiengine Rating
- Flight Instructor
- Flight Navigator
- Flight Dispatcher
- Airplane Captain
- First/ Second Officer
- Flight Engineer
- Specific Aircraft
- Aerospace Development
- Air Carrier Operations
- Aircraft Components
- Aviation Meteorology
- Airport Management
- Aviation Law
- Aviation Safety
- Aviation Transportation
- Avionics
- Flight Physiology/Human Factor Flight
- Government and Aviation
- Flight Instructor
- Flight Instrument Instructor
- Multiengine Instrument/Instructor
- Airframe and Powerplant (up to 6 credits)
- Air Traffic Control (up to 6 credits)

| | Credits |
|---|---|
| E. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Meteorology | 3 |

> *Certification:* FAA certificate in Private Pilot, Commercial Pilot, Instrument and Instructor rating. Equivalent military training may be considered.

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

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Aviation Maintenance Technology

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. General Aeronautics | 3 |

- General Aerodynamics
- Basic Aviation Maintenance
- Inspection and Service

| | |
|---|---|
| B. Airframe | 12 |

- Basic Airframe Systems
- Advanced Airframe Systems
- Flight Line Maintenance
- Metallic Structures
- Composite Structures

| | |
|---|---|
| C. Powerplant Courses | 12 |

- Gas Turbines Powerplant
- Piston Powerplant
- Powerplant Accessories
- Propellers and Trouble Analysis

| | |
|---|---|
| D. Avionics | 6 |

- Airframe Electrical Systems
- Instrumentation and Avionics

| | |
|---|---|
| E. Aviation Electives | 9 |

- Aviation Weather
- Basic Electricity (DC or AC Circuits)
- Communication Electronics
- Electronics
- Commercial Pilot
- Aircraft Rigging and Weight Analysis
- Fluid Mechanics/ Hydraulics and Pneumatics
- Strength of Materials
- Thermodynamics
- Engineering Drawing (up to 3 credits)
- Machine Tools (up to 3 credits)

| | |
|---|---|
| F. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Chemistry I with Lab | 4 |

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Aviation Management

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. Professional Aviation Requirements | 21 | |

*(Aviation Maintenance Technology, Aviation Flight Technology, Air traffic Control) This can be satisfied by professional certifications and licensing.*

| | | |
|---|---|---|
| B. Aviation Management Electives | 21 | |

*Complete at least 21 semester hours from the following list of courses..*

| | | |
|---|---|---|
| • Aviation Safety (AVF- 303)* | | 3 |
| • Airline Management (AVT-301)* | | 3 |
| • Project Management (MAN-435) | | 3 |
| • Airport Management (AVF-472)* | | 3 |
| • Airline Finance and Economics (AVT-304)* | | 3 |
| • Aviation Law (AVF-364)* | | 3 |
| • Airline Marketing and Customer Service (AVT-305)* | | 3 |
| • International Operations (AVT-307)* | | 3 |
| • Crew Resource Management (AVT-306)* | | 3 |
| C. Current Trends and Applications (APS-401) (Capstone) | | 5 |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or higher | 3 |
| College Algebra | 3 |
| Statistics | 3 |
| Meteorology | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *Certification:* FAA certificate in Airframe and Powerplant Mechanics. Equivalent military training may be considered.
> *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Biomedical Electronics

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. DC Circuits (ELE-211) | 3 | |
| B. AC Circuits (ELE-212) | 3 | |
| C. Physiology, Anatomy and Biomechanics | 3 | |
| • Anatomy and Physiology (BIO-211) | | |
| • Cell Physiology/Human Physiology | | |
| • Biophysics/Biomechanics | | |
| • Kinesiology | | |
| D. Biomedical Electronics | 12 | |
| • Biomedical or Medical Electronics | | |
| • Instrumentation | | |
| • Biomedical Transducers | | |
| • Biomedical Equipment Maintenance | | |
| • Physiological Monitoring Systems | | |
| • Diagnostic Support Equipment Systems | | |
| • Therapeutic Support Equipment Systems | | |
| • Applications of Sensors | | |
| • Electro-Mechanical Controls | | |
| E. General Electronics | 12 | |
| • Electronic Devices, Solid State/Semiconductor | | |
| • Digital Electronics | | |
| • Microprocessors | | |
| • Computer Circuits | | |
| • Communications Circuits | | |
| • Pulse Circuits | | |
| F. Biomedical Electronics Electives | 9 | |
| • Specific Equipment | | |
| • Additional credits in biomedical electronics and general electronics | | |
| G. Current Trends in Applications (APS-401) | 3 | |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) and above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics Above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.
> Biomedical electronic courses are transferred since not available at University. General electronics are available for the program.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Clinical Laboratory Science

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Anatomy and Physiology I and II | 6 |
| B. Organic and/or Biochemistry | 6 |
| C. Microbiology | 9 |
| • General Microbiology | |
| • Diagnostic Microbiology | |
| • Virology/Parasitology/Mycology | |
| • Advanced Clinical Microbiology | |
| D. Hematology | 6 |
| E. Immunohematology/Serology | 3 |
| • Immunology | |
| • Blood Banking | |
| F. Clinical Chemistry | 6 |
| G. Clinical Laboratory Electives | 6 |
| • Microtechnique | |
| • Cytology | |
| • Diagnostic or Clinical Microscopy | |
| • Laboratory Quality Control | |
| • Laboratory Administration | |
| • Pathology | |
| • Epidemiology | |
| • Urinanalysis | |
| • Healthcare Administration | |
| • Healthcare Delivery | |
| H. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics Above College Algebra | 3 |
| Chemistry I with Lab | 4 |
| Chemistry II with Lab | 4 |

> *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.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Dental Hygiene

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Anatomy and Physiology I with Lab (BIO-211) | 4 |
| B. Anatomy and Physiology II with Lab (BIO-212) | 4 |
| C. Microbiology | 3 |
| D. Dental Anatomy | 3 |
| E. Nutrition (BIO-208) | 3 |
| F. Pharmacology | 3 |
| G. Radiology | 3 |
| H. Periodontics | 3 |
| I. Community Dental Health | 3 |
| J. Clinical Dental Hygiene | 9 |
| K. Dental Hygiene Electives | 4 |
| L. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *Certification:* State license and American Dental Association National Board of Dental Hygiene Examiners. Copy of original certificate and current renewal card or transfer from UMDNJ partnership.

> *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 APPLIED SCIENCE AND TECHNOLOGY
## Electrical Technology

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Electrical Technology – Core | 24 |
| B. Electrical Theory | |
| • DC Circuits (ELE-211) | 3 |
| • AC Circuits (ELE-212) | 3 |
| C. Digital Electronics with lab (ELD-302) | 3 |
| D. Solid State Devices and Circuits with Lab (ELT-306) | 3 |
| E. Occupational Safety and Health (APS-400) | 3 |
| F. Project Management (MAN-435) | 3 |
| G. Applied Quality Management (APS-402) | 3 |
| H. Current Trends and Applications (APS-401) | 3 |
| I. Electrical Specialty | 21 |

*Select 21 credits from subjects below or equivalents*

- Linear and Integrated Circuits with Lab (ELT-307)
- Industrial Electronics (ELT-308)
- Microprocessors with Lab (ELD-311)
- Electronic Instrumentation Systems (CTR-211)
- Programmable Logic Controllers (CTR-212)
- Electronic Communications Systems with Lab (ELC-201)
- Regulatory Policy and Procedures (EUT-401)
- Applied Economic Analysis (EUT-402)
- Alternative Energy Technologies and Energy Management
- AC/DC Machines and System Protection
- Electric Power Systems*

| | |
|---|---|
| **III. Electives** | **15** |

### Degree Requirements:

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *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).

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Electronics Systems Engineering Technology*†

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

| | Credits |
|---|---|
| **II. Area of Study** | **49** |
| A. DC Circuits with Lab (ELE-211) | 3 |
| B. AC Circuits with Lab (ELE-212) | 3 |
| C. Electronic Devices | 6 |
| • Solid State Devices and Circuits with Lab (ELT-306) | |
| • Linear and Integrated Circuits with Lab (ELT-307) | |
| D. Digital Electronics with Lab (ELD-302) | 3 |
| E. Microprocessors with Lab (ELD-311) | 3 |
| F. Communication Electronics | 3 |
| • Electronic Communication Systems with Lab (ELC-201) | |
| G. Electronics Instrumentation and Control (CTR-211) | 3 |
| H. Electronic Engineering Technology Electives | 9 |
| • Industrial Electronics (ELT-308) | |
| • Advanced Microprocessors with Lab (ELD-400) | |
| • Programmable Logic Controllers (CTR-212) | |
| • Network Technology (CMP-354) | |
| I. Occupational Health and Safety (APS-400) | 3 |
| J. Applied Quality Management (APS-402) | 3 |
| K. Project Management (MAN-435) | 3 |
| L. Electronics Assessment/Career Planning (ELT-490) | 3 |
| M. Electronic Engineering Technology Capstone (ELT-495) | 4 |
| **III. Electives** | **15** |

### Degree Requirements:

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| Calculus I | 3 |
| Calculus II | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Chemistry I with Lab | 4 |
| Computer Programming or Programmable Logic Controllers | 3 |

> *How Students Earn Credit in the Area of Study:* Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use prior learning assessment (PLA). Some examinations are also available.

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

> after receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below;

> to verify completion of prerequisite courses prior to enrollment in Electronics Assessment/Career Planning (ELT-490) and Electronics Engineering Technology Capstone (ELT-495); and

> to verify completion of all courses before graduation.

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

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

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

> Required BSAST in Electronics Engineering Technology area of study courses or equivalent transfer courses prerequisites:
  - DC Circuits (ELE-211), AC Circuits (ELE-212), prior to Electronics Devices courses of Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307)
  - Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307) prior to Digital Electronics (ELD-302), Microprocessor (ELD-302); Electronic Communications Systems (ELC-201); and Electronic Instrumentation and Control (CTR-211) courses
  - Occupational Health and Safety (APS-400); Applied Quality Management (APS-402); Project Management (MAN-435) and elective courses can be taken at any time.

> *Required completion of* BSAST in Electronics Systems Engineering Technology area of study courses or equivalent transfers prior to Electronics Assessment/Career Planning (ELT-490).

> *Required completion of* Electronics Assessment/Career Planning (ELT-490) prior to Electronics Engineering Technology Capstone (ELT-495).

> Prior learning assessment options will not be available for Electronics Assessment/Career Planning (ELT-490 or Electronics Engineering Technology Capstone (ELT-495).

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Energy Systems Technology

|  | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Energy Utility Technology – Core Electrical Theory | 15 |

| Course | Credits |
|---|---|
| • DC Circuits (ELE-211) | 3 |
| • AC Circuits (ELE-212) | 3 |
| Applied Quality Management (APS-402) | 3 |
| Occupational Safety and Health (APS-400) | 3 |
| Current Trends and Applications (APS-401) | 3 |

|  | Credits |
|---|---|
| B. Energy Specialty | 30 |

(Select 30 Credits from areas below)
- Nuclear Operations and Maintenance
- Plant Operations and Maintenance
- Gas Distribution
- Electric Transmission and Distribution
- Instrumentations and Control
- Appliance Service
- Alternative Energy Technologies
- Energy Management
- Sustainable Energy
- Regulatory Policy and Procedures (EUT-401)
- Applied Economic Analysis (EUT-402)

| **III. Electives** | **15** |
|---|---|

**Degree Requirements:**

| Requirement | Credits |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |

> *How Students Earn Credit in the Area of Study:* Most students have transfer credit from an associate degree earned at a two-year college. Credit may also be earned through company training and apprenticeship programs. Credit may also be earned by prior learning assessment (PLA) and independent study.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Health Services Technology

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **48** |
| A. | Professional Health Requirements | 30 |
| B. | Professional Electives | 12 |
| C. | Computer Requirement | 3 |
| D. | Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | | **12** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Anatomy and Physiology I with Lab | 4 |
| Anatomy and Physiology II with Lab | 4 |
| Chemistry I with Lab | 4 |
| Biology I | 3 |

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Information Technology

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. | Foundations of Information Technology (CMP-202) | 3 |
| B. | Computer Architecture (COS-330) | 3 |
| C. | C+++ Programming (COS-213) | 3 |
| D. | Data Structures (COS-241) | 3 |
| E. | Operating Systems (COS-352) | 3 |
| F. | Database Management (CIS-311) | 3 |
| G. | Software Engineering (CIS-351) | 3 |
| H. | Management Information Systems (CIS-301) | 3 |
| I. | Project Management (MAN-435) | 3 |
| J. | Network Technology (CMP-354) | 3 |
| K. | Information Technology Electives | 12 |
| L. | Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Physics II with Lab or Chemistry II with Lab | 4 |

> *How Students Earn Credit in the Area of Study*: Students may earn credits by selected technical certifications, testing, online courses, courses at other regionally accredited institutions or through prior learning assessment (PLA).

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Medical Imaging

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Radiation and Nuclear Physics | 3 |
| B. Pathology | 3 |
| C. Radiation Biology and protection | 3 |
| D. Digital Imaging Acquisition and Display | 3 |
|    • Radiographic Exposure | |
|    • Contrasts and Media | |
|    • QA in Imaging | |
| E. Image Production | 3 |
| F. Special Procedures and Modalities | 3 |
|    • CT/MRI/NMT/Mammography/Ultrasound | |
| G. Radiological Technology Techniques | 6 |
|    • Principles of Radiologic Technology | |
|    • Special Procedures and Imaging Modalities | |
|    • Pediatric Radiography | |
|    • Radiologic Diagnostic Agents | |
|    • Film Critique | |
|    • Equipment Maintenance | |
| H. Clinical Practice | 6 |
| I. Occupational Health and Safety (APS-400) | 3 |
| J. Medical Imaging Electives | 9 |
|    • Radiology Department Administration | |
|    • Health Care Delivery/ Health Care Administration | |
|    • Nuclear Medicine Technology/ Radiation Therapy | |
| K. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Anatomy and Physiology I | 4 |
| Anatomy and Physiology II | 4 |
| Physics I with Lab | 4 |

> *Certification*: ARRT Radiographer ARRT-RT (R) or NJ license NJ-LRT(R) (copy of original certificate and current renewal card).

> *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiation therapy or radiation protection) would complete the area of study.

> Medical Imaging courses are not available at the University rather from certification, transfers or prior learning assessment (PLA).

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Military Technology Leadership*

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. Applied Science Discipline | 24 | |
|    Technical courses 15 credits from a single discipline/department and 9 credits from other applied science and technology disciplines. | | |
| B. Leadership Electives | 9 | |
|    Possible Electives | | |
|    • Organizational Behavior | 3 | |
|    • Organizational Leadership | 3 | |
|    • Ethics and Policies | 3 | |
| C. Applied Quality Management(APS-402) | 3 | |
| D. Occupational Safety and Health (APS-400) | 3 | |
| E. Current Trends and Applications (APS-401) | 3 | |
| F. Project Management (MAN-345) | 3 | |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Physics II with Lab or Chemistry II with Lab | 4 |

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

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Nuclear Engineering Technology

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Nuclear Physics for Technology (NUC-303) | 3 |
| B. Heat Transfer | 3 |
| D. Fluid Mechanics | 3 |
| E. Reactors and Plant Systems | 9 |
| • Reactor Fundamentals (NUC-365) | |
| • Primary Reactor Systems (NUC-331) | |
| • Secondary Reactor Systems | |
| F. Radiation Effects | 6 |
| • Radiation Biophysics (NUC-412) or | |
| • Radiation Interaction (NUC-413) and | |
| G. Safety and Protection | 6 |
| • Radiological, Reactor and Environmental Safety (NUC-342) | |
| • Radiation Protection and Control | |
| H. Instrumentation | 3 |
| • Nuclear Instrumentation and Control | |
| I. Nuclear Electives | 9 |
| • Military/INPO Discipline Specific Training including Laboratory/Practicum(1 to 10 credits) or | |
| • Nuclear Rules and Regulations (NUC-380) | |
| • Radiation Protection/Health Physics (Course not used as other requirement) | |
| • Occupational Health and Safety (APS-400) – 3 credits | |
| • Applied Quality Management (APS-300) – 3 credits | |
| • Regulatory Policy and Procedures (EUT-401) – 3 credits | |
| • Applied Economic Analysis (EUT-402) – 3 credits | |
| *Required credits from academically reviewed training/experience or above listed courses* | |
| J. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| Calculus I | 3 |
| Calculus II | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Chemistry I with Lab | 4 |
| Computer Programming Requirement or Programmable Logic Controllers (CTR-212) | 3 |

> *How Students Earn Credit in the Area of Study:* Most students have earned credit from the Navy Basic Nuclear Power School, which covers more than half of the area of study. Credit may also be earned by advanced Navy training, prior learning assessment (PLA), NRC license, NRRPT certification, certification from a nuclear utility INPO accredited program or ACE-reviewed company training.

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Nuclear Energy Engineering Technology*†

| | Credits |
|---|---|
| **II. Area of Study** | **51** |
| A. Nuclear Physics for Technology (NUC-303) | 3 |
| B. Thermodynamics (EGM-321) | 3 |
| C. Heat Transfer (NUC-423) | 3 |
| D. Fluid Mechanics (EGM-331) | 3 |
| E. Reactors and Plant Systems | 9 |
| • Reactor Fundamentals (NUC-365) | |
| • Primary Reactor Systems (NUC-331) | |
| • Nuclear Instrumentation and Control (NUC-351) | |
| F. Radiation Effects | 6 |
| • Radiation Biophysics (NUC-412) or | |
| • Radiation Interaction (NUC-413) and | |
| • Radiological, Reactor, Environmental Safety (NUC-342) | |
| G. Electrical Theory (ELE-211 or ELE-212) | 3 |
| H. Nuclear Materials (NUC-402) | 3 |
| I. Radiation Analysis Laboratory | 1 |
| J. Nuclear Electives | 10 |
| • Military/INPO Discipline Specific Training including Laboratory/Practicum(1 to 10 credits) or | |
| • Nuclear Rules and Regulations (NUC-380) | |
| • Radiation Protection/Health Physics (Course not used as other requirement) | |
| • Occupational Health and Safety (APS-400) – 3 credits | |
| • Applied Quality Management (APS-300) – 3 credits | |
| • Regulatory Policy and Procedures (EUT-401) – 3 credits | |
| • Applied Economic Analysis (EUT-402) – 3 credits | |
| *Required credits from academically reviewed training/experience or above listed courses* | |
| K. Nuclear Technology Assessment/Career Planning (NUC-490) | 3 |
| L. Nuclear Energy Engineering Technology Capstone (NUC-495) | 4 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| Calculus I | 3 |
| Calculus II | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Chemistry I with Lab | 4 |
| Computer Programming Requirement or Programmable Logic Controllers (CTR-212) | 3 |

> *How Students Earn Credit in the Area of Study:* Most students have earned credit from the Navy Basic Nuclear Power School, which covers more than half of the area of study. Credit may also be earned by advanced Navy training. Prior learning assessment (PLA), NRC license, NRRPT certification, certification from a nuclear utility INPO accredited program or ACE-reviewed company training.

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

> after receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below;

> to verify completion of prerequisite courses prior to enrollment in Nuclear Technology Assessment/Career Planning (NUC-490) and Nuclear Energy Engineering Technology Capstone (NUC-495); and

> to verify completion of all courses prior to graduation.

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

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Nuclear Medicine Technology

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Radiation Physics or Nuclear Physics for Technology (NUC-303) | 3 |
| B. Radiochemistry or Radiopharmacy | 3 |
| C. Radiation Biology and Protection | 3 |
| D. Clinical Practice | 6 |
| E. Nuclear Medicine Technology Techniques | 15 |
| F. Nuclear Medicine Electives | 12 |
| G. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Anatomy and Physiology I | 4 |
| Anatomy and Physiology II | 4 |
| Chemistry I with Lab | 4 |
| Chemistry II with Lab | 4 |
| Physics I with Lab | 4 |

> *Certification:* ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT (copy of original certificate and current renewal card).

> *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (radiography, radiation therapy or radiation protection) would complete the area of study.

> Nuclear Medicine courses are not available at the University; they come from above certifications and transfers.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Radiation Protection

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. | Nuclear Physics for Technology (NUC-303) | 3 |
| B. | Radiation Biology | 3 |
| C. | General Radiation Protections | 6 |
| | • Radiation Protection | |
| | • Radiological Safety | |
| | • Health Physics | |
| | • Radiation Protections and Control | |
| D. | Radiation Measurement | 6 |
| | • Radiation Detection and Measurement | |
| | • Nuclear Instrumentation and Measurement | |
| | • Radiation Dosimetry | |
| E. | Applied Health Physics | 6 |
| | • Radiation Shielding | |
| | • Environmental Radiation | |
| | • Radioactive Waste Control | |
| | • Protection Standards | |
| | • Safety Controls for Nuclear Operation | |
| | • Quality Control | |
| | • ALARA Principles | |
| | • Applied Health Physics Internship | |
| F. | Radiation Protection Electives | 15 |
| | • Nuclear Reactor Operations and Safety | |
| | • Nuclear Fuel Cycle Hazardous Materials | |
| | • Industrial Safety Instrument Analysis (Chemistry) | |
| | • Heat Transfer or Thermodynamics Analytic | |
| | • Organic or Biochemistry | |
| | • Nuclear Chemistry | |
| | • Radiation Protection Internship | |
| G. | Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | | **15** |

### Degree Requirements:

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| General Biology | 3 |

> *How Students Earn Credit in the Area of Study:* College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School, certification from nuclear utility INPO accredited program and ACE recommended company training. The remaining credits may be earned by Guided Study, prior learning assessment (PLA) or classroom instruction.

# BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
## Radiation Therapy

| | | Credits |
|---|---|---|
| **II. Area of Study** | | **45** |
| A. | Radiation Physics or Nuclear Physics for Technology (NUC-303) | 3 |
| B. | Radiation Biology | 3 |
| C. | Oncogenic Pathology | 3 |
| D. | Technical Oncology | 3 |
| E. | Radiation Oncology | 6 |
| F. | Clinical Practice | 6 |
| G. | Quality Management | 3 |
| H. | Radiation Therapy Electives | 15 |
| I. | Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | | **15** |

### Degree Requirements:

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Anatomy and Physiology I | 4 |
| Anatomy and Physiology II | 4 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Physics II with Lab or Chemistry II with Lab | 4 |

> *Certification:* ARRT RT(T) or NJ LRT (copy of original certificate and current renewal card).
> *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiography or radiation protection) would complete the area of study.
> Radiation therapy courses are not available at the University; they are transferred from above certificates, other colleges or prior learning assessment (PLA).

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Radiation Protection/Health Physics

| | Credits |
|---|---|
| **II. Area of Study** | **53** |
| A. Introduction to Nuclear Engineering Technology and Radiation Health Physics (RPT-270) | 3 |
| B. Nuclear Physics for Technology (NUC-303) | 3 |
| C. Radiation Detection and Instrumentation | 3 |
| D. Nuclear Rules and Regulations | 3 |
| E. Radiation Biology (RPT-271) | 3 |
| F. Radiation Ecology (RPT-272) | 3 |
| G. Radiation Biophysics (NUC-412) | 3 |
| H. Radiation Interactions (NUC-413) | 3 |
| I. Radiological, Reactor, Environmental Safety (NUC-342) | 3 |
| J. Introduction to Radiation Generating Devices and Medical (RPT-275) | 3 |
| K. Nuclear Materials (NUC-402) | 3 |
| L. Radiation Shielding and External Dosimetry (RPT-302) | 3 |
| M. Radiation Analysis Laboratory (NUC-358) | 3 |
| N. Reactor Fundamentals (NUC-365) | 3 |
| O. Nuclear Instrumentation and Control (NUC-351) | 3 |
| P. Radioactive Shipments, Packaging and Transportation (RPT-280) | 3 |
| Q. Radiation Protection/Health Physics Assessment/Career Planning (RPT-490) | 3 |
| R. Radiation Protection/Health Physics Capstone (RPT-495) | 3 |
| **III. Electives** | **12** |
| • Either General Education or area of study courses such as: INPO, Military and Radiation Safety Officer Training | |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Physics I with Lab | 4 |
| Physics II with Lab | 4 |
| Chemistry I with Lab | 4 |
| Chemistry II with Lab | 4 |

## BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY
### Respiratory Care

| | Credits |
|---|---|
| **II. Area of Study** | **45** |
| A. Anatomy and Physiology I (BIO-111) | 4 |
| B. Anatomy and Physiology II (BIO-112) | 4 |
| C. Microbiology | 3 |
| D. Cardiopulmonary Anatomy/Physiology/ Pathophysiology | 3 |
| E. Pharmacology | 2 |
| F. Pulmonary Function | 3 |
| G. Pediatric Respiratory Care | 2 |
| H. Pulmonary Rehabilitation | 2 |
| I. Clinical Practice | 3 |
| J. Respiratory Therapy Techniques | 9 |
| • Mechanical Ventilation | |
| • Gas, Humidity and Aerosol Therapy | |
| • RT Equipment | |
| • Acute and Sub-acute Care | |
| K. Respiratory Care Electives | 7 |
| • Biomedical Electronics | |
| • Electronic Instrumentation | |
| • CPR and Nursing Skills | |
| • Principles of Patient Care | |
| • Outpatient Care and Rehabilitation | |
| • Respiratory Department Management | |
| • Health Care Administration | |
| • Healthcare Delivery | |
| L. Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics above College Algebra | 3 |
| Chemistry I with Lab | 4 |
| Chemistry II with Lab | 4 |
| Physics I with Lab | 4 |

> *How Students Earn Credit in the Area of Study:* The area of study is completed by the license.
> Respiratory care courses are not available at the University; they are transferred from RRT certification or prior learning assessment (PLA).

**BACHELOR OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY**

# Technical Studies

|  | Credits |
|---|---|
| **II. Area of Study** | **45** |

*(At least 12 credits of area of study must be 300-400 level courses)*

| | | |
|---|---|---|
| A. | 21 credits from a single department/discipline | 21 |
| B. | 18 credits from another department/discipline | 18 |
| C. | Project Management (MAN-345) | 3 |
| D. | Current Trends and Applications (APS-401) | 3 |
| **III. Electives** | | **15** |

**Degree Requirements:**

| | |
|---|---|
| Technical Writing | 3 |
| Computer Concepts (CIS-107) or above | 3 |
| Statistics | 3 |
| College Algebra | 3 |
| Higher-Level Mathematics Above College Algebra | 3 |
| Physics I with Lab or Chemistry I with Lab | 4 |
| Physics II with Lab or Chemistry II with Lab | 4 |

> *How Students Earn Credit in the Area of Study:* Students may earn credits by selected licenses, certifications, related military or industrial training, transfer credits, Thomas Edison State University courses or prior learning assessment (PLA).

# Bachelor of Science in Business Administration

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

| | Credits |
|---|---|
| **I. General Education Requirements** | **60** |
| A. Intellectual and Practical Skills | 15 |
| • Written Communication | 6 |
| • Oral Communication | 3 |
| • Quantitative Literacy | 3 |
| • Information Literacy | 3 |
| B. Civic and Global Learning | 9 |
| • Diversity | 3 |
| • Ethics | 3 |
| • Civic Engagement | 3 |
| C. Knowledge of Human Cultures | 9 |
| D. Understanding the Physical and Natural World | 4-7 |
| E. Mathematics | 6 |
| F. Electives | 14-17 |
| **II. Professional Business Requirements** | **54** |
| A. Business Core | 36 |
| Financial Accounting | 3 |
| Managerial Accounting | 3 |
| Business Law | 3 |
| Principles of Management | 3 |
| Computer Concepts and Applications/ Introduction to Computers/CIS | 3 |
| Introduction to Marketing | 3 |
| Principles of Finance | 3 |
| Business in Society or International Management | 3 |
| Macroeconomics | 3 |
| Microeconomics | 3 |
| Business/Managerial Communications | 3 |
| Strategic Management | 3 |
| B. Areas of Study Requirements | 18 -24 |
| **III. Electives** | **0-6** |
| **Total** | **120 credits** |

## Degree Requirements

To attain the BSBA degree, the student must earn 120 credits distributed as follows: 60 credits in general education, 54 credits in business and 6 credits of electives. In addition, students pursuing the BSBA are required to take College Algebra or Quantitative Analysis and Statistics.

## Outcomes-Based General Education

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

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

## Professional Business Requirements

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

### Business Core (36 credits)

The business core is composed of 12 business subjects that represent the foundation courses that support the student's chosen area of study.

### Area of Study (18 credits)

The area of study is the component of the degree that focuses on the specific business area in an in-depth way. A maximum of 6 credits at the 100-200 level can be applied.

*Accounting/CPA area of study* - This area of study is 24 credits to allow for additional required accounting courses. There are no electives within the Accounting/CPA area of study.

## Electives

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

## Demonstration of Currency

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

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Accounting

|  |  | Credits |
|---|---|---|
| II. B. **Area of Study** |  | **18** |
| Required Courses | 6 |  |
| • Intermediate Accounting I |  |  |
| • Intermediate Accounting II |  |  |
| Additional Courses | 12 |  |
| III. **Electives** |  | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

> *How Students Earn Credit in the Area of Study:* Courses in this area of study may be completed with Thomas Edison State University courses and/or courses from other regionally accredited colleges. Prior learning assessment (PLA) and/or examinations may also be used.
>
> *Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.*

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Accounting/CPA

|  |  | Credits |
|---|---|---|
| II.B. **Area of Study** |  | **24** |
| Required Courses | 18 |  |
| • Intermediate Accounting I |  |  |
| • Intermediate Accounting ll |  |  |
| • Advanced Accounting I |  |  |
| • Advanced Accounting ll |  |  |
| • Auditing |  |  |
| • Federal Income Taxation I |  |  |
| Additional accounting courses | 6 |  |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

> *How Students Earn Credit in the Area of Study:* Courses in this area of study may be completed with Thomas Edison State University courses and/or courses from other regionally accredited colleges. Prior learning assessment (PLA) and/or examinations may also be used.
>
> *Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.*

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Computer Information Systems

|  |  | Credits |
|---|---|---|
| II. B. **Area of Study** |  | **18** |
| Required Courses | 6 |  |
| • Programming Language |  |  |
| • System Analysis and Design |  |  |
| Additional Courses | 12 |  |
| III. **Electives** |  | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
### Entrepreneurship

|  | Credits |
|---|---|
| II.B. **Area of Study** | **18** |
| Required Courses | 9 |

- Small Business Management or Intro to Entrepreneurship
- Small Business Finance (preferred) or Managerial Finance
- Small Business Marketing (preferred) or Marketing Research

|  | Credits |
|---|---|
| Additional Courses | 9 |
| III. **Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
### Finance

|  | Credits |
|---|---|
| II.B. **Area of Study** | **18** |
| III. **Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
### General Management

|  | Credits |
|---|---|
| II.B. **Area of Study** | **18** |

Required Courses (12 of the credits must be upper level)
Select from the following areas:
- Accounting
- Finance
- Management
- Marketing

|  | Credits |
|---|---|
| III. **Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
### Hospital Healthcare Administration

|  | Credits |
|---|---|
| II.B. **Area of Study** | **18** |
| III. **Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

> *How Students Earn Credit in the Area of Study:* Courses in this area of study may be completed through Prior learning assessment (PLA) and/or examinations may also be used.

# BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Human Resources/Organizational Management

| | Credits |
|---|---|
| **II.B. Area of Study** | **18** |
| Required Courses | 9 |
| • Human Resources Management | |
| • Organizational Behavior | |
| • Organizational Theory or Organizational Development and Change | |
| Additional Courses | 9 |
| **III. Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

# BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## International Business

| | Credits |
|---|---|
| **II.B. Area of Study** | **18** |
| Required Courses | 6 |
| • Introduction to International Business | |
| • International Economics, International Finance, International Marketing (choose one) | |
| Additional Courses | 12 |
| **III. Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

# BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Marketing

| | Credits |
|---|---|
| **II.B. Area of Study** | **18** |
| Required Courses | 3 |
| • Marketing Research | |
| Additional Courses | 15 |
| **III. Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

# BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
## Operations Management

| | Credits |
|---|---|
| **II.B. Area of Study** | **18** |
| Required Courses | 6 |
| • Introduction to Operations Management | |
| • Total Quality Management or Quality Assurance | |
| Additional Courses | 12 |
| **III. Electives** | **6** |

**Degree Requirements:**

| | |
|---|---|
| College Algebra or Quantitative Business Analysis | 3 |
| Statistics | 3 |

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

# Bachelor of Science in Health Information Management

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

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

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

**For complete credit information, please visit**
*http://shrp.rutgers.edu/dept/informatics/HIM/index.html.*

The program consists of 124 total semester hour credits with at least 12 being taken at Thomas Edison State University, thus constituting a residency requirement. The 124 total credits are comprised of the following:
> 60 credits in general education; and
> 64 area of study credits and elective credits in Health Information Management completed at Rutgers.

## Admission to Program

Prospective students must apply through Rutgers School of Health Related Professions, observing the application deadlines of March 1 for the fall semester and July 1 for the spring semester. Note that Dietetics is only offered once per year, with an application deadline of March 1. Applications may be obtained by calling (973) 972-5454 or by emailing *shrpadm@shrp.rutgers. edu.* For information contact Program Director Barbara Manger at (973) 972-4356. Once students are admitted, they are assigned an academic advisor from Rutgers, who will work with them on planning their academic programs.

# Bachelor of Science in Health Sciences

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

The Bachelor of Science in Health Sciences (BSHeS) is a joint degree program with the Rutgers School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and area of study credits will be earned through Rutgers courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and electives that are not complete at the time of enrollment may be completed using Thomas Edison State University'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 University.

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.

**For complete credit information, please visit**
*http://shrp.rutgers.edu/dept/IDS/bshsciences/program.html.*

## Admission to Program

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

# Bachelor of Science in Homeland Security and Emergency Preparedness

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

| | | Credits |
|---|---|---|
| **I. General Education Requirements** | | **60** |
| A. Intellectual and Practical Skills | | 15 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B. Civic and Global Learning | | 9 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | | 9 |
| D. Understanding the Physical and Natural World | | 8-10 |
| E. Mathematics | | 3 |
| F. Electives | | 14-16 |
| **II. Area of Study** | | **33** |

A. 18 credits of required courses including:

| | |
|---|---|
| Terrorism | 3 |
| Counterterrorism: Constitutional and Legislative Issues | 3 |
| Homeland Serurity: Preparedness, Prevention and Deterrence | 3 |
| Protecting the Homeland, Response and Recovery | 3 |
| Research Methods in the Social Sciences | 3 |
| Capstone in Homeland Security and Emergency Preparedness | 3 |

B. 15 credits of AOS Elective courses including:

- Counterterrorism
- Disaster and Fire Defense Planning
- Domestic Terrorism
- Electronic Intelligence Analysis
- Emergency Planning
- Intelligence and Homeland Security
- Interagency Communication
- Managerial Issues with Hazardous Materials
- Managing Homeland Security
- Natural Disaster Management
- Port Security
- Psychology of Disaster
- Psychology of Terrorism
- Security Planning and Assessment
- Social Impact of Disasters on the Community
- Stress Management Theory and Practice
- Strategic Planning and Risk Reduction
- Constitutional Issues
- Leadership Communication
- Theories of Leadership

| | |
|---|---|
| **III. Electives** | **27** |
| **Total** | **120 credits** |

**Degree Requirements**

| | |
|---|---|
| Critical Thinking for Homeland Security | 3 credits |
| Cultural Diversity in the US | 3 credits |

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

> define and apply appropriate constitutional legal principles to the design and implementation of strategies related to homeland security;

> seek out, research and evaluate all available information regarding homeland security concepts, strategies and tactics, and select new or established methods based upon good analysis and best practices;

> demonstrate the emergency management process of planning, organizing, response and mitigation of potential threats and disasters;

> describe the psychological and sociological impact of natural and man-made disasters on community members, businesses and government, and apply this knowledge to emergency management strategies and practices; and

> define and apply established principles of command and control, in cooperation with other agencies, in the assessment and mitigation of natural and man-made disasters.

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

# Bachelor of Science in Human Services

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

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **60** |
| A. Intellectual and Practical Skills |  | 15 |
| • Written Communication | 6 |  |
| • Oral Communication | 3 |  |
| • Quantitative Literacy | 3 |  |
| • Information Literacy | 3 |  |
| B. Civic and Global Learning |  | 9 |
| • Diversity | 3 |  |
| • Ethics | 3 |  |
| • Civic Engagement | 3 |  |
| C. Knowledge of Human Cultures |  | 9 |
| D. Understanding the Physical and Natural World |  | 8-10 |
| E. Mathematics |  | 3 |
| D. General Education Electives |  | 14-16 |
| **II. Area of Study in Human Services** |  | **54** |
| A. Core Requirements |  | 30 |
| • Theoretical Foundation* | 9 |  |
| • Intervention* (e.g., PSY-331 Intro Counseling) | 6 |  |
| • Client Populations* (e.g., PSY-350 Abnormal Psych.) | 6 |  |
| • Management (e.g., MAN-301 Prin. of Management) | 6 |  |
| B. Research Methods SOS-492 | 3 |  |
| C. Professional Track (18 credits at the 300-400 level in one area of study) |  | 18 |
| D. Capstone Course |  | 6 |
| **III. Electives** |  | **6** |
| **Total** |  | **120 credits** |

## Learning Outcomes

Graduates of the Bachelor of Science in Human Services degree will have the ability to:
> interpret and critically analyze the research in the professional track;
> apply theory to professional practice;
> apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;
> apply knowledge of cultural diversity as it relates to the field of human services; and
> apply theories of management as it relates to human services.

## Required Courses

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

### Degree Requirements

| | | |
|---|---|---|
| SOC-101 Introduction to Sociology | 3 credits |
| PSY-101 Introduction to Psychology | 3 credits |
| SOC-322 Cultural Diversity in the U.S. | 3 credits |

## How Students Earn Credits in the Area of Study

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

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

# Bachelor of Science in Medical Imaging Sciences

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

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

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.

**For complete credit information, please visit**
*http://shrp.rutgers.edu/dept/med_imaging/index.html.*

## Admission to Program

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

# Bachelor of Science in Nursing

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

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

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

| | | | Credits |
|---|---|---|---|
| **I. General Education Requirements** | | | **60** |
| A. Intellectual and Practical Skills | | 15 | |
| • Written Communication | 6 | | |
| • Oral Communication | 3 | | |
| • Quantitative Literacy | 3 | | |
| • Information Literacy | 3 | | |
| B. Civic and Global Learning | | 9 | |
| • Diversity | 3 | | |
| • Ethics | 3 | | |
| • Civic Engagement | 3 | | |
| C. Knowledge of Human Cultures | | 9 | |
| D. Understanding the Physical and Natural World | | 8-10 | |
| E. Mathematics | | 3 | |
| F. Electives | | 14-16 | |
| **II. Area of Study Requirements** | | | **48** |
| **Professional Nursing Requirements** | | | |
| A. Lower Division/Credit for Prior Learning | | 20 | |
| B. Upper Division (TESU) | | 28 | |
| Nursing Informatics (NUR-340) | 3 | | |
| Advancing Nursing Practice (NUR-342) | 3 | | |
| Advanced Health Assessment ** (NUR-516) | 3 | | |
| Research in Nursing (NUR-418) | 3 | | |
| Leadership and Management in Nursing (NUR-428) | 3 | | |
| Nursing Informatics: Concepts and Issues** (NUR-531) | 3 | | |
| Health Policy ** (NUR-529) | 3 | | |
| Public Health Nursing (NUR-443) | 4 | | |
| Validating Nursing Competence (NUR-445) | 3 | | |
| **III. Electives (from lower division prior learning)** | | | **12** |
| **Total 120 credits** | | | |

### Degree Requirements:

| | |
|---|---|
| Statistics | 3 |
| Ethics | 3 |
| Anatomy and Physiology I, II, | 6 |
| Microbiology | 3 |

** Graduate level Courses

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

## General Education Requirements

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

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

## Professional Nursing Component

### Lower-Division Nursing

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

### Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely by online courses offered by the W. Cary Edwards School of Nursing. In addition to being offered as an online course, NUR-428 Leadership and Management in Nursing is also offered as a Leadership Exam. Three graduate courses, Health Policy; Nursing Informatics: Concepts and Issues; and Advanced Health Assessment will be completed by all BSN degree students as part of upper-division nursing requirements without additional charge. These 9 graduate credits will apply to MSN degree requirements at Thomas Edison State University, and graduates of the BSN degree program at Thomas Edison State University will then complete only 27 additional credits (nine courses) for the MSN degree. All information related to the nursing courses offered by the W. Cary Edwards School of Nursing may be found in this publication and on the University website at *www.tesu.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. NUR-445 Validating Nursing Competence must be taken as the last course in the BSN degree program as indicated by course prerequisites. See course descriptions for prerequisites.

## Electives

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

# Bachelor of Science in Nutrition and Dietetics

*Offered in conjunction with Rutgers School of Health Related Professions*

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

**For complete credit information, please visit**
*http://shrp.rutgers.edu/dept/nutr/BSND/degree.html.*

# Bachelor of Science in Organizational Leadership

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

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** |  | **60** |
| A. Intellectual and Practical Skills | 15 | |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B .Civic and Global Learning | 9 | |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | 9 | |
| D. Understanding the Physical and Natural World | 4-7 | |
| E. Mathematics | 6 | |
| F. Electives | 14-17 | |
| **II. Leadership Foundations** |  | **12** |
| A. Organizational Behavior | 3 | |
| B. Foundations of Leadership | 3 | |
| C. Leading Organizational Change | 3 | |
| D. Leadership Communication | 3 | |
| **III. Advanced Leadership: Areas of Specialization** |  | **24** |
| A. Required Courses (select 12 credits) | 12 | |
| • Change Management | | |
| • Project Management | | |
| • Advanced Organizational Management | | |
| • Leadership in a Global Environment | | |
| • Nonprofit Leadership | | |
| • Principles of Management | | |
| • Leaders in History | | |
| B. Additional advanced leadership and management electives | 9 | |
| C. Leadership Practicum | 3 | |
| **IV. Supportive Leadership Courses** |  | **12** |
| • Economics | 3 | |
| • Business/Managerial Communications | 3 | |
| • Organizational Theory | 3 | |
| • Computer Concepts | 3 | |
| **V. Business Electives** |  | **6** |
| **VI. Electives** |  | **6** |
| **Total** |  | **120 credits** |

## Degree Requirements

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

## Outcomes - Based General Education

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

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

**Leadership Foundations (12 credits)**
Core courses that represent the foundation that support organizational leadership.

**Advanced Leadership Areas of Specialization (24 credits)**
The component of the degree that focuses on organizational leadership and management in an in-depth way.

**Supportive Leadership Courses (12 credits)**
Students pursuing the BSOL are required to take these courses that support the foundation of Organizational Leadership.

**Business Electives (6 credits)**
Business electives may include subjects related to the student's area of study or can be any business related subjects.

**Electives (6 credits)**
The elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

# Bachelor of Science in Professional Studies

Since many established professionals have Associate in Applied Sciences (AAS) degrees or an array of career specific undergraduate course work, a Bachelor of Science (BS) in either business administration or management may prove challenging to obtain based on transferability requirements. A BS in Professional Studies (BSPS) offers students an education that combines theory with practical experience; consequently, augmenting their abilities for career advancement, job retention and job mobility. For mature students who are often in their midcareers, a professional studies curriculum delivers exceptional opportunities for long-term success. Students who enroll in a BSPS curriculum can transfer a core of career-based undergraduate credits and continue their education developing lifelong learning skills relative to improving their professional effectiveness. The BSPS program affords graduates with a credential that enhances their current professional capabilities while preparing them for new career opportunities.

The Bachelor of Science in Professional Studies degree is a 120-credit undergraduate program offering both required and elective courses to satisfy students' individual learning interests. The course work provides a solid grounding in relevant academic theory, applied practice and policymaking. Students complete course work in a prescribed order culminating with a Capstone project in Professional Studies.

**Supportive Professional Studies Courses (12 credits)**
Students pursuing the BSPS are required to take these courses that support the foundation of professional studies.

**Professional Studies Specialization (33 credits)**
The component of the degree that focuses on professional studies in an in-depth way.

**Business Electives (6 credit)**
Business electives may include subjects related to the student's area of study or can be any business related subjects. One Finance or Accounting course is recommended.

**Electives (9 credits)**
The elective category may be satisfied by almost any college credits. Academic policies should be reviewed for limitation of credits.

|  |  | Credits |
|---|---|---|
| **I. General Education Requirements** | | **60** |
| A. Intellectual and Practical Skills | w | 15 |
| • Written Communication | 6 | |
| • Oral Communication | 3 | |
| • Quantitative Literacy | 3 | |
| • Information Literacy | 3 | |
| B .Civic and Global Learning | | 9 |
| • Diversity | 3 | |
| • Ethics | 3 | |
| • Civic Engagement | 3 | |
| C. Knowledge of Human Cultures | | 9 |
| D. Understanding the Physical and Natural World | | 8-10 |
| E. Mathematics* | | 3 |
| F. Electives | | 14-16 |
| **II. Area Of Study Requirements** | | **33** |
| Professional Studies Courses | | 30 |
| (select 30 credits) | | |
| MAN-331: Human Resources Management | 3 | |
| MAN-425: Advanced Organizational Management | 3 | |
| MAN-435: Project Management | 3 | |
| LAW-201: Business Law | 3 | |
| OPM-301: Operations Management | 3 | |
| MAR-306: Creating and Implementing Electronic Enterprise | 3 | |
| MAN-372: International Management | 3 | |
| NEG-401: Negotiations and Conflict Management | 3 | |
| Introduction to Data Management | 3 | |
| Financial Measures/Analysis/Reporting | 3 | |
| Project Accounting and Financial Management | 3 | |
| Corporate Interpersonal Communications | 3 | |
| Career and Professional Development | 3 | |
| Customer Service Theory and Practice | 3 | |
| Policy Analysis | 3 | |
| Using Data to Make Decisions | 3 | |
| Professional Studies Capstone | 3 | |
| **III. Required Courses** | | **18** |
| Economics | 3 | |
| Business/Managerial Communication | 3 | |
| Organizational Theory | 3 | |
| Computer Concepts | 3 | |
| Accounting | 3 | |
| Principles of Management | 3 | |
| **IV. Electives** | | **9** |
| **Total** | | **120 credits** |

*MAT-105 Applied Liberal Arts Math or above.
**Accounting, banking, business, computer applications, computer information systems, finance, management, hotel/ motel/ restaurant, law, retail management; one finance or accounting course recommended.

# Undergraduate Certificates

*Undergraduate certificates are 18-credit programs, unless otherwise noted, that provide students with a solid foundation in a chosen area of study or major, and are designed to transfer into a degree program at Thomas Edison State University. For nonenrolled students, at least 50 percent of the credits required for an undergraduate or a graduate certificate must be earned at Thomas Edison State University. Application of any transferred credits is at the discretion of the dean. Note: Application of certificate credits to a degree program is subject to the degree programs specific requirements. Students may select from the following undergraduate certificate*

## Undergraduate Certificate in Accounting

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

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

| | |
|---|---|
| > Advanced Financial Accounting | 3 |
| > Tax Accounting/Federal Income Taxation | 3 |
| > Cost Accounting | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Computer Information Systems

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

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

| | |
|---|---|
| > Computer Organization | 3 |
| > Computer Security and Information Theory | 3 |
| > Database Management | 3 |
| > Data Center Management | 3 |
| > Data Communications Systems | 3 |
| > Information Systems using Microcomputers | 3 |
| > System Analysis and Design | 3 |
| > Operating Systems | 3 |
| > Operations Research | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Computer Science

| | |
|---|---|
| Computer Programming Language | 3 |
| Computer Architecture | 3 |
| Data Structures | 3 |

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

| | |
|---|---|
| > Artificial Intelligence | 3 |
| > Assembly Language Programming | 3 |
| > Computer Programming Languages | 3 |
| > Database Design | 3 |
| > Numerical Analysis | 3 |
| > Operating Systems | 3 |
| > Simulation | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Dental Assisting*

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

*For complete credit information, please visit* http://shrp.rutgers.edu/dept/alliedental/da/index.html

## Undergraduate Certificate in Electronics

| | |
|---|---|
| AC/DC Circuits | 3 |
| Basic Electronics | 3 |
| Digital Electronics | 3 |

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

| | |
|---|---|
| > Automatic Control Systems | 3 |
| > Electromagnetic Devices and Machines | 3 |
| > Industrial Electronics | 3 |
| > Microprocessors | 3 |
| > Robotics and Automation | 3 |
| > Solid State Theory-Analog Electronics | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Finance

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

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

| | |
|---|---|
| > Advanced Security Analysis and Portfolio Management | 3 |
| > International Finance and Trade | 3 |
| > Principles of Finance | 3 |
| > Public Finance | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Fitness and Wellness Services

| | |
|---|---|
| Introduction to Human Services | |
| **or** | |
| Introduction to Fitness/Wellness Services | 3 |
| Nutrition | 3 |
| Safety, CPR, First Aid | 3 |
| Biomechanics of Exercise | |
| **or** | |
| Kinesiology | 3 |
| Principles and Programs for Fitness and Wellness Services | 3 |
| Individual Assessment Fitness and Wellness | 3 |
| **TOTAL** | **18 CREDITS** |

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## Undergraduate Certificate in Gas Distribution

| | |
|---|---|
| Gas Combustion | 3 |
| Gas Distribution | 3 |
| Regulatory Policies and Procedures | 3 |
| Applied Economic Analysis | 3 |
| Principles of Management | 3 |
| Occupational Health and Safety | 3 |
| **TOTAL** | **18 CREDITS** |

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

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## Undergraduate Certificate in Global Leadership

| | |
|---|---|
| Leadership in a Global Environment | 3 |
| Foundations of Leadership | 3 |

Students select **12 credits** from the following:

| | |
|---|---|
| > Ethics and the Business Professional | 3 |
| > Leaders in History | 3 |
| > Change Management | 3 |
| > Project Management | 3 |
| > Leadership Communication | 3 |
| > Negotiations | 3 |
| > Dale Carnegie Approved Seminars: Effective Communication and Human Relations | 3 |
| > Leadership Training for Managers | 2 |
| > Skills for Team Success | 2 |
| **TOTAL** | **18 CREDITS** |

• • • • • • • • • • • • • • • • • • • • • • • •

## Undergraduate Certificate in Human Resources Management

| | |
|---|---|
| Labor Relations and Collective Bargaining | 3 |
| Principles of Management | 3 |
| Human Resources Management | 3 |

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

| | |
|---|---|
| > Advanced Labor Relations and Collective Bargaining | 3 |
| > Advanced Organizational Behavior | 3 |
| > Advanced Organizational Theory and Analysis | 3 |
| > Organizational Behavior | 3 |
| > Organizational Theory and Analysis | 3 |
| > Compensation Administration | 3 |
| **TOTAL** | **18 CREDITS** |

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## Undergraduate Certificate in Labor Studies

| | |
|---|---|
| History of Labor Movement | 3 |
| Labor Economics | 3 |
| Labor Movement Theories | 3 |
| Labor Relations and Collective Bargaining | 3 |

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

| | |
|---|---|
| > Civil Rights and Labor | 3 |
| > Contemporary Labor Issues | 3 |
| > Labor Law | 3 |
| > Minorities in the Labor Force | 3 |
| > Trade Union Structure and Administration | 3 |
| > Women in the Labor Force | 3 |
| **TOTAL** | **18 CREDITS** |

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## Undergraduate Certificate in Marketing

| | |
|---|---|
| Introduction to Marketing | 3 |
| Marketing Research | 3 |
| Marketing Communications | 3 |

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

| | |
|---|---|
| > Advertising | 3 |
| > Channels of Distribution | 3 |
| > Marketing Management Strategy | 3 |
| > Sales Management | 3 |
| > Principles of Sale | 3 |
| **TOTAL** | **18 CREDITS** |

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## Undergraduate Certificate in Operations Management

| | |
|---|---|
| Introduction to Operations Management | 3 |
| Introduction to Business | 3 |
| Management Information Systems | 3 |

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

| | |
|---|---|
| > Total Quality Management | 3 |
| > Logistics | 3 |
| > Supply Chain Management | 3 |
| > Statistics | 3 |
| **TOTAL** | **18 CREDITS** |

## Undergraduate Certificate in Organizational Leadership

| | |
|---|---|
| Principles of Management | 3 |
| Foundations of Leadership | 3 |
| Organizational Behavior | 3 |
| Leading Organizational Change | 3 |
| Leadership Communication | 3 |

*Students select **one 3-credit elective** from the following:*

| | |
|---|---|
| > Change Management | 3 |
| > Leaders in History | 3 |
| > Nonprofit Leadership | 3 |
| > Leadership in the Global Environment | 3 |
| > Advanced Organizational Management | 3 |
| > Project Management | 3 |
| **TOTAL** | **18 CREDITS** |

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## Undergraduate Certificate in Polysomnography

*Requirements*

| | |
|---|---|
| > Theoretical Fundamentals of Polysomnography | 3 |
| > Clinical Fundamentals of Polysomnography | 6 |
| > Polysomnography Instrumentation Theory | 3 |
| > Therapeutic Interventions and Clinical Patient Management | 4 |
| > Medical Terminology | 1 |
| **TOTAL** | **17 CREDITS** |

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

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# Professional Certificates (noncredit)

## John S. Watson School of Public Service and Continuing Studies

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

### Certificates and Courses

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

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

**Human Resources**
> Workforce Career Coach Facilitator***

**Teaching**
> Introduction to the Teaching Profession*

**Professional Continuing Education for Social Workers, Addiction Counselors and Mental Health Specialists**
> Fetal Alcohol Spectrum Disorder*

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

**Cybersecurity and Counterterrorism**
> Cybersecurity**
> Counterterrorism Intelligence**

**Building/Construction Management**
> General Building Code*
> Construction Management**

**Business**
> Entrepreneurship **

**Radiation Safety**
> Radiation Safety Officer

* Indicates a certificate of successful completion
** Indicates a Thomas Edison State University certificate
*** Indicates certification through a professional organization

# What You Can Study
## Index of Degree Programs by Area of Study

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

*The following alphabetical list tells you:*
> The area of study you can choose
> The type of degree or certificate you can earn

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

## A
### Accounting
> Accounting, BSBA
> Accounting/CPA, BSBA
> Accounting, Undergraduate Certificate

### Administrative Studies
> Administrative Studies, AAS

### Aging
> Aging, BSHeS

### Allied Dental Education*
> Allied Dental Education, BSHeS

### Air Traffic Control*
> Air Traffic Control, ASAST
> Air Traffic Control, BSAST

### Anthropology
> Anthropology, BA

### Applied Computer Studies
> Applied Computer Studies, AAS

### Applied Electronic Studies
> Applied Electronic Studies, AAS

### Applied Health Studies
> Applied Health Studies, AAS

### Art
> Art, BA

### Aviation Flight Technology*
> Aviation Flight Technology, ASAST
> Aviation Flight Technology, BSAST

### Aviation Maintenance Technology*
> Aviation Maintenance Technology, ASAST
> Aviation Maintenance Technology, BSAST

### Aviation Management
> Aviation Management, BSAST

### Aviation Support
> Aviation Support, AAS

## B
### Biology
> Biology, ASNSM
> Biology, BA

### Biomedical Electronics
> Biomedical Electronics, ASAST
> Biomedical Electronics, BSAST

### Business Administration
> Business Administration, ASBA
> Business Administration, BSBA

## C
### Clinical Laboratory Science
> Clinical Laboratory Science, ASAST
> Clinical Laboratory Science, BSAST

### Communications
> Communications, BA

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

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

### Computer Science Technology
> Computer and Information Technology, ASAST

### Construction and Facilities Support
> Construction and Facility Support, AAS

### Criminal Justice
> Criminal Justice, BA
> Criminal Justice, AAS

## D
### Dental Assistant*
> Dental Assistant, Undergraduate Certificate

### Dental Hygiene*
> Dental Hygiene, BSAST
> Dental Hygiene, AAS**

## E
### Electrical-Mechanical Systems and Maintenance
> Electrical-Mechanical Systems and Maintenance, AAS

### Electrical Technology
> Electrical Technology, ASAST
> Electrical Technology, BSAST

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

### Electronics
> Electronics, Undergraduate Certificate

*All certifications are recommended. In nursing, with the exception of accelerated, license is required.*
*** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.*
****This option is only available to current military personnel and veterans of the armed forces.*

### Energy Systems Technology
> Energy Systems Technology, BSAST

### English
> English, BA

### Entrepreneurship
> Entrepreneurship, BSBA

### Environmental, Safety and Security Technologies
> Environmental, Safety and Security Technologies, AAS

### Environmental Studies
> Environmental Studies, BA

# F
### Finance
> Finance, BSBA
> Finance, Undergraduate Certificate

### Fitness and Wellness Services
> Fitness and Wellness Services, Undergraduate Certificate

### Foreign Language
> Foreign Language, BA

# G
### Gas Distribution
> Gas Distribution, Undergraduate Certificate

### General Studies
> General Studies, AA

# H
### Health Advocacy
> Health Advocacy, BSHeS**

### Health Information Management
> Health Information Management, BSHIM**

### Health Services Management and Education
> Health Services Management and Education, BSHeS**

### Health Services Technology
> Health Services Technology, BSAST

### History
> History, BA

### Homeland Security
> Homeland Security and Emergency Preparedness, BS

### Hospital Healthcare Administration
> Hospital Healthcare Administration, BSBA

### Humanities
> Humanities, BA

### Human Resources Management/Organizational Management
> Human Resources Management/ Organizational Management, BSBA

### Human Resources Management
> Human Resources Management, Undergraduate Certificate

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

# I
### Imaging
> Imaging Sciences, BSHeS**

### Information Technology
> Information Technology, BSAST

### International Business
> International Business, BSBA

### International Studies
> International Studies, BA

# L
### Labor Studies
> Labor Studies, BA
> Labor Studies, Undergraduate Certificate

### Learner-Designed
> Learner-Designed, BA
> Learner-Designed, BS

### Liberal Studies/Liberal Arts
> Liberal Studies, AA
> Liberal Studies, BA

# M
### Management
> General Management, BSBA

### Marketing
> Marketing, BSBA
> Marketing, Undergraduate Certificate

### Mathematics
> Mathematics, ASNSM
> Mathematics, BA

### Mechanics and Maintenance
> Mechanics and Maintenance, AAS

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

### Military Technology Leadership***
> Military Technology Leadership, AAS
> Military Technology Leadership, BSAST

### Multidisciplinary Technology
> Multidisciplinary Technology, AAS

### Music
> Music, BA

# N
### Natural Sciences/Mathematics
> Natural Sciences and Mathematics, ASNSM
> Natural Sciences/Mathematics, BA

### Nuclear Energy Engineering Technology*
> Nuclear Energy Engineering Technology, BSAST

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

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

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

### Nuclear Engineering Technology*
> Nuclear Engineering Technology, ASAST
> Nuclear Engineering Technology, BSAST

### Nuclear Medicine Technology*
> Nuclear Medicine Technology, BSAST

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

### Nutrition and Dietetics
> Nutrition and Dietetics, BSND**

# O
### Occupational Therapy
> Occupational Therapy Assistant, AS**

### Operations Management
> Operations Management, BSBA
> Operations Management, Undergraduate Certificate

### Organizational Leadership
> Organizational Leadership, BSOL

# P
### Philosophy
> Philosophy, BA

### Photography
> Photography, BA

### Political Science
> Political Science, BA

### Polysomnography
> Polysomnography, AAS
> Polysomnography, Undergraduate Certificate

### Psychology
> Psychology, BA

# R
### Radiation Protection/ Health Physics*
> Radiation Protection, ASAST
> Radiation Protection, BSAST

### Radiation Therapy*
> Radiation Therapy, ASAST
> Radiation Therapy, BSAST

### Religion
> Religion, BA

### Respiratory Care*
> Respiratory Care, BSAST

### Respiratory Therapy
> Respiratory Therapy, AAS***

# S
### Social Sciences
> Social Sciences, BA

### Sociology
> Sociology, BA

# T
### Technical Studies
> Technical Studies, ASAST
> Technical Studies, BSAST

### Theater Arts
> Theater Arts, BA

*All certifications are recommended. In nursing, with the exception of accelerated, license is required.*
*** Open to Rutgers students only. Joint degree with Rutgers School of Health Related Professions.*
****This option is only available to current military personnel and veterans of the armed forces.*

# Different by Design

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

### Earning Your Degree

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

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

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

**> Hybrid:** using this approach enables students to complete a wide range of degree programs by taking advantage of courses and other credit-earning opportunities at regionally accredited institutions other than Thomas Edison State University and then transferring the credits to Thomas Edison State University. 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 University 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 University courses and exam programs.

| Area of Study | Degree(s) Offered |
| --- | --- |
| **Heavin School of Arts and Sciences** | |
| Communications | BA |
| Computer Science | ASNSM, BA |
| Criminal Justice | AAS, BA |
| English | BA |
| History | BA |
| Humanities | BA |
| International Studies | BA |
| Liberal Studies | AA, BA |
| Mathematics | ASNSM, BA |
| Natural Sciences/Mathematics | BA |
| Psychology | BA |
| Social Sciences | BA |
| Sociology | BA |

| Area of Study | Degree(s) Offered |
| --- | --- |
| **School of Business and Management** | |
| Accounting | BSBA |
| Accounting for CPAs | BSBA |
| Business Administration | ASBA |
| Computer Information Systems | BSBA |
| Data Analytics | MBA |
| Entrepreneurship | BSBA |
| Finance | BSBA |
| General Management | BSBA |
| Human Resources Management/ Organizational Management | BSBA |
| Marketing | BSBA |
| Operations Management | BSBA |
| Organizational Leadership | BSOL |

### School of Applied Science and Technology

| Area of Study | Degree(s) Offered |
| --- | --- |
| Applied Computer Studies | AAS |
| Computer and Information Technology | ASAST |
| Electronics Systems Engineering Technology | BSAST |
| Information Technology | BSAST |
| Nuclear Energy Engineering Technology | BSAST |
| Nuclear Energy Technology | ASAST, BSAST |

### W. Cary Edwards School of Nursing

| Area of Study | Degree(s) Offered |
| --- | --- |
| Accelerated 2nd Degree BSN Program | BSN* |

### John S. Watson School of Public Service and Continuing Studies

| Area of Study | Degree(s) Offered |
| --- | --- |
| Homeland Security and Emergency Preparedness | BS |

*Onsite courses required for Accelerated 2nd Degree BSN Program.*

## Credentialed Approach

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

| Area of Study | Degree(s) Offered |
|---|---|
| **W. Cary Edwards School of Nursing** | |
| Nursing | RN-BSN, RN-BSN/MSN |

## 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 University. Thomas Edison State University cannot guarantee the availability of independent study courses from other colleges. Students are responsible for tuition and fees incurred at the institutions where credits are earned. Areas of study with an asterisk (*) require students to have previously earned professional licenses or certifications.

| Area of Study | Degree(s) Offered |
|---|---|
| **Heavin School of Arts and Sciences** | |
| Anthropology | BA |
| Art | BA |
| Biology | ASNSM, BA |
| Environmental Studies | BA |
| Foreign Language | BA |
| Labor Studies | BA |
| Learner-Designed | BA, BS |
| Music | BA |
| Philosophy | BA |
| Photography | BA |
| Political Science | BA |
| Religion | BA |
| Theater Arts | BA |

| Area of Study | Degree(s) Offered |
|---|---|
| **School of Applied Science and Technology** | |
| Administrative Studies | AAS |
| Air Traffic Control* | ASAST, BSAST |
| Allied Dental Education** | BSHeS |
| Applied Electronic Studies | AAS |
| Applied Health Studies | AAS |
| Aviation Flight Technology* | ASAST, BSAST |
| Aviation Maintenance Technology* | ASAST, BSAST |
| Aviation Support | AAS |
| Biomedical Electronics | ASAST, BSAST |
| Clinical Laboratory Science | ASAST, BSAST |
| Construction | BSAST |
| Construction and Facility Support | AAS |
| Dental Hygiene* | BSAST |
| Electrical Technology | ASAST, BSAST |
| Electrical-Mechanical Systems and Maintenance | AAS |
| Electronics Engineering Technology | ASAST |

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

| Area of Study | Degree(s) Offered |
|---|---|
| **School of Business and Management** | |
| Hospital Healthcare Administration | BSBA |
| International Business | BSBA |

| Area of Study | Degree(s) Offered |
|---|---|
| **John S. Watson School of Public Service and Continuing Studies** | |
| Human Services | AAHS, BSHS |

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

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

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

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

# section 3
## Methods of Learning and Earning Credit

## About our Courses

The course lists and descriptions contained in this publication cite the offerings beginning with the July 2015 semester. It is occasionally necessary, and the University retains the right, to withdraw, modify or add courses to the existing list during the academic year without prior notice. For updates on course offerings, check the University website at *www.tesu.edu* or call toll free at (888) 442-8372.

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

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

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

## Undergraduate Course Options

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

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

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

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

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

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

# OL - Online Courses

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

## Overview

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

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

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

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

## System Requirements:

Minimum System Requirements for Windows and Mac:
> Screen resolution of at least 800 x 600 pixels
> Speakers or headphones for audio playback
> Optical Drive[1]
> Stable Internet Connection[2]
> A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome, or Mozilla Firefox
> PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
> Windows XP or above; Mac Leopard 10.5 or above[3]

Preferred System Requirements for Windows and Mac:
> Screen resolution of 1024 x 768 pixels or greater
> Speakers or headphones for audio playback
> Webcam
> Optical Drive[4]
> Broadband Internet connection of 1 mbs or greater
> A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome, or Mozilla Firefox
> PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
> Windows 7 or above; Mac Snow Leopard 10.6 or above[5]

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

1  For certain third-party supplemental course resources
2  Broadband preferable; dial-up connections may not be optimal for certain course features
3  A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac
4  For certain third-party supplemental course resources
5  A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

## Preview Site

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

## Course Structure

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

Most courses require a textbook (and perhaps a published study guide) and may require reading, media components or lab kits. Self-assessment tests and exercises often are incorporated into the course materials. A few courses utilize software containing

additional information and exercises. Mentors formally assess academic progress through written assignments, participation in course discussions and proctored and examinations or some other form of comprehensive assessment.

## Midterm and Final Exams

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

# TE - TECEP® Examinations

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

## Overview

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

TECEP® exams are available to anyone who is interested, whether or not they are enrolled at Thomas Edison State University. Enrolled students can earn credit by passing any TECEP® exam, but should check to ensure that the exam will fulfill their degree requirements. Many TECEP® exams also satisfy General Education requirements. Students who are enrolled elsewhere should check with their own institutions.

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

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

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

## Student Profile

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

## TECEP® Examinations

### Allied Health

| | |
|---|---|
| Medical Terminology | APS-100-TE |

### Business and Management

| | |
|---|---|
| Principles of Financial Accounting | ACC-101-TE |
| Principles of Managerial Accounting | ACC-102-TE |
| Federal Income Taxation | ACC-421-TE |
| Business in Society | BUS-311-TE |
| Strategic Management | BUS-421-TE |
| Computer Concepts and Applications | CIS-107-TE |
| Security Analysis and Portfolio Management | FIN-321-TE |
| Financial Institutions and Markets | FIN-331-TE |
| Managerial Communications | MAN-373-TE |
| Marketing Communications | MAR-321-TE |
| Sales Management | MAR-322-TE |
| Advertising | MAR-323-TE |
| Negotiations and Conflict Management | NEG-401-TE |
| Operations Management | OPM-301-TE |

### English Composition

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

### Humanities

| | |
|---|---|
| Public Relations Thought and Practice | COM-210-TE |
| Technical Writing | ENG-201-TE |
| Environmental Ethics | ETH-210-TE |
| Introduction to News Reporting | JOU-110-TE |
| Music History II | MUS-221-TE |
| Introduction to Critical Reasoning | PHI-130-TE |

### Natural Sciences/Mathematics

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

### Social Sciences

| | |
|---|---|
| Microeconomics | ECO-112-TE |
| World History from 1600 to Present | HIS-126-TE |
| Introduction to Political Science | POS-101-TE |
| Introduction to Comparative Politics | POS-282-TE |
| Psychology of Women | PSY-270-TE |
| Abnormal Psychology | PSY-350-TE |
| Introduction to Sociology | SOC-101-TE |
| Marriage and the Family | SOC-210-TE |

**Technology**

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

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

# GS - Guided Study Courses

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

## Overview

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

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

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

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

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

## Student Profile

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

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

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

# EP - *e*-Pack® Courses

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

## Overview

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

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

## Registration for *e*-Pack® Courses

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

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

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

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

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

# Earning Credit for What You Already Know

Most adults possess college-level knowledge, skills and experience that were not acquired in a traditional classroom, but through work, professional or military training or credentials, civic activities, volunteering, hobbies and other experiences. At Thomas Edison State University, you can utilize what you know to earn credit for comparable college courses. The Center for the Assessment of Learning oversees the University's prior learning assessment programs including Academic Program Review, TECEP® and portfolio assessment. In addition to the University's prior learning assessments, the University also recognizes credit from select national programs. These different approaches to earning credit for what you already know are described in the pages that follow.

## Professional Training and Credentials Evaluated for Credit

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

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

## The Office for Assessment of Professional and Workplace Learning at Thomas Edison State University (OAPWL)

The mission of the Office for Assessment of Professional and Workplace Learning (OAPWL) is to expand access to higher education for adult learners by creating a pathway from professional training and credentials to a college education.

OAPWL works with organizations such as corporations, government agencies, labor unions, and professional associations to determine the college-level learning present in their professional training and credentials as well as how this can be applied as credit to an academic program at the University. These evaluations are known as Academic Program Reviews (APR). Depending on the outcome of an APR, individuals who complete assessed courses, training programs, licenses,

certificates or credentialing exams can earn credit for that body of knowledge at Thomas Edison State University. Current University APRs are listed in the next section.

Those wishing to use their evaluated professional training for college credit and enroll in Thomas Edison State University should request that the organization where they took the training send their records to the Office of the Registrar, Thomas Edison State University, 111 W. State St., Trenton, NJ 08608.

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

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

## Academic Program Reviews Conducted by Thomas Edison State University

Grouped by industry, the following training and credentials have been reviewed for college credit by Thomas Edison State University. Effective dates and specific credits for each academic program review (APR), as well as new or recently updated APRs, are available at *www.tesu.edu/apr*.

### Allied Health and Human Services
Boggs Center On Developmental Disabilities, The
  • Direct Support Prof Level 1
  • Direct Support Prof Level 2
BRPT-Board of Registered Polysomnographic Technologists
  • RPSGT Registered Polysomnographic Technologist
Fort Sam Houston, METC-Medical Education and Training Campus
  • Interservice Respiratory Therapy Program
  • Occupational Therapy Assistant Program
Nuclear Medicine Technology
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])
Radiologic Technology - X-Ray
Respiratory Care Therapist (NBRC-RRT)
Respiratory Therapy Technician (NBRC-CRTT)
RN License
Starting Points, Inc. courses
### Aviation
FAA-Federal Aviation Administration
• Aircraft Dispatcher Part 65, Subpart C
• Airline Transport Pilot (ATP) Certificate: Airplane/ Helicopter Rating

- Airline Transport Pilot (ATP): Airplane/Helicopter Rating (Restricted)
- Certified Flight Instructor Instrument Rating (CFII)
- Certified Flight Instructor Rating (CFI)
- Commercial Pilot Airplane
- Commercial Pilot Rotocraft-Helicopter
- Control Tower Operator
- Flight Engineer
- Flight Instrument Rating: Pilot Airplane
- Flight Navigator
- Instrument Rating: Pilot Rotocraft-Helicopter
- Mechanical Airframe
- Mechanical Powerplant
- Mechanical: Airframe/Powerplant
- Private Pilot: Airplane
- Private Pilot: Rotocraft-Helicopter

**Building and Construction Trades**

Bergen County Technical Schools
- Heating/Ventilation/AC and Refrigeration (HVAC/R) program

NEIEP-National Elevator Industry Educational Program
- Elevator Constructor Registered Apprenticeship

New Jersey Carpenters Apprentice Training and Educational Fund
- Carpenters Registered Apprenticeship

**Business**

CPA Exam, The Uniform

FINRA-Financial Industry Regulatory Authority Certification Exams (select)

HRCI-Human Resource Certification Institute
- PHR-Professional in Human Resources
- SPHR-Senior Professional in Human Resources

New Jersey Manufacturers Insurance Group (select programs)

UPS-United Parcel Service
- DTS-Driver Training School
- HSTS-Hub Supervisor Training School
- Integrad – Managing Performance Training

**Law Enforcement**

Holtz Learning Centers, Ltd.

NJ DOC- New Jersey Department of Corrections
- Basic Course for Corrections Officers (Apprenticeship)
- Instructor Training courses (select)

New Jersey Municipal Police
- Basic Course for Police Officers

New Jersey State Police
- Advanced Training courses
- Basic Training

**Military**

Fort Sam Houston, METC-Medical Education and Training Campus
- Interservice Respiratory Therapy Program
- Occupational Therapy Assistant Program

Naval Nuclear Power Training, US Navy
- Field "A" School and Power School – MM, EM, ET, ELT
- Prototype–MM, EM, ET

TRADOC-U.S. Army Training And Doctrine Command (select courses)

**Nuclear**

Entergy Corporation
- Nuclear Emergency Preparedness Training

INPO-Institute of Nuclear Power Operations, National Academy for Nuclear Training Program

Naval Nuclear Power Training, US Navy
- Field "A" School and Power School – MM, EM, ET, ELT
- Prototype–MM, EM, ET

NRC-Nuclear Regulatory Commission
- Generic Fundamentals Exam

Westinghouse Electric Company, LLC (select training)

**Sustainable Energy/Green Building**

BPI-Building Performance Institute
- Air Conditioning and Heat Pump Professional
- Building Analyst Professional
- Envelope Professional
- Heating Professional
- Installer (RBE-WHALCI)
- Manufactured Housing Professional
- Multi Family Building Analyst Professional
- Multi Family Energy Efficient Building Operator
- Residential Building Envelope Whole House Air Leakage Control

GBCI-Green Building Certification Institute
- AP Building Design and Construction
- AP Operations and Maintenance
- LEED Green Associate

GPRO-Green Professional Building Skills Training
- Construction and Management (when combined with Fundamentals of Building Green)
- Operations and Maintenance Essentials (when combined with Fundamentals of Building Green)

IGSHPA-International Ground Source Heat Pump Association
- Accredited Installer Workshop

NABCEP-North American Board of Certification Energy Practitioners
- PV Entry Level Achievement
- PV Installation Professional
- Solar Heating Installer

NIA-National Insulation Association
- Insulation Energy Appraisal Program

USGBC- US Green Building Council
- Green Awareness Training designed for Insulators Union

**Other**

FEA-Foundation For Educational Administration
- NJ EXCEL and Leader-to-Leader

NIMS-National Institute for Metalworking Skills, Inc.
- NIMS Machining Level I
- NIMS Machining Level II

PC AGE (select courses)

PSE&G Apprentice Training (select programs and courses)

# Other College Credit Review Services

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

Thomas Edison State University accepts credits recommended by the American Council on Education (ACE) CREDIT Program and the National College Credit Recommendation Service (NCCRS). If you do not see your professional training or credential on the list of University reviewed programs above or in the updated list at *www.tesu.edu/apr*, you may check with these organizations to see whether others have reviewed it for college equivalency. The lists of reviews performed by both services are constantly being updated online.

Please refer to the ACE National Guide to College Credit for Workforce Training at *www.acenet.edu*. The University will also accept ACE recommendations for military training and experience as published in its online Guide to the Evaluation of Educational Experience in the Armed Services at *www.militaryguides.acenet.edu*.

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

To contact the NCCRS program office, call (518) 486-2070 or email *nccrs@mail.nysed.gov*. The mailing address is: National College Credit Recommendation Service, New York State Education Building, 89 Washington Ave., Room 960A, Education Building Addition, Albany, NY 12234.

The limit of ACE and NCCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree. To be awarded college credit for ACE credit recommendations and create an ACE transcript, students must first establish a record of their courses or exams with the American Council on Education in Washington, D.C. To contact ACE, call (866) 205-6267, or email ACE at *credit@acenet.edu*. You can also access the ACE online Transcript System at *www.acenet.edu*. The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle NW, Suite 250, Washington, DC 20036-1193.
To use your ACE credit recommendations at Thomas Edison State University for enrollment, have your ACE transcript sent to the Office of the Registrar, Thomas Edison State University, 111 W. State St., Trenton, NJ 08608. You can also use your ACE transcript to create a Thomas Edison State University transcript for use at another college by submitting a Nondegree Services Application for Credit Banking located on the University's website at *www.tesu.edu/documents/NondegreeServiceApp.pdf*. The application should then be submitted to the Office of the Registrar, at the address listed above.

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

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

## Consider Other PLA Options

If your professional or corporate training program has not been evaluated for credit, you should consider other options to gain credit for the learning. TECEP® and portfolio help students define and demonstrate both their formal and informal college-level learning in terms of college courses.

# Credit-by-Exam

Another way to demonstrate college-level knowledge and skills is to prepare for and pass a comprehensive final exam. Thomas Edison State University offers TECEP® exams, which are developed by University mentors who have taught comparable courses and understand the needs of adult students. The University will also accept credit from the other examination programs listed in the pages that follow.

## TECEP ®

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

## Test Descriptions

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

## Grades/Test Retakes

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

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

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

## Textbooks

TECEP® examinations are similar to college course comprehensive final examinations, and most students with previous knowledge in a subject will need to review materials before testing. Several texts are listed in the test description for most TECEP® exams; however, you are not limited to the ones that are listed, except in a few cases. Generally, most college-level texts in the test subject will prepare you. If you select another text make sure to compare

the topic outline with the text content. We recommend that you review more than one text, since the broader your background, the better your chance of earning credit.

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

Alternatively, we have put together a list of free online educational resources that you can use to prepare for your TECEP® exams. To access the materials, go to: *www.tesu.edu/degree-completion/ documents/OER_for_TECEP.pdf.*

## Open Course Option

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

## Test Administration Ethics

Most TECEP® exams are closed book. If materials are allowed it will be noted in the test description for that TECEP®. It also will be stated on the front cover of the test booklet at the test administration or in the online testing instructions. Students found using unauthorized aids/assistance during the administration or copying/removing information from the test site will be subject to the Academic Code of Conduct (see Page 167).

## Out-of-Country Students

TECEP® examinations taken outside the United States can be administered by an academic dean or full-time faculty member at an approved American university, an education officer at an American embassy or consulate, or with an administrator of CLEP or TOEFL examinations at an approved CLEP or TOEFL testing site. Contact *testing@tesc.edu* before selecting the OPS option as connectivity issues may impact your ability to take a test online. Active duty military personnel should use the base test control officer (TCO), education services officer (ESO), a career counselor, a chaplain or a commissioned officer who is not in your direct reporting chain. Before registering, contact the Office of Test Administration (OTA) at *testing@tesc.edu.*

## TECEP® Scheduling Options: Selecting Your Own Proctor

TECEP® is available through the Online Proctor Service (OPS) as an online examination. See Page 161 for details. The pen/paper TECEP® can be taken at any accredited college or university or at any public library. Contact your local college or university and find a full-time member of the testing office, or a full-time professor or professional staff member. Adjunct and part-time

professors do not qualify. Another option is your local library. A full-time librarian at your local library is qualified to proctor examinations. Librarians at elementary and high schools do not qualify. Active duty military should utilize the base test control officer (TCO), education services officer (ESO), a career counselor, a chaplain or a commissioned officer who is not in your direct reporting chain.

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

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

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

## Testing at Thomas Edison State University in Trenton, N.J.

First, register for your TECEP® examination at:
*www.tesu.edu/current-students/online-student-services.cfm.* You will be sent an email confirmation within a few days. Select Option B and click on the Test Scheduler link to select a test date at the University's testing center in Trenton. Two time slots are available on scheduled test dates, 8:30 a.m. and 10:30 a.m.

## Other Examination Programs

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

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

## NUR-428-TE900: Leadership and Management Examination

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

## College-Level Examination Program (CLEP)

Please note that Thomas Edison State University awards credit for CLEP examinations based on the credit recommendations established by the American Council on Education (ACE) for specific exhibit dates. Prior to registering for an examination, students are urged to refer to the current ACE website to confirm that the examination they are interested in taking is still active: *www.acenet.edu*.

The following college-level examinations in the College-Level Examination Program (CLEP) are administered at Thomas Edison State University in Trenton, N.J. once a month. Students may request the registration form from the Office of Test Administration at (609) 984-1811. 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
> (800) 257-9558
> *www.collegeboard.com/clep*

Students who wish to have their score reports sent to Thomas Edison State University should provide the official college code, 2748, at the time of testing. The five general examinations test 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 reported on a pass/fail basis only.

| Examination Title | | Passing Score |
|---|---|---|
| **Business Administration** | | |
| ACC-101 | Financial Accounting (3) | 50 |
| COS-101 | Information Systems and Computer Applications (3) | 50 |
| LAW-201 | Introductory Business Law (3) | 50 |
| MAN-301 | Principles of Management (3) | 50 |
| MAR-301 | Principles of Marketing (3) | 50 |
| **English Composition** | | |
| ENC-101/102 | College Composition (6) | 50 |
| ENC-101 | College Composition Modular (3) | 50 |
| **Humanities** | | |
| FRE-101/102 | French Language-Level 1 (6) | 50 |
| FRE-101/102-201/202 | French Language-Level 2 (12) | 59 |
| GRM-101/102 | German Language-Level 1 (6) | 50 |
| GRM-101/102-201/202 | German Language-Level 2 (12) | 60 |
| HUM-101/102 | Humanities (6) | 50 |
| LIT-205/206 | American Literature (6) | 50 |
| LIT-208/209 | English Literature (6) | 50 |
| LIT-291/292 | Analyzing and Interpreting Literature (6) | 50 |
| SPA-101/102 | Spanish Language-Level 1 (6) | 50 |
| SPA-101/102-201/202 | Spanish Language-Level 2 (12) | 63 |
| **Natural Sciences/Mathematics** | | |
| BIO-111/112 | Biology (nonlab) (6) | 50 |
| CHE-111/112 | Chemistry (nonlab) (6) | 50 |
| MAT-102/103 | College Mathematics (6) | 50 |
| MAT-121 | College Algebra (3) | 50 |
| MAT-129 | Pre-Calculus (3) | 50 |
| MAT-231 | Calculus (4) | 50 |
| NAS-101/102 | Natural Sciences (6) | 50 |
| **Social Sciences** | | |
| ECO-111 | Principles of Macroeconomics (3) | 50 |
| ECO-112 | Principles of Microeconomics (3) | 50 |
| HIS-101 | Western Civilization I: Ancient Near East to 1648 (3) | 50 |
| HIS-102 | Western Civilization II: 1648 to the Present (3) | 50 |
| HIS-113 | History of the United States I: Early Colonization to 1877 (3) | 50 |
| HIS-114 | History of the United States II: 1865 to the Present (3) | 50 |
| POS-110 | American Government (3) | 50 |
| PSY-101 | Introductory Psychology (3) | 50 |
| PSY-211 | Human Growth and Development (3) | 50 |
| PSY-230 | Introduction to Educational Psychology (3) | 50 |
| SOC-101 | Introductory Sociology (3) | 50 |
| SOS-101/102 | Social Sciences and History (6) | 50 |

*Note: Numbers in parentheses indicate credits. Information was accurate as of July 2015.*

## DSST

Please note that Thomas Edison State University awards credit for DSST examinations based on the credit recommendations established by the American Council on Education (ACE) for specific exhibit dates. Prior to registering for an examination, students are urged to refer to the current ACE website to confirm that the examination they are interested in taking is still active: www.acenet.edu

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

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

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

| | Examination Title | Passing Score |
|---|---|---|
| **Business** | | |
| BUS-101 | Introduction to Business (3) | 400 |
| BUS-161 | Business Mathematics (3) | 400 |
| BUS-302 | Business Ethics and Society (3) | 400 |
| CIS-301 | Management Information Systems (3) | 400 |
| CIS-344 | Fundamentals of Cybersecurity | 400 |
| FIN-301 | Principles of Finance (3) | 400 |
| MAN-201 | Principles of Supervision (3) | 400 |
| MAN-311 | Organizational Behavior (3)* | 400 |
| MAN-331 | Human Resource Management (3) | 400 |
| **Electives** | | |
| BUE-101 | Personal Finance (3) | 400 |
| EDU-102 | Foundations of Education (3) | 400 |
| **Human Services** | | |
| AOJ-102 | Criminal Justice (3) | 400 |
| COU-262 | Fundamentals of Counseling (3) | 400 |
| HEA-103 | Here's to Your Health (3) | 400 |
| **Humanities** | | |
| ART-166 | Art of the Western World (3) | 400 |
| COM-209 | Principles of Public Speaking (3)** | 400 |
| ENG-201 | Technical Writing (3) | 400 |
| PHI-287 | Ethics in America (3) | 400 |
| REL-405 | Introduction to World Religions (3) | 400 |
| **Natural Sciences/Mathematics** | | |
| AST-101 | Astronomy (3) | 400 |
| COS-101 | Introduction to Computing (3) | 400 |
| ENS-201 | Environment and Humanity: Race to Save the Planet (3) | 400 |
| NAS-131 | Principles of Physical Science I (3) | 400 |
| STA-201 | Principles of Statistics (3) | 400 |

### Social Sciences

| | | |
|---|---|---|
| GOG-120 | Human/Cultural Geography (3) | 400 |
| HIS-252 | The Civil War and Reconstruction (3) | 400 |
| HIS-351 | A History of the Vietnam War (3) | 400 |
| PSY-211 | Lifespan Developmental Psychology (3) | 400 |
| PSY-361 | Organizational Behavior (3)* | 400 |
| SOS-305 | Substance Abuse (3) | 400 |

*Note: Numbers in parentheses indicate credits. Information was accurate as of July 2015.*

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

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

### Advanced Placement Program (AP)

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

### Defense Language Institute (DLI)

The Defense Language Institute (DLI) administers a series of Defense Language Proficiency Tests (DLPT), which support its extensive foreign language instruction programs for active duty military personnel. Persons who served in the military may present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. Students should request that transcripts be sent to the Office of the Registrar by writing to: Commandant, DLIFLG, Attn. Academic Records (transcripts), Presidio of Monterey, Monterey, CA 93944-5006 or by calling (831) 242-5119; www.dliflc.edu.

### Foreign Service Institute (FSI)

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

## New York University Proficiency Testing in Foreign Language

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

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

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

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

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

## Overview

At Thomas Edison State University, students have expanded options for getting credit for what they already know, helping them save both time and money. Portfolio assessment is a flexible, efficient way of earning college credits for college-level knowledge you have acquired through experience outside the classroom. Thomas Edison State University has already helped thousands of adults save countless in-class hours by earning credits based on their college-level knowledge acquired beyond the classroom. Moreover, these credit awards are honored in transfer by many other colleges and universities throughout the country.

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

In the PLA portfolio process, whether you use the PLA-200 process, in which the number of credits you earn toward your degree is limited only by your knowledge, or the single-course process, in which you complete one portfolio at a time, you work with a mentor to determine what materials are appropriate for you to demonstrate college-level knowledge of the course content and outcomes. The portfolio process requires that the mentor recommend credit based on you demonstrating that you have met the learning outcomes of the equivalent course. No letter grade is assigned when credit is earned for portfolio, but your work must be comparable to a grade of C or better in the equivalent course. To learn more about portfolio and to complete the PLA Self-Assessment Guide, go to *www.tesu.edu/pla*.

# Thomas Edison State University PLA process:

| FIRST COURSE - *4 weeks* |
| --- |
| **PLA-100:** Intro to Prior Learning Assessment *1 credit* |

**STUDENT THEN CHOOSES**

| IF STUDENT WANTS TO EARN PLA CREDIT ONLY THROUGH TECEP® TESTING *OR* IF STUDENT WANTS TO EARN CREDIT FOR ONLY ONE COURSE | OR | IF STUDENT WANTS TO EARN MULTIPLE CREDITS FOR MANY AREAS OF PRIOR LEARNING *eight-week course + 12-week portfolio development* |
| --- | --- | --- |
| > Student registers for TECEP® test **OR** > Single-Course Portfolio Assessment *Usually 3 credits* | | **PLA-200:** Intro to Portfolio Development *2 credits* <br> > Student then develops portfolio for multiple courses <br> > **Upon completion of PLA-200:** *Portfolio is assessed for multiple credits* |

## PLA-100

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

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

## PLA-200

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

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

## The Single-Course 12-Week Process (PA)

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

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

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

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

## Preparing for a Portfolio Assessment is a Simple Step-by-Step Process

All of the following steps are included in PLA-100 and PLA-200. To prepare for development and assessment of an electronic portfolio in the Single Course, 12-week process, you will:

### A. Inventory Your Knowledge and Skills.

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

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

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

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

### C. Find A Course Description to Match Your Learning.

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

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

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

### D. Register for the PLA Course.

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

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

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

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

### F. Provide Evidence of your Knowledge.

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

## The Assessment of Your Portfolio

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

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

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

## PLA Policies and Procedures

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

2. Because the portfolio narrative requires substantial writing, it is strongly advised that students attempt a portfolio only after they have fulfilled the requirements for English Composition I and II with a grade of C or better.

3. It is important for students to remember that the University can only assess knowledge based on courses taught at regionally accredited colleges and in subject areas for which subject matter experts can be located. Every effort is made to find subject matter experts in the student's area of expertise, but occasionally, no such expert can be located, so PLA may not be pursued.

4. The University reserves the right to refuse to grant credit for any PLA portfolio that does not meet the standards set by the University. Students should work closely with their mentor or subject - matter expert to ensure the best possible chance of earning credit through the PLA process.

5. The University cannot award duplicate credit for both PLA and a course that covers essentially the same content. PLA students need to work closely with their academic advisors early in the process to avoid duplication of content when selecting their course descriptions. It is not unusual for courses with different titles to cover the same content.

6. Physical education activity courses, Capstone courses, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, stand-alone lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered portfolio process are not eligible for portfolio. In addition, assessment of some subjects is better suited to exam programs such as TECEP®, CLEP or DSST where offered.

7. While the PLA process can be completed in a few weeks, grades are issued at the end of the term, except for compelling reasons.

8. Additional questions about PLA can be directed to the Office of Portfolio Assessment at *plaweb@tesc.edu*.

## PF – Portfolio Assessment

The PF designation for earning credit is another form of prior learning assessment (PLA) offered by Thomas Edison State University. It refers to the portfolio development and assessment that are part of the process students go through in PLA-100 and PLA-200. Students enrolled in PLA-200 declare their intent to earn credit for other courses via portfolio assessment and are then registered for the PF format of those courses. The student's completed portfolio, developed during and after PLA-200 with the assistance of the PLA-200 mentor, is reviewed by a subject-matter expert. Recommendations to award credit are based on the student's satisfactory demonstration of competence in the course's learning outcomes and are made by the subject matter expert.

Students may not register for PF sections of courses unless they have been enrolled in PLA-200 or the equivalent.

As technology improves and more free educational resources become available on the Internet, it has become increasingly possible to complete most of a degree program through prior learning assessments. To learn more about how you can earn an Associate of Science in Business Administration entirely through PLA, go to *www.tesu.edu/business/asba/Open-Course-Option.cfm*.

# Degree Completion Options Through Other Institutions

Several of Thomas Edison State University'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 University 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 University 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 University.

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

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

Students may be required to provide course descriptions or a copy of the catalog from the institution (and year) where the courses were taken to enable course-by-course evaluations and to determine if such courses may be accepted toward degree requirements. If descriptions are needed, these should be requested from the registrar of the college(s) where the courses were completed. An official transcript from each institution must be submitted to be evaluated. Thomas Edison State University 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 University may provide a Student in Good Standing Form. Also, Thomas Edison State University's Academic Advising 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 University.

# Military Education and Training Programs

## Educational Experiences in the Armed Services

The University will grant credit for those military service schools that have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE. Members of the armed forces currently on active duty should submit a Joint Services Transcript (JST) to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

## Joint Services Transcript

Students seeking an academic evaluation of their military and professional experience for college credit should arrange to have a copy of their Joint Services Transcript (JST) forwarded for academic review. The JST transcript includes service school, rating, MOS or CLEP/DSST/ECE examination credit that has been passed and carries American Council on Education credit recommendation. Transcripts may be ordered electronically at *www.jst.doded.mil/.*

## The Community College of the Air Force

The Community College of the Air Force (CCAF) provides active-duty airmen an opportunity to earn their associate degree while serving in the Air Force. Credits taken at CCAF are transferable to Thomas Edison State University, as CCAF is accredited through Air University by the Southern Association of Colleges and Schools Commission on Colleges. Active duty, Air Force Reserve and Air National Guard students who served after 1972 should request an Official Transcript from the Community College of the Air Force, CCAF/DESS, 100 South Turner Blvd., Maxwell-Gunter AFB, AL 36114-3011.

## DD Form 214, Certificate of Release or Discharge from Active Duty

Since 1950, a separation report has been identified as DD Form 214. This report contains military service school, rating or MOS experience acquired during the time of service, and can be reviewed for credit recommendation, established by the American Council on Education (ACE). Sailors who separated or retired prior to 1975, Airmen who served in the Air Force prior to 1972 and Marines who separated or retired prior to Jan. 1, 1990, should submit a notarized or certified copy of their Notice of Separation (DD214) to the Office of the Registrar.

## Officers and Educational Experience

Officers and veterans who are not eligible for a JST should submit a notarized or certified copy of their DD295, Evaluation of Learning Experiences, or a command letter indicating the duty and dates held, Noncommissioned Officer Evaluation Report (NCOER) or the Enlisted Record Brief (ERB). All notarized documents must be forwarded to the Office of the Registrar.

## Veteran Benefits

Thomas Edison State University is approved under the provisions of Title 10 and Title 38, United States Code for enrollment of veterans, military and other eligible persons for programs approved by the New Jersey State Approving Agency. Students who have served in the U.S. armed forces may be eligible to receive veteran educational benefits to assist with educational expenses. These benefits also may extend to the spouse and child dependents of deceased or disabled veterans.

For information about applying for or using your veterans' educational benefits at Thomas Edison State University, contact the Office of Military and Veteran Education by telephone, email or mail. You may also review the information on the University website at *www.tesu.edu/military/veterans/index.cfm.*

> Thomas Edison State University
> Office of Military and Veteran Education
> 111 W. State St.
> Trenton, NJ 08608
> Toll Free: (866) 446-1804
> Fax: (609) 984-7143
> Email: *militaryeducation@tesc.edu*

## Servicemembers Opportunity Colleges

Thomas Edison State University is a long standing member of the Servicemembers Opportunity Colleges (SOC); *www.soc.aascu.org.* More than 1,700 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members and their families transferability of credits between institutions.

Thomas Edison State University is also one of approximately 160 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though service members and their families may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges enabling them to complete degrees from regionally accredited colleges and universities, including Thomas Edison State University.

When service members and their families from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State University, the University provides to both the student and to SOC an agreement form and a copy of the Academic Program Evaluation, which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled service members and their families have access to the advisement staff through telephone, email, letters and individual appointments.

Army education offices, Navy college offices as well as Coast Guard and Marine education service offices have the SOC publications, which list the 1,700 member colleges and the degree programs included in their network. All Thomas Edison State University degree programs are available to all service members and their families, in addition to those listed in the SOC publications.

The Air Force is not part of SOC because the Air Force has established the Community University of the Air Force (CCAF), which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State University.

## Other Partnerships

In addition to SOC membership, Thomas Edison State University established the Military Degree Completion Program (MDCP) to accommodate the special needs of all military personnel whose location, relocation and time constraints make traditional, classroom-based college attendance difficult, if not impossible. The program allows service members to engage in a degree program wherever they are stationed. Course work is built around the unique needs of service members and the demands of their military assignments. Thomas Edison State University is also a partnering institution with several military branch-specific programs: the Army's College of the American Soldier and GoArmyEd programs; the Navy College Program Distance Learning Partnership and Navy College Program for Afloat College Education; the Air Force General Education Mobile and Air University Associate to Baccalaureate Cooperative programs; and both the Coast Guard Degree Pathways Program and the Coast Guard Maritime Law Enforcement College Partnership.

Retired and discharged students no longer eligible for the military tuition rates associated with the Military Degree Completion Program or Navy College Program will be switched from the military tuition plan to the Per Credit Tuition Plan (PCTP) at the time of retirement or discharge from active duty. Under certain circumstances other tuition plans may be appropriate. Please contact the Thomas Edison State University Office of Veteran Affairs at *va@tesc.edu* for counseling and information about these other options.

## Thomas Edison State University Air Force Program Partnerships with (CCAF) Community College of the Air Force.

Thomas Edison State University is a participating institution in The Community College of the Air Force (CCAF) General Education Mobile (GEM) program.

## Community College of the Air Force (GEM) General Education Mobile Program

The University's participation in the program enables airmen to complete up to 15 credits of their general education requirements in a single block of five online courses at Thomas Edison State University that may be applied directly to a student's Associate in Applied Science degree at CCAF or a degree at Thomas Edison State University. For application and enrollment information please visit: *www.tesu.edu/military/air-force/GEM-Program.cfm.*

## Air University Associate to Baccalaureate Cooperative Program (AU-ABC)

The Thomas Edison State University/AU-ABC partnership enables airmen completing an Associate of Applied Science (AAS) degree with CCAF a seamless path to complete a bachelor's degree with Thomas Edison State University. For application and enrollment information please visit: *www.tesu.edu/military/air-force/AU-ABC.cfm.*

## NCPACE Courses

Thomas Edison State University is proud to be one of 10 colleges and universities that participate in the distance learning aspect of the Navy College Program for Afloat College Education (NCPACE). The program is delivered primarily using self-paced CD-ROM technology, allowing students to continue their education while deployed and without reliable, consistent Internet access.

For more information on the NCPACE program or to inquire about starting a program, please visit a local Navy College Office, visit *https://www.navycollege.navy.mil/* or for full details about the program and partner institutions please visit *www.dlncpace.com/.*

Please also visit:
*http://www.tesu.edu/military/navy/Afloat-Education.cfm* for more details on Thomas Edison State University's specific programs.

**Current course listing:**

| | |
|---|---|
| ASP-402 | Applied Quality Management |
| BIO-208 | Science of Nutrition |
| COM-330 | Interpersonal Communication |
| CTR-212 | Programmable Logic Controllers |
| EAS-201 | The Science of Natural Disasters |
| ENG-201 | Technical Writing |
| HIS-301 | African History and Culture |
| HIS-356 | War and American Society |
| MAN-331 | Human Resources Management |
| MAN-435 | Project Management |
| MAT-231 | Calculus I |
| MAT-232 | Calculus II |
| PHI-384 | Ethics and the Business Professional |
| PSY-300 | Thanatology: An Understanding of Death and Dying |
| PSY-350 | Abnormal Psychology |
| PSY-352 | Psychology of Personality |
| REL-406 | Eastern Religions |

*Note: Students who have taken an NCPACE course with Thomas Edison State University must still apply to the school to pursue a degree program.*

# section 4
## Course Descriptions

# Undergraduate Course Descriptions

**ACC-101-EP**
**ACC-101-GS**
**ACC-101-OL**
**ACC-101-TE**
**Principles of Financial Accounting**
3 credits

Provides a basic level of knowledge in recording business transactions and summarizing business activities, and preparing, interpreting and utilizing financial statements.

🔊 Advisory: Working knowledge of Microsoft Excel is required.

**ACC-102-EP**
**ACC-102-GS**
**ACC-102-OL**
**ACC-102-TE**
**Principles of Managerial Accounting**
3 credits

Emphasizes the information managers need to make decisions and the types of analyses appropriate to each decision. Includes such topics as budgeting, cost accounting systems and cost profit relationships.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

**ACC-201-OL**
**Intermediate Accounting I**
3 credits

Intermediate Accounting I is the first of a two-course sequence in financial accounting. Topics covered include accounting theory, a review of the accounting cycle, financial statements, time value of money, current assets and operational assets. This course is essential for students who wish to pursue a major in accounting.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-102 Principles of Managerial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

**ACC-202-OL**
**Intermediate Accounting II**
3 credits

Intermediate Accounting II is the second of a two-course sequence in financial accounting. Topics covered include investments, current liabilities and contingencies, bonds and long-term notes, leases, accounting for income taxes, pensions, shareholders' equity, earnings per share, share-based compensation, accounting errors and the statement of cash flows. This course is essential for students who wish to pursue a major in accounting.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

**ACC-303-OL**
**Cost Accounting**
3 credits

This course explores the world of cost accounting. It reviews the nature and calculation of costs associated with delivering products and services. Fundamental analytical tools that are utilized for cost accounting are explored, and students assess how cost information can be used to make managerial decisions. Throughout this course, students will participate in discussions with others enrolled in the course.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

✆ System Requirement: This course requires access to a computer with Microsoft Word or a compatible word-processing program; Microsoft Excel or a compatible spreadsheet program.

### ACC-401-OL
**Advanced Accounting I**
3 credits

This course provides a review of both the concepts and technical issues associated with more advanced accounting topics. Complex consolidated financial statements are addressed in detail, from both the perspective of internal company expansion and external business combinations such as acquisitions. The course also explores accounting for international operations and foreign exchange translations. Finally, the course outlines the role of the Security and Exchange Commission and government regulation of accounting transactions as well reporting rules for nonprofit organizations.

🔊 Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

### ACC-402-OL
**Advanced Accounting II**
3 credits

This is the second semester of a two-semester sequence of courses covering advanced accounting techniques and issues. Topic coverage in ACC-402 will include an in-depth review of interim and segmental reporting for businesses as well as partnership accounting from initial formation to liquidation. In addition, ACC-402 will also cover governmental and not-for-profit accounting in detail as well as fiduciary accounting for estates and trusts, and debt restructuring. Related pronouncements from the Financial Accounting Standards Board and the Governmental Accounting Standards Board will be introduced during the course.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. It is also advisable to have successfully completed ACC-401 Advanced Accounting I or its equivalent. Students are responsible for making sure they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

### ACC-411-OL
**Auditing**
3 credits

This course provides students with the foundation needed to develop the skills required of an auditor. It focuses on the tools and processes necessary to complete an audit and includes a review of references and resources available on the Internet. The course provides familiarity with the skills necessary for auditors to make sound judgments and recommendations. Students review the auditing process in which substantive evidence is obtained and evaluated, and learn to develop and apply the tests necessary to document conclusions and position effectively and efficiently.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

### ACC-415-OL
**Advanced Audit**
3 credits

Advanced Audit provides an in-depth analysis of current auditing issues, especially those involved in completing the audit: auditors' reporting responsibilities, internal control over reporting for public companies, the requirements of the Sarbanes-Oxley Act and auditing of information technology systems. In addition, the course focuses on compliance concepts and techniques, detailed attestation and review services, and the professional judgment process model for auditing financial statements. Recognized standards, such as the International Auditing Standards (IAS) and the Generally Accepted Government Auditing Standards (GAGAS), are discussed in detail.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ACC-411 Auditing with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

### ACC-421-GS
### ACC-421-OL
### ACC-421-TE
**Federal Income Taxation**
3 credits

Covers federal income tax structure as it pertains to individuals, partnerships and corporations.

🔊 Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting and ACC-102 Principles of Managerial Accounting with a grade of C or better in both courses in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

### ANT-101-OL
**Introduction to Anthropology**
3 credits

Studies culture as the expression of human values, behavior and social organization in its diverse forms throughout the world, both past and present. Attempts to demonstrate the inherent logic in each culture in terms of problem solving and adapting to the environment.

**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm*

**System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

## AOJ-102-OL
### Introduction to Criminal Justice
3 credits

An introductory course in criminal justice that offers an overview of the entire criminal justice system. The focus is on the administration of police, court and correctional agencies and the decision-making points from the initial investigation or arrest by police to the eventual release of the offender and his/her re-entry into society. The emphasis is on the dynamic relationships between the various elements in the system as well as special problem areas.

## AOJ-280-OL
### Forensic Science
3 credits

This course presents a comprehensive introduction of the application of science concepts to criminal investigation. Key topics covered include the importance of the crime scene and the collection and analysis of both physical and biological evidence. In addition to the textbook readings and lecture notes, this course employs analysis of actual criminal cases through written assignments and discussions.

## AOJ-303-OL
### White-Collar Crime
3 credits

This course explores the nature and problems of white-collar crime, including its historic roots, causal factors in American life and society, white-collar criminal activities, the problems of corruption and graft, the economic impact of the criminal activities and the development of strategies to control and prosecute white-collar criminals.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

## AOJ-381-OL
### Victimology and Criminal Behavior
3 credits

This course will focus on the criminal event from both the perspective of victims and the motives of offenders. It will examine victimization patterns, typologies, lifestyles, causal factors, consequences and the treatment of victims by the criminal justice system. Students will identify precedent warning signs, learn about techniques used to defuse immediate danger and learn about strategies used to prevent future harm.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

## AOJ-484-OL
### Public Policy, Crime and Criminal Justice
3 credits

A review and analysis of inter-governmental relations involved in forming and implementing criminal justice policies, laws and procedures. The course emphasizes the development of quantitative and qualitative information used to analyze and formulate policy.

Advisory: To be successful in this course, students should have earned 6 credits in Administration of Justice or have comparable knowledge and experience.

## APS-100-OL
## APS-100-TE
### Medical Terminology
1 credit

This is an introductory course to familiarize students with everyday medical terminology used by healthcare and medical professionals. It is structured to provide students with the entry level knowledge needed to advance into various careers in the medical field. The class will stress word parts, word structure, word analysis and pronunciation of terms. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be covered. Specific medical words and word parts will be reviewed as they pertain to the musculoskeletal, lymphatic/immune, cardiovascular, respiratory, digestive, urinary, nervous, integumentary, endocrine, vision, hearing and reproductive systems. Students do not require a medical background prior to enrolling.

## APS-289-TE
### Radiation Safety Officer
3 credits

This exam tests the knowledge that is needed for an individual to serve as a radiation safety officer (RSO) at a nonmedical radioactive material license facility. It focuses on the subjects required to meet the classroom provisions of 10 CFR 33.15. Topics include radiation fundamentals, health risks, regulations, licensing, regulatory enforcement, external and internal dosimetry, shielding, radiation protection, ALARA, instruments, use of x-ray equipment, radiation surveys, statistics, quality assurance, DOT shipment/receipt of radioactive materials, program management, record-keeping, emergency response and inspections.

### APS-295-OL
**Associate Capstone**
3 credits

The Associate Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study.

### APS-302-OL
**Customer Service a Practical Approach**
3 credits

This course presents the principal concepts and current trends in the customer service industry.  Particular areas of concentration involve defining customer service and identifying its challenges, employing the problem-solving process, formulating a customer service strategy, coping with challenging customers, retaining customers and measuring performance. Students will analyze the significant elements of customer service and apply effective customer service principles.

### APS-400-OL
**Occupational Health and Safety**
3 credits

Provides analysis and solution components for technology leaders to identify potential issues and plan solutions. The content includes roles of the technical leaders in environmental, health and safety management; quantitative problem solving and units of measure; application of OSHA regulations; and development of solutions specific to the learners field of applied science and technology.

### APS-401-OL
**Current Trends and Applications**
3 credits

This Capstone course is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study. Students apply the knowledge in the assessment of the potential impact of a current trend or incremental change influencing a discipline, while recommending an action plan or additional investigation.

### APS-402-OL
**Applied Quality Management**
3 credits

Provides students with the knowledge and techniques required to improve product quality and process efficiency by identifying and measuring production process variability that, if not successfully addressed, leads to inconsistent product quality, costly wastage, nonstandardization and other reliability and productivity problems. This course introduces basic quality management concepts and definitions, and builds on that knowledge to explore Statistical Process Control (SPC) based quality improvement techniques as a means to diagnose, reduce and eliminate causes of variation and to assist in process improvement, production control, production planning and decision making. A brief review of the fundamentals of statistics and probability and their applications in quality management is provided and various measurement and control techniques — for example charts for variables and attributes — are presented.

### ART-100-OL
**A World of Art**
3 credits

A World of Art is an art appreciation course that covers the sweep of Western art from its earliest sources to its most recent developments. The course covers a range of media that have defined visual art over time: painting and sculpture; architecture and decorative arts; photography and drawing; mixed media; and assemblage and installation art. This course demonstrates ways that the visual arts have echoed the human experience across the ages. A key theme is the way that art reflects both continuity with previous tradition and transformation as artists continually create something new. Course content is drawn from the Teaching Company's "Art Across the Ages" course by professor Ori Z. Soltes.

### ART-166-GS
### ART-166-OL
**History of Western Art I**
3 credits

History of Western Art I examines the greatest works of the Western visual tradition, highlighting issues of social content, form and iconography. The course is a survey of Western European art and architecture from antiquity to 1600 CE. The course provides an excellent introduction and general overview of the seminal works of Western art. The social, political and philosophical influences on the art and architecture are also examined. Students will gain a knowledge and appreciation of the great works, their artists and the cultures that produced them.

## ART-167-GS
## ART-167-OL
**History of Western Art II**
3 credits

The History of Western Art II is a survey of Western art and architecture from the 1600s to the present day. Students will learn about the artists, architects and social, political and historical events and figures that formed the history of European and American art and architecture of this period. Various trends and art periods, from Baroque through Pop art, are examined and discussed. The great masterworks, from Night Watch to the Guernica, are studied and compared. This course is an excellent introduction to modern art and a good complement to the History of Western Art I (ART-166).

## AST-101-GS
## AST 101-OL
**Introductory Astronomy**
3 credits

Explores the broad range of concepts and principles in astronomy, placing emphasis on the scientific evidence that astronomers use to support their conclusions. The origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe will be covered in this course.

## BIO-101-OL
**Introductory Biology**
3 credits

Designed for nonscience majors, this course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers - in addition to a general introduction to the nature of life – chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology.

🔊 Advisory: This course may not be used as the first semester of a two-semester sequence. It does not meet the biology area of study general biology requirement.

## BIO-208-EP
## BIO-208-GS
## BIO-208-OL
## BIO-208-TE
**The Science of Nutrition**
3 credits

This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

System Requirement: Students taking BIO-208-GS/OL are required to purchase the software Diet Analysis Plus.

## BIO-211-OL
**Human Anatomy and Physiology I**
4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: skeletal, muscle, nervous and sensory. The course begins with an introduction of how molecules are organized to form cellular organelles; how the organelles function together to form the smallest living unit, the cell; and how cells are organized into tissues, which combine to form organs. Animal dissection is required.

## BIO-212-OL
**Human Anatomy and Physiology II**
4 credits

Provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive. The course includes overviews of development, genetics and inheritance. Animal dissection is required.

## BIO-310-OL
**Man's Best Friend: The Biology and Behavior of Dogs**
3 credits

Dogs and humans have been working and playing together for as long as 30,000 years. This course provides a comprehensive overview of the most critical components of a successful human-animal relationship, and requires students to synthesize what they learn about biology and behavior. This is accomplished by first examining the origin of the relationship between humans and dogs, and follows the development of the dog from the first stages of domestication through present day by including the dog's physiology, structure, reproduction and genetics. Next, developmental behavior of the dog is examined from birth to adulthood as well as breed specific behaviors. Learning process and principles of training are also investigated through several common behavior problems and their solutions. Health, disease and nutrition are also discussed.

**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm*

**System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

### BUE-101-OL
**Personal Finance for 2000 and Beyond**
3 credits

A one-semester course in financial planning that provides information for making sound financial choices.

Advisory: This course will only be applied to the free elective requirement of Thomas Edison State University degrees including the ASBA and the BSBA degrees.

### BUS-101-GS
### BUS-101-OL
**Introduction to Business**
3 credits

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: economics and economic systems; ownership; risk; production; finance and the financial system; marketing; human resources; how to form a union; and the effect of government in business. The primary objective is to introduce students to the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

### BUS-161-GS
### BUS-161-OL
**Business Mathematics**
3 credits

Presents a practical approach to the use of mathematics in business. Topics include mathematical applications in finance, retailing and business accounting.

Advisory: This course will not satisfy the liberal arts mathematics requirement. The course does not require previous mathematics course work but does assume mathematics literacy.

### BUS-311-TE
**Business in Society**
3 credits

Analyzes the interrelationships and influences among business, society and government.

### BUS-421-GS
### BUS-421-OL
### BUS-421-TE
**Strategic Management**
3 credits

Strategic Management is a senior-level Capstone course that focuses on the development and implementation of strategy as a means to success in business. This course integrates concepts and applications from various functional areas of business. Relying heavily on case studies, the focus is on how managers engage in strategic thinking, planning, analysis and execution to gain a sustained competitive advantage in the marketplace.

Advisory: It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance, MAN-301 Principles of Management, MAR-301 Principles of Marketing, ACC-101 Principles of Financial Accounting, ACC-102 Principles of Managerial Accounting, ECO-111 Microeconomics and ECO-112 Macroeconomics with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

### CHE-101-GS
### CHE-101-OL
**Survey of Chemistry**
3 credits

Developed for nonscience majors. Presents chemical facts, principles and theories through practical applications, illustrations and experiments. De-emphasizes mathematical problem solving.

Advisory: This course does not meet the chemistry area of study General Chemistry requirement. It will not satisfy the chemistry requirement for Natural Sciences or Applied Science and Technology degree programs.

### CHE-111-OL
**General Chemistry I**
3 Credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the first of a two-semester general chemistry sequence, students explore the structure of the atom, the molecules that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry, but also how individuals come to know and understand those concepts in real-life contexts.

Advisory: This course does not contain a lab component. Students who need a chemistry I course with lab should enroll in CHE-121 General Chemistry I with Labs.

## CHE-112-OL
**General Chemistry II**
3 Credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the second of a two-semester general chemistry sequence, the emphasis is on chemical equilibrium, acid/base chemistry and energy changes in chemical reactions. Students also focus on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry, but also how individuals come to know and understand those concepts in real life contexts.

◀》Advisory: It is advisable to have knowledge in a course equivalent to CHE-111: General Chemistry I, with a grade of C or better to succeed in this course. This course does not contain a lab component. Students who need a chemistry II course with lab should enroll in CHE-122, General Chemistry II with Lab.

## CHE-121-OL
**General Chemistry I with Lab**
4 credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this, the first of a two-semester general chemistry sequence with labs, students explore the structure of the atom, the molecules

that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry, but also how individuals come to know and understand those concepts in real life contexts.

## CHE-122-OL
**General Chemistry II with Lab**
4 credits

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this, the second of a two-semester general chemistry sequence with labs, the emphasis is on chemical equilibrium, acid/base chemistry and energy changes in chemical reactions. Students also focus on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry, but also how individuals come to know and understand those concepts in real life contexts.

◀》Advisory: It is advisable to have knowledge in a course equivalent to CHE-121 General Chemistry I with Lab with a grade of C or better to succeed in this course.

## CHE-128-OL
**General Chemistry I Lab**
1 credit

General Chemistry I Lab is a 1 credit course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry I.

◀》Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3 credit general chemistry I course. This course cannot be taken concurrently with CHE-111. Students who need a chemistry course with a lab should enroll in CHE-121 General Chemistry I with Lab.

## CHE-129-OL
**General Chemistry II Lab**
1 credit

General Chemistry II Labs is a 1 credit course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry II.

◀》Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3 credit general chemistry II course. This course cannot be taken concurrently with CHE-111. Students who need a chemistry course with a lab should enroll in CHE-122 General Chemistry II with Lab.

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**NU** = Nursing (12 weeks)     **PA** = Prior Learning Assessment (PLA) (12 Weeks)

**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm*  |   **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

**CIS-107-GS**
**CIS-107-OL**
**CIS-107-TE**
**Computer Concepts and Applications**
3 credits

Provides an overview of computers, focusing on historical development; hardware; application software; communications; Internet use; how to purchase, install and maintain a computer; information systems; system analysis and design; programming; careers in the computer field; security, ethics and privacy issues; and multimedia. The "laboratory" portion of the course features the use of Microsoft Office and Windows.

**CIS-301-OL**
**Management Information Systems**
3 credits

Provides an overall picture of information systems in the conduct of business. Covers the organization and management of a networked enterprise, the infrastructure of information technology, the necessary support systems for the digital company, and the building and managing of information systems in a global business environment

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**CIS-311-OL**
**Database Management**
3 credits

Provides students with fundamental concepts of databases and Database Management Systems (DBMS). It offers terminology, conceptual approaches and practical approaches when designing and implementing different database types. Students will learn design considerations and solutions with a DBMS, using various industry standards and models available. Analytical and problem-solving skills will be

strengthened. The material also includes common tools and techniques utilized to optimize performance and secure the database and related resources. Other topics covered include: Entity Relationship Diagrams (ERD); Structured Query Language (SQL); Information and Decision Making; and Data Normalization.

**CIS-320-OL**
**System Analysis and Design I**
3 credits

Systems Analysis and Design I provides students with concepts of the analysis and design processes and allows students to use industry standard methodology and framework to develop business information systems. The course combines terminology with conceptual and practical approaches to designing and implementing business systems. Analytical and problem-solving skills are developed through a modern integrated, structured approach. Predictive and adaptive approaches to systems development life cycle (SDLC) using an iterative approach are covered. The course contains the entire analysis and design process from conception through implementation, including training and support, system documentation and maintenance, and relevant project management techniques. Tools and techniques to optimize performance and secure the system are introduced. Tools that optimize performance and secure the system include SDLC, Unified Process (UP), Extreme Programming (XP) and Scrum.

**CIS-351-OL**
**Software Engineering**
3 credits

Immerses the student in the process of software engineering, which involves identifying the components of a software system, breaking complex

components into smaller and more manageable abstract pieces, and modeling the entire system. These tasks help software teams better handle the design, planning and development of software systems. Students will be exposed to a variety of techniques used to plan and model software applications. They will also learn about strategies used to gather user input and develop software.

◀») Advisory: It is advisable to have knowledge in a course equivalent to COS-116 C Programming or COS-213 C++ Programming with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

**CMP-202-OL**
**Foundation of Information Technology**
3 credits

Provides an overview of the fundamental ideas and principles behind information systems. The course approaches traditional computer concepts from a managerial perspective geared to the requirements of businesses and organizations. Within this context students use case studies to analyze and discuss design concepts and approaches to managing information and implementing technology solutions. The course introduces students to the role of information systems in business, society and private life, to the role of critical decision makers and to important decision support tools. It further addresses core ethical issues, principles and procedures. Students are expected to develop critical-thinking as well as analytical and problem-solving skills.

## CMP-354-OL
## CMP-354-TE
**Network Technology**
3 credits

Provides students with the fundamental concepts of data communications. This course teaches practical approaches when designing and implementing a network environment of varying sizes. It includes an analysis of the physical and logical aspects of the network infrastructure and the various industry standards and models available. The material also consists of the common tools and techniques utilized to optimize the performance and secure the core network components and resources. Throughout this course, students will develop and build their analytical and problem-solving skills. Specific topics covered include: network architectures; topologies; media and devices; protocols; and servers and security.

## COM-120-GS
## COM-120-OL
**Introduction to Mass Communications I**
3 credits

Emphasizes the history of mass media and current trends, presenting information and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

## COM-121-GS
## COM-121-OL
**Introduction to Mass Communications II**
3 credits

Continues the presentation of information about the history of and current trends in mass media and activities to enable students to appreciate and evaluate the quality of print, audio, video, film and television. Satisfies the humanities general education requirement.

◀◎ Advisory: It is advisable to have knowledge in a course equivalent to COM-120 Introduction to Mass Communications I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

## COM-209-OL
**Public Speaking**
3 credits

Focuses on the development of effective presentation skills before live audiences. Includes having each student recording two presentations. Satisfies the humanities general education requirement.

⌁ System Requirement: Students should be able to submit digital recordings electronically.

## COM-210-TE
**Public Relations Thought and Practice**
3 credits

This test is an overview of the public relations field. Topics include: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism, which effectively reach large audiences; and management skills required to plan and execute a successful public relations program.

## COM-330-OL
**Interpersonal Communication**
3 credits

This course examines the process of interpersonal communication from various perspectives, including dyadic interactions, how we perceive others, listening skills, emotions, language and nonverbal communications. By applying and mastering the concepts of interpersonal communication, individuals can improve their listening and interaction with others, handle conflict and human differences more positively and productively, and form more tractable and supportive relationships in a variety of contexts.

◀◎ Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

## COM-335-GS
## COM-335-OL
**Elements of Intercultural Communication**
3 credits

Presents the many complex elements and processes involved in sending and receiving messages in intercultural contexts. Covers basic concepts, principles and skills for improving communications between persons from different racial, ethnic and cultural backgrounds. Satisfies the humanities general education requirement.

◀◎ Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

## COM-339-OL
**The Story of Human Language**
3 credits

The Story of Human Language examines how language is created, acquired and utilized. Topics examined in this course include the origin of language, differences between animal and human language, sound and word formation, language acquisition, verbal and nonverbal utilization, and its regional, social and cultural variations. These topics are fundamental to a greater understanding of human language and its use and origins. Lastly, this course provides an essential foundation for advanced courses in linguistics.

## COS-101-GS
## COS-101-OL
**Introduction to Computers**
3 credits

Introduction to Computers provides students with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, digital media, multimedia, database applications, networking, the Internet, and security and privacy issues as well as an introduction to object-oriented programming using the Visual Basic programming language.

⌂ System Requirement: This course requires that you use Visual Studio 2012 software, which is a Windows-based product and will not run on Macs. You can run this software and other Windows software on your Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

## COS-116-GS
## COS-116-OL
**C Programming**
3 credits

Explains how to write, debug and run programs in C language. The course includes discussions of algorithms, data types, arithmetic, assignments, relation and repetition. Functions, arrays, pointers, character strings, structures and files are used. It is advisable to have completed an introduction to computer programming course or to have equivalent programming experience. Students must have regular access to a computer with C compiler software either on a Windows or MS-DOS computer or on a Macintosh with PC emulation or with SoftPC installed. A C compiler is not supplied by the University and must be acquired by the student prior to or at the start of the course. It is not possible to proceed through the course without a C compiler. The compiler should be a full implementation of the ANSI standard for C. An ANSI C++ compiler may be used because C is a supported subset in a C++ compiler. Complete documentation is required to handle compiler variants and operational problems.

## COS-213-GS
## COS-213-OL
**C++ Programming**
3 credits

This course explores C++ programming in the context of procedure and object-oriented software development. It covers writing, compiling and running programs in the C++ language. This course offers students a platform and direction to enhance their C++ knowledge, experience and skills.

◀ᵈ Advisory: It is advisable to have knowledge in a course equivalent to COS-116 C Programming with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

⌂ System Requirement: Students will need regular access to a computer with C++ compiler software, and may use the compiler that is provided with the course textbook or may use a compiler they already have.

## COS-231-GS
## COS-231-OL
**Assembly Language**
3 credits

An introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

◀ᵈ Advisory: It is advisable to have computer programming experience.

## COS-241-GS
## COS-241-OL
**Data Structures**
3 credits

Involves an investigation of various data structures, including stacks, queues, lists and trees, and searching and sorting techniques.

◀ᵈ Advisory: Students taking this course will need access to a computer and compiler software and will be required to do programming in C++. Experience in C++ programming is advisable.

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⌨ **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

### COS-330-GS
### COS-330-OL
**Computer Architecture**
3 credits

Covers the nature and limitations of computers. The CPU is covered in detail, including processor, control and memory design. Data path design and the ALU — both fixed and floating-point arithmetic — are covered. The course also includes pipeline and super scalar processing. Finally, the I/O system is studied in some detail.

🔊 Advisory: It is advisable to have completed two computer science courses prior to enrolling in this course.

### COS-352-GS
### COS-352-OL
**Operating Systems**
3 credits

This course concentrates on the design and function of the operating systems of multiuser computers. Topics include time sharing methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization, deadlocking and recovery, and design principles.

🔊 Advisory: Knowledge in a course equivalent to COS-241 Data Structures with a grade of C or better is required to succeed in this course. It is highly recommended that students have completed COS-330 Computer Architecture or equivalent or have experience with C or UNIX. Students are responsible for making sure that they have the necessary knowledge.

### COS-451-OL
**Artificial Intelligence**
3 credits

An introduction to how Artificial Intelligence (AI) methods solve problems that are difficult or impractical to solve with other methods. The focus of the course is on learning how to determine when an AI approach is appropriate for a given situation, being able to select AI method and implementing it. AI methods will be chosen from heuristic search and planning algorithms, formalisms for knowledge representation, and reasoning techniques and methods applicable to expert systems and games.

🔊 Advisory: Students should be familiar with computer hardware and software as provided in an introductory computer science course, and they should have the sophistication of understanding material as demonstrated by successfully completing courses such as discrete math, discrete structures or computer architecture, or having similar practical experience. It is recommended, but not required, to have taken a course in computer programming. However, the course will not require programming.

### CTR-211-GS
### CTR-211-OL
**Electronic Instrumentation and Control**
3 credits

Includes the study of automatic testing of electronic devices, electronic instrumentation and control, physical properties and their measurement, industrial electronic circuit applications, interfacing process variables, motor control and servosystems, numeric control systems, programmable controllers and industrial robots.

🔊 Advisory: It is advisable to have completed courses in electric circuits, electronic devices and digital electronics.

### CTR-212-OL
**Programmable Logic Controllers**
3 credits

Programmable Logic Controllers (PLC) studies the development of the PLC, its components and operation, common methods of programming the PLC and its applications in industry. The course is designed for students in a technical curriculum or occupation who have not had previous knowledge of or experience with PLCs and who need to develop the requisite background and skills in PLC programming to further their education and careers.

### EAS-101-OL
**General Earth Science**
3 credits

In General Earth Science students discover what Earth is made of, what its history has been and "how it works." The course explains what went into making the planet as well as how it has changed and transformed in the 13.7 billion years since the Big Bang. Students will be introduced to Earth's structure, the elements that make it up and such by-products of the planet's ceaseless activity as earthquakes and volcanoes. The course also covers Earth's oceans as well as its atmosphere and climate. Course content is drawn from the Teaching Company's course "How the Earth Works" presented by Dr. Michael E. Wysession.

### EAS-131-OL
**Introduction to Meteorology**
3 credits

Bringing together geography, chemistry, physics and other scientific disciplines, the course will cover topics including meteorological elements, air masses, synoptic, regional and local scale weather systems; severe weather; meteorological observation, instrumentation and forecasting; aviation

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weather; agricultural meteorology; and air pollution, global warming, climate change and renewable energy applications.

### EAS-201-OL
**The Science of Disasters**
3 credits

Designed both for professionals working in the field and for students seeking a science elective, this course focuses on developing a scientific understanding of the causes and mechanisms of common natural disasters. The perspective is global and historical while focusing on contemporary events and potential for catastrophe. The emphasis of the course is on earthquakes, volcanic activities, flooding and severe storms, and the consequent secondary disasters they can trigger. The course also addresses some of the social, economic and political ramifications of these events.

### ECO-111-GS
### ECO-111-OL
**Macroeconomics**
3 credits

Deals with the economy as a whole. Includes the meaning and measurement of the gross domestic product, the effects of government expenditure and taxation, causes of inflation and unemployment, government deficit and debt, and international trade and the balance of trade.

◀◈ Advisory: It is advisable that students have 3 credits of college-level mathematics.

### ECO-112-GS
### ECO-112-OL
### ECO-112-TE
**Microeconomics**
3 credits

Deals with the economic behavior of individuals and companies. Includes supply and demand, elasticities, consumer behavior, competition and the labor market.

◀◈ Advisory: It is advisable that students have 3 credits of college-level mathematics.

### ECO-490-GS
### ECO-490-OL
**International Economics**
3 credits

Examines in depth the basic principles of international economics, providing perspective on the growing global economic interdependence among nations. Includes strategic trade policy, exchange rate forecasting and environmental regulatory policies, among other topics.

◀◈ Advisory: To be successful in this course, students should have earned 6 credits in economics or have comparable knowledge and experience.

### EGM-211-OL
**Statics**
3 credits

Statics is a branch of the science of mechanics that deals with bodies at rest. The course focuses on the following basic concepts: force and force systems; coplanar force systems; concurrent force systems; spatial force systems; and their combinations. For various force systems, two key issues will be emphasized: the resultant of a force system and the equilibrium of a force system. The concepts of moment of a

force and torque will then be discussed. In addition, the concepts of centroids, centers of mass and moments of inertia will be presented. A special type of force, frictional force, will be discussed. Application examples to engineering and technical areas will be demonstrated.

### EGM-321-OL
**Thermodynamics**
3 credits

Investigates the basic properties and behavior of thermodynamic systems. Topics include temperature, pressure, work and heat, and heat transfer. The laws of thermodynamics deal with gas equation, calorimetric, thermal processes and entropy will be covered. Fundamental thermodynamic principles are applied to the analysis of heat engines, generation facilities and refrigeration cycles.

### EGM-323-OL
**Heat Transfer**
3 credits

Heat transfer by modes of conduction, convection and radiation. Fundamental principles of heat transfer and radiation, and application to the solution of industrial heat transfer problems.

### EGM-331-OL
**Fluid Mechanics**
3 credits

Fundamental fluid statics: manometer, forces on submerged surfaces, Archimedes' principle. Details of course include one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-momentum problems, vanes; pipe flows, laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Other topics include one-dimensional compressible flow;

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conservation laws, specialization to isentropic situation, nature of speed of sound. Applications including effects of area change, converging and diverging nozzles, choking phenomena's and normal shock waves.

### ELC-201-OL
**Electronic Communication Systems**
3 credits

A comprehensive course in AM, FM and single-sideband communication systems and an introduction to digital transmission. Designed to familiarize students with transmitters, receivers, modems, noise analysis, information theory, pulse modulation, sampling, coding, multiplexing and other signal processing techniques used in commercial broadcasting and data transmission systems.

🔊 Advisory: It is advisable to have completed courses in basic algebra and trigonometry as well as basic electronics including transistors.

✋ System Requirement: This course requires that you use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. You can run this software and other Windows software on your Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

### ELD-302-OL
**Digital Electronics**
3 credits

Digital Electronics is a course of study in applied digital logic using electronic digital circuits. Students will learn about digital electronic fundamentals including number systems, logic gates, Boolean

algebra, logic families circuit design, flip-flops, combinational and synchronous logic circuit design, logic minimization techniques (Karnaugh maps, Quine-McCluskey), counters, shift registers, encoders and decoders, multiplexors and demultiplexors, interfacing and microprocessors.

✋ System Requirement: This course requires that you use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. You can run this software and other Windows software on your Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

### ELD-311-OL
**Microprocessors**
3 credits

Principles and applications of microprocessors, including hardware and software, interfacing, assembly language programming and microprocessor-based systems. Eight-, 16- and 32-bit microprocessor technology and features are presented. This course includes a lab.

### ELD-400-OL
**Advanced Microprocessors**
3 credits

This course provides a working knowledge of hardware and software applications that utilize microcontroller-based systems. Course content will focus on architecture, programming and interfacing of microcontrollers with internal and external devices. The course includes a lab providing students with actual hands-on experience building various Freescale-based systems in a PC-based development environment.

### ELE-211-OL
**DC Circuits with Lab**
3 credits

This course covers the fundamental concepts of electricity, batteries, DC series, parallel and complex circuits, electrical conductors, electromagnetism and magnetic circuits, and DC electrical indicating instruments.

🔊 Advisory: Proficiency in a course equivalent to at least MAT-121 College Algebra is needed to succeed in this course.

✋ System Requirement: This course requires that you use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. You can run this software and other Windows software on your Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

### ELE-212-OL
**AC Circuits with Lab**
3 credits

Covers an introduction to alternating current, inductance, capacitance, inductive and capacitive reactance, fundamental AC circuitry and single phase transformer.

🔊 Advisory: Knowledge of basic DC circuits (or a course equivalent to ELE-211 DC Circuits) and an understanding of trigonometric functions (or proficiency in a course equivalent to at least MAT-121 College Algebra is needed to succeed in this course.)

✋ System Requirement: This course requires that you use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs.

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You can run this software and other Windows software on your Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

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**ELT-306-OL**
**Solid State Devices and Circuits**
3 credits

Studies include analysis and design considerations for electronic amplifiers and power supplies using semiconductor devices.  Class A amplifiers using bipolar transistors will be analyzed with an emphasis on frequency response, power dissipation and efficiency.

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**ELT-307-OL**
**Linear and Integrated Circuits**
3 credits

This course studies operational amplifiers and their use in linear systems, such as inverting and noninverting amplifiers, comparators, comparators with hysteresis and signal generators.

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**ELT-308-OL**
**Industrial Electronics**
3 credits

This course is the study of devices, circuits and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic and computer equipment.  Includes presentation of programming schemes.

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**ELT-490-OL**
**Electronics Assessment/Career Planning**
3 credits

Electronics Assessment/Career Planning is an in-depth, student-centered activity that requires electronics engineering technology self-diagnostic assessment, the integration of research in current electronics employment, the development of a comprehensive curriculum vitae, practical career planning, interviewing strategies and the application of advanced math concepts to electronics engineering technology situations. Students will participate in career-focused activities that include building a curriculum vitae or professional résumé and knowing how to interview successfully. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or moving to a new skill area.

Prerequisites:  Completion of  MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 General Chemistry I with Lab, ELE-211 DC Circuits, ELE-212 AC Circuits, ELT-306 Solid State Theory with Lab, ELT-307 Linear and Integrated Circuits with Lab, ELD-302 Digital Electronics with Lab, ELD-311 Microprocessors with Lab and ELC-201 Electronics Communications Systems.

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**ELT-495-OL**
**Electronics Engineering Technology Capstone**
4 credits

The Electronics Engineering Technology Capstone is an in-depth, student-centered activity that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned to a specific project. The project will identify a real-world electronics engineering technical problem, issue, event, developing technology or case study in which the student will conduct research by exploring, evaluating and theorizing a solution in a final paper. On successful completion of the course, students will have met the learning outcomes of the EET area of study in the degree program.

Prerequisite:  Completion of ELT-490 Electronics Assessment/Career Planning.

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**ENC-101-GS**
**ENC-101-OL**
**ENC-101-TE**
**English Composition I**
3 credits

Emphasizes basic expository writing skills that enhance the skills needed for academic and business writing. Includes essay writing.

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**ENC-102-GS**
**ENC-102-OL**
**ENC-102-TE**
**English Composition II**
3 credits

Presentation of expository writing skills that expand upon skills learned in English Composition I. Emphasizes research-paper writing.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to ENC-101 English Composition I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

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**ENG-201-GS**
**ENG-201-OL**
**ENG-201-TE**
**Technical Writing**
3 credits

Focuses on developing the skills needed to communicate effectively in the workplace. Provides strategies for writing

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**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm* | ☝ **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

clear and concise reports, proposals and correspondence, and explores the principles of good design and how to use visuals in documents. Satisfies the humanities general education requirement.

🔊 Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

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### ENG-298-OL
**Jane Austen: Pride and Prejudice**
1 credit

Jane Austen: Pride and Prejudice is an upper-level course that focuses on the novel by Jane Austen and the ways in which she expressed her concerns and preoccupations with the changes that occurred in her time. These changes included: the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students will have an opportunity to extend their critical and analytical abilities by assessing those issues and their influence on Austen's central characters. Satisfies the humanities general education requirement.

🔊 Advisory: Students should have successfully completed English Composition I and II prior to enrolling. Students cannot earn credit for both ENG-298 and ENG-393.

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### ENG-393-OL
**One Writer's Vision: Jane Austen**
3 credits

Exploring three of Jane Austen's novels, this course emphasizes the ways in which the author expresses her concerns about the changes that were occurring in her time – specifically, the changes involving the status of women; the interconnection between marriage, money and love; and the relationship

between social status and wealth. Students use their critical and analytical skills by assessing those issues and their influence on Austen's central characters.

🔊 Advisory: Students should please consider carefully whether they want to register for ENG-393-OL, which is a 3-credit course, or ENG-298-OL, which is a 1-credit course that requires students to read only one of the three novels required in the former. It is not possible to earn credit for both of these courses, either by registering simultaneously, or by registering for one and then for the other at a future date. This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge. Students cannot earn credit for both ENG-298 and ENG-393.

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### ENS-314-GS
### ENS-314-OL
**Global Environmental Change**
6 credits

Covers the fundamentals of global environmental science and the ecological principles necessary to understand the factors required to maintain ecological stability and preserve worldwide resources. There are six themes considered: the biosphere; population growth; energy; resources; biodiversity; and worldwide resources.

🔊 Advisory: This is an upper-level course. Students should have the knowledge equivalent to one science course.

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### ENS-360-OL
**Environmental Sustainability and Social Justice**
6 credits

This course is designed to enhance the student's awareness of global sustainability and of the relationship between sustainability and social justice issues. Students will analyze the principles of sustainability and relate them to their understanding of environmental science and U.S. environmental policy. Biodiversity, population growth, extinction and resource use are just a few of the topics that students will view in a sustainable and socially equitable context. This course will provide students with the background required for developing strategies for a sustainable and just future.

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### ETH-210-TE
**Environmental Ethics**
3 credits

This test examines the concept of environmental ethics, a philosophy that extends the ethical concepts traditionally applied to human behavior to address the entire natural world. Topics include: history of environmental ethics, the idea of environmental justice and how our views about the natural world have changed over time.

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### EUT-302-OL
**Gas Combustion**
3 credits

This course provides students with the fundamentals of gas combustion, including knowledge and skills to diagnose combustion problems and make the proper adjustments to obtain complete combustion at the rated input using standard tools.

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## EUT-309-OL
### Gas Distribution
3 credits

Gas Distribution provides the students with the basics of the exploration, production, transmission and delivery of natural gas. Topics include history and scope of the natural gas industry, the construction and maintenance of the delivery system, regulatory requirements and the pressure regulation for transmission, distribution, commercial and residential systems. Safety for the customer, community and the infrastructure is stressed.

## EUT-401-OL
### Regulatory Policy and Procedures
3 credits

Provides learners with an understanding of regulatory policies and procedures in the electric and natural gas energy utilities. Electric utility operations consist of producers and delivery organizations responsible for transmission and distribution to customers. Natural gas operations include well drilling, transportation pipelines, storage and local distribution organizations. Course topic areas will include types of utilities, natural utility monopolies versus deregulation, decisions involving socioeconomic responsibilities and profitability, and the impact of current trends on utilities.

## EUT-402-OL
### Applied Economic Analysis
3 credits

Provides learners with an understanding of the utility regulatory economics necessary for understanding rate structuring, applications of economic principles for the operation of regulated and nonregulated utility operations, and economic analysis characteristics for financial operations.

## FDR-440-OL
### Fundraising for Nonprofits
3 credits

Actively engages students in mastering the concepts and tools needed to help nonprofit organizations achieve their mission and objectives through well-established fundraising techniques. Students will learn how to assess an organization's fundraising capabilities, conduct prospect research, conduct an annual fund drive, solicit grants from corporations and foundations, cultivate and secure major gifts, design planned giving instruments to meet the needs of donors, carry out a capital campaign and set up information technologies to track fundraising efforts and assist with the stewardship of gifts. The course emphasizes applications, and students will complete a fundraising plan during the semester for a specific organization of their choosing.

Advisory: Students will need access to Microsoft PowerPoint in order to produce their final project.

## FIL-110-GS
## FIL-110-OL
### American Cinema
3 credits

For more than a century, audiences around the world have learned about America by watching American motion pictures. American Cinema is an introduction to the history and language of this most influential art form. Filmmaking involves both art and craft (industry), and a deeper understanding of each creates a more critical viewer. Films, as with any artistic creation, are reflections of the culture in which they are created; they are also a reaction to change and an expression of people's relationship to the world around them. In this course, students will study the significance of the invention of the motion picture camera, the rise of the studio system, the Hollywood Style and

the production of popular genres such as the Western, the comedy, the combat film and horror films/science fiction. Even a casual moviegoer's experience is deepened by a greater understanding of and appreciation for the technical and social makeup of American cinema.

## FIN-301-GS
## FIN-301-OL
### Principles of Finance
3 credits

Provides an introduction to financial management and the business environment in which financial decision makers function. Emphasizes analytical tools and their use in solving financial problems.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

## FIN-314-OL
### Small Business Finance
3 credits

The application of basic financial management techniques focuses on the financial aspects of starting and running a business (100 or more employees). The core financial aspects of business entrepreneurship and problems encountered by those starting and running a small business are covered through the discussion of financial topics including working capital management, time value of money, financial statements, small business administration programs succession planning, financing options and alternative solutions to commonly discovered problems. Case studies are used to illustrate a macro overview and micro approach in developing and meeting company objectives.

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**System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

### FIN-321-OL
### FIN-321-TE
**Security Analysis and Portfolio Management**
3 credits

An introduction to investment alternatives, security analysis and portfolio construction. Topics include: the environment in which investment decisions are made; markets for the purchase and sales of securities; risk and return — their measurement and use in the construction of the individual's portfolio; taxation; and the efficiency of financial markets as well as specific investments: debt instruments — corporate bonds, federal government securities and municipal bonds; equity investments; put and call options; investment companies; and nonfinancial assets such as real estate, gold and collectibles.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

### FIN-331-OL
### FIN-331-TE
**Financial Institutions and Markets**
3 credits

This course examines financial institutions and systems as well as the relationship of U.S. capital markets to global markets. This involves the effects of interest rates and asset demand including stocks, bonds, options and futures, and their fundamental relationships within the financial market structure. The course analyzes the efficiency of financial markets and the role of central banks (especially the Federal Reserve System); in addition, the course examines the conduct of monetary policy to determine its effect on financial markets. Emphasis is given to the bond, stock and money markets, and their relationship to the management of financial institutions and financial regulations. The functions of the mutual fund industry, insurance companies and pension funds are discussed and evaluated for risk and ethical considerations.

### FIN-334-OL
**International Finance**
3 credits

International Finance analyzes the way that the monetary and economic environments (as influenced by exchange rates and foreign investment) affect multinational enterprise. The course examines capital flows, trade deficits and international investments to determine their effects on international trade. The course also evaluates futures and options in currency swaps in order to determine their effects on purchasing power parity, the international marketplace and multinational business enterprise.

### FIN-382-OL
**Risk Management**
3 credits

Risk Management presents an overview of the measurement and management of risks in modern financial institutions. The course begins with a review of topics, such as the efficient frontier and capital asset pricing model (CAPM) that serve as a basis for understanding risk-return analysis. The course then moves on to examine various tools used in measuring and analyzing risks, placing emphasis on value at risk (VaR) approaches. This course also discusses off-balance-sheet items such as loan commitments and securitization and examines the role of regulators in controlling such risks. As a foundation for understanding financial crises, the course describes the U.S. mortgage market, asset-backed securities (ABSs) and collateralized debt obligations (CDOs). Finally, the course evaluates the benefits of scenario analysis and stress testing.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

### FIT-190-OL
**First Aid, CPR, Safety**
3 credits

Provides a basic course in safety concepts and accident prevention as they apply to exercise settings. Liability issues and insurance issues will be explored. Students will be required to demonstrate successful completion of a basic Cardiopulmonary Resuscitation (CPR) course and a standard first aid course. Current certification in each of these areas is required.

Advisory: For one assignment, students will need a digital camera or a 35mm camera and access to a film processing service providing digitization of 35mm film or to a scanner. This assignment requires access to an exercise facility.

## FIT-211-OL
**Kinesiology**
3 credits

Areas of study include the examination of internal and external forces that act on the human body during movement, exercise and athletics; a study of the scientific principles of body mechanics, including general anatomy and physiology; and the interaction of the neuromuscular system with movement.

🔊 Advisory: Online course students will need either a digital camera, a 35mm camera along with film or an instant camera with film; access to a film processing service if they use the 35mm camera; access to a VHS video camera; and a blank videotape if they lack digital recording capability.

## FIT-230-OL
**Individual Assessment in Fitness and Wellness**
3 credits

This course will allow students who are interested in careers in the fitness industry to obtain skills in fitness assessment. Students will learn how to design personalized physical fitness plans for clients with varying levels of fitness and wellness.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to BIO-101 Introductory Biology or BIO-211/212 Anatomy and Physiology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a video recorder and blank videotapes and will need regular access to a well-equipped fitness center. Students will do lab activities on a volunteer participant (who they must find) and videotape the activity. Plan to deliver final project via the U.S. Postal Service.

⌐ System Requirement: Excel or another graphing program is needed for assignment.

## FIT-250-OL
**Principles and Programs for Fitness and Wellness Services**
3 credits

Provides an introduction to theories of physical fitness, the effects of exercise on humans, concepts of wellness, specific methods to improve physical fitness, research bases of the application of techniques and a review of the variety of equipment and resources that these programs utilize. Reviews services available for achieving and maintaining physical fitness and wellness. Explores multicultural approaches to concepts of physical fitness and wellness.

🔊 Advisory: This course requires access to an exercise facility.

## FIT-280-OL
**Exercise and Nutrition for Special Populations**
3 credits

An exploration of basic nutrition and physical fitness needs of older people, women, the disabled, those who are pregnant and other special populations. Differentiation between conditions that need referral and specialized services and conditions that can be treated in a regular setting is essential.

🔊 Advisory: This course requires access to an exercise facility.

## GEO-151-GS
## GEO-151-OL
**Physical Geology**
3 credits

Acquaints the student with how earthquakes, active volcanoes and other geologic formations and processes relate to the theory of plate tectonics. The history of the theory of plate tectonics also illustrates how the scientific process works and how scientists propose hypotheses, gather evidence, discard ideas and modify them to support existing knowledge. The course stresses that Earth continues to evolve and that its future depends on our actions of today.

## GER-312-OL
**Biological Aspects of Aging**
3 credits

The aging process is one that we all must experience whether it is our own life or that of a loved one. This course is a comprehensive overview of the common and uncommon physical and psychosocial changes associated with aging. Factors that are believed to cause or influence the aging process, various theories of aging, common physiological changes, age-related pathologies, long-term care, death, dying and grieving are also explored.

🔊 Advisory: This is an upper-level course. Students should have the knowledge equivalent to one biology course.

## GLB-301-OL
**Global Issues and Society**
3 credits

What will our world look like in 2025? This course examines the impact of The Seven Revolutions that are major forces at work shaping our world today: world population growth, scarce global resources, advancing technology and its diffusion, the flow of information and knowledge, global economic integration, the nature and mode of conflict, and the challenges of governance. Students will be exposed to multiple academic fields of study. Students will develop both a comprehensive understanding of some of the major global issues and a heightened appreciation for how diverse topics are interrelated. The purpose of

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**System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

this course is to educate and encourage the development of globally competent citizens and leaders.

Advisory: To be successful in this course, students should have earned 6 credits in the social sciences.

### GOG-230-OL
**World Geography**
3 credits

Focusing on the processes of globalization, this course provides an opportunity to explore all of the world's major regions, examining the similarities, differences and interrelationships among places caused by their historic, economic, cultural and political geographies.

### HEA-305-OL
**Women's Health**
3 credits

This course explores what women and men need to know about women's bodies and women's health. Personal, family, cultural, community and societal influences are analyzed for their impact on the physical and emotional health of women. Emphasis on human sexuality is addressed in discussion related to body image and intimacy. Health risk identification, health promotion, health maintenance and treatment alternatives are examined. Men are encouraged to participate in the course to add perspective and gain a more in-depth understanding of women.

### HEA-306-OL
**Men's Health**
3 credits
Offered July, October, January, April

This course explores the societal, economic, cultural and gender influences that shape men's health beliefs and practices. Common health problems and strategies effective in promoting men's

health and well-being are explored. Reflection on the positive outcomes of healthy men at home, at work and in society is threaded throughout this course.

### HIS-101-GS
### HIS-101-OL
**Western Civilization I**
3 credits

This course surveys the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the emergence of a European civilization that was distinct from the classical world on whose foundations it was partly built, this course traces the major developments in the formation of Western civilization to the final defeat of Napoleon in 1815. The course synthesizes various approaches to the telling of history by focusing on political as well as social events. Integrating such diverse disciplines as religion, government and economics, it aims to provide a foundation of knowledge that will allow students to better understand the origins of social, political and religious institutions of the present day.

### HIS-102-GS
### HIS-102-OL
**Western Civilization II**
3 credits

This course is the second semester of a two-semester survey of the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the Industrial Revolution it traces the major developments in Western civilization from emergence of an industrial society to modern times, offering a broad overview of events that played an important role in shaping western thought, culture and tradition as we know them today.

### HIS-113-GS
### HIS-113-OL
**American History I**
3 credits

Focuses on the origin and growth of the United States from 1492 to 1865. Examines the social, economic and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

### HIS-114-GS
### HIS-114-OL
**American History II**
3 credits

Focuses on the transformation of the United States from 1877 to the present, from its reconstruction after the Civil War to its emergence as a world leader.

### HIS-126-TE
**World History From 1600-PRESENT**
3 credits

This exam tests content covered in a one-semester course in early modern and modern world history. It focuses on the major economic, political, social, cultural and technological trends during this time period and their impact on world societies. Topics include: the emergence of modern nation-states; the economic/technological interactions between Western and non-Western societies; changes in social/cultural ideas about religion and state; the growth of physical/virtual networks of information exchange.

### HIS-210-GS
### HIS-210-OL
**American Civil Rights Movement**
3 credits

Examines the impact of the civil rights movement of the 20th century

on American society. Offers a comprehensive history of the people, stories, events and issues in the struggle for social justice in the United States.

#### HIS-235-GS
#### HIS-235-OL
**American Civil War**
3 credits

Examines the Civil War — its causes, the reasons the North won and the assassination of Abraham Lincoln — featuring both the generals and enlisted men on the battlefields, and the politicians and families on the home front.

#### HIS-261-GS
#### HIS-261-OL
**Introduction to Chinese History and Culture**
3 credits

Provides an insight into the Chinese people, their history and the challenges they face – political, social, economic and cultural – in their search for a Chinese pattern of modernity.

#### HIS-301-GS
#### HIS-301-OL
**African History and Culture**
3 credits

Examines the history and evolution of Africa's geography, people and societies, including the impact of external influences. Identifies and explores geographic and climactic processes and the ecological context in which they occurred.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

#### HIS-306-OL
**African American History**
3 credits

This course will survey African American history from precolonial Africa through the present. It will introduce students to key concepts in African American history from early beginnings in indigenous Africa through the transatlantic slave trade, the Civil War, emancipation, Reconstruction, the civil rights era and into the present. The course will highlight major social events and processes, individuals and ideas, documents and social programs to chart the social and communal outcomes, past and present positions, and future implications for African Americans.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

#### HIS-310-OL
**The Middle East**
3 credits

Examines factors such as geography, religion, culture and politics that have influenced the course of Middle Eastern history and continue to influence events today.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

#### HIS-356-GS
#### HIS-356-OL
**War and American Society**
6 credits

War and American Society focuses on the various ways in which America has dealt with war and the changes that have taken place in American society as a result of war. The course considers the following wars: the Revolutionary

War, the War of 1812, the Mexican War, the Civil War, the Spanish-American War, World War I, World War II, the Korean War, the Vietnam War, the Persian Gulf War, the wars in Afghanistan and Iraq, and the Global War on Terror. A major emphasis is placed on the humanities approach, addressing war and American society from historical, literary, artistic, and philosophical perspectives.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

#### HLS-355-OL
**Critical Thinking for Homeland Security**
3 credits

Offers an overview of critical thinking and its applications in the homeland security context. The focus is on essential elements of thought, asking the right questions, uncovering fallacies in reasoning and statistical misrepresentations. Evidence evaluation in a homeland security setting is featured with several examples interpreting real-world information.

🔊 Advisory: This is an upper-level course. Students should have knowledge and skills in critical thinking.

#### HLS-410-OL
**Counterterrorism: Constitutional and Legislative Issues**
3 credits

Explores various legal aspects of terrorism and counterterrorism, including counterterrorism practices since Sept. 11, 2001. The course examines the tools used in the fight against terrorism, such as the USA PATRIOT Act, U.S. intelligence agencies, law enforcement agencies and tribunals. The course also discusses the legal and ethical impact of the "war on terrorism" on the civil liberties of U.S. citizens and noncombatants.

◄» Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

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### HLS-420-OL
**Homeland Security: Preparedness, Prevention and Deterrence**
3 credits

This course focuses on how strategic planning, incident control systems and intelligence techniques combine to provide the necessary foundation for anti-terrorism and emergency preparedness. Topics covered include infrastructure protection, National Incident Management System, threat and vulnerability assessments, information sharing, resource planning and other issues relating to terrorism prevention and deterrence.

◄» Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

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### HLS-429-OL
**Protecting the Homeland: Response and Recovery**
3 credits

This course focuses on processes, procedures and available resources in responding to and guiding recovery from disaster events. Topics covered include planning, leadership, technology, information gathering, coordination, communication and other issues relating to response and recovery from disaster and terrorism scenarios.

◄» Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

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### HLS-498-OL
**Homeland Security Capstone**
3 credits

This course is designed to provide students with an opportunity to demonstrate the knowledge and skills that they have acquired in their academic program. Students will be guided through a process that includes self-reflection on their studies within the discipline of Homeland Security and Emergency Preparedness and the selection of a topic that will become the basis of their paper. That paper will demonstrate a critical examination and evaluation of their selected issue(s); students will incorporate key terms, concepts and issues, and historical and current theoretical concepts of their topic area into their final paper. Students will produce a final paper that truly reflects the depth and breadth of the knowledge acquired while completing their Bachelor of Science degree in Homeland Security and Emergency Preparedness requirements at Thomas Edison State University.

◄» Advisory: This is an upper-level course to be taken upon completion of all other BS degree in Homeland Security and Emergency Preparedness requirements.

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### HPS-200-OL
**Statistics for the Health Professions**
3 credits
Offered July, October, January, April.

Meets the mathematics requirement for BSN students and satisfies the statistics requirement for NUR-445 and NUR-530 at Thomas Edison State University. Cannot be used as a graduate nursing elective.

The focus of this course is on exploring the statistical methods used in health professions. Students review parametric and nonparametric techniques and explore the purpose, assumptions, selection and interpretation of descriptive and inferential statistics. As part of the course, students use MS Excel™ to organize and analyze data sets.

◄» Advisory: Students are required to have access to Microsoft Excel software preferably running on a Windows platform or have the capability of saving Excel files in PC-readable format. Open to students enrolled in the Thomas Edison State University BSN and MSN degree programs and nonenrolled students who are registered nurses only.

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### HUM-101-OL
**Introduction to the Humanities I: Philosophical Thought**
3 credits

Examines the question: How do we live a meaningful life? Drawing from a range of Western philosophers, the course examines the basic tension between the Greco-Roman tradition of secular humanism and the traditions of theistic religion (Judaism, Christianity and Islam). Students will absorb and digest philosophical ideas from Plato, sacred texts (the Bible and the Quran), Karl Marx, Friedrich Nietzsche, Jean-Paul Sartre, Viktor E. Frankl and Simone Weil, among others. Course content consists of a series of half-hour video lectures along with text readings. Throughout, the course challenges students to consider and reconsider what constitutes a meaningful life. This course is based on the course "Philosophy, Religion, and the Meaning of Life" from the Teaching Company.

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### HUM-102-OL
**Introduction to the Humanities II: Drama, Poetry and Narrative**
3 credits

Surveys classics of Western literature in their cultural context. The course is divided into three parts, each focused on one of the genres featured in the course title. The first section of the

course considers the sweep of drama from its earliest religious and ritual context (Oedipus the King) to works that reflect a culture adrift from its moorings (Waiting for Godot). The second section presents poetry as a "rediscovering of common experience," beginning with William Shakespeare's sonnets and moving through William Blake, Walt Whitman, Emily Dickinson, Robert Frost and Adrienne Rich. In the third part of the course, a survey of narrative literature, students read and discuss authors such as Charles Dickens, Emily Brontë, Herman Melville, Franz Kafka and Alice Walker.

### HUM-103-OL
**Introduction to the Humanities III: Music**
3 credits

This course discusses and helps students appreciate representative works of Western music in relation to their historical contexts. The course takes a three pronged approach. First, it examines the historical, social, political and religious environments that shaped the composers under study and their musical styles. Second, it focuses on certain representative works as examples of their times and as objects of art unto themselves. Finally, it develops listening skills and a musical vocabulary that allows students to isolate and identify certain types of musical phenomena. Students will emerge from the course with an expanded appreciation of the language of music. Course content is drawn from the Teaching Company's "How to Listen to and Understand Great Music" by Dr. Robert Greenberg.

### HUM-104-OL
**Introduction to the Humanities IV: Fine Arts and Architecture**
3 credits

This course surveys the great works of Western painting, sculpture and architecture from 800 A.D. to the mid-20th century. These works are examined within the political, religious and social context of their time, allowing students to understand both why the artwork was created by the artist and how it was at the same time a response to a particular set of historical circumstances. Students will emerge from the course with a better grasp of how to view art with both understanding and enjoyment. Course content is drawn from the Teaching Company's "A History of European Art" by Professor William Kloss.

### HUS-101-OL
**Introduction to Human Services**
3 credits

This course provides a broad overview of the human services field. Students will be introduced to the social problems addressed by human service workers as well as to typical practice settings and techniques. Introduction to Human Services will help students understand the qualities and skills required of workers in this field while encouraging students to look at their own characteristics to help determine their ideal role. Students will gain a perspective on the history of the field as well as the issues that typically arise in the areas of law, ethics, values and human diversity. The course also discusses group work, program planning, and tips for recognizing burnout and managing stress.

### HUS-295-OL
**Associate-Level Human Services Capstone**
3 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. In this course students apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the human services degree program.

🔊 Advisory: Only students matriculated in the Associate in Arts in Human Services degree program may enroll in this course. Students must also have completed all required courses before enrolling in the Capstone course.

### HUS-495-OL
**Bachelor-Level Human Services Capstone**
6 credits

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the human services degree program.

🔊 Advisory: Only students matriculated in the Bachelor of Science in Human

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**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm*

⌐ **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

Services degree program may enroll in this course. Students must also have completed all required and professional track courses before enrolling in the Capstone course.

### JOU-110-TE
**Introduction to News Reporting**
3 credits

This test places emphasis on writing the story, familiarity with reporting terminology and procedures, and awareness of legal and ethical issues.

### JOU-352-GS
### JOU-352-OL
**News Writing**
3 credits

A comprehensive journalism course designed to teach students how to start, develop and polish hard news and feature stories. Explores both traditional and emerging styles in broadcast journalism and public relations as well as in print journalism.

🔊 Advisory: This is an upper-level journalism course. Incoming students are expected to be familiar with the reporting terminology and procedures covered in an introductory journalism course such as JOU-110 Introduction to News Reporting.

### LAW-201-GS
### LAW-201-OL
**Business Law**
3 credits

Introduces the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders and judicial decisions will be addressed. The law of contract, sales and agency will be covered in detail while a distinction is drawn between traditional

and online versions of each. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored.

### LDR-305-OL
**Foundations of Leadership**
3 credits

This course provides a broad framework for understanding and practicing leadership within multiple contexts or situations. It examines leadership from the perspective of the leader as individual, the leader in interaction with followers, and the leader and followers interacting in specific contexts. In addition, the course examines issues such as leadership ethics and social responsibility, power and politics, conflict resolution, knowledge management and cultural diversity. Students will have the opportunity to assess their leadership skills and to put into practice what they learn during the course.

### LDR-324-OL
**Leaders in History**
3 credits

This course focuses on historical perspectives on leadership: first, on real leaders over thousands of years who demonstrated leadership within multiple contexts (including politics, reform movements, diplomacy, military, business, church, sports and art); second, on writers/scholars/leaders from different historical eras and contexts who wrote about leadership and whose writings provide a means of understanding leaders acting in history. Together, these two elements of the course will reinforce each other and provide students with the opportunity to reflect on links between leadership practices and leadership concepts across a broad

spectrum of world history. The course introduces a diverse group of historical leaders: both men and women; leaders of different races and ethnicities; and persons of different national/cultural backgrounds.

### LDR-345-OL
**Leading Organizational Change**
3 credits

This course builds on the ideas introduced in Foundations of Leadership (LDR-305), strengthening the framework of the practice of leadership. Leading Organizational Change provides an in-depth exploration of the leader's primary role in organizational change and develops skills and tools that can be put to use in real leadership practice. Each student will have the opportunity to examine and discuss the leader's role, to consider how the leader can inform real or simulated change practice, and to reflect on how the leader plays a role in the success of any change initiative regardless of complexity. During this course the student engages in linking leadership theory used in Foundations of Leadership with the challenge of successfully navigating the process of implementing change initiatives.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to LDR-305 Foundations of Leadership. with a grade of C or better to succeed in this course.

### LDR-419-OL
**Nonprofit Leadership**
3 credits

Nonprofit Leadership provides students with comprehensive knowledge and approach to nonprofit leadership and management. The course covers areas essential to effective leadership in today's nonprofit organization including governance, director and board

responsibilities, social responsibility, strategic planning, fund development, financial accountability, human resources and volunteer management. Woven through the course are the three key themes of social responsibility and leadership, multisector collaboration, and service and careers in the nonprofit sector. Coupled with traditional areas of nonprofit leadership and management, these themes create the innovative educational aspects of this course.

### LDR-422-OL
**Leadership in a Global Environment**
3 credits

This course focuses on effective leadership by addressing the human side of business in multinational and multicultural organizations. The course covers a broad variety of leadership situations, leader attributes and leadership issues that arise from group processes, and the ways in which individuals influence and interact with one another in multicultural settings and separated by location.

### LDR-435-OL
**Leadership Practicum**
3 credits

This course offers a Practicum experience for students who have studied leadership in the School of Business and Management. It is the terminal course in the leadership studies area, and its intent is to let students make use of what they have learned about leadership. That is, it provides an opportunity to apply that learning to professional contexts in which they are currently involved – at work or otherwise – through a carefully designed project. In addition, the course requires that each student act as a leadership consultant (working as a member of a consulting team) to other students in the class, advising them on their leadership projects through both informal advice and formal, written critiques.

🔊 Advisory: Students must complete LDR-305 Foundations of Leadership, LDR-324 Leaders in History and LDR-345 Leading Organizational Change or their equivalences prior to enrolling in this course.

### LIB-312 -OL
**From Hansel and Gretel to The Hunger Games: An Evolution of Children's and Young Adult Literature**
3 credits

From *Hansel and Gretel* to *The Hunger Game*s: An Evolution of Children's and Young Adult Literature is a history of the portrayal of violence and more in juvenile entertainment, including literature and movies. How did utopia become dystopia? How did juvenile literature evolve from myths, fairy tales and books such as *Alice in Wonderland* to graphic novels and young adult fiction such as *The Hunger Games*? This course examines a collection of representative texts from the earliest example to contemporary works of fiction for young readers in order to study the impact it has on children and societal cultural values.

### LIB-320 -OL
**The Music of War and Peace**
3 credits

Object-oriented application development provides students with knowledge and skills for object-oriented design and implementation of software applications. Students will learn to apply object-oriented concepts in solving computational problems and implementing structured and easily maintainable software solutions. The course also covers concepts on algorithmic design for problem solving and computer language mechanics.

🔊 Advisory: This course is designed for students with a basic understanding of computer programming. Specific programming skills or previous programming experience is not required. However, object-oriented application development will be fully explored, so having a basic, working knowledge of computer programming is encouraged.

### LIB-342 -OL
**Online Obsessions: Determining and Dealing with Digital Dependency**
3 credits

This course will study online obsessions including Internet, mobile phone and video game addictions. The emphasis will be placed on a comprehensive biopsychosocial framework. Throughout, attention will be given to the impact of age and cultural factors and the idea that usage is a matter of choice. Intervention strategies will be included to obtain therapeutic information, support recovery and prevent relapse. Students will develop theoretical understanding, self-awareness and strategies for treatment. Other factors that contribute to electronic addiction will also be examined.

### LIB-360-OL
**The Ethics and Politics of War**
3 credits

The Ethics and Politics of War provides students with a historical perspective on the involvement of world powers, including the United States, in various global and local conflicts. Both the political underpinnings and the social effects of this involvement are examined from the vantage point of philosophical and political theories of war, ethics and social justice in the Western intellectual tradition. Students will assess these theories and examine their application in a variety of settings, analyzing their ethical consequences and their effect on history.

## LIB-495-GS
## LIB-495-OL
**Liberal Arts Capstone**
3 credits

Provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis of courses in a student's undergraduate academic career. Students select an area of interest related to their academic studies and engage in an activity leading to a research project, creative project or applied project reflective of comprehensive knowledge gained in undergraduate studies and demonstrate their knowledge of the outcomes of the Bachelor of Arts degree.

Advisory: Students should have completed or be near to completing all of their area of study requirements before enrolling in this course.

## LIT-202-OL
**Literary Roots of Western Culture**
3 credits

Introduces and explores literary works that have had a great influence on the culture of the Western Hemisphere.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

## LIT-205-OL
**American Literature I**
3 credits

Introduces the major works of American writers of the last half of the 19th century: Edgar Allan Poe, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville and Walt Whitman. Emphasis is on the Romantic movement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

## LIT-206-OL
**American Literature II**
3 credits

Introduces the major works of American writers of the late 19th century to the mid-20th century: Mark Twain, Henry James, F. Scott Fitzgerald, Ernest Hemingway and Zora Neale Hurston. Emphasis is on the literary movement known as Realism. In addition, this course discusses literary techniques used by writers and reading strategies.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

## LIT-221-GS
## LIT-221-OL
**Introduction to Children's Literature**
3 credits

Examines the history and diversity of children's fiction and nonfiction through examination of a variety of recommended works. Also suggests criteria for selecting and evaluating alternative books.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

## LIT-291-GS
## LIT-291-OL
**Analysis and Interpretation of Literature**
3 credits

Examines the literary elements of character, plot and symbolism through both traditional and contemporary works of short fiction, poetry and drama. Includes the perspectives of critics and noted authors.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

## LIT-301-OL
**Advanced American Literature I**
3 credits

This course is an in-depth study of early American literature. It begins with the study of Native American literature and the literature of the early explorers and settlers, and it ends with an examination of works that explore issues of race and freedom at the time of the American Civil War. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

## LIT-302-OL
**Advanced American Literature II**
3 credits

This course is an in-depth study of American literature from the late 1800s to the present. It begins by examining the regional realism reflected in late 19th-century writing and ends by critically addressing the search for identity that is characteristic of much of today's writing. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well

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### LIT-331-OL
**African Encounters**
3 credits

This upper-level course examines several autobiographies written by authors from South Africa, Zimbabwe and Nigeria. Students study how these African and South African writers use autobiography to explore and define their individual life experiences as well as the collective life experiences of a community. Students are expected to use their critical-thinking and analytical skills as they examine the components of autobiography, the internal and external encounters of each author, and the political and social dimensions of the authors' experiences.

◄)) Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

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### LIT-460-OL
**Non-Western Literature**
3 credits

Designed to help students gain familiarity with values and issues from non-Western cultures. The term non-Western literature generally refers to writings by people in any culture or

country except those of Western Europe, Ancient Greece and the United States. Literature can immerse a reader in another's mind, allowing the reader to live a different life through the writer's imagination. The unfamiliar context of the non-Western writer may challenge a Western reader in this regard. The course will cover both postcolonialism and feminist thought, examining each through non-Western eyes. At least one Western work will be introduced in each case, allowing students to contrast a typical Western point of view with the views and issues of non-Western cultures.  A third major course topic is literature in translation. We are fortunate to be able to read works of literature that date back thousands of years, but few of us can read them in their original languages.  This part of the course will look at issues concerning the translation of thoughts and ideas (specifically religious experiences) from one culture to another.

◄)) Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

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### MAN-230-OL
**Introduction to Entrepreneurship**
3 credits

Explores and relates the four drivers of enterprise development — market opportunity, mindset, product and service concepts (the "offer"), and resources and growth management — as they apply across industries, sectors, markets and regions.

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### MAN-301-EP
### MAN-301-OL
**Principles of Management**
3 credits

Provides an introduction to the study of essential principles and practices in business management. Focuses on skills involved in planning, staffing, directing, organizing and decision making in a business environment.

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### MAN-311-EP
### MAN-311-OL
**Organizational Behavior**
3 credits

Examination of individual behavior within an organizational setting. Examines the relationship of an individual and his/her personality, perceptions, motivation with the tasks assigned, groups interacted with management and the dynamics of the organization.

◄)) Advisory: This subject may be classified as either social sciences (PSY-361) or business (MAN-311) depending on the degree program.

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### MAN-331-EP
### MAN-331-GS
### MAN-331-OL
**Human Resources Management**
3 credits

An upper-level undergraduate course that focuses on human resources as the dynamic foundation for organizational competitiveness.

◄)) Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

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⌐ **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

### MAN-372-GS
### MAN-372-OL
**International Management**
3 credits

Emphasizes business behavior and organization in various cultures, and compares and contrasts their operating principles and strategies with those practiced by firms in the United States.

◄» Advisory: It is advisable to have knowledge in a course equivalent to MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

### MAN-373-GS
### MAN-373-OL
### MAN-373-TE
**Managerial Communications**
3 credits

Managerial Communications is an upper-level undergraduate course that explores key theories and strategies of contemporary organizational communications. It recognizes that challenges exist for creating and implementing effective communication both inside organizations — between individuals and groups, and outside organizations — with markets, partners and influential third parties.

### MAN-376-OL
**Leadership Communication**
3 credits

An introduction to the study and practice of leadership from a communication perspective. Particular focus on understanding leading as a symbolic process. Examination of communication concepts and skills that increase a leader's effectiveness in a variety of leadership contexts (small group, organization, community and society) and in dealing with issues of culture, gender, ethics, crisis and leader development. Students will assess and develop their leadership communication styles, behaviors and skills, and apply course concepts to real-world settings.

### MAN-415-OL
**Change Management**
3 credits

Provides students with an introduction to principles of managing change in organizations including different thinking styles regarding change management, the basic principles that apply to any complex change process and practical application on how to work with individuals, teams and organizations to master change. The course provides students with knowledge of change and the change process, an understanding of the challenges to change, models to follow to manage change, and communication strategies regarding change and consolidating change into the organization.

### MAN-425-OL
**Advanced Organizational Management**
3 credits

Addresses the role of organizational culture in enabling the successful leader to be the architect of organizational change. From a leader's perspective, the course examines organizational culture including creation of organizational values, alignment of vision and goals, creating an ethical organizational culture and succession planning. It also discusses the role of culture in introduction of new strategies, how to enable open communication for empowerment and the role of organizational culture in implementing change.

### MAN-432-GS
### MAN-432-OL
**Small Business Management**
3 credits

Provides an understanding of the tools entrepreneurs require to compete effectively in business. Accounting, marketing, finance and management of human resources are important considerations of this course.

### MAN-435-OL
**Project Management**
3 credits

Project Management provides the foundation and framework for managing projects to assure completion within budget, schedule and performance specifications. The course begins by introducing the role of project management and elements of effective project leadership. Within the modules, students are introduced to principles and tools for managing project scope, risk and cost. The course also introduces project evaluation and control methods, keys to future project success.

### MAR-301-EP
### MAR-301-GS
### MAR-301-OL
**Introduction to Marketing**
3 credits

Provides an introduction to marketing as it relates to contemporary living and society's changing needs. Topics include consumer markets, planning and forecasting, and wholesaling and retailing.

### MAR-306-OL
**Creating and Implementing the Electronic Enterprise**
3 credits

This course explores the theories and practices to achieve effective marketing

of products and services utilizing the Internet and other related digital technology. The course recognizes that electronically driven commerce is an evolving realm, one that encourages an approach to the challenges and opportunities of electronic enterprise from a problem-solving viewpoint. The course will use business cases and student-conducted research to explore the dynamic relationships between the electronic enterprise and the e-commerce marketplace. The course will also examine the broad reach of electronic enterprise, covering both public and nonprofit organizations and private corporations.

◀)) Advisory: This may be classified as either a marketing or a management course, depending on how it best fits the student's program.

### MAR-310-OL
**Principles of Sales**
3 credits

Presents the principles of selling and the role of the professional salesperson in the marketing process.

### MAR-321-TE
**Marketing Communications**
3 credits

This exam tests marketing communication (marcom) concepts (brand promotion, integrated marketing communications, promotion industry structure, Internet promotion) in the context of the marketing concepts that shape these areas. Topics covered: strategies for finding and defining markets; marketing mix, societal and relationship philosophies; systems for organizing, researching, planning and controlling marcom initiatives; print, electronic and interactive sales promotion; advertising; public relations; and direct selling strategies and venues.

### MAR-322-TE
**Sales Management**
3 credits

Surveys the role of sales management in marketing. The focus is on the principles and practices in planning, organizing and controlling the sales force.

### MAR-323-TE
**Advertising**
3 credits

This test focuses on the role, importance and applications for advertising as an element in the marketing communications (marcom) mix of the larger product-price-place promotion marketing mix. Consisting of advertising, sales promotion, packaging, branding, point-of-purchase, public relations, word-of-mouth, and event- and cause-oriented communications, marcom mix elements combine to enhance brand equity and implement social, legal, ethical, economic, creative and media aspects of integrated marketing communications (IMC) programs.

### MAR-335-OL
**New Product Development and Marketing**
3 credits

This course focuses on the development of new products and the launch of these products as part of an overall product portfolio. It includes branding and promotional strategies, product assessment and redesign, and other key product decisions that support corporate revenue strategies. The critical themes of this course are the new product development process and the application of theory to practical business situations.

◌ System Requirement: This course requires access to a computer with Microsoft Office for word processing, spreadsheets and presentations.

### MAR-411-OL
**Marketing Research**
3 credits

A comprehensive and practical overview of fundamental marketing research methods emphasizing an applied application approach, providing an understanding of hypothesis statements, the survey process, data analysis, conclusions and presentation of research results relevant to management decision making.

### MAR-441-OL
**Marketing with Digital and Social Media**
3 credits

Technology has transformed the ways that marketers must approach operations, channels and customers. Marketing professionals must look beyond current e-business fads to understand the fundamentals that will distinguish marketing leaders in the future. The focus will be on using the Internet for marketing, including how to drive new sales, and how to dovetail customer support and service activities. Marketing with Digital and Social Media will examine the history of the Internet, the basic technology involved in the architecture, the impact of technology on marketing, how to use the Web as a marketing tool, how to determine and segment markets, how the Internet fits into an integrated marketing strategy and how to apply these concepts to the student's present work, small business or future occupational needs. This course also explores the contribution of social media marketing and social media websites as they relate to the marketing efforts of businesses.

◀)) Advisory: It is advisable to have completed MAR-306 Creating and Implementing the Electronic Enterprise or MAR-301 Introduction to Marketing or a course in marketing management.

**Note:** Almost all courses are available as PA (Prior Learning Assessment) or PF (Portfolio Assessment). See Page 102 for details or go to *www.tesu.edu/degree-completion/PLA.cfm*

⌁ **System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

### MAR-479-OL
**Applied Marketing Practices**
3 credits

This course brings together marketing theory and practical experience from work-related experiences. The course provides students with opportunities to apply knowledge and experience to "real world" situations by completing a portfolio including an industry analysis and marketing plan. Each student will identify a new product or service idea, develop a business plan, test it in the marketplace, incorporate consumer responses and reactions, and devise a full product launch and marketing strategy campaign.

⌁ System Requirement: This course requires that students use Marketing Plan Pro software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

### MAT-105-OL
### MAT-105-TE
**Applied Liberal Arts Mathematics**
3 credits

This course offers a broad-based overview of mathematics intended for nonmath majors. The course emphasizes problem solving modeled on real-life applications and satisfies competency requirements for graduation and transfer. Topics include number systems, solution of basic algebraic problems, interpretation of statistical data and calculations involving geometric objects.

### MAT-115-OL
**Intermediate Algebra**
3 credits

The course affords a transition between elementary algebra and college algebra, and provides a solid foundation in the basic algebraic concepts, including linear equations and inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, parabolas and systems of linear equations.

🔊 Advisory: It is advisable to have completed elementary algebra. Students are permitted to have scientific (nongraphing) calculators in examinations. Programmable calculators are not permitted in examinations.

### MAT-119-OL
**Quantitative Business Analysis**
3 credits

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable

calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT-129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

### MAT-121-GS
### MAT-121-OL
### MAT-121-TE
**College Algebra**
3 credits

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. Students are only permitted to take one of the following courses: MAT-119, MAT-121 or MAT-129. BSBA and ASBA students are recommended to take MAT-119 or MAT-129.

### MAT-129-GS
### MAT-129-OL
**Precalculus**
3 credits

Prepares students for courses in calculus and higher mathematics and for courses in science and technology where knowledge of precalculus is required. Topics include exponential and logarithmic functions and equations; trigonometric functions, identities and

equations; applications of trigonometry; systems of equalities and inequalities; series and sequences; and analytic geometry.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. Students are permitted to have scientific (nongraphing) calculators in examinations, but programmable calculators are not permitted. BSAST and ASAST students should take MAT-121 and MAT-129.

### MAT-231-GS
### MAT-231-OL
**Calculus I**
4 credits

An intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and the area between curves.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-129 Precalculus with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

### MAT-232-GS
### MAT-232-OL
**Calculus II**
4 credits

An intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three dimensional analytic geometry and vectors, and partial derivatives.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-231 Calculus I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

### MAT-270-GS
### MAT-270-OL
**Discrete Mathematics**
3 credits

Provides tools for formal reasoning with a particular focus on applications in computer science, although no knowledge of programming is required. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), partial order and equivalence relations, Boolean algebra, switching circuits, and graphs and trees.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

### MAT-301-OL
**History of Mathematics**
3 credits

This course surveys the historical development of mathematics. Mathematical pedagogy, concepts, critical thinking and problem solving are studied from a historical perspective. The course aims at serving the needs of a wide student audience as well as connecting the history of mathematics to other fields such as the sciences, engineering, economics and social sciences.

The course explores the major themes in mathematics history: arithmetic, algebra, geometry, trigonometry, calculus, probability, statistics and advanced mathematics. The historical development of these themes is studied in the context of various civilizations ranging from Babylonia and Egypt through Greece, the Far and Middle East, and on to modern Europe. Topics covered include ancient mathematics, medieval mathematics, early modern mathematics and modern mathematics.

🔊 Advisory: It is advisable to have knowledge equivalent to MAT-231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

### MAT-321-OL
**Linear Algebra**
3 credits

This course provides the basics and applications of matrix theory and linear algebra. Emphasis is given to topics that will be useful in other disciplines, including vector spaces, linear transformations, inner products, matrix representations, binary and quadratic forms, eigenvectors and functions of matrices.

🔊 Advisory: It is advisable to have knowledge equivalent to MAT-231

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**System Requirement:** If you plan to register for OL, GS, EP, PA, NU or NG, see Page 92 for minimum system requirements.

Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

## MAT-331-OL
**Calculus III**
3 credits

Calculus III is an intensive, higher-level course in mathematics that builds on Calculus II. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers.

The course uses technology as a means of discovery for numerical, graphical and analytical solutions to problems. It also emphasizes communication skills and requires students to interpret, describe, discuss, justify and conjecture as they search for solutions to problems. Real-life applications provide links with students' everyday life. Topics covered include indeterminate forms, vector algebra and calculus in the plane and 3-space, analytic space geometry, multivariable functions, partial derivatives, gradients and real-world problems.

Advisory: It is advisable to have knowledge equivalent to MAT-231 Calculus I and MAT-232 Calculus II in order to succeed in this course. Students are responsible for making sure they have this knowledge.

## MAT-332-OL
**Calculus IV**
3 credits

Calculus IV is an intensive, higher-level course in mathematics that builds on Calculus II and III. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences,

and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers.

This course focuses on the calculus of real- and vector-valued functions of one and several variables. Topics covered include infinite sequences and series, convergence tests, power series, Taylor series, and polynomials and their numerical approximations. Applications of multiple integrals and integral transformations in two and three dimensions are also covered. It also discusses topics of vector integral calculus such as line and surface integrals, theorems of George Green, Carl Friedrich Gauss and George Strokes, and their applications to the physical sciences. This course also provides an introduction to first-order and second-order differential equations.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to Calculus I, II and III in order to succeed in this course.

## MAT-351-OL
**Mathematical Modeling**
3 credits

This course is designed to be a bridge between the study of mathematics and the application of mathematics to various fields. It provides an overview of how the mathematical pieces of an applied problem fit together. This course also presents an investigation of meaningful and realistic problems encompassing many academic disciplines including management, economics, ecology, environmental science, sociology and psychology.

Mathematical modeling is the process of creating a mathematical representation of some phenomenon in order to gain a better understanding of that phenomenon. The main goal of this course is to learn how to make creative

use of some mathematical tools, such as difference equations, ordinary and partial differential equations, and numerical analysis, to build a mathematical description of realistic problems. This includes models dealing with traffic flow, communications, energy, air pollution, currency transfer, ecosystems, inheritance, populations, bargaining and decision making.

Advisory: It is advisable to have knowledge equivalent to MAT-321 Linear Algebra I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

## MAT-361-OL
**College Geometry**
3 credits

Geometry presents a formal and fundamental development of neutral and Euclidean geometry with an emphasis on valid arguments. Non-Euclidean geometry will also be investigated. The course begins with a thorough review of geometry, including using synthetic and algebraic approaches, and continues with a selection of more advanced topics. Topics covered include two- and three-dimensional shapes, proving triangles congruent or similar, quadrilaterals, circles, plane geometry and non-Euclidean geometry.

Advisory: It is advisable to have knowledge equivalent to at least one college-level math course in order to succeed in this course. Students are responsible for making sure they have this knowledge.

## MAT-401-OL
**Mathematical Logic**
3 credits

Logic is often defined as the analysis of methods of reasoning. The mathematical logic is the study of

mathematical reasoning and proof. This course starts off with the introduction to propositional calculus, the basics to the course;  then it focuses on the first-order logic and model theory.  Topics covered include the metatheorems dealing with the properties of soundness, completeness, decidability and consistency.  The final part of the course is about formal number theory.

◀» Advisory:  This is an upper-level mathematics course.  It is advisable to have knowledge equivalent to 6 credits of upper-level (300/400) courses in mathematics in order to succeed in this course.

### MUS-220-OL
**Music History I**
3 credits

Music History I examines the history of Western music through 1750, stressing the origin and evolution of musical forms and musical styles and the important composers from each of the time periods from antiquity through the Baroque. The student will also be placing this knowledge in the broader cultural context of each period.

◀» Advisory: An ability to read music is a requirement for this course.

### MUS-221-OL
### MUS-221-TE
**Music History II**
3 credits

Music History II examines the history of Western music from the Classical Period through the present day, stressing the origin and evolution of musical forms and musical styles and the important composers since 1750. The student will also be placing this knowledge in the broader cultural context of each period.

◀» Advisory: An ability to read music is a requirement for this course.

### NEG-401-TE
**Negotiations and Conflict Management**
3 credits

This exam tests content covered in a one-semester course. It focuses on the conceptual framework of negotiations as practiced in the public and private sectors. Topics include: concepts, processes, strategies and ethical issues related to negotiations; the theory, processes and practices of negotiation, conflict resolution and relationship management in a variety of situations; effective versus ineffective strategies; and patterns of negotiation and conflict resolution in multicultural contexts.

### NUC-238-OL
**Radiation Analysis Laboratory**
1 credit

This course provides general information that a student will need to prepare for work in a radiologically controlled area. It describes radiation and contamination, their health effects, their sources, how they are monitored, controlled and measured, personal responsibilities, and how to work safely in areas where they are found.

### NUC-303-OL
**Nuclear Physics for Technology**
3 credits

Provides students with fundamental concepts of atomic and nuclear physics, nuclear reactor physics and nuclear reactor operations. It includes a background in atomic and nuclear physics, nuclear reactions and elementary particle interactions as well as the theory of nuclear reactor design for steady state and transient conditions, reactor control and reactor operations.

### NUC-342-OL
**Radiological, Reactor and Environmental Safety**
3 credits

Provides basic concepts and applications in health physics and environmental aspects of nuclear power generation. The topics covered include the biological effects of radiation, dose-rate evaluation, radiation monitoring, radiological safety, reactor effluents and radioactive waste disposal, regulations governing radiation exposure and the release of radioactivity into the environment, and the environmental impact of nuclear power plants.

### NUC-351-OL
**Nuclear Instrumentation and Control**
3 credits

Encompasses the principles of operation of various types of instruments in the nuclear industry to measure temperature, pressure, level, flow, position and radiation. The student will gain a broad range of working knowledge of temperature, pressure, level and flow sensors, position indicators, radiation detectors and control systems. Component theory and design, system hardware and integrated operation as applied to commercial nuclear systems will be explored.

### NUC-365-OL
**Reactor Fundamentals**
3 credits

This course is a study of fundamentals associated with neutron properties and behavior in light water reactors. Course content includes mass-energy relationships, binding energy, radioactivity, neutron reactions with matter, neutron cross sections, flux, neutron reaction rates, fissionable and fissile fuels, fission reaction, neutron production, neutron life-cycle, four-factor and six-factor formula, the effect

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of reactivity on neutron multiplication, neutron flux and reactor power, reactivity, subcritical multiplication, prompt and delay neutron factors and neutron sources. The course topics also include reactor period, reactivity coefficients, control rod worth, fission product poisons, fuel burn-up and decay heat removal when the reactor is shut down.

### NUC-380-OL
**Nuclear Rules and Regulations**
3 credits

This course examines national and international guidance organizations and the United States government rules and regulations that govern the protection of workers, the environment and the public from both radioactive materials and machine produced radiation, throughout their life cycles. With the objective of presenting as holistic a regulatory picture as possible, the focus will be on the regulations that originate from the following agencies: Nuclear Regulatory Commission, Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation and the Food and Drug Administration. The regulations of each agency will be accessed and analyzed with the emphasis on "real world" regulatory compliance scenarios.

### NUC-402-OL
**Nuclear Materials**
3 credits

Nuclear Materials is a study of materials used in nuclear engineering applications. It is designed to provide an understanding of atomic bonding; crystalline and noncrystalline structures; diffusion; failure analysis and prevention; kinetics; mechanical and thermal behavior; phase diagrams; ceramics; polymers; composites; and materials used in engineering designs. The course also includes descriptions of characteristic properties and methods

conducting common tests and interpreting results.

### NUC-412-GS
### NUC-412-OL
**Radiation Biophysics**
3 credits

Covers the interaction of radiation with living organisms, examining in detail the chemical changes caused by that interaction.

🔊 Advisory: It is advisable to have NRRPT Certification or courses in nuclear physics and radiation biology and a working knowledge of calculus, physics, chemistry and biology.

### NUC-413-GS
### NUC-413-OL
**Radiation Interactions**
3 credits

Studies the interaction of charged particles with matter.

🔊 Advisory: It is advisable to have knowledge in a course equivalent to NUC-412 Radiation Biophysics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

### NUC-490-OL
**Nuclear Technology Assessment/ Career Planning**
3 credits

Nuclear Technology Assessment/Career Planning is an in-depth, student centered activity that requires the integration of current nuclear employment, nuclear technology self-assessment resulting in the development of a comprehensive vitae, practical career planning and interviewing strategies and applied advanced math applications to nuclear engineering technology situations.

Students will research real-world nuclear employment and participate in career focused activities that includes building a professional resume and knowing how to interview successfully. This includes seeking a job, a promotion and/or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, NUC-303 Nuclear Physics for Technology, EGM-321 Thermodynamics, EGM-323 Heat Transfer, EGM-331 Fluid Mechanics, NUC-365 Reactor Fundamentals, NUC-331 Primary Reactor Systems, NUC-351 Nuclear Instrumentation and Control, NUC-412 Radiation Biophysics, NUC-413 Radiation Interaction or NUC-342 Radiological, Reactor, Environmental Safety, ELE-211 DC Circuits or ELE-212 AC Circuits, NUC-402 Nuclear Materials, and NUC-358 Radiation Safety Laboratory.

### NUC-495-OL
**Nuclear Energy Engineering Technology Capstone**
4 credits

The Nuclear Energy Engineering Technology Capstone is an online portfolio development experience that requires students to recap past academic, professional and personal learning experiences and use the accumulated information learning statements that directly relate to the Nuclear Engineering Technology degree objectives. The learning statements must be supported by documented experiential evidence that demonstrates that the effective application of the learning supports that the objectives have been met. Students, under the guidance of a mentor, spend the semester developing learning statements and compile appropriate evidence.

Prerequisite: NUC-490 Nuclear Technology Assessment/Career Planning

## NUR-320-NU
### Introduction to Professional Nursing
7 Credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing.

**Note:** This campus-based course is designed to be taken concurrently with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice. NUR-328 is a prerequisite for this course.

## NUR-328-NU
### Health Assessment and Health Promotion
3 credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

This course introduces the student to the process of systematic and comprehensive health data collection and assessment. Emphasis is placed on strategies for interpersonal communication, skillful examination techniques and data validation. Culturally and age appropriate health promotion and disease prevention activities are explored.

**Note:** This campus-based course is designed to be taken concurrently with NUR-340 Nursing Informatics and NUR-342 Advancing Nursing Practice.

## NUR-340-NU
### Nursing Informatics
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program and to nonenrolled RNs.

Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. The use of electronic technologies in nursing practice, administration, education and research is explored. Learning experiences are provided to develop the basic skills nurses need to practice competently in an electronic healthcare environment. A reflective learning portfolio, initiated in the course, is used to validate professional and academic achievements and growth throughout the baccalaureate program.

## NUR-342-NU
### Advancing Nursing Practice
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program and to nonenrolled RNs.

This course creates a foundation for transition to baccalaureate degree nursing practice. An overview of professional practices, standards, and models of clinical competence is provided. Issues related to current nursing practice within the complex healthcare environment are examined. The contemporary role of the baccalaureate prepared nurse is explored. A reflective learning portfolio will serve as a means to validate professional and academic achievements and growth throughout the program.

## NUR-400-NU
### Nursing Care Across the Lifespan
8 credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

This course prepares the student with the knowledge, skills and attitudes required to provide safe, quality nursing care to the childbearing, childrearing and gerontological client. Family-centered care, including health education and advocacy, are emphasized as essential to ensure high-quality health outcomes. Nursing care for clients with selected altered health states are discussed with application to client-focused clinical practice.

**Note:** This campus-based course is designed to be taken concurrently with NUR-418 Research in Nursing and NUR-531 Nursing Informatics: Concept and Issues.

Prerequisites: Completion of NUR-320, NUR-328, NUR-340 and NUR-342.

## NUR-410-NU
### Nursing Care of Vulnerable Populations
8 credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students are provided with the opportunity to examine the needs of individuals, families and populations who are experiencing vulnerability at the emotional and physiological levels. Using the nursing process, students identify client learning needs and implement measures to decrease risk and facilitate health promotion, maintenance and restoration. Evidence-based practice and professional nursing standards are used to validate judgments and enhance critical thinking in the provision of safe, quality care. Professional role performance is broadened by caring for clients with complex health needs in a variety of acute and community–based settings.

**Note:** This campus-based course is designed to be taken concurrently with NUR-443 Public Health Nursing and NUR-529 Health Policy.

Prerequisites: Completion of NUR-400, NUR-418 and NUR-531.

### NUR-416-NU
**Health Assessment**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program prior to July 1, 2013.

This course focuses on comprehensive health assessment skills. Using a lifespan approach, students examine the components of health. Physical, cultural, psychosocial, spiritual and nutritional variables are examined through the use of health history and health assessment. Emphasis is placed on physical examination, diagnostic reasoning and the use of nursing process. Alternative and complimentary health practices are discussed as strategies to improve and maintain healthy lifestyles.

### NUR-418-NU
**Research in Nursing**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program and to nonenrolled RNs.

The course is designed to increase the professional nurse's knowledge and use of the research process. Emphasis is placed on reading, interpreting and evaluating research findings, including considering ethical and practical aspects, as a basis for evidence-based nursing practice.

Prerequisites: Statistics

### NUR-420-NU
**Integrating Advanced Nursing Concepts**
9 credits
Open only to students enrolled in the Accelerated 2nd Degree BSN Program.

In this course, students integrate advanced nursing concepts and leadership principles to plan and implement care for clients with critical care needs. Contemporary issues related to professional nursing practice are analyzed for their impact on the client, nurse and the healthcare system. Assimilation into the professional nursing role is initiated with a final clinical transition experience designed to promote student independence and accountability through guidance and collaboration with nurse preceptors and other health team members. Regular clinical hours may vary during this rotation. The student will work the same shift as the assigned nurse preceptor.

**Note:** This campus-based course is designed to be taken concurrently with NUR-428 Leadership and Management in Nursing and NUR-445 Validating Nursing Competence.

Prerequisites: NUR-410, NUR-443 and NUR-529.

### NUR-428-NU
### NUR-428-Leadership Exam
**Leadership and Management**
in Nursing
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program and to nonenrolled RNs.

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored.

**Note:** Credit can be earned for this course through the Leadership Exam option. Nurses who have leadership experience should contact their nursing advisor. This exam is only open to leadership experience registered nurses.

### NUR-441-NU
**Community Health Nursing**
7 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program prior to July 1, 2013.

The promotion of health and prevention of illness is the focus of the Community Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning, set the foundation for students to examine and critically think about the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisites for RN-BSN/MSN students: Completion of all other nursing requirements except NUR-500-NG Seminar in Clinical Competence; completion of all general education requirements; evidence of current RN licensure.

**Note:** See *W. Cary Edwards School of Nursing Student Handbook* for RN-BSN/MSN students for prerequisite policy.

### NUR–443-NU
**Public Health Nursing**
4 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program on/after July 1, 2013, and to nonenrolled RNs.

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social sciences as well as knowledge gained from previous learning set the foundation for students to critically analyze the health of selected populations in a community.

Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisite: Successful completion of an undergraduate statistics course, evidence of current RN license and current malpractice insurance. Nursing advisor approval is required. All other nursing courses except NUR-445 and 6 credits of general education must be completed.

## NUR-445-NU
**Validating Nursing Competence**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN degree program on/after July 1, 2013, and to nonenrolled RNs.

In this course, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. NUR-445, a Capstone course, is the final course in the BSN program.

Prerequisite: All other requirements for the BSN degree with exception of three General Education credits taken concurrently. Nursing Advisor approval is required.

## NUR-500-NG
**Seminar in Clinical Competence Graduate**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN and the MSN degree programs prior to July 1, 2013.

This course requires students to develop an e-Portfolio using critical and reflective thinking skills and transformative learning. The e-Portfolio provides evidence of the students clinical competence in a selected area of clinical practice and academic performance. The course is designed as the final course in the BSN program.

Prerequisite:s for RN-BSN/MSN students: All other requirements for the BSN degree must be completed.

**Note:** See W. Cary Edwards School of Nursing Student Handbook for RN-BSN/MSN students for prerequisite policy.

## NUR-516-NG
**Advanced Health Assessment Graduate**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN and MSN degree programs and to nonenrolled RNs with a BSN degree.

This course focuses on the acquisition of advanced health assessment and clinical reasoning skills. Students apply the diagnostic (clinical) reasoning process to develop a comprehensive plan of care for patients in a variety of settings throughout the life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention, and risk assessment.

## NUR-529-NG
**Health Policy Graduate**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN and MSN degree programs and to nonenrolled RNs with a BSN degree.

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces, and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

## NUR-531-NG
**Nursing Informatics: Concepts and Issues Graduate**
3 credits
Open only to Thomas Edison State University students enrolled in the BSN and MSN degree programs and to nonenrolled RNs with a BSN degree.

Nursing Informatics combines knowledge and skills from nursing science, computer science, information science and cognitive science, to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses.

🔊 Advisory: A course equivalent to NUR-340-NU Nursing Informatics is required to be successful in NUR-531- NG. Students are responsible for ensuring they have acquired the knowledge needed prior to registering for NUR-531-NG.

## OPM-301-OL
## OPM-301-TE
**Operations Management**
3 credits

This course is focused on transforming inputs (labor, material and capital) through a value-added process to produce goods and services. The course covers the functional aspects

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of operations in terms of forecasting, system design, process selection, design of facility layouts and work systems, quality, inventory management, production scheduling, lean operations and project management within a domestic and global business environment.

◀ Advisory: The online course requires access to a computer with Microsoft Excel and a DVD drive. It is advisable to have knowledge in a course equivalent to STA-201 Principles of Statistics and MAN-301 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge.

## OPM-411-OL
**Total Quality Management**
3 credits

Total Quality Management explores the theories, concepts and techniques of total quality management (TQM). The course examines the origins of TQM and how its techniques and tools can be properly integrated into both for-profit and not-for-profit organizations. Specific topics discussed in the course are the impact of quality on profitability, Lean operations, Six Sigma, global effectiveness, quality culture and employee empowerment.

◀ Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

## OPM-415-OL
**Logistics**
3 credits

Focuses on the corporate functions of demand and supply management, inventory control, warehousing and transportation and, in particular, how these functions are changing to accommodate the integration and coordination of activities in a global supply chain.

◀ Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management and CIS-301 Management Information Systems with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

## OPM-420-OL
**Supply Chain Management**
3 credits

Discusses the seamless flow of information and goods from the suppliers' suppliers to the customers' customers in the context of profits based on common goals, shared resources and mutually beneficial relationships. Course stresses the ways that corporate and national boundaries become transparent to the movement of goods and services.

◀ Advisory: It is advisable to have knowledge in a course equivalent to OPM-411 Total Quality Management and OPM-415 Logistics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

## PHI-130-TE
**Introduction to Critical Reasoning**
3 credits

This TECEP® tests the ability to conceptualize, question and analyze

beliefs and ideas. It focuses on the meaning of critical reasoning and the value of critical self-reflection. It assesses the ability to recognize and understand various fallacies as obstacles to clear thinking and to identify, construct and appraise different types of arguments.

## PHI-286-OL
**Contemporary Ethics**
3 credits

Examines contemporary ethical conflicts using a case study approach. Provides students with the intellectual tools needed to analyze moral dilemmas.

## PHI-370-OL
**Philosophy of Religion**
3 credits

Explores the philosophical issues involved with religion as a universal human phenomenon. Topics include definitions of religion, proofs for the existence of God, the nature and variety of religious experience, the immortality of the soul, the problem of evil, the relation between religion and ethics, and the relation between science and religion. The course examines the philosophy of religion from a multicultural perspective. It includes readings from the most influential religious traditions.

◀ Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

## PHI-384-GS
## PHI-384-OL
**Ethics and the Business Professional**
3 credits

Prepares students to meet the ethical demands facing employees in modern

organizations. Places emphasis on equipping participants with the concepts, strategies and skills needed to improve ethical performance. Students will assess and develop their ability as ethical decision makers.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

### PHI-475-OL
**Biomedical Ethics**
3 credits

Biomedical Ethics is an exploration of complex contemporary ethical problems from the fields of biomedicine, healthcare and environmental studies. Students will apply classical and contemporary ethical and moral theories, along with the principles of scientific integrity, to a range of problems such as human experimentation and informed consent, end-of-life issues, reproductive technology, genetic privacy, abortion, resource allocation and the responsibilities of humans toward their environment. Case studies will play an integral role in the evaluation of these topics. Students will be asked to think critically about these issues, and they will be required to make and defend principled moral judgments in their written assignments.

### PHO-101-OL
**Introduction to Photography**
3 credits

Develops the skills needed to use photography effectively and confidently. The course emphasizes visual awareness. Students examine the work of professional photographers and use the Internet to create and share photo albums of their exercises and to interact frequently with other participants.

Advisory: For the online course students will need either a digital SLR camera or a 35mm film SLR camera that allows manual control of shutter speed, aperture and focusing distance. Whether students use a digital camera or 35mm camera, the camera needs to be "adjustable," that is, it must have, at minimum, the option of manually selecting the shutter speed, aperture and focusing distances. Automatic cameras are acceptable as long as students can override the aforementioned automatic features and control them manually. Generally, this will entail having a single-lens reflex (SLR or D-SLR) camera with manual controls and interchangeable lenses (a normal lens is sufficient). Fully automatic or point-and-shoot cameras without manual capabilities are not acceptable for this course. Expect to use about 10 rolls of 24-exposure 35mm color negative film. In addition to the cost of film, students will need access to a film processing service providing digitalization of processed 35mm film.

### PHY-111-OL
**Physics I**
3 credits

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

Advisory: This course does not contain a lab component. Students who need a Physics I course with lab should enroll in PHY-115 Physics I with Lab. It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

### PHY-112-OL
**Physics II**
3 Credits

Physics II is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics.

Advisory: This course does not contain a lab component. Students who need a Physics II course with lab should enroll in PHY-116 Physics II with Lab. It is advisable to have knowledge in a course equivalent to PHY-111 Physics I and MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in exams.

### PHY-115-OL
**Physics I with Lab**
4 credits

Physics I with Lab is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics I with Lab requirement. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

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## PHY-116-OL
**Physics II with Lab**
4 credits

Physics II with Lab is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to PHY-111 Physics I and MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics II with Lab requirement. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in exams.

## PHY-128-OL
**Physics I Lab**
1 credit

Physics Lab I is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics I.

Advisory: This is a six week lab course. It should be taken by students who already have the knowledge equivalent to a 3-credit general physics I course. This course cannot be taken concurrently with PHY-111. Students who need a Physics I course with lab should enroll in PHY-115 Physics I with Lab.

## PHY-129
**Physics II Lab**
1 credit

Physics Lab II is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics II.

Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3-credit general physics II course. This course cannot be taken concurrently with PHY-112. Students who need a Physics II course with a lab should enroll in PHY-116 Physics II with Lab.

## PLA-100-OL
**Introduction to Prior Learning Assessment**
1 credit

This course introduces the concept of prior learning assessment (PLA) — how learning gained from work and life experiences could potentially earn college credit — and covers learning styles, PLA options that can lead to college credit at Thomas Edison State University and factors leading to program success. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge. By successfully completing this course, students will have a good understanding of the next steps to take and the ways PLA can expedite degree completion.

Advisory: All students who are interested in pursuing portfolio development and prior learning assessment will need to take this course, unless they have already successfully completed a PLA course. A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

## PLA-200-OL
**Introduction to Portfolio Development**
2 credits

This course builds upon the knowledge and reflection acquired in PLA-100 Introduction to Prior Learning Assessment. This course will help students identify courses and subject areas that best match their selected college-level knowledge base. Students will plan each segment of their portfolio and will use course objectives to create a detailed outline. This outline will delineate topics for development based upon the knowledge, theoretical understanding and applied learning retrieved from work, community and personal experiences.  As a result of this course, students will be prepared to complete their written portfolio.

Advisory: A student's success in this course will depend partly on how well the student expresses him/herself. Therefore, the students are strongly advised to have taken ENC-101 English Composition I and ENC-102 English Composition II (or their equivalents) before taking this orientation to prior learning assessment.

## POS-101-TE
**Introduction to Political Science**
3 credits

This course will explore the nature of political science, with emphasis on political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies.

## POS-110-GS
## POS-110-OL
**American Government**
3 credits

Explores the development and nature of

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American political culture, constitutional and structural arrangements, policy-making processes and sources of conflict and consensus.

### POS-282-TE
**Introduction to Comparative Politics**
3 credits

This exam tests content covered in a one-semester course in comparative politics. It focuses on the public sphere of politics and power relations and the comparison of types of government and political systems. Topics include: basic concepts in social science, comparative political theory and methodology; the nature of the state and comparisons of authoritarian, totalitarian and democratic state forms; the concept of democracy and democratization; the institutional features of government and governance; how variables shape outcomes in politics; ideology and government policy processes; and a comparison of government structure across regions.

### POS-310-GS
### POS-310-OL
**Constitutional Issues**
3 credits

Examines critical constitutional issues, including capital punishment, abortion and affirmative action. Covers, among other issues, landmark U.S. Supreme Court cases that have helped define the Bill of Rights.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory political science course.

### POS-315-OL
**International Relations I**
3 credits

This course reviews paramount events and processes that have shaped global international relations in the modern era. Since the complex practice of international politics is studied through an extensive variety of methods, principles and conceptual approaches, the course is designed to familiarize student with the most common ones in the field. The purpose of this intellectual pursuit is to enhance students' capacity to analytically and systematically explore relevant domestic and international developments.

### POS-420-OL
**Conflict in International Relations**
3 credits

In tandem with burgeoning globalization and economic cooperation, modern international relations continue to be characterized by strife and violence, perhaps to an unprecedented degree. Conflict in International Relations examines the sources responsible for international strife and their effect by exploring the dynamics of conflict and aggression among individuals, groups, states and in the international system. Issues to be studied include the causes of war, politics of revolution and insurgency, the logic of terrorism and the nuclear predicament – as explained by current and past theorists and practitioners. The latter part of the course reviews possible mechanisms for managing international conflicts and perhaps even reducing them to a minimum.

Advisory: To be successful in this course, students should have earned 6 credits in political science or have comparable knowledge and experience.

### PSG-101-OL
**Theoretical Fundamentals of Polysomnography**
3 credits

This course will provide a history and overview of the polysomnographic (PSG) discipline. It will, in conjunction with related clinical courses, cover the fundamentals of PSG: roles, ethics and professional behavior; basic sleep physiology; basic PSG related equipment; and the basic therapeutic interventions for patients suffering sleep disorders.

### PSG-102-OL
**Instrumentation Theory**
3 credits

This course provides an overview of the basic electrical principles involved in polysomnographic (PSG) recording. The course covers, in detail, issues related to patient safety, operation of PSG equipment, recording specifications involved in data acquisition, troubleshooting of recording equipment and patient documentation.

### PSG-103-OL
**Polysomnography Scoring**
3 credits

This course provides a solid foundation in the principles, techniques and concepts related to polysomnographic scoring. The course covers the fundamental concepts of sleep staging, arousal recognition and scoring, and event scoring for respiratory, limb and cardiac events, and outlines the standard scoring practices currently in use.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this course.

### PSG-104-OL
**Sleep Disorders**
3 credits

Sleep Disorders provides students a solid foundation in the classification, evaluation and differential diagnosis of sleep and arousal disorders. The course covers the classification of sleep disorders into appropriate categories, diagnostic

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criteria, essential and associated features, and polysomnographic evaluation of sleep disorders. It also reviews the most common sleep and arousal disorders in adults and children, focusing on those disorders evaluated using polysomnography or other objective clinical measures.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this course.

**PSG-105-OL**
**Clinical Patient Management**
4 credits

This course is the second of two blended courses (online and clinical) in which the learner studies (online) and applies (clinical) the concepts and techniques of patient care and management.

Prerequisite: PSG-200 Clinical Fundamentals of Polysomnography must be successfully completed before taking this course.

**PSG-200-OL**
**Clinical Fundamentals of Polysomnography**
6 credits

This course is a blended course (online and clinical) in which the learner studies (online) and applies (clinical) the fundamental concepts and techniques of Polysomnography.

Prerequisites: PSG-101 Theoretical Fundamentals of Polysomnography must be successfully completed before taking this course. Prior to beginning this course, students must pass a drug screen, a criminal background check and a required health screen.

**PSY-101-EP**
**PSY-101-GS**
**PSY-101-OL**
**Introduction to Psychology**
3 credits

This course provides a broad general introduction to psychology and examines its basic subject matter, its approaches to gathering and evaluating evidence about the causes and correlates of behavior, and the ways psychological knowledge can be applied to improve the quality of individual and community life.

**PSY-211-EP**
**PSY-211-GS**
**PSY-211-OL**
**Developmental Psychology**
3 credits

Developmental Psychology introduces the theories, methods and research findings associated with the study of the human life span. The course examines the developmental process from birth through old age.

**PSY-270-TE**
**Psychology of Women**
3 credits

This test examines the psychology of women, including gender role development; achievement; work; relationships; sexuality; physical and psychological health; violence against women; and older adulthood.

**PSY-300-EP**
**PSY-300-GS**
**PSY-300-OL**
**Thanatology: An Understanding of Death and Dying**
3 credits

This course provides an introduction to the concept of death in society. It is designed to help students understand the many dimensions of death and

to become empathetic and effective caregivers.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-317-GS**
**PSY-317-OL**
**Worlds of Childhood**
3 credits

This course looks at child development in context, showing that the intersecting worlds of family, neighborhood, school and culture are no less important than biology in understanding the growth of children.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-322-EP**
**PSY-322-GS**
**PSY-322-OL**
**Research in Experimental Psychology**
3 credits

An introduction to the research methods used by experimental psychologists, this course provides examples of research studies from a variety of areas of experimental psychology and offers an understanding of the knowledge these studies have produced.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

**PSY-331-EP**
**PSY-331-GS**
**PSY-331-OL**
**Introduction to Counseling**
3 credits

This course offers a discussion of the theories and techniques of counseling, with an emphasis on developing listening, attending and observational skills.

◀ッ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-350-EP**
**PSY-350-GS**
**PSY-350-OL**
**PSY-350-TE**
**Abnormal Psychology**
3 credits

This course explores the complex causes, manifestations and treatments of common behavioral disorders.

◀ッ Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

**PSY-352-EP**
**PSY-352-OL**
**Psychology of Personality**
3 credits

This course surveys major theoretical approaches to the study of personality. Students explore concepts regarding the basic components of personality, processes underlying behavior and methods of research. Both scientific discoveries and personal insights are explored.

◀ッ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-360-GS**
**PSY-360-OL**
**Organizational Theory**
3 credits

This course explores organizational structures, processes and outcomes and also examines the history of organizational theory through the words and ideas of major theorists.

◀ッ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-363-EP**
**Industrial Psychology**
3 credits

Industrial Psychology emphasizes the application of psychological theories and research to staffing and development functions.

◀ッ Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology or SOC-101 Introduction to Sociology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

**PSY-370-EP**
**Introduction to Social Psychology**
3 credits

This course introduces the field of social psychology, its theories and its research methods and findings.

◀ッ Advisory: This is an upper-level course. Students should have knowledge

equivalent to an introductory psychology course.

**PSY-374-OL**
**Physiological Psychology**
3 credits

Physiological Psychology provides an introduction into the biological basis of behavior. This course explores the structure and function of the nervous system and its relationship to behavior, emotion, and cognition. Students examine how this system regulates our levels of wakefulness, sleep and emotional expression. Topics include neural anatomy, sensory and motor systems, learning and memory, cognition, emotion, sleep, and psychological disorders. The relationship of the mind with psychological disorders such as addiction, depression, Autism, and schizophrenia are also studied.

**PSY-379-GS**
**PSY-379-OL**
**Social Psychology**
6 credits

Social Psychology explores how humans think and behave in social situations. The course examines concepts such as perception, thinking, evaluating the social world and application of social psychology to legal and health environments.

◀ッ Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

**PSY-400 -OL**
**History and Systems of Psychology**
3 credits

History and Systems of Psychology provides an overview of the prominent figures, developments and ideas

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that shaped the history of psychology as an academic discipline. Theoretical viewpoints such as psychodynamic, Gestalt, behavioral and cognitive psychology are examined in terms of their scientific antecedents, philosophical foundations, and sociocultural determinants.

### REL-275-OL
**An Introduction to Islam**
3 credits

This course provides a comprehensive introduction to Islam as a religion, a civilization, a world culture, a human community and a political entity. It covers the entire period from the rise of Islam in the seventh century down to the present day. Touches on religious studies, history, sociology and philosophy.

### REL-405-GS
### REL-405-OL
**World Religions**
3 credits

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism and Shinto as well as the western religions of the Book: Judaism, Christianity and Islam.

📢 Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

### REL-406-GS
### REL-406-OL
**Eastern Religions**
3 credits

A detailed examination of the major expressions of Asiatic religions, with special attention to Hindu, Buddhist, Jain, Confucian, Taoist and Shinto traditions. Samples of key texts drawn from the sacred writings of each tradition will be examined.

📢 Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

### REL-407-GS
### REL-407-OL
**Western Religions**
3 credits

Judaism, Christianity and Islam receive detailed attention in the course, together with new religious movements. Samples of key texts drawn from the sacred writings of each tradition will be examined.

📢 Advisory. This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

### RPT-260-OL
**Radiation Detection and Instrumentation**
3 credits

This course analyzes the multi-dimensional aspects of choosing, utilizing and maintaining a radiation protection instrument program. Students will explore the basic theories associated with the instrumentation, and the need to programmatically care and control for the equipment. Learners evaluate the foundational tenets of the legal aspects

of these devices, and their role in nuclear, personnel and public safety.

### RPT-490
**Radiation Protection/Health Physics Assessment/Career Planning**
3 credits

Radiation Protection/Health Physics Assessment/Career Planning is an in-depth, student-centered course that requires the integration of research in current radiation protection/health physics employment. It includes:
• a radiation protection/health physics technology self-assessment;
• practical career planning;
• development of a comprehensive curriculum vitae (CV);
• interviewing strategies; and
• application of advanced math applications to radiation protection/health physics technology situations. Students will participate in career-focused activities that include building a professional CV and demonstration of successful interviewing techniques. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or movement to a new skill area.

### SOC-101-EP
### SOC-101-GS
### SOC-101-OL
**Introduction to Sociology**
3 credits

This course examines the broad range of human social relationships and structures and the many forces – historical, cultural and environmental – that shape them.

**SOC-210-EP**
**SOC-210-GS**
**SOC-210-OL**
**SOC-210-TE**
**Marriage and the Family**
3 credits

Explores the various approaches to studying the family. Also covers the varieties of family forms, the family life cycle and some problems facing U.S. families.

**SOC-242-OL**
**Juvenile Delinquency**
3 credits

Provides an analysis of the environmental and internal factors that influence or determine delinquent behavior. Various biosocial, psychological and sociological theories are presented to help explain the actions of individual juvenile offenders. The prevention and treatment of delinquent behavior is examined by focusing on the roles of parents/ guardians, school, church, police, business community, community agencies, and the juvenile justice and correctional system.

**SOC-291-OL**
**Criminology**
3 credits

Sociological analysis of criminal behavior and the criminalization process. Course is a systematic study of criminal and delinquent behavior in the U.S. including variations, ramifications, explanations, measures of control and treatment. Topics include the field of criminology; crime in the modern world, basic locations of crime; major deviations, violence and vocational patterns; juvenile delinquency; addiction; crimes of violence; criminal careers and organized crime; white-collar crime; critical issues in crime causation; nature of punishment and trends in punishment; and law enforcement: police, courts and the penal code.

**SOC-315-EP**
**SOC-315-GS**
**SOC-315-OL**
**Social Gerontology**
3 credits

This course provides an understanding of the processes of aging, examines old age as a stage of life and discusses the impact of aging on society and of society on aging.

**SOC-322-GS**
**SOC-322-OL**
**Cultural Diversity in the United States**
3 credits

Cultural Diversity in the United States investigates and explains the cultural, racial and ethnic diversities in the United States through the lens of sociological investigation. Using fundamental tools of sociological inquiry and cultural learning, students engage in a socio-historical discovery of various waves of immigration, amalgamation and assimilation to the United States. Political and policy initiatives that have affected diversity movements and the development of civil society in the United States are also examined.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

**SOC-361-GS**
**SOC-361-OL**
**Complex Organizations**
3 credits

This course introduces students to the foundations of complex organizations and the challenges of organizational life in modern society. The course will examine several important topics including, but not limited to, the history and function of complex organizations, institutional power and culture, and issues of communication and diversity. Complex Organizations will help students to apply organizational concepts to the workplace and in their everyday lives.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

**SOC-362-GS**
**SOC-362-OL**
**Sociology of Work**
3 credits

Sociology of Work analyzes the many forces that shape today's workplace and the lives of workers. This course begins by examining the historical and conceptual foundations of the sociological study of work. It then moves on to discuss changes in the workplace in the last century. In addition, the course analyzes workplace issues such as global, social, economic and cultural trends; gender and racial inequality; varied types of work; and the interplay between work and personal life.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

**SOC-376-OL**
**Women and Social Action**
3 credits

Examines the impact that gender stereotypes and barriers have on women's lives and how they intersect with other systems such as age, class, disability, ethnicity, race, religion and sexual orientation.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

## SOC-384-OL
### Gangs
3 credits

This course examines the most salient and contemporary issues in the study of gangs in American society that include the prevalence, structures, norms and behaviors exhibited by gang members. It explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs and violence and drugs are also examined. The design and effectiveness of prevention, intervention and suppression policies and programs developed in response to this phenomenon are assessed.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

## SOC-387-OL
### Modern Sociological Foundations
3 credits

Provides a foundation for an in-depth analysis of social structures. Using the enduring constants of sociological theory such as macro versus micro analysis, agency versus structure, consensus versus conflict and cultural versus economic factors, the course guides students through the study of the classical formulations of modern sociological theory by examining the works of Karl Marx, Max Weber, Emile Durkheim and Talcott Parsons.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

## SOC-417-OL
### Contemporary Sociological Theory
3 credits

This course explores recent and contemporary sociological theories in an effort to help students understand how society functions. It examines the theories of George Simmel, George Herbert Mead, Anthony Giddens, Jürgen Habermas and Pierre Bourdieu, providing students with the opportunity to explore and compare the sociological ideas of these theorists. The course also considers the concept of a shift from modernity to postmodernity in sociological theory in order to provide students with the opportunity to critically examine the thrust of sociological theory in the present day. Students will be expected to critically examine whether/how the theories relate to real-world situations and events.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

## SOS-110-OL
### Living in the Information Age
3 credits

This course is designed especially for students who are re-entering academic study after a considerable hiatus in their formal schooling. Through interactive instructional software, students evaluate and strengthen their academic skills in writing, mathematics and basic information skills. In addition, through the use of different types of computer technology and by completing course assignments, students learn about the ways in which computer technology has changed and is still changing education, work, society and daily life. Learning activities include reading articles on technical subjects written for general audiences as well as writing essays and discussing topics ranging from future careers to Internet privacy.

## SOS-150-OL
### Self-Assessment and Career Exploration
3 credits

Based on the National Occupational Information Coordination Committee (NOICC) guidelines for adult competencies, this course is designed to help participants meet the suggested competencies for self-knowledge, educational and occupational exploration, and career planning.

## SOS-304-GS
## SOS-304-OL
### Drugs and Society
3 credits

This course examines the physiological, psychological and sociological impact of substance use and abuse on individuals and on society. It includes current and historical approaches to treatment and prevention of substance abuse as well as pertinent legal and ethical issues.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

## SOS-320-OL
### The Management of Stress and Tension
3 credits

This course describes a multifaceted approach to the management of stress and tension. The problem and nature of stress is presented as a multidimensional phenomenon. The psychosocial, occupational, bioecological and personality/behavioral causes of stress are examined. Students identify, discuss and critique stress reduction resources and techniques. Through self-assessment exercises, students analyze stress factors in their own life and, using the self-

assessment methods studied, develop a personal stress management plan.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

### SOS-360-OL
**Games People Play:  Game Theory in Life, Business and Beyond**
3 credits

Games People Play presents the fundamentals of game theory and applies the principles of this field of study to daily life.  Game theory is defined as the scientific study of strategic, interactive decision making among rational individuals. Understanding game theory can help people make better decisions in their own lives and better understand the behavior and decisions of others. This course shows game theory at work in daily life, business and world affairs. Along the way, students are introduced to some of game theory's greatest minds, including John von Neumann, John Nash and Kenneth Arrow.

🔊 Advisory:  This is an upper-level course.  It is advisable to have knowledge equivalent to 6 credits in the social sciences in order to succeed in this course.

### SOS-370-OL
**Challenges in U.S. and Global Public Health**
3 credits

This course introduces students to domestic and international health policy.  The course explores public and private forums in which health policy is formulated and within which the politics of healthcare operate.  It examines a range of contemporary issues in U.S. healthcare and the legislative and political mechanisms that shape those issues and focuses on how health issues relate to globalization, immigration and migration, and how health policy and foreign policy decisions in the developed world influence health policy and healthcare delivery in the developing world.

### SOS-425-OL
**Deliberative Democracy and Social Action**
6 credits

Deliberative Democracy and Social Action offers students a comprehensive inquiry into the process of deliberative democracy and the practice of civic action. It provides a critical overview of the theoretical basis for democracy as well as a historical-evolutionary perspective on the topic. Students gain insight into how democratic theories withstand contemporary institutional challenges as they apply governance theory to current events and seek viable solutions. Students also investigate how deliberative democracy and civic action work at the local, state, national and international levels, examining the challenges that emanate from a rapidly globalizing international environment. Deliberative Democracy and Social Action also encourages students to apply their knowledge in order to become more responsible citizens of their nation and their world.

### SOS-440-OL
**Terrorism**
3 credits

This course covers the phenomenon of terrorism as explored along thematic and chronological lines that focus mainly on the American experience and perspective. The course delves into the evolution of terrorism, its impact on U.S. domestic and foreign policies, some pertinent international dimensions and the prospects for nonconventional terrorism in the future.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

### SOS-450-OL
**Ethics in the Social Sciences**
3 credits

Ethics in the Social Sciences begins with an introduction to moral theory, then surveys research regulation and research ethics, uses of authorship, plagiarism, peer review, data ownership and stewardship. Also examined is human subjects research and informed consent; research using live animals; and the clinician-patient relationship. Case studies are derived from anthropology, sociology and psychology.

### SOS-492-OL
**Research Methods in the Social Sciences**
3 credits

An introduction to the research methods used in the social sciences. The course provides examples of research studies that employ a variety of research techniques, and it fosters an understanding of the knowledge these studies have produced.

🔊 Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

### SPA-101-GS
**Elementary Spanish I**
3 credits

This course emphasizes acquiring conversational and comprehension skills by focusing on vocabulary recognition and pronunciation.

Advisory: This course is not recommended for students who have previously taken a Spanish language course.

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### SPA-102-GS
**Elementary Spanish II**
3 credits

This course stresses vocabulary, grammar, listening and conversational skills.

Advisory: It is advisable to have knowledge in a course equivalent to SPA-101 Elementary Spanish I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

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### SPA-103-GS
**Elementary Spanish III**
3 credits

This course helps students develop full communicative proficiency in Spanish, including listening, speaking, reading and writing.

Advisory: It is advisable to have knowledge in a course equivalent to SPA-102 Elementary Spanish II with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

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### STA-201-EP
### STA-201-GS
### STA-201-OL
### STA-201-TE
**Principles of Statistics**
3 credits

An introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need a scientific calculator; a graphing calculator is not required. Programmable calculators are not permitted in examinations.

## Course Materials

You are responsible for acquiring all the textbooks and materials required for the courses you choose. The cost for course materials is not included in your tuition and registration fees. You will arrange payment directly with the textbook provider. Many students choose to use MBS Direct for their course materials. If you choose to use MBS Direct, you may order textbooks and materials by telephone, on the Web or by mailing the order form (in the Forms section on the University website). Whatever method you choose, you will need to supply the course codes of the Thomas Edison State University courses for which you have registered. MBS Direct will do the rest. MBS Direct has an especially large inventory of used books, and information on the availability of used books will be provided both by the MBS Direct call center and on the Web. Ordering used books provides a substantial saving over new books. Also, ordering via the Web affords students a 20 percent reduction in the cost of shipping and handling.

To learn what materials are required for your course, go to the MBS Direct website. MBS Direct maintains a section on its website devoted to Thomas Edison State University. There you can see at-a-glance what materials are required for the courses you are taking, and you can calculate the cost. There is a direct link to MBS Direct on the Thomas Edison State University website under Current Students. This information is also available through the MBS Direct call center (see Contact Information on this page).

## Course Manuals

In online and Guided Study courses, the syllabus, handbook and specific course information are available when you logon to the course for which you are registered. You will receive a password and user name for courses with your registration confirmation.

### Textbooks

> Most courses, except prior learning assessment (PLA), require textbooks.

### Study Guides

> Some courses may require a study guide.

### Media Components

> Some of the University's courses require the use of media in addition to other materials.

### Laboratory Kits

> Some courses require laboratory kits in addition to the other course materials. You will receive an email with ordering instructions after registering.

### Computer Software

> A few of the University's courses require the use of computer software.

### Contact Information for MBS Direct

> MBS Direct telephone orders are taken through its call center at: (800) 325-3252.
> MBS Direct Web orders are taken at: *www.mbsdirect.net* or students can link to MBS Direct from the Thomas Edison State University website at *www.tesu.edu* under Current Students.
> Access MBS Direct Order Forms on the University website.

Prior learning assessment (PLA) students do not need to purchase course materials or textbooks from MBS Direct. However, the course mentor may suggest readings and additional materials to support your electronic portfolio.

# section 5
## Course Registration

## Course Registration: At a Glance

### 2015-2016 Calendar

| Term | July 2015 | Aug. 2015 | Sept. 2015 | Oct. 2015 | Nov. 2015 | Dec. 2015 |
|------|-----------|-----------|------------|-----------|-----------|-----------|
| **Start Date** | July 6, 2015 | Aug. 3, 2015 | Aug. 31, 2015 | Sept. 28, 2015 | Nov. 2, 2015 | Dec. 7, 2015 |
| **End of Term** | Sept. 27, 2015 | Oct. 25, 2015 | Nov. 22, 2015 | Dec. 20, 2015 | Jan. 24, 2016 | Feb. 28, 2016 |
| **Registration Dates** | May 22 - June 20, 2015 | June 26 - July 18, 2015 | July 24 - Aug. 15, 2015 | Aug. 21 - Sept. 12, 2015 | Sept. 18 - Oct. 10, 2015 | Oct. 16 - Nov. 14, 2015 |
| **Late Registration** | June 21 - 25, 2015 | July 19 - 23, 2015 | Aug. 16 - 20, 2015 | Sept. 13 - 17, 2015 | Oct. 11 - 15, 2015 | Nov. 15 - 19, 2015 |

| Term | Jan. 2016 | Feb. 2016 | March 2016 | April 2016 | May 2016 | June 2016 |
|------|-----------|-----------|------------|------------|----------|-----------|
| **Start Date** | Jan. 4, 2016 | Feb. 1, 2016 | March 1, 2016 | April 4, 2016 | May 2, 2016 | June 6, 2016 |
| **End of Term** | March 27, 2016 | April 24, 2016 | May 22, 2016 | June 26, 2016 | July 24, 2016 | Aug. 28, 2016 |
| **Registration Dates** | Nov. 20 - Dec. 11, 2015 | Dec. 18, 2015- Jan. 16, 2016 | Jan. 22 - Feb. 20, 2016 | Feb. 26 - March 15, 2016 | March 21 - April 16, 2016 | April 22- May 21, 2016 |
| **Late Registration** | Dec. 12 - 17, 2015 | Jan. 17 - 21, 2016 | Feb. 21 - 25, 2016 | March 16 - 20, 2016 | April 17 - 21, 2016 | May 22 - 26, 2016 |

**Graduate** and **nursing courses** are offered four times a year in: July, October, January and April.

## Course Tuition and Fees

For complete tuition and fees information, please refer to the Tuition and Fees Schedule on the University website at *www.tesu.edu/tuition.*

## To Register for a Course or TECEP® Examination:

Web:      *www.tesu.edu*
Fax:       (609) 292-1657
Phone:   (888) 442-8372

Telephone registrations are accepted weekdays, excluding Dec. 24, 2015, to Jan. 1, 2016, and University holidays. See Page 162 for a listing of holiday closing dates.

Mail:      Thomas Edison State University
Office of the Registrar
Attn: Course Registration
111 W. State St.
Trenton, NJ 08608

# Registering for Undergraduate Courses

## Registration Methods: An Overview

You may register for courses in several ways during scheduled registration periods (see the 2015-2016 Calendar on Page 7 for exact registration dates).

1. **Online registration** (via Online Student Services) is available to Thomas Edison State University students who have paid the University's Comprehensive Tuition, have approved Thomas Edison State University financial aid, are paying for the course tuition and fees by credit card or have an approved Tuition Assistance Form from the Navy, Marines, Air Force, MyCAA or Coast Guard. This real-time, online registration is found at *www.tesu.edu* under the link for Current Students. It allows you to view and select from among the up-to-the-minute course offerings and available mentors. In addition, you may view your final course grades and change your address, phone number and email address.

2. **Fax** in your Registration Form during scheduled registration sessions to the Office of the Registrar at (609) 292-1657, using your tuition assistance, VISA, MasterCard, American Express or Discover for payment of tuition and fees. Fax registration is available 24 hours a day, seven days a week during scheduled registration sessions.

3. **Register by telephone** by calling (888) 442-8372. Call only during scheduled registration sessions, Monday through Friday excluding Dec. 24, 2015, to Jan. 1, 2016, and major holidays. Use your VISA, MasterCard, American Express or Discover for payment of tuition and fees.

4. **Mail in** your Registration Form during scheduled registration sessions with your check or money order, company tuition aid voucher or your VISA, MasterCard, American Express or Discover number indicated in the space provided on the Registration Form (located in the Forms section).

5. **Walk in** with your completed Registration Form and payment. The Office of the Registrar is located in the Academic Center at 167 W. Hanover St., Trenton, N.J. If you pay in cash, your payment must be delivered directly to the Office of the Bursar at 221 W. Hanover St., Trenton, N.J., after the registrar has processed your registration at the Academic Center. (Note: Walk-in registrations will not be taken Dec. 24, 2015, to Jan. 1, 2016, or during major holidays.)

## Late Registration

Late registration for all courses will take place following the close of regular registration. Only online, fax, telephone and walk-in registrations will be accepted during this period. All late registrations must include the late registration fee. Registrations postmarked after the close of the regular registration period will not be processed and the student will be contacted. Students registering during late registration who plan to use the textbook supplier MBS Direct for course materials, will need to contact MBS Direct immediately to ensure receipt of those materials before the course begins.

## Fees

For complete tuition and fees information, please visit *www.tesu.edu/tuition*. If you are enrolled in a Thomas Edison State University program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), the W. Cary Edwards School of Nursing or Corporate Choice®, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

In addition to the tuition and registration fees, there are separate costs for course materials, textbooks, DVDs, course supplies, and shipping and handling. These fees must be paid to MBS Direct, if you have chosen that supplier, when you order your Course Materials Package. For ordering information, please see the form at the back of this publication.

Checks and money orders for tuition and registration fees should be made payable to: Thomas Edison State University. Third party and "tuition aid" payment documentation must be attached to the Registration Form. A Registration Form received without proper payment or documentation will not be processed and the student will be contacted. After the forms are processed, students will be sent a registration confirmation by email.

## Military and Veteran Registration

### Veterans

Veterans planning to use their GI Bill at Thomas Edison State University must first submit the necessary VA-related forms. Once these forms have been received and processed, students will then be able to register using the appropriate GI Bill benefit. Tuition and fees will be due at the time of registration for students using a benefit other than 100 percent Post-9/11 GI Bill or VA Vocational Rehabilitation. Additional information may be obtained online at *www.tesu.edu/military/veterans/index.cfm*.

### Active Duty Military

Non-Army active duty military students may use tuition assistance to register for courses. An approved tuition assistance authorization form is due prior to the end of the late registration period.

### GoArmyEd

Active duty, reserve and non-New Jersey National Guard Army soldiers wishing to utilize tuition assistance must use GoArmyEd (www.goarmyed.com). It is unnecessary to register for a course through Thomas Edison State University if the registration has been made through the GoArmyEd portal, as registrations made through GoArmyEd are also sent to Thomas Edison State University.

### New Jersey National Guard

In order to register for courses under the New Jersey National Guard Tuition Program using a Commander's Certificate of Eligibility, Army and Air Guardsmen must first review, complete and submit the FAFSA for the current academic year, a Thomas Edison State University Financial Aid Application and the NJNGTP Registration Package. Links to the appropriate forms and additional information on the NJNGTP is available through the Thomas Edison State University NJNGTP Web page at *www.tesu. edu/military/national-guard/NJ-National-Guard-Tuition-Program. cfm.*

## Financial Aid for Undergraduate Students

Eligible Thomas Edison State University undergraduate students who are taking the required number of Thomas Edison State University Guided Study and online courses per semester can be considered for Federal Pell Grants and Federal Direct Student Loans. Graduate students are eligible for Federal Direct Student Loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Federal financial aid cannot be awarded for *e*-Pack®, PLA courses or TECEP® examinations, only for the University's online and Guided Study courses.

Applications, forms and information concerning financial aid are available from: Thomas Edison State University, Office of Financial Aid, 111 W. State St., Trenton, NJ 08608, by phone at (888) 442-8372 or via email at *finaid@tesc.edu.* Additional information is also available on the University website at *www.tesu.edu.*

## How to Register for Undergraduate Courses or TECEP® Examinations: Step-by-Step Instructions

> Select a course or TECEP® examination. If you are an enrolled Thomas Edison State University student and need help determining whether a particular course or TECEP® examination fits your degree requirements, contact an academic advisor. If you are enrolled in another institution, check with that institution to make sure the course or TECEP® examination fits your degree requirements.

> Register for the courses or TECEP® examination during scheduled registration sessions. Be sure to include the GS, EP, PA, NU, NG, TE or OL suffix, which identifies your course as Guided Study (GS), *e*-Pack® (EP), prior learning assessment (PA and PF), nursing (NU), nursing graduate (NG), TECEP® examination (TE) or online (OL). Your payment method determines how you may register. You may only register for PF courses if you have successfully completed PLA-100 or another PLA course. You can check your current course schedule via Online Student Service under "Academic Profile."

> Receive a registration confirmation from Thomas Edison State University by email.

> If you have registered for a course, after receiving confirmation of registration, you may purchase your course materials from any available source. For your convenience, all materials required for your courses are available from MBS Direct. To review the materials needed for your course, go to *www.bookstore.mbsdirect.net/tesu.htm* and follow these instructions:
1) click "Order Your Books;"
2) select your term and program and then click "Continue;"
3) select your course and click "Continue;" and
4) click on the title of the book and you will see information regarding the book, including title, edition and ISBN#.

Course materials and textbook costs are separate. Students will find the Course Manual, syllabus and Course Calendar online once the semester begins. Access information to courses will be emailed to OL, GS, EP, PA, NU and NG students with their registration confirmation. For PA courses, you will be demonstrating the college-level knowledge you have already acquired, so no book purchase is required.

> Start your course work on the term start date as outlined in the academic calendar. Contact your mentor the first week. Arrange for a proctor during the first week.

> If you have registered for a TECEP® examination, refer to the TECEP® information on Page 93. To learn which areas of study are available as TECEP® examinations, go to *www.tesu.edu/listalltecep.php.*

To learn what materials are recommended for your TECEP® exam, go to *www2.tesu.edu/listalltecep.php* and click your TECEP® title. Then go to *www.studytactics.com/st_home.php* and click "College" then "Search". Enter your text title. If it is available you may order by clicking on the text title.

## Payment Options

**For payment made by credit card, military tuition assistance and Thomas Edison State University approved financial aid:**

> register online at *www.tesu.edu*;

> fax your registration to (609) 292-1657;

> call (888) 442-8372 to register via the telephone weekdays, excluding major holidays; or

> complete the Registration Form and mail it to the Office of the Registrar, Attention: Course/TECEP® Registration.

**For payment made by corporate vouchers and checks:** You must fax, email or mail your completed Registration Form and Corporate Voucher Form together. Registrations received without approved corporate vouchers will not be processed. If your company requires partial student payment, make sure your payment is included. Registration with payment by check must be mailed. All payment methods are accepted from students who choose to register in person.

# Prior Learning Assessment (PLA) Registration:

## For Single-Course 12-Week Portfolio Courses

Note: This option is only open to those who have previously earned credit through portfolio assessment. For a description of the regular prior learning assessment process, see the section beginning on Page 102 of this *Catalog*, or visit the website at *www.tesu.edu/pla*. For additional information, please contact *PLAWeb@tesc.edu.*

Registering for any mentor-guided 12-week portfolio course involves a few steps.

If you are an enrolled student at Thomas Edison State University, you have probably already:

> reviewed your degree with an academic advisor;
> discussed those credits remaining in your degree;
> identified the course numbers, titles and descriptions for which you believe you already have the equivalent college-level knowledge; and
> had an advisor preapprove how those potential credits fit into your degree plan.

Your next step is to submit a portfolio proposal form, which is found on the website at: *https://ssl.tesu.edu/plaproposal.php.*

The Office of Portfolio Assessment will review the proposal. Once the office has approved your proposal, a single-course, mentor-guided 12-week PLA course section will be created for you, and you will receive an email outlining the registration instructions.

It is important to start this proposal process at least two weeks prior to the end of the registration period for a given term so that a mentor can be identified and matched to the portfolio course.

At some point in the first week of the term you should communicate with the mentor. The contact information will be found on the course site in myEdison®. Additionally you will see a "submissions schedule" in the course screens. This document will help you understand what items to submit at any point in the term, and will help the mentor and you to stay on track for completion of the portfolio.

Keep in mind that the process must be completed within the 12-week term.

Any questions can be directed to the Office of Portfolio Assessment at *PLAWeb@tesc.edu.*

# Testing and Test Administration

## Undergraduate Examinations and Proctors

Most Guided Study (GS) and online (OL) courses, not including nursing, require a proctored midterm and/or final. Some courses have a paper or project in lieu of a final exam. TECEP® (TE) exams and e-Pack® (EP) courses require a proctored final only. All course semesters (GS, OL, EP and TE) are 12 weeks long. Make sure you are ready to complete the test on your scheduled test day, because once the online test link is accessed or the pen/paper test seal is broken, the test will be graded on the work completed.

## Choose the Format of your Examinations

All course exams and TECEP® exams offer the Online Proctor Service (OPS) as a testing option. This allows you to take a test on your home computer while being proctored, in real time, by the OPS proctor. To utilize this option, you are required to have a webcam, specified computer requirements and audio capabilities. Our OPS vendor (ProctorU) provides test sessions 24 hours a day, 7 days a week with the exception of some holidays. The link for scheduling with ProctorU is in your course space. If you cannot complete your exams online or if you prefer to take the pen/paper version, you can locate a proctor and submit a Proctor Request Form by the end of the first week of the semester. Forms and proctor guidelines can be found at *www.tesu.edu/proctor*. The Proctor Request Form can now be submitted electronically.

## Taking Your Examinations Online

If you decide to complete your exams online with our OPS option, the first step is to log into the ProctorU scheduling site to create an account *(www.proctoru.com/portal/tesu/)*. Take the WebCam Test to ensure that your camera, speakers, microphone, bandwidth, etc., are functioning properly. When you schedule your exams, be sure to select the correct semester so the test dates that correspond to your semester are made available. You will then select a date and time that is convenient. On the day of the test, you will once again log into the OPS site *(www.proctoru.com/portal/tesu/),* click on the My Exams tab and wait for the proctor to come online for the identity verification process. You will then be directed to open your test link by logging into myEdison® *(http://www2.tesu.edu/myedison/)*. Select the Moodle Rooms tab to access your course exams (OL, GS, EP) or your TECEP® exams (TE). If you are taking a course exam, be sure to select the correct link (midterm versus final).

## Taking Your Examinations in the Pen/Paper Format

If you decide to complete your exams in the pen/paper format, you may take them at any accredited college or university or at any public library. It is advisable to find a location close to your home or work so you have easy access on your test day, especially if you are taking more than one course a semester. Be sure your proctor is available for both the midterm and final test weeks as many institutions close for spring break and holidays. You can contact your local college or university to find a full-time professor or professional staff member (adjunct and part-time professors do not qualify) or your local library to find a full-time librarian (elementary and high school librarians do not qualify). We do not send examinations to employers, corporate training offices, members of the clergy, family members or friends. Students are responsible for paying proctor fees, if requested by the proctor. For more information, go to *www.tesu.edu/proctor*.

## Military Students

Students in the military who utilize military computers, or are stationed overseas, may encounter connectivity issues that prevent a successful online administration. For those students, the pen/paper version is the better option. Acceptable proctors include Test Control Officers (TCO), Education Services Officers (ESO), Career Counselors, base librarians, chaplains or commissioned officers who are not in your direct chain of command. For more information, go to *www.tesu.edu/militaryproctor*.

## Important Points to Remember

> A Proctor Request Form must be submitted at the beginning of each new semester only if you are taking the pen/paper exam. You can choose to take the exams for some courses online and other courses in the pen/paper format provided you stick with one format per course. So if you submit a Proctor Request Form, you will take both the midterm and final (if required) in the pen/paper format. Likewise if you select the online option.

> The Proctor Request Form can be submitted electronically. Find the form at *www.tesu.edu/proctor* and complete all required fields.

## Taking Examinations at Thomas Edison State University in Trenton, NJ

There are specific test days during every official test week. All test administrations for pen/paper examinations begin at 8:30 a.m. or 10:30 a.m. in the testing room located at 111 W. State Street in Trenton, N.J. To schedule a test date for your course examination or TECEP®, visit *https://www.itfrontdesk.com/resv/login*. CLEP examinations are administered online. There is a two-step registration process that requires a student to register at *www.collegeboard.org* and select a test site. Available test dates at the University's online testing facility at 167 W. Hanover Street, Trenton, N.J., are listed on Page 163. Send an email to *testing@tesc.edu* to request a specific date once you have registered and received your CLEP voucher.

# Thomas Edison State University
# 111 W. State Street
# Trenton, NJ 08608

If you prefer to take the pen/paper version of your OL, GS, EP or TE examination(s), you should submit a Proctor Request Forms by the end of the first week of the semester. If you are taking your OL, GS, EP or TE exam online through the Online Proctor Service (OPS), you will schedule an appointment directly with the OPS vendor. More details are available in your course space.

Students can register for TE examinations online through Online Student Services. Students who wish to complete the pen/paper version of their GS/OL/EP or TE test in our Trenton, N.J. testing facility can view available test dates by going to the Test Scheduling System at *https://www.itfrontdesk.com/resv/login/login.jsp;jsessionid=C2437B8BED17F95AB20498C91B3A2E70*. Questions can be sent to *testing@tesc.edu*.

Go to *www.tesu.edu/about/Main-Campus.cfm* for directions to the University's testing facility for pen/paper exams at 111 W. State Street, Trenton, N.J. CLEP examinations are administered online at 167 W. Hanover Street, Trenton, N.J. Go to *http://www.tesu.edu/about/Academic-Center.cfm* for directions to the Academic Center.

The University will be closed on the following dates during the 2015-2016 academic year.

| Holiday | University Closed |
| --- | --- |
| Independence Day | Friday, July 3, 2015 |
| Labor Day | Monday, Sept. 7, 2015 |
| Columbus Day | Monday, Oct. 12, 2015 |
| Thanksgiving Day | Thursday, Nov. 26, 2015 |
| Winter Holiday | Friday, Dec. 25, 2015-Friday, Jan. 1, 2016 |
| Martin Luther King Jr. Day | Monday, Jan. 18, 2016 |
| Presidents' Day | Monday, Feb. 15, 2016 |
| Good Friday | Friday, March 25, 2016 |
| Memorial Day | Monday, May 30, 2016 |

# Examination Schedule for On-Site Testing at Thomas Edison State University

| Tests Administered | Test Date Registration Deadline | CLEP |
|---|---|---|
| CLEP | 7/18/15 | 7/08/15 |
| CLEP | 8/8/15 | 7/29/15 |
| July 2015 12-wk OL/GS MTs and TE | Week of 8/17/15 to 8/23/15 | |
| Aug. 2015 12-wk OL/GS MTs and TE | Week of 9/14/15 to 9/20/15 | |
| CLEP | 9/17/15 | 9/8/15 |
| July 2015 12-wk OL/GS/EP Finals and TE | Week of 9/21/15 to 9/27/15 | |
| CLEP | 10/10/15 | 9/29/15 |
| Sept. 2015 12-wk OL/GS MTs and TE | Week of 10/12/15 to 10/18/15 | |
| Aug. 2015 12-wk OL/GS/EP Finals and TE | Week of 10/19/15 to 10/25/15 | |
| Oct. 2015 12-wk OL/GS MTs and TE | Week of 11/09/15 to 11/15/15 | |
| CLEP | 11/16/15 | 11/05/15 |
| Sept. 2015 12-wk OL/GS/EP Finals and TE | Week of 11/16/15 to 11/22/15 | |
| CLEP | 12/12/15 | 12/02/15 |
| Oct. 2015 12-wk OL/GS/EP Finals and TE | Week of 12/14/15 to 12/20/15 | |
| Nov. 2015 12-wk OL/GS MTs and TE | Week of 12/14/15 to 12/20/15 | |
| CLEP | 1/09/16 | 1/04/16 |
| Dec. 2015 12-wk OL/GS MTs and TE | Week of 1/18/16 to 1/24/16 | |
| Nov. 2015 12-wk OL/GS/EP Finals and TE | Week of 1/18/16 to 1/24/16 | |
| CLEP | 2/11/16 | 2/02/16 |
| Jan. 2016 12-wk OL/GS MTs and TE | Week of 2/15/16 to 2/21/16 | |
| Dec. 2015 12-wk OL/GS/EP Finals and TE | Week of 2/22/16 to 2/28/16 | |
| CLEP | 3/12/16 | 3/02/16 |
| Feb. 2016 12-wk OL/GS MTs and TE | Week of 3/14/16 to 3/21/16 | |
| Jan. 2016 12-wk OL/GS/EP Finals and TE | Week of 3/21/16 to 3/27/16 | |
| CLEP | 4/16/16 | 4/06/16 |
| March 2016 12-wk OL/GS MTs and TE | Week of 4/12/16 to 4/18/16 | |
| Feb. 2016 12-wk OL/GS/EP Finals and TE | Week of 4/18/16 to 4/24/16 | |
| April 2016 12-wk OL/GS MTs and TE | Week of 5/16/16 to 5/22/16 | |
| CLEP | 5/17/16 | 5/05/16 |
| March 2016 12-wk OL/GS/EP Finals and TE | Week of 5/16/16 to 5/22/16 | |
| May 2016 12-wk OL/GS/EP MTs and TE | Week of 6/13/16 to 6/19/16 | |
| CLEP | 6/15/16 | 6/06/16 |
| April 2016 12-wk OL/GS/EP Finals and TE | Week of 6/20/16 to 6/26/16 | |
| CLEP | 7/16/16 | 7/07/16 |
| June 2016 12-wk OL/GS/EP MTs and TE | Week of 7/18/16 to 7/24/16 | |
| May 2016 12-wk OL/GS/EP Finals and TE | Week of 7/18/16 to 7/24/16 | |
| CLEP | 8/13/16 | 8/03/16 |
| June 2016 12-wk OL/GS/EP Finals and TE | Week of 8/22/16 to 8/28/16 | |

**OL = Online courses**
**GS = Guided Study courses**
**EP = ePack courses**
**TE = TECEP® examinations**

# section 6
## Student Services

## Students with Disabilities

Thomas Edison State University, an equal opportunity institution, adheres to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the New Jersey Law Against Discrimination (NJLAD).

Thomas Edison State University will provide reasonable accommodations to students, in accordance with the Americans with Disabilities Act. It is important to emphasize the flexibility of the options provided for students to access the University and use our convenient methods of earning credits, but the University does not require students to earn credit through any specific credit-earning method.

The Office of Student Special Services assists students with disabilities in accessing University programs and services. Students can contact the office by phone, fax, U.S. mail and email. All student-related information, records and documents are kept confidential. Students may access information on Disability Support Services and the Office of Student Special Services via the University website at *www.tesu.edu/about/ada*.

When requesting accommodations, it is the student's responsibility to disclose and verify their disability to the ADA coordinator; all such disclosures will be kept confidential. **Accommodations under the ADA for a given term must be approved prior to the start date of the respective term.**

If you would like to discuss reasonable disability accommodations for course work and/or examinations, please contact the ADA coordinator in the Office of Student Special Services **prior to registering for a course or examination.** The ADA coordinator can be reached via phone at 609-984-1141, ext. 3415, or email *ada@tesc.edu*. Hearing impaired individuals may call the TTY phone at (609) 341-3109.

## Academic Advising

### Applicants

Applicants to the University who have questions regarding enrollment are encouraged to contact the Learner Support Center at (888) 442-8372 for assistance.

### Enrolled Students

Students may call the Advising Expressline at (888) 442-8372 to address brief questions. Appointments for both undergraduate and graduate advising can be made through the appointment scheduler software available online through myEdison.®

### Advising Expressline

Students who have received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advising Expressline. A student advising appointment (discussed next) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The Advising Expressline is open Monday through Thursday, from 8:30 a.m. to 6 p.m., and 10 a.m. to 4 p.m. on Friday, Eastern Time, excluding holidays. The toll free number for the Academic Advising Expressline is (888) 442-8372. It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) is appropriate for their degree program.

### Student Appointments

Students are encouraged to make at least one 30-minute appointment with an advisor for program planning, extensive questions regarding degree programs and methods of earning credits during the first six months of their enrollment period. Appointments with an advisor may be conducted in-person, by telephone or by video conferencing. Appointments for both undergraduate and graduate advising can be made through the appointment scheduler software available online through myEdison®.

### Program Planning

Students at Thomas Edison State University are strongly encouraged to work with an advisor and submit a degree program plan that outlines how they will complete all or part of the remaining requirements for degree completion. Students may view the *Advisement and Degree Planning Handbook*, which provides them with the steps required in developing a program plan, at *www.tesu.edu/current-students/handbook/index.cfm*. The *Handbook* contains links to detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs.

## Written Correspondence with the Office of Academic Advising

Students may write to the Office of Academic Advising (via letter, fax, HelpDesk or email). Correspondence will be answered by an academic advisor. Correspondence should be sent to:

Mail:   Thomas Edison State University
     Office of Academic Advising
     111 W. State St.
     Trenton, NJ 08608
HelpDesk: Submit a HelpDesk ticket via myEdison®
Fax:   (609) 777-2956
*Email:  *academicadvising@tesc.edu*

*\*Students emailing Academic Advising using the* academicadvising@tesc.edu *address must include their degree program name initials (e.g., BA, BSBA or MALS, etc.) in the subject line of their email. Name and University ID number should be included with all correspondence.*

# Financial Aid

Applications, forms and information concerning financial aid are available from: Thomas Edison State University, Office of Financial Aid, 111 W. State St., Trenton, NJ 08608; by telephone at (888) 442-8372; or via email at *finaid@tesc.edu.* Additional information is also available on the University website at *www.tesu.edu.*

## Financial Aid For Undergraduate Students

Eligible Thomas Edison State University students who are taking the required minimum of 6 credit hours of online or Guided Study Thomas Edison State University courses per semester may be considered for Pell Grants and federal loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Information on the New Jersey Stars II Scholarship can be accessed at *www.hesaa.org.*

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

## Academic Progress for Continuing Financial Aid

Thomas Edison State University state and federal financial aid recipients must maintain a cumulative grade point average (GPA) of at least 2.0 (C) to meet the minimum standards for satisfactory academic performance. In addition, the student must complete 67 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 67 percent criterion, the student is not maintaining satisfactory academic performance. (Grades of W are not considered complete.) Students will be notified in writing if they fail to comply with this policy. Students will not be reviewed for academic progress until they have attempted two semesters of course work. Please note, courses on extensions are not considered completed until grades are posted. Grades of NC will be considered an F for GPA calculations.

There is also a maximum time frame during which the University may award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted credit hours that may be attained in this degree program are 90 credit hours. For the bachelor's degree (120 credits), the maximum attempted credit hours that may be accumulated in this degree program is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame in the aforementioned program. If a student exceeds the maximum number of credits in a degree program, he or she will not be eligible for state or federal student financial aid. This limit includes credits that have been transferred toward a degree. Financial aid will pay for a repeated course only once.

## Financial Aid Appeals

Students who do not meet the satisfactory academic progress requirements will be denied additional financial aid. If, because of a mitigating circumstance (such as loss of income, death in the family, etc.) a student falls below the required standards, he or she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning his or her academic performance. All appeals should be in writing and forwarded to:

   Thomas Edison State University
   Financial Aid Appeals Committee
   Office of Financial Aid
   111 W. State St.
   Trenton, NJ 08608

If an appeal is granted, the student must regain satisfactory academic progress after the end of the appealed semester to be considered for further aid. If progress is not made at the end of the appealed semester, but the student completes all courses attempted with grades of C or better in that semester, an additional semester may be awarded. Students should contact the Office of Financial Aid after the results of the appealed semester are posted.

## Other Financial Aid Sources

One of the most overlooked sources of financial assistance is the educational benefits that companies offer to their employees. Information about a company's educational benefits is usually available through the human resources office. Additional aid might be available through the state education agency in your area.

# Scholarships

The Thomas Edison State University Scholarship Program is designed to assist students in meeting their financial commitments to the University while they take advantage of the many credit earning options available to them. The University Scholarship Committee, in conjunction with the Office of Development, conducts the annual award period. The list of current scholarships and the associated award period dates are available on the University website at *www.tesu.edu* under Tuition and Financial Aid.

Recipients for each scholarship are selected based on a competitive application process. Scholarship awards are disbursed after the notification to and acceptance by recipients is completed. Applicants must meet the following eligibility criteria.

**Scholarship applicants must:**

> be enrolled at Thomas Edison State University at the time of application;

> have applied for financial aid (federal, state [N.J. residents only] and Thomas Edison State University);

> have a minimum 3.0 Thomas Edison State University GPA at the time of application;

> have completed a minimum of 12 Thomas Edison State University credits each academic year since enrollment with at least six hours each year from online or Guided Study courses;

> successfully complete 66 percent of courses attempted (incompletes, withdrawals and failed classes do not count as completed credits);

> meet all eligibility criteria for the scholarship(s) for which they have applied; and

> provide required documentation, if any, before the end of the application period.

Questions about the University Scholarship Program should be directed to the Office of Financial Aid.

# section 7
## University Policies and Procedures

## Academic Integrity

A detailed statement of what constitutes academic dishonesty and plagiarism is included in every course. Students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the University.

The University is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper citation. Students who submit course materials or examination responses that are found to be plagiarized are subject to discipline under the academic code of conduct policy.

## Academic Code of Conduct Policy

Thomas Edison State University is committed to maintaining academic quality, excellence and honesty. The University expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Thomas Edison State University students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff and other students; behave in a manner consistent with the standards and codes of their professions; keep official records updated regarding changes in name, address, telephone number or email address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal or financial holds on records. All members of the community are responsible for reviewing the academic code of conduct policy and behaving in keeping with the stated principles.

## Purpose

The purpose of this policy is to define and advise students of the academic code of conduct, and to identify violations and their consequences. It also provides a hearing and appeal process for students who believe they have been incorrectly accused of violating the standards of academic integrity.

## Violations

The University considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. Community members are in violation of the Academic Code of Conduct when acts of academic dishonesty occur.

These include, but are not limited to:
> cheating;
> fabricating information or citations;
> falsifying documents;
> falsifying information about test proctors;
> forgery;
> gaining unauthorized access to examinations;
> making up or changing data for a research project;
> plagiarizing;
> submitting credentials that are false or altered in any way;
> tampering with the academic work of other students; and/or
> using words and ideas from others without appropriate attribution.
> facilitating another student's academic misconduct; and/or submitting course work or taking an exam for another student
> buying or selling of course materials, including exams, test answers and course papers

## Disciplinary Process

Allegations of violations of the Academic Code of Conduct may be initiated by mentors, staff or students enrolled at Thomas Edison State University. Specific allegations of a violation of the Academic Code of Conduct must be submitted in writing to the appropriate dean's office. In cases of violations that result from inappropriate behavior in courses, the appropriate dean is the dean of the School that offers the course. In all other cases, the appropriate dean is the dean of the School in which the student is enrolled.

### Plagiarism

Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct.  If an incident of plagiarism was an isolated minor oversight or an obvious result of ignorance of proper citation requirements, the mentor may handle the matter as a learning exercise.  Appropriate consequences may include the completion of tutorials, assignment rewrites or any other reasonable learning tool, in addition to a lower grade for the assignment or course.  The mentor will notify the student and appropriate dean of the consequence by email.

If the plagiarism appears intentional and/or there is more than an isolated incident, the mentor will refer the matter to the appropriate dean. The dean's office will gather information about the violation(s) from the mentor and student, as necessary. The dean will review the matter and the student will be notified in writing of the specifics of the charge and the sanction to be imposed. If the student disputes the charge or disagrees with the sanction, the student must submit a written request to the dean for a hearing within 10 days of receipt of the notice, or be deemed to have accepted the sanction.

Possible sanctions include:
> Lower or failing grade for an assignment
> Lower or failing grade for the course
> Rescinding credits
> Rescinding certificates or degrees
> Recording academic sanctions on the transcript
> Suspension from the University
> Dismissal from the University

The University reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the University at the vice president or higher level may immediately suspend a student from access to University premises, activities or electronic sites pending disciplinary action. Such action will be reported to the provost and vice president.

## Hearing
If a hearing is requested, such hearing will be convened at Thomas Edison State University, Trenton, N.J., within 21 business days after the request is received by the University. Students unable to travel to Trenton may attend the hearing telephonically via conference call. In these circumstances, every effort will be made to adhere as closely as possible to the procedures further outlined in this section.
> The student shall have the opportunity to testify and present evidence and witnesses. A list of witnesses and a copy of documents to be presented at the hearing must be submitted to the University at least seven days prior to the hearing.
> The student may have a nonparticipating advisor present for the proceedings.
> The committee shall hear and question witnesses.
> The student may suggest questions for witnesses to the committee.
> The hearing will be audio recorded. All records and/or audio recordings of the hearing will be kept in the custody of the University. Records or recordings may not be reproduced without the specific authorization of the president of Thomas Edison State University.
> All expenses incurred by the student and any witness will be borne by the student.
> If a student (with notice) does not appear at the hearing, the committee shall decide whether to proceed in the student's absence.

> An audio recording of the hearing (not deliberations) shall be made and maintained by the University.

The Academic Integrity Committee will review all reports and evidence regarding the misconduct charge. A written decision will be issued by the chairperson, Academic Integrity Committee, within 10 business days of the hearing and will be sent to the student concerned via certified and regular mail. In its decision, the Academic Integrity Committee will determine the appropriate sanction.

## Appeal Process
The student shall have the opportunity to appeal any decision involving disciplinary action. An appeal must be submitted in writing to the provost and vice president within 10 business days after receipt of the hearing decision of the Academic Integrity Committee. The appeal must specify the grounds on which it is made. Allowable grounds for appeals are limited to the following:
> Evidence of procedural irregularity
> Evidence of mitigating circumstances or facts that could not have been presented at the hearing
> Evidence of undue severity of sanction
> Evidence of bias on the part of the members of the Academic Integrity Committee
> Evidence that the decision of the Academic Integrity Committee is arbitrary, capricious or unreasonable and that the evidence does not support the charges
> The provost and vice president will issue a decision within 10 business days and may require that the previously imposed sanction be:
    1) Affirmed and executed
    2) Suspended, set-aside or rejected
    3) Modified or adjusted as warranted by circumstance

The decision of the provost and vice president is final.

# Nonacademic Code of Conduct
## Preamble
Thomas Edison State University provides flexible, high-quality, collegiate learning opportunities for self-directed adults. The University is dedicated to maintaining a scholarly community in which the freedom of expression both written and oral is paramount, however, at all times students are expected to maintain professionalism and respectfulness and be mindful of the audience.

## Purpose
The purpose of this policy is to advise the students of Thomas Edison State University of their responsibilities and expected conduct when interacting with other students, mentors or staff of the University in nonacademic acts or activities. Furthermore, it provides procedures for filing complaints, investigations, hearings, range of possible sanctions and appeals under this policy.

## Statement of Responsibilities and Conduct

Students at Thomas Edison State University 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 University; satisfy their financial obligations; respect University resources; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the University is expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the University community, or substantially disrupts or threatens to substantially disrupt the operation of the University, is prohibited and shall be grounds for disciplinary action, including dismissal from the University. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disruptive conduct.

## Violations

Behavior by students that violates the Nonacademic Code of Conduct and that takes place on Thomas Edison State University premises or during College-related activities shall be grounds for disciplinary action by the University. The University reserves the right, notwithstanding anything contained herein, to refer any nonacademic offense to the appropriate civil or criminal authority, as it may deem appropriate. Violations of the Nonacademic Code of Conduct may include, but are not limited to, the following:

> Disruption of University Activities - exam administration, online courses, assessment activities, studying, research, administration and meetings. These activities may also be considered a violation of the Academic Code of Conduct. When there are academic elements involved, the case will also be referred to the appropriate dean for their review.

> Unauthorized Entry and Use - unauthorized entry and/or use of any University network, building, facility, room or office. Facilities include, but are not limited to, the Trenton offices, off-site centers and special event venues.

> Misappropriation/Misuse of or Damage to University property
  • misappropriation of or possession of misappropriated University property
  • intentional or negligent damage of University property
  • intentionally misplacing resources or in any way intentionally depriving other members of the University of the property or having access to the resources
  • infecting networks, programs or other electronic media or systems with viruses or otherwise intentionally causing systems to malfunction

> Physical Abuse and Dangerous Activity
  • actual physical abuse or threat of physical abuse to another person
  • damage to another person's property
  • causes another person to fear physical abuse or fear damage to his/her property
  • creating a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons, or that could cause damage to property

  • possession, use or distribution of firearms, ammunition, explosives or other weapons on University property

> Written or Oral Harassment - written or oral harassment includes the use of threatening or obscene language, or language that is otherwise abusive or discriminatory in the circumstances, by a student, directed to another student, a mentor, trustee or employee of the University.

> Sexual Harassment – sexual harassment represents a form of abuse and/or intimidation and involves actions such as
  • unwelcome sexual advances
  • requests for sexual favors and other physical and expressive behavior of a sexual nature
  • written or oral abuse or threats of a sexual nature
  • displaying or distributing pornographic or derogatory pictures or materials
  • unnecessary physical contact such as touching, patting, pinching or punching
  • continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior
  • conduct that has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile environment

> Disorderly, lewd or obscene conduct on University property or at a University activity.

> Refusal to Provide Identification - refusal to provide identification upon request by an officer, employee or agent of the University acting on behalf of the University in the course of his/her duties.

> Submission of Fraudulent Documents - such as transcripts, diplomas, test scores, references or applications that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents).

> Misrepresentation – lying or materially misrepresenting information to an official University body or officer.

> Lying in the course of a nonacademic disciplinary investigation or hearing.

> Failing to appear as a witness during a nonacademic disciplinary hearing.

> Other nonspecific acts or activities that violate nonacademic University policies.

## Disciplinary Process

The Office of the Vice President for Enrollment Management and Learner Services (EMLS) is responsible for:

> investigating allegations of misconduct;
> determining appropriate actions, including sanctions;
> adjudicating student appeals; and
> maintaining a written record of all actions regarding student conduct violations.

The vice president for Enrollment Management and Learner Services will establish a Student Conduct Committee composed of no fewer than five regular members. Additional members may be appointed on an ad hoc basis in order to provide expertise and insight relevant to specific cases. Questions will be decided

by simple majority vote with three regular members required to constitute a quorum. This committee will adjudicate matters and impose sanctions as appropriate for those cases referred to it.

Complaints of student misconduct may be initiated by mentors, staff or students enrolled at Thomas Edison State University. When appropriate, staff and mentors are encouraged to first exercise their authority by engaging the student in an effort to correct the misbehavior in a professional and constructive manner, prior to submitting a formal complaint. Staff and mentors should attempt to settle disputes or address concerns by discussing the issue with the student. All parties (staff, mentors and students) are obligated to make a good faith effort to coherently define the problem and seek resolution within the guidelines of current policies and procedures. If a problem or issue cannot be resolved or a student does not respond to corrective measures then referral is appropriate.

Referrals for discipline shall be made by a School dean or by any unit manager within the University's organization. Students wishing to report a violation of the Nonacademic Code of Conduct may do so by reporting the violation to any staff member or mentor of the University. Staff members and mentors are responsible for forwarding such complaints to the appropriate dean or unit manager. Allegations of misconduct brought by one student against another student must first be reviewed by either a dean or unit manager, who will assess the situation for appropriate resolution prior to referral. Failing such resolution they will make the referral on the complaining student's behalf.

Referrals for specific allegations of a violation of the Nonacademic Code of Conduct must be submitted in writing to the associate vice president and dean of Learner Services, who will advise the student, in writing, that a complaint has been made, the specific allegations in the complaint and that they may be referred for a formal disciplinary hearing.

The associate vice president and dean of Learners Services, acting for the vice president for Enrollment Management and Learner Services, will appoint a staff member to investigate the allegation and to determine whether there is sufficient evidence to proceed with a hearing.

If, in the opinion of the associate vice president and dean of Learner Services, the allegations should be pursued, the student will be advised that a hearing will be scheduled. This notice will include the date and time of the hearing and provide a list of charges that contain specifications upon which the charges are based.

The vice president for Enrollment Management and Learner Services can withdraw the charges once they have been made for just cause at any time during the disciplinary process.

## Student rights and responsibilities
The student:
> Must notify the associate vice president and dean of Learner Services of the names of the student's advisor and any

witnesses who will attend the hearing, at least three days before the hearing.
> Will be notified of the charges against him/her, in writing, prior to the hearing.
> Will be informed of the evidence upon which a charge is based and any witnesses attending the hearing.
> Will have a reasonable length of time to prepare a response to any charges.
> Will be given ample opportunity to express concerns and offer evidence in defense at the hearing.
> Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
> Will be afforded confidentiality throughout the process.
> Will have the right to waive any of these rights.
> Must submit a copy of documents and a list of witnesses to be presented at the hearing.

## Student Conduct Committee Hearing
All committee hearings will be convened at Thomas Edison State University, Trenton, N.J. Students unable to travel to Trenton may attend the hearing telephonically via conference call.
> An audio recording of the hearing (not deliberations) shall be made and maintained by the University.
> The Student Conduct Committee shall have the opportunity to question all witnesses.
> The student and complainant may suggest questions for witnesses to the chair.
> If a student (with notice) does not appear at the hearing, the chair shall determine whether to proceed in the student's absence.
> Formal rules of process and technical rules of evidence do not apply.
> The student may have an advisor present at the hearing, however, the student is responsible for presenting his/her information and, therefore, the advisor is not permitted to speak or participate directly in the hearing.
> The student shall have the opportunity to present his/her version of what happened, submit supporting documentation and present witnesses.
> All records of the hearing will be kept in the custody of the University. Records or recordings are the property of the University and may not be reproduced without the specific authorization of the president of Thomas Edison State University.
> All expenses incurred by the student will be borne by the student.

The Student Conduct Committee will deliberate in closed session and decide if a violation did or did not occur based on a preponderance of the evidence. If a violation is determined to have taken place, the committee will determine what disciplinary action, if any, to impose on the student. A written decision will be issued by the chairman, Student Conduct Committee, to the vice president of Enrollment Management and Learner Services. A copy of the decision will be sent to the student by certified and regular mail and serves as notice of the committee decision and any sanctions to be imposed. With the exception of dismissal and expulsion, the Student Conduct Committee may impose,

on its own authority, all sanctions listed in this policy. One or more of the following sanctions may be imposed:

> Written Warning – A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

> Exclusion/Removal from University Activity/Event – A student given this sanction may be barred from attending University sponsored activity and events for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the University.

> Probationary Suspension – A student may be suspended from the University for a specified period of time, not to exceed one year. The student while suspended shall not participate in any University sponsored activity and will be barred from University premises. At the discretion of the provost and vice president, a permanent transcript notation of the suspension may be made. Students suspended from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment.

> Dismissal and Expulsion from the University – Permanent separation of the student from the University. A permanent transcript notation is mandatory. Students expelled from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment. As the most severe action of the institution, dismissal and expulsion must be recommended to, confirmed by, and officially imposed under the authority of the provost and vice president. The Student Conduct Committee shall provide a rationale for dismissal/expulsion from the University to the provost and vice president with a copy to the vice president for Enrollment Management and Learner Services. If the recommendation is accepted and the sanction imposed, the provost and vice president will notify the student by certified and regular mail. The Student Conduct Committee and the vice president for Enrollment Management and Learner Services will receive a copy of the letter of notification.

> Postponing or Withholding of a Degree – The University may withhold the award of a degree, otherwise earned, until completion of a disciplinary process set forth in any of its Codes of Conduct.

> Revocation of a Degree - An awarded degree may be revoked for fraud, misrepresentation or other violation of University standards.

> Interim Suspension - In extreme or emergency circumstances, any vice president of the University may immediately suspend a student from access to University premises, activities or electronic sites pending a conduct hearing or disciplinary action. Such interim suspensions will be reported as soon as possible to all the members of the President's Council.

### Appeal Process
The student shall have the opportunity to appeal any decision involving disciplinary action. Appeals of dismissals and expulsions will be submitted directly to the Office of the President. All other appeals must be submitted in writing to the vice president for Enrollment Management and Learner Services within 15 business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:
> Evidence of procedural irregularity;
> Evidence of significant mitigating circumstances or facts that could not have been presented to the investigating staff member;
> Evidence of undue severity of sanction;
> Evidence of bias on the part of a member of the Student Conduct Committee;
> Evidence that the decision of the Student Conduct Committee is arbitrary, capricious or unreasonable and that the charges are not supported by the evidence.

A written decision will be issued and the student will receive a copy of the appeal decision by certified and regular mail. The appeal decision may require that the previously imposed sanctions be:
> Affirmed and executed.
> Suspended, set-aside or rejected.
> Modified or adjusted as warranted by circumstance.

Upon notification, administrative offices throughout the University will take all requisite actions to record and implement the final decision of the University.

## Appeals and Waivers
### Academic Appeals
Students may appeal an academic decision. Such appeals must be filed within 30 days of the date of the notification of that decision. All appeals must be submitted in writing to the dean of the School in which the student is enrolled. Note that many academic decisions do not require a formal appeal. Students may begin by submitting a statement of why they believe the decision to be in error, including such supporting materials as course descriptions or syllabi, to Academic Advising at *academicadvising@tesc.edu*.

### Waivers
Request for a waiver of a specific requirement and/or University policy must be submitted in writing to the dean of the School in which the student is enrolled.

### Non-Academic Appeals and Waivers
Students may appeal a decision from any office in the University regarding an administrative action, policy or procedure. Such an appeal must be submitted in writing to the Administrative Appeals Committee via mail (Thomas Edison State University - Administrative Appeals Committee, 111 W. State St., Trenton, NJ 08608), email at *AdminAppeals@tesc.edu* or fax at (609) 943-5232. Supporting documentation not submitted with the appeal may otherwise be required by the Committee. The Administrative Appeals Committee considers administrative matters involving financial relief, waivers, exceptions to policies and other special considerations of departmental decisions across all divisions of the University.

# Thomas Edison State University Student Complaint Policies and Procedures

**I. Thomas Edison State University's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence.** The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, University students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or *escheff@tesc.edu*.

## II. Complaint Policies and Procedures

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

- A. Grade or Academic Credit Appeal. See Student Forms Area of myEdison® or visit *www.tesu.edu/studentforms*.
- B. Academic Code of Conduct Policy.
  See Page 166 of this *Catalog*.
- C. Nonacademic Code of Conduct Policy.
  See Page 167 of this *Catalog*.
- D. Policy Against Discrimination and Harassment.
  See this page of the *Catalog*.
- E. Disability Accommodations.
  See Page 163 of this *Catalog*.

## III. Other Student-Related Complaints

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

### A. Informal Resolution

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

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

### B. Informal Complaint

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

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

Informal complaints may be made by telephone or email. Appropriate University staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University's response within 20 days of the informal complain. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

### C. Formal Complaint

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

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

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

# Equal Opportunity/Diversity

Thomas Edison State University is an Equal Opportunity institution. In the operation of its programs and activities (including admissions counseling and advisement), the University affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, affectional or sexual orientation, atypical hereditary or cellular blood trait, age, disability, marital/familial status, domestic partnership status or liability for military service. This is in accord with Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title XII of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations. Inquiries concerning disability accommodations may be directed to Thomas Edison State University, Office of Student Special Services, Attn: ADA coordinator or by calling (609) 984-1141, ext. 3415, or by emailing *ada@tesc.edu*. Hearing-impaired individuals may call the TTY line at (609) 341-3109.

# Policy Against Discrimination and Harassment

Thomas Edison State University is committed to maintaining an academic environment free from discrimination and harassment. The University prohibits sexual harassment and discrimination based on race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identity or expression, or affectional or sexual orientation, disability or nationality. Hostile environment harassment based on any of these protected categories is also prohibited.

Sexual harassment refers to unwelcome conduct based on a person's sex, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

> Submission to such conduct is made either explicitly or implicitly a condition of an individual's academic success.
> Submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual.
> Such conduct interferes with an individual's academic performance or creates a hostile academic environment.

Any student who believes that he or she has been sexually harassed or discriminated against by a mentor or University staff member should file a complaint with the University's Title IX Coordinator and Equity/Diversity Officer Heather Brooks, *hbrooks@tesc.edu*. If a student believes that another student has harassed or discriminated against him or her, the student should file a complaint with the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or *escheff@tesc.edu*. Students are encouraged to make timely reports so that a satisfactory resolution is more likely.

## Reporting Sexual Misconduct

Title IX of the Education Amendments of 1972, and its implementing regulations, prohibit discrimination on the basis of sex in education programs or activities at higher education institutions receiving federal financial assistance. Title IX, therefore, protects all students from sexual violence, regardless of race, national origin, disability, part-time/full-time status, sexual orientation or gender identity.

Anyone who has experienced, witnessed or knows about sexual violence is encouraged to seek help and report the incident as soon as possible. Internal complaints should be made to the University's Title IX coordinator. The Title IX coordinator administers the complaint investigation and monitors the disposition of complaints. (Complaints against individuals who are not students should also be made to the Title IX coordinator, but will be subject to other applicable procedures.) The University will conduct a prompt, thorough investigation into a report of sexual misconduct. The Nonacademic Code of Conduct procedure will be followed for complaints against students. In addition to the usual disciplinary procedures, the student bringing the complaint of sexual misconduct is permitted to attend the disciplinary hearing, with the same rights to participate as the accused.

The student bringing a complaint of sexual misconduct shall also have the right to appeal the decision and/or sanction. The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the University to disclose the outcome of conduct proceedings to the person filing the complaint, if the disclosure is to a victim of an alleged perpetrator of a crime of violence, including sexual misconduct.

**External Resources**

Crime Reporting:
New Jersey State Police
135 West Hanover Street
Trenton, NJ 08610
(609) 777-4949

Counseling:
Womanspace
New Jersey Statewide
24 hour hotline
(800) 572-7233

## Policy Against Harassment, Intimidation and Bullying

Any of the following acts are prohibited and could lead to suspension or dismissal from the University:
If a student acts with the purpose to bully, intimidate and harass another person by:

> making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
> subjecting another to striking, kicking, shoving or other offensive touching, or threatening to do so; or
> engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the education program.

This policy is in addition to the University's Policy Against Discrimination and Harassment. Issues arising from this policy will be investigated and adjudicated in accordance with the University's Non-Academic Code of Conduct.

## Drug Abuse Prevention

**Policy on the Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol by Students.**

**I. Thomas Edison State University students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the University.**

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 University students who are enrolled in degree programs or certificate programs.

C. "University" means the physical area of operation of Thomas Edison State University, including buildings, grounds and parking facilities controlled by the University. 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 University may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition D below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the University 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 University will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. "Conviction" means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere." A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pretrial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

## III. Examples of New Jersey Drug Law Penalties

> Six-month loss or delay of a driver's license for conviction of any drug offense.
> A $500 to $300,000 fine for conviction of various drug offenses.
> Forfeiture of property including automobiles or houses if used in a drug offense.
> Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
> Twenty-five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

## IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory." Students who reside in New Jersey may be referred to treatment centers listed in the above directories.

Out-of-state students may be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Drugs Prevention Directory."

## V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the University 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 University will provide information concerning drug abuse to any student, officer or employee of the University. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Student Special Services at (609) 984-1141, ext. 3445.

# Family Educational Rights And Privacy Act Of 1974 (FERPA)

Thomas Edison State University adheres to the Family Educational Rights and Privacy Act of 1974, as amended, known as the Buckley Amendment. FERPA affords eligible students certain rights with respect to their education records. Thomas Edison State University makes public announcement of FERPA in its *University Catalog*. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Thomas Edison State University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Edison State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Thomas Edison State University has designated the following categories of student information as directory information: student name, email address, enrollment status, area of study, degree/honors conferred and dates of conferral. This information may be released for any purpose at the discretion of the University. Students have the right to withhold the disclosure of directory information by written notification to the Office of the Registrar.

Thomas Edison State University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Thomas Edison State University; serving on the Board of Trustees or serving on an official committee. A school official also may include a volunteer or contractor outside of Thomas Edison State University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information (PII) from education records.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

> To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
> In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

> To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
> To accrediting organizations to carry out their accrediting functions.
> To comply with a judicial order or lawfully issued subpoena.
> To appropriate officials in connection with a health or safety emergency.
> Information the school has designated as "directory information."
> To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
> To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

## Admissions Policy

Thomas Edison State University was created for and serves self-directed adult students by offering the opportunity for qualified persons to earn college degrees and credits. The U.S. Department of Education defines the adult learner, in part, as anyone "engaged in some form of instruction or educational activity to acquire the knowledge, information, and skills necessary to succeed in the workforce, learn basic skills, earn credentials, or otherwise enrich their lives." A significant portion of adult learners will often exhibit one or more of these seven characteristics:

> have delayed enrollment into post-secondary education;
> attend part time;
> be financially independent of parents;
> work full time while enrolled;
> have dependents other than a spouse;
> be a single parent; and/or
> lack a standard high school diploma.

Thomas Edison State University is committed to assisting selfdirected adult students achieve their educational goals. Those students best served by this institution are strongly motivated adult learners who have, though not exclusively, acquired or are acquiring college-level learning in in previous college courses and noncollegiate settings.

Thomas Edison State University students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses.

Admission will normally be granted to any individual who possess a U.S. high school diploma, or its equivalent, and meets at least one of the following criteria:

> is at least 21 years of age (unless participating in a special University program); or
> is currently serving on active duty with the armed forces of the United States; or
> already possesses an associate degree from a regionally accredited institution of higher education.

Individuals not meeting this criteria, but who feel warrant special consideration for other reasons may petition the director of Admissions and present appropriate documentation to support their being accepted to the University. Students admitted through special consideration are subject to the same academic policies and requirements as those admitted unconditionally.

Thomas Edison State University contracts with professional organizations, businesses, governmental entities, and other colleges and universities for the delivery of various educational services. Individuals affiliated with these groups seeking admission to the University will be subject to the admissions qualifications contained in the relevant contracts. (Interested parties should contact their human resources department or *admissions@ tesc.edu* to determine if their employer currently contracts with the University for higher education opportunities and if their agreements contain any unique admissions requirements.)

The University maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of this institution.

Thomas Edison State University is an Equal Opportunity institution, in compliance with Title VII of the Civil Rights Act of 1964, Title XII of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act of 1974 and other applicable laws and regulations.

## Enrollment

Students are considered enrolled when they pay the Comprehensive Tuition Plan, the Enrolled Options Tuition Plan and Technology Services Fee, or enroll under the Per Credit Tuition Plan. A student's enrollment date is defined as the date the bursar receives the Annual Enrollment Tuition or Comprehensive Tuition. This tuition covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year's enrollment tuition. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes and therefore would pay in-state tuition rates.

## Active Status for Contractual Program Students

Students enrolled in Thomas Edison State University through contractual and military agreements [i.e., Corporate Choice®, GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program and the Rutgers University joint degree program] must demonstrate academic activity by attempting a minimum of 3 semester hour credits over the course of the 12-month period for which they are enrolled. For example, a student whose course or other credit earning option began on Sept. 1, 2015, must register for another 3-credit course before Sept. 1, 2016, to be considered an enrolled Thomas Edison State University student for the following year. Students who do not attempt 3 credits in an academic year will be deemed "inactive."

An "inactive" military student may receive the following University services:
> Register for classes online. Military students will pay the current tuition rate of their respective contract. All other contract students will pay the current nonmatriculated tuition rate. Registration by telephone or fax will also be permitted.
> View grades and current financial aid award status.
> Submit changes to mailing or email addresses.
> Receive academic advising for only current or potential Thomas Edison State University degree programs.
> View their Academic Evaluation.

Evaluation updates, review of new transcripts, degree program changes and access to myEdison® account will not be available. Students who become inactive and wish to continue their studies with the University must reapply for admission through the Office of Admissions.

Military students with a valid Servicemembers Opportunity College (SOC) agreement with Thomas Edison State University, and who remain in "inactive" status for five consecutive years, must reapply for admission to return to the University and will be governed by the academic policies and degree programs in place at the time of their readmission.

When students have received the Academic Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Learner Support Center at (888) 442-8372.

Should it become necessary to temporarily "stop-out," students are urged to officially request a leave of absence from the University at the end of their enrollment year. Please see Page 187 for more information on leave of absences.

## Transfer Credit Policy on Previously Earned University Credits

Thomas Edison State University will accept credit in transfer for courses completed at colleges and universities accredited by the seven regional accrediting agencies recognized by the U.S. Department of Education. In addition, the University

offers a host of ways to earn credit for knowledge obtained in noncollegiate settings. Examples include:

> Courses and examinations approved through the National College Credit Recommendation Service (National CCRS) and the American Council on Education's College Credit Recommendation Service (ACE). The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree.
> Military service schools as recommended by the American Council on Education.
> Licenses, certifications and programs of study approved by the Thomas Edison State University Academic Council.
> Credit recommendations from a required course-by-course international credit evaluation completed by one of the following agencies: Academic Credentials Evaluation Institute, Inc.; Center for Applied Research, Evaluations & Education, Inc.; Educational Credential Evaluators, Inc. (ECE); World Educational Services, Inc. (WES); SDR Educational Consultants; SpanTran Evaluation Services; Transcript Research.
> Students may be required to provide syllabi 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 University will not accept credits listed as "transfer" on an institution's transcript.
> Thomas Edison State University may accept in direct transfer college-level credits earned at institutions accredited by national accreditation associations that have developed formal articulation agreements with Thomas Edison State University. Articulation agreements are posted at *www.tesu. edu* as required by the Higher Education Opportunity Act of 2008.
> College-level skills and knowledge acquired outside the classroom or through courses from nonaccredited institutions or institutions not reviewed by one of the aforementioned organizations may be validated through a variety of methods or testing options and/or through the Center for the Assessment of Learning of Thomas Edison State University.

Thomas Edison State University is covered by, and will strive to adhere to, the tenets of the Comprehensive Statewide Transfer Agreement adopted by New Jersey President's Council on Sept. 22, 2008.

Academic evaluations will not be completed or updated for applicants or students with outstanding financial obligations to the University. Students who wish more specific information concerning the transfer of credit should contact the University at *registrar@tesc.edu*; Attention: Director of Transfer Evaluations.

If your credits were earned on a quarter system, the following conversion applies:

    2 quarter hours = 1.33 semester hours
    3 quarter hours = 2 semester hours
    4 quarter hours = 2.66 semester hours
    5 quarter hours = 3.33 semester hours

## New Jersey Statewide Transfer and Articulation Agreement Appeals Process

Thomas Edison State University has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a transfer resource to support course transfer decisions made by the University. The University provides an appeal process for students to request reconsideration of these policies. This appeal process will be announced on the University website at *www. tesu.edu* and in the *University Catalog*. Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by email at *registrar@tesc.edu*.

## Procedures and Appeal Guidelines
### Review Procedures

Undergraduate students who disagree with any portion of their transfer credit evaluation should submit a written request for review to the registrar by mail to: Office of the Registrar, Thomas Edison State University, 111 W. State St., Trenton, NJ 08608 or by email to *registrar@tesc.edu*. Students have 30 calendar days from receipt of the academic evaluation to file an appeal.

The request for review should include the following information:
> Your full name
> Thomas Edison State University student ID number
> Mailing address and phone number
> Email address
> Detailed narrative to include supporting rationale and reason for appeal
> Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Thomas Edison State University's Office of the Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

### Formal Appeals

Undergraduate students not satisfied with the Office of the Registrar's determination or who believe that the decision is not consistent with the Statewide Transfer and Articulation Agreement may appeal in writing to the associate vice president and dean of Learner Services within 30 calendar days of receipt of the decision of the Office of the Registrar. The appeal should contain the same information required for the registrar's review (see above) along with any additional explanations or arguments the student wishes to have considered. The associate vice president and dean of Learner Services will refer the matter to either the Administrative Appeals or appropriate Academic

Committee. The committee will meet to consider the appeal within 30 calendar days of receipt. The committee may affirm, reject, modify or adjust the transfer credit evaluation as they deem appropriate. The committee will inform the student, in writing, of its decision. The chairperson of the committee shall also inform the provost and vice president of its decision.

The decision of the committee is final and may not be appealed within the institution.

## Transfer Credits from Two-Year Colleges

Bachelor's degree candidates may transfer up to 80 credits from a junior, county or community college.

## Limitation on Physical Education Credits

Thomas Edison State University will accept a maximum of 4 physical education activity credits toward an associate degree and a maximum of 8 physical education activity credits toward a bachelor's degree. Physical education courses that cover theory (i.e., Teaching Tennis, History of Physical Education, Kinesiology) will be accepted in addition to the activity courses.

## Awarding Credit for College Courses Taught

Thomas Edison State University recognizes that teaching a course at the college or university level requires the mastery of the material being taught. Therefore, if the courses have been taught at the university or college level within five years of the student's enrollment in the University, a credit award up to the equivalent of the same or similar course offered by Thomas Edison State University will be made. Courses must have been taught for credit at a regionally accredited institution of higher education and accepted for credit at that institution, or the courses must be taught at an institution where the courses have been reviewed and recommended for college credit by the University's Office for Assessment of Professional and Workplace Learning or the American Council on Education. The student must have had the sole responsibility for teaching the course and evaluating student performance (i.e., he/she must have had faculty/instructor status). Students requesting for credit must be matriculated into a degree program.

## Articulation Agreements

Thomas Edison State University has entered into articulation agreements with many colleges and universities. An articulation agreement is a formal agreement or partnership between Thomas Edison State University and another institution of higher education. These articulation agreements determine which courses will transfer for degree credit or fulfill Thomas Edison State University course equivalencies. Details on the terms of any Thomas Edison State University's current or historical articulation agreements should be referred to the Office of the Registrar at *registrar@tesc.edu*. Thomas Edison State University also participates in the New Jersey Statewide Transfer Agreement. This agreement provides a statewide transfer agreement process to determine the transferability of courses to participating New Jersey colleges and universities. Participating institutions are listed at *www.njtransfer.org*.

## Duplication of Credit

Repeated courses will appear on the transcript marked as "repeats." Semester hours will only be assigned in the case of repeated Thomas Edison State University courses. Repeated transfer courses or assessment credit will appear as repeats with 0 semester hours assigned.

## Evaluation of Transcripts and Credentials

After students apply, the University will evaluate all official documents and notify applicants of the credits accepted by the University. Evaluation may be done for one associate and one bachelor's degree at the same time. Applicants will receive an Academic Evaluation form showing how accepted credits will apply toward their degree and what credits are needed to complete the degree program. If there is any doubt as to the content of a particular course, applicants will be asked to submit additional information such as a course syllabus or outline.

The Academic Evaluation is an institutional document used for advising and program planning and should not be mistaken for Thomas Edison State University's transcript.

A review for acceptance of credits will be made each time enrolled students submit new credentials from other colleges and programs to the Office of the Registrar, within current policies and procedures.

## Foreign Transcript Evaluations for International Transfer Credit

The University will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

> Academic Credentials Evaluation Institute, Inc.
> *www.acei1.com*

> Center for Applied Research, Evaluations & Education, Inc.
> *www.iescaree.com*

> Educational Credential Evaluators, Inc. (ECE)
> *www.ece.org*

> World Educational Services, Inc. (WES)
> *www.wes.org*

> SDR Educational Consultants
> *www.sdreducational.org*

> SpanTran Evaluation Services
> *www.spantran.com*

> Transcript Research
> *www.transcriptresearch.com*

All costs associated with the international credit evaluation are the responsibility of the student. The University reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. Only courses with a grade of C or better, or "Pass" for pass/fail courses will be accepted in transfer. An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.

## Thomas Edison State University Transcripts

All credits evaluated by the University will appear on the transcript.

Transcripts are provided to students who are enrolled students, graduates or were a previously enrolled student. Applicants are not entitled to a Thomas Edison State University transcript, except for courses they have taken with the University as a nonmatriculated student.

Transfer credits will be identified by transfer institution department code, course number, course title and credits.

Examination credits will be identified by the name of the program, title of the examination and credits. Examples of testing programs include CLEP and DSST.

Thomas Edison State University credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of NC (No Credit) will not be transcripted.

Other assessment credits will be identified by the name of the program, course (equivalent) title and credits. Examples of such assessments include those reviewed by Thomas Edison State University's Office for Assessment of Professional and Workplace Learning or the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT) and military training programs.

Transcripts will be issued by the Office of the Registrar upon the written request of the student or through the National Student Clearinghouse. Students must be in good financial standing before a transcript may be issued. Transcripts may be issued at any time during or after completion of a degree.

Thomas Edison State University has authorized the National Student Clearinghouse to provide 24/7 online transcript ordering to our students and alumni. The National Student Clearinghouse will collect the Thomas Edison State University transcript fee as well as a small processing fee, after the transcript has been released by the University. Payments should be made by credit card. For ordering information, visit *www.tesu.edu/registrar*.

## Procedure for Having Official Documentation Submitted

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education, (ACE) or National College Credit Recommendation Service, (CCRS), licenses/certificates or courses reviewed by Thomas Edison State University and listed in the *Thomas Edison State University 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 University. When requesting a transcript, students should provide their former college with maiden name or former name, college ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State University. An official transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.

2. With the exception of official transcripts, all other military documents (i.e., licenses and/or certificates) should be photocopied, certified by a notary public to be a true copy and mailed by the student to: Thomas Edison State University, Attn: Office of the Registrar, 111 W. State St., Trenton, NJ 08608.

In certain circumstances Thomas Edison State University will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. For more information, see the "Commissioned Officer Notary Public" document, found within the "Student Forms" section of our website.

Coast Guard, Army, Marine Corps and Navy Active Duty Reserve and Veterans should request an official transcript through the Joint Services Transcript website at *https://jst.doded.mil/smart/signIn.do*. Service members and veterans of the U.S. Air Force should request an official transcript from the Community College of the Air Force.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT) must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the University, call (866) 205-6267 or email *credit@ace.nche.edu*.

4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.

5. The University will accept credit recommendations from the Academic Credentials Evaluation Institute, Inc.; Center for Applied Research, Evaluations & Education, Inc.; Educational Credential Evaluators, Inc. (ECE); World Educational Services, Inc. (WES); SDR Educational Consultants; SpanTran EvaluationServices; Transcript Research. An enrolled student may transfer a maximum of 90

credits from international institutions. Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS); therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.

6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar.

## Submission of Fraudulent Documents Policy

The submission of documents such as transcripts, diplomas, test scores, references or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Thomas Edison State University.

All documents submitted to the University, in support of applications for admission, academic evaluations or required administrative processing must be true, accurate and complete. Supporting documents must not make misrepresentations, omit relevant information or be altered from the original.

Any documents submitted under false pretenses, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by the University. Specifically, Thomas Edison State University reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, withhold transcripts, rescind degrees, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses. Dismissal for misconduct does not abrogate a student's financial responsibility to the University, the federal government or private loan providers. Students remain liable for all relevant tuition and fees and the payment of their debts.

It is illegal for any person to falsely represent themselves as having received a degree. N.J.S.A. 18A:3-15.2. Such a violation is punishable by a monetary penalty per offense. Moreover, forgery of a document is a criminal offense that can be prosecuted under criminal law. N.J.S.A. 2C:21-1. The University reserves the right to file criminal charges against any individual who submits fraudulent documents in accordance with the laws of the state of New Jersey and/or appropriate U.S. federal statute.

## Residency for Tuition and Enrollment Purposes

Thomas Edison State University will determine residency pursuant to New Jersey Administrative Code 9A:5-1.1-1.2. The Code requires that students be domiciled in the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education in order to be eligible for in-state tuition.

The Office of the Registrar is the University's principle authority on residency determination for tuition purposes. Following the registrar's guidance, initial residency assessment will be

determined by the Office of Admissions. The permanent address of the student in effect at the time the student applies for admission will be used to determine residency for tuition purposes. The initial determination will be communicated to the student and used for all tuition and fee assessments until a subsequent change of residency has been approved in accordance with prescribed procedures. All requests for a change in residency status will be forwarded to the Office of the Registrar. If you are undocumented and wish to apply for in-state tuition status under the New Jersey Dream Act, please complete the Request for Exemption from Out-of-State Tuition Application and Affidavit, which can be located on our website.

Students who are classified as nonresidents may petition for in-state residency to the Office of the Registrar. The application for state residency status for tuition purposes determination may be obtained on the University website under student forms at *www.tesu.edu/studentforms*. Please return completed application and documentation to the Office of the Registrar, 111 W. State St., Trenton, NJ 08608.

Students submitting change of address forms (or taking other administrative actions), which indicates their state of residency has changed, will be contacted by the University and asked to verify their continued eligibility for in-state tuition. Such verification may require them to submit a completed petition/questionnaire and the submission of supporting documentation.

To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return or in the case of a dependent student, a copy of his/her parent(s), legal guardian's/spouse's New Jersey Resident Income Tax Return. Supplementary evidence may include current voter registration card, New Jersey driver's license and New Jersey motor vehicle registration.

## Military Students and Residency for Tuition Purposes

Questions regarding residency determination for tuition purposes for active duty military students, dependents and veterans should be referred to the Office of Military and Veteran Education.

United States military personnel and their dependents, who are attending public institutions of higher education in New Jersey, shall be regarded as residents of the state of New Jersey for the purpose of determining tution (NJSA 18A.62-4.1).

In accordance with section 702 of the Choice Act, effective July 1, 2015, All covered individuals living in New Jersey using the Post-9/11 (Chapter 33) and Montgomery GI Bill-Active Duty (Chapter 30) at Thomas Edison State University will be granted in state tuition rates regardless of their residency. Please visit the University's website for additional information regarding the Choice Act.

## Undergraduate Nonmatriculated Student Status Policy

Undergraduate nonmatriculated students are those students who enroll in courses but have not applied for admission or

been accepted to a specific degree program at Thomas Edison State University. Nonmatriculated students do not receive advisement services and may not apply for graduation, as only matriculated students may receive advisement services and apply for graduation and only a matriculated student may be awarded a degree. Generally, there is no limit to the number of courses or credit hours a student in nonmatriculated status may earn; however, some Schools may put a limit on the number of courses a student may take as an undergraduate nonmatriculated student. Additionally, undergraduate nonmatriculated students may be restricted from enrolling in selected courses by the Schools.

Undergraduate nonmatriculated students are governed by the policies in effect at the time of their course registration. Courses and credits earned at Thomas Edison State University while an undergraduate nonmatriculated student will be evaluated based on the requirements in place at the time the undergraduate nonmatriculated student enrolls in the University.

## Residency Requirement

Thomas Edison State University has certain academic residency requirements; however, there are no physical residency requirements. Thomas Edison State University requires a minimum of 30 credits from a regionally accredited institution for bachelor's degrees and 15 for associate degrees when all other earned credits applied to the degree are from a foreign country, including Canada.

## Residency for Certificates

For nondegree enrolled students, at least 50 percent of the credits required for an undergraduate or graduate certificate must be earned at Thomas Edison State University. Application of any transferred credits is at the discretion of the dean.

## Academic Residency Requirement

> Some programs have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree.
> The joint degree programs with Rutgers University have academic residency requirements. For associate degrees the requirement is 6 credits and for bachelor's degrees the requirement is 12 credits. This number of credits must be taken from the University before a student in these programs is eligible for graduation.
> For nondegree enrolled students at least 50 percent of the credits required for an undergraduate or a graduate certificate must be earned at Thomas Edison State University. Application of any transferred credits is at the discretion of the dean.
> Students participating in military education programs have an academic residency requirement of 12 credits for an associate degree and 24 credits for a bachelor's degree.

## Degree Requirements

Thomas Edison State University awards degrees that reflect the general content of an American education. As part of the credit requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 credits for the associate degree programs.

Enrollment of foreign students residing outside the United States will be restricted as described below. International students are not eligible for enrollment in the following programs:
> Bachelor of Science in Health Sciences (BSHeS)
> Bachelor of Science in Human Services (BSHS)
> Bachelor of Science in Nursing (BSN)
> Associate in Arts in Human Services (AAHS)

In the degree programs listed below, if professional credits are more than 10 years old, a Demonstration of Currency (DOC) is required.
> Bachelor of Science in Applied Science and Technology (BSAST)
> Bachelor of Science in Business Administration (BSBA)
> Bachelor of Science in Organizational Leadership (BSOL)
> Associate in Science in Applied Science and Technology (ASAST)

## Degree Requirements for Returning Students

Enrolled students who officially request a leave of absence from the University 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 University and re-enroll will be required to complete the degree requirements in accordance with academic policies in effect at the time of re-enrollment.

## Sequential Course Work

With the exception of English Composition I and II, if a student has successfully completed a second course of sequential courses, he/she does not have to complete the first course. Please note that the reference to "sequential courses" means that knowledge of the second course is reliant on knowledge of the first course such as Calculus I and II. Students do, however, have to complete the minimum number of credits in each area to fulfill graduation requirements.

## Course Repeat Policy

Students may repeat, without limitation, an undergraduate course for the purpose of raising the course grade. Only the highest grade will be calculated in the GPA. All grades will appear on the official transcript.

Students must also adhere to any repeat policy standards established by their School.

## Institutional Review Board

The Institutional Review Board (IRB) is designated by Thomas Edison State University (TESU) to support mentors, staff, students and guests to complete their research that is compliant with federal and state laws and TESU policy. As such the IRB is charged to review, approve initiation of, and conduct periodic reviews of research projects that involve human participants. As mandated by Federal Law and consistent with TESU policy, each investigator must have prior dated and written approval from the IRB before beginning a research project that uses human participants. This is true regardless of the funding source or if the project is funded.

Please reference the University website for additional information and materials that are needed to obtain IRB approval of research that involves human participants.

# Policy On Grading

## Grading

When a mentor receives an assignment from a student, he/she will assess the learning, make comments on the assignments, offer suggestions for improvement and assign a letter or percentage grade. Students should keep copies of all assignments. If students are working in an online, Guided Study or nursing course, they must use the assignment link within myEdison®, the University's online course delivery system. Students also will be able to communicate with mentors through online discussions of their work. Students should receive a response to their assignments within a week after submission.

Mentors will send students an examination feedback form with their grade, and mentors will send their final grade report to the Office of the Registrar. Final course grades are available for viewing and printing online at Online Student Services approximately two weeks after a semester ends. The University will not release grades to students by any other means. If students find errors or omissions in a Grade Report, they should report the error immediately — in writing — to the Office of the Registrar.

## Turnitin Policy

Assignments that are designated as turnitin assignments: When an assignment has been designated as a Turnitin assignment, students are required to submit the assignment to the *Turnitin.com* website, using the instructions posted in the course syllabus. The originality report generated subsequently must be submitted with the original assignment to the mentor via the Learning Management System (LMS.) Both the originality report and the assignment must be submitted by the assignment due date, unless other arrangements have been made with the mentor. Assignments not submitted with the originality report will be given a grade of zero.

## Courses

The outcome of active, current learning experiences assessed by the University will be graded based upon the scale below. This policy applies to graded course credits earned through the University.

**Undergraduate Grading System**

| Letter Grade | Quality Points | Numerical Equivalents |
|---|---|---|
| A | 4.0 | 93-100 |
| A- | 3.7 | 90-92 |
| B+ | 3.3 | 88-89 |
| B | 3.0 | 83-87 |
| B- | 2.7 | 80-82 |
| C+ | 2.3 | 78-79 |
| C | 2.0 | 73-77 |
| C- | 1.7 | 70-72 |
| D | 1.0 | 60-69 |
| F | 0 | Below 60 |
| I | Incomplete (temporary grade) | |
| IF | 0 | Below 60 |
| W | 0 | None |
| CR | 0 | 73 and above |
| NC | 0 | below 73 |

Grading for prior learning assessment (PLA), *e*-Pack® (EP) courses and TECEP® examinations (TE) is credit/no credit. No grade points are assigned for CR/NC grades.

## Grade Notes:

A final grade of F is assigned when:

> a student does not complete the course work and examination(s) for a course and does not request a withdrawal or extension before the course has ended;

**OR**

> the overall average on all course work (including examinations) is below the passing level (59 or below). This F grade is recorded on the student's permanent transcript and used in GPA calculation.

A temporary grade of I, or "incomplete," is assigned by the University when:

> A student has completed the required course work, including the final examination, by the end of the semester, but the mentor has not yet received the final examination. Once a mentor receives the student's final examination and has submitted a change of grade to the Office of the Registrar, the final grade will be posted. This I grade is not recorded on the student's permanent transcript.

*Note: Students may not request that mentors provide an I grade, or "incomplete," for a course. If students need additional time to complete course work or examinations, they will need to request an extension from the University. Mentors cannot give extensions without students having followed the full course extension request procedure. When no request for extension is filed, and examinations are not, completed, the I converts to a grade of IF six weeks after the end of the term.*

A grade of IF, or "incomplete failure," is issued six weeks after the end of a term:
> as a replacement grade for students on extensions who do not complete the work;
**OR**
> as a replacement grade for students who are originally assigned an I grade when the University does not receive a completed examination. This IF grade is recorded on the student's permanent transcript and used in GPA calculation.

A grade of NC, or "no credit," is assigned to a TECEP® or *e*-Pack® student who does not achieve a passing score, or a PLA portfolio course student who fails to complete the course and does not request an extension within the appropriate time frame. This grade is not recorded on the student's permanent transcript.

To receive credit for the course, students must:
> Earn a passing average on the total of all assigned course work (e.g., examinations, assignments, discussion postings, etc.). Failure to complete and submit all assignments will negatively influence the final grade and may result in a failing grade for the course. In addition, a grade of C– or below in nursing courses is not accepted for credit toward any program in the W. Cary Edwards School of Nursing. A grade of B or better is required for each course in the graduate nursing certificate programs for the credit to be applied to program requirements.

## Unit of Credit
In expressing its degree requirements, Thomas Edison State University 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 University will be converted to semester hours.

## Credit Without a Letter Grade
Thomas Edison State University will transcript credit (CR) without a letter grade for the following: prior learning assessment (PLA); *e*-Pack®; all testing programs including TECEP®; business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE) or National CCRS; military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses, special programs and registries evaluated and recommended for credit by Thomas Edison State University; and credits from foreign universities. Credits earned are automatically applied to Thomas Edison State University degree programs for enrolled students, but are not calculated into the GPA.

## Policy on Grade Point Average
An official Thomas Edison State University term and cumulative GPA will be calculated and posted on the official transcript for any student attempting at least 1 semester credit of graded course work at the University. Only grades earned at the University will be considered in the calculation of the official Thomas Edison State University GPA. Transfer grades will not be used in calculating the official Thomas Edison State University GPA.

Grades which reflect attempted graded credits (A, A-, B+, B, B-, C+, C, C-, D, IF and F) will be used to calculate the official Thomas Edison State University GPA. Grades of CR (Credit) and W (Withdrawn) will not be used in the calculation of the GPA, but will be recorded on the student's transcript. Grades of NC (No Credit) will not be counted in the GPA nor recorded on the transcript.

This policy applies only to courses for which students register that began on or after July 1, 2011.

## Policy on D Grades
Students may transfer in or apply Thomas Edison State University course grades of D to their nonarea of study requirements as long as their overall grade point average is at least a 2.0 or higher, as determined by the School in which they are enrolled, with the following exceptions:
> all area of study courses must be graded C or better in order to apply to area of study requirements; and
> all required composition courses must be graded C or better.

## Extra Credit Policy
Thomas Edison State University does not permit the assigning of extra credit activities to improve course grades.

## Grade Rounding Policy
Grades on course assignments and examinations that are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

## Course Late Assignment Policy
Written assignments should be submitted no later than the due date unless prior arrangements are made with the mentor and a new due date is established. If a student submits an assignment after the due date without having made arrangements with the mentor, a minimum of 5 points, (based on an assignment grading scale of 100 points), or 5 percent of the total points, will be deducted for each week, or part thereof, that the assignment is late. In order to receive credit for the discussion forum assignment, the student must actively participate during the assigned discussion period.

## Grade Appeals

The grade appeal process is for students who have evidence that an inappropriate grade has been assigned as a result of prejudice, caprice or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the standards in the syllabus.

> Students must initiate an appeal within 30 days of the issuing of a final grade.
> The student will first contact the course mentor either by email, telephone or U.S. mail.
> If the student is not satisfied with the results of the initial contact, or if the course does not have a mentor, the concern must be presented in writing to the School dean in which the course is offered using the appeal form (undergraduate and/or graduate forms can be found on the Thomas Edison State University website, *www.tesu.edu)*.
>   • The School dean will mediate between the mentor and the student to obtain resolution of the issue.
>   • If the student is dissatisfied with the decision of the School dean, the student may make a written appeal to the vice president and provost within 10 business days.
>   • The provost will respond within 30 days with a final decision.

## Minimum Grade Point Average for Graduation

All undergraduate students at Thomas Edison State University are required to maintain an overall minimum average of C in their Thomas Edison State University courses in order to graduate, including courses not used to fulfill degree requirements.

All area of study courses must be graded C or better in order to apply to area of study requirements for undergraduate students at Thomas Edison State University.

All undergraduate students at Thomas Edison State University are required to maintain a minimum average of C in all the credits applied to their degree (Thomas Edison State University and transfer credits) in order to graduate.

All undergraduate students at Thomas Edison State University can only utilize a grade of C or better in the area of English composition in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from Thomas Edison State University.

## Graduation

In order to apply for graduation, students must be within their enrollment year. When all degree requirements have been satisfied, students are required to apply for graduation by submitting the Request for Graduation form included in the *Advisement and Degree Planning Handbook*, along with the graduation fee to the Office of the Bursar. The form may also be found on the University website at *www.tesu.edu/studentform*s. A student does not automatically become a candidate for a degree.

To be considered for graduation, all academic requirements and financial obligations must have been met by the first day of the month two months prior to the graduation date. The official graduation months are March, June, September and December. Once the form and fee have been received and the Office of the Registrar has certified that all degree requirements and financial obligations have been met, the Office of the Registrar sends two official letters of degree certification to each graduate and degree seeking candidates' names are presented to the Thomas Edison State University Board of Trustees for formal approval. Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each individual graduate and are mailed to graduates within two weeks of the graduation date.

## Certification of Good Academic and Financial Standing

For letters of good standing, a student must be in good academic and financial standing. Students must be actively enrolled to receive a letter of good standing. Written requests should be addressed to the Office of the Registrar. Written requests for letters of recommendation for admission to graduate schools should be addressed to the dean of the School in which the student is enrolled. For certifications relative to financial aid/loans, written requests should be made to the director of the Office of Financial Aid.

## Catalog Currency

Students must use the *Thomas Edison State University Undergraduate Catalog* that is in effect on the date of enrollment to determine graduation degree requirements. However, if students change their degree program from one school to another or allow their enrollment to lapse, necessary graduation requirements will be required as listed in the *Undergraduate Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

## Credit Banking

Credit Banking is available to individuals who wish to document college-level military experience, licenses, college proficiency examinations and college-level corporate training programs. To apply for Credit Banking, complete a Nondegree Services Application, which may be accessed on the University website at *www.tesu.edu/documents/NondegreeServiceApp.pdf*.

The Credit Banking application fee entitles students to transcription services for one year. Students are advised that credits transcripted under the Credit Banking program may or may not apply to a degree program at Thomas Edison State University 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 transcripted for courses deemed to be developmental.

Credit Banking students who later decide to enroll at Thomas Edison State University should file an application for admission

and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree. Credit Banking is not available for foreign credentials nor is credit given for courses taught.

## Change of Records

Students can only make changes to their permanent records during the period of active enrollment.

## Change of Program/Degree Status

When a student adds/changes degree programs within the same school, assuming he/she is continuously enrolled, the student should remain in the same year catalog in which he/she began. If the student has not been continuously enrolled, the student will be moved to the most current year catalog. If the student adds/changes degree programs and changes to a different school, regardless of whether he/she was continuously enrolled or not, the student will be put into the most current year catalog.

When students change their degree program from one school to another or change from nondegree-seeking to degree-seeking status, they are required to follow the graduation requirements in effect at the time the official change is recorded in the Office of the Registrar.

Students are required to request change of degree or an area of study/concentration/option in writing. Such requests should be addressed to Academic Advising.

## Keeping Records Current

A student's demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students are responsible for updating their information on Online Student Services or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, email address, telephone and/or degree.

It is crucial that the University has accurate records of a student's name, address, email address and telephone number. If any of these change between the time the student registers and the time the student receives his/her grades, the University must be notified immediately. Students may do this online by visiting Online Student Services — a suite of online services for students located at *https://ssl.tesu.edu/pages/web/default.jsp* or by mailing a completed Student Data Change Form to the Office of the Registrar. The form is available at *www.tesu.edu*.

## Score Reports

TECEP® examination results are not awarded a letter grade. They are transcripted on a pass/fail basis only and, therefore, are not calculated into the student's GPA. Further information about TECEP® examinations can be found at *www.tesu.edu/tecep*. After testing, students will receive a score that indicates whether or not they passed. Please note that TECEP® examination results may not be given out over the telephone or via email. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

## Transcript Fee

This fee is charged for each transcript (official or student copy) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

## Refund Policy

**Enrollment Tuitions:** If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar. See the course tuition refund policy on Page 191.

## Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, course extension, late registration for courses, Credit Banking, transcripts and graduation re-enrollment fee.

### Nonenrolled Students

Nonenrolled students use services at the University and pay for them on a per-service fee basis. Nonenrolled students must complete the online application and may take Thomas Edison State University courses, TECEP® examinations and prior learning assessment (PLA) by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Comprehensive Tuition, the Annual Enrollment Tuition or Per Credit Tuition Plan or the W. Cary Edwards School of Nursing Tuition. Service members not pursuing a Thomas Edison State University undergraduate degree still qualify for MDCP or NCPDLP tuition rates. The University also offers nondegree services such as Credit Banking.

### Military Fees

A separate tuition and fees schedule is provided to students in the military. Note: Active-duty military personnel who enroll in the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP) or GoArmyED will pay the respective tuition rates. Regardless of residency, full-time active duty military personnel and their dependents have the option to pay New Jersey residency tuition and fees.

### Undergraduate Tuition and Fee Definitions

The tuition and fees are adjusted on July 1 each year. Information on tuition and fees is available to students through the University website at *www.tesu.edu/tuition*. Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the University website. Tuition and fees are subject to change without prior notice.

### Admission Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The application is active for six months from the date of application. Applicants who do not enroll during this period of eligibility will have to reapply to the University before enrolling. The Application Fee is waived for Thomas Edison State University alumni.

## Enrollment Grace Period

All students are provided a thirty day grace period at the end of their current year of service. For example if their enrollment date is August 2, 2015, they have a thirty day grace period that ends on September 1, 2015.

The primary purpose of the grace period is to provide students completing their degrees with time to submit final grades or transcripts for the graduation audit. Students that will not complete their final courses during the grace period will be required to extend their enrollment.

If a student has not renewed or extended their Annual Enrollment, Comprehensive Tuition, or enrolled in course or exam that will extend their active enrollment under one of the University's per credit tuition plans will become inactive at the end of the grace period. After a student is inactive they will be required to reapply to the University.

## Change of Enrollment Plans

Students will be able to request a change to their enrollment plan, Enrolled Options, Comprehensive Tuition, or Per Service Tuition Plan, within ninety days from the start of their current year of service. The written requests must be sent to bursar@tesc.edu. Once received the Bursar's Office will change the enrollment plan and recalculate any tuition and fees if necessary.

These statements can be found on the following pages:
  http://www.tesu.edu/tuition/Per-Credit.cfm
  http://www.tesu.edu/tuition/Enrolled-Options-Plan.cfm
  http://www.tesu.edu/tuition/Comprehensive-Tuition-Plan.cfm
  http://www.tesu.edu/tuition/selecting-the-right-plan.cfm

## Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and allows a student to register for a maximum of 36 credits of Thomas Edison State University courses (Guided Study, online and e-Pack® courses) as well as TECEP® examinations and prior learning assessment (PLA). The maximum of 36 credits will include all credits registered for even if a student later withdraws; for example, if a student registers for 12 credits but withdraws from a 3-credit course, the student will have used 12 credits of their 36 credits leaving a balance of 24 credits. Once a student registers for 36 credits under their Comprehensive Tuition Plan, their enrollment plan with Thomas Edison State University will be changed to the Enrolled Options Plan for the balance of their enrollment year. The student will be required to pay per-credit tuition and fees for any additional courses for which they register. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

This tuition covers all administrative costs associated with a Thomas Edison State University education except the Graduation Fee, Course Extension Fee, Transcript Fee, Late Course Registration Fee and Took Final Exam After Term End Fee or textbooks. Students may take up to 12 credits per term

for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition although a refundable deposit is required of students ordering the materials from MBS Direct, the University's textbook supplier. Visit www.direct.mbsbooks.com/tesu.htm for more information.

## Enrolled Options Tuition Plan

Some undergraduate students may not require the full complement of credit-earning options and student services covered under the Comprehensive Tuition Plan. For those students who want or need to choose only certain components of the plan, the University 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 University services, including academic advisement and program planning. Students may then choose what College credit-earning methods they require and will be charged for each option.

## Per Credit Tuition Plan

The Per Credit Tuition Plan enables students to register and pay for course tuition on a per credit basis directly after they apply and are accepted into a degree program. Students who select the Per Credit Tuition Plan with the intention of graduating from Thomas Edison State University have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree. Residency requirements are met by earning credits via Thomas Edison State University Online (OL), Guided Study (GS) or e-Pack® (EP) courses, TECEP® exams (TE) or Portfolio Assessment (PA or PF).

## Veteran Student Tuition Plan

Students using GI Bill educational benefits at Thomas Edison State University will be enrolled using the Per Credit Tuition Plan (PCTP), which enables degree seeking students to register and pay for undergraduate course tuition on a per credit basis.

The Per Credit Tuition Plan can:
  > reduce higher upfront costs;
  > allow a more cost effective method for degree-seeking students taking a lesser number of credits in a year;
  > enable students to register and pay for course tuition after they apply and are accepted into a degree program;
  > allow students to register for courses immediately and become enrolled 10 days into the first term; and
  > streamline the processing of VA educational benefits.

Whether or not a student will have out-of-pocket costs depends on which chapter of the GI Bill they are using. Some chapters pay the education benefit directly to the veteran, while others pay the education benefit directly to the school. More detailed questions should be directed to the VA for the most accurate answer concerning specific benefits.

## Enrollment Extension Policy

To be used by those students whose anniversary date occurs up to three months prior to their anticipated graduation date. The

anniversary date may be extended up to three months under the Enrolled Options tuition plan. Students who anticipate a delay of longer than three months must remit the full Annual Enrollment Tuition. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Tuition Plan will be under the Enrolled Options Plan.

## Technology Services Fee

This fee provides for the student services that are delivered through technologies and supports the maintenance and replacement of electronic hardware used to deliver these services. Unless they choose the Comprehensive Tuition alternative, students must pay the fee along with the Annual Enrollment Tuition before they can receive University services.

## Tuition and Fee Schedule for W. Cary Edwards School of Nursing Students

A separate tuition and fee schedule is in effect for students in the W. Cary Edwards School of Nursing. Note: Active duty military personnel who enroll in the W. Cary Edwards School of Nursing will pay the nursing program in-state tuition rate. Visit *www.tesu.edu/nursing* to view the W. Cary Edwards School of Nursing Tuition and Fees Schedule.

## Late Re-Enrollment Fees

A late fee is charged if a student does not pay the Comprehensive Tuition or Annual Enrollment Tuition within 30 days of his/her anniversary date. A student's anniversary date is the first year date that payment of either the Comprehensive Tuition or Annual Enrollment Tuition is received by the University. If a student does not re-enroll within 90 days of his/her anniversary date, he/she will have to reapply and pay all first-time student fees.

## Graduation Fee

This fee covers the cost of awarding the degree and maintenance of the student's transcript.

## Tuition and Fees

For complete tuition and fees information, please visit *www.tesu.edu/tuition*.

## Leave of Absence and Readmission

### Leave of Absence

If it is necessary for an enrolled student to "stop out" at the end of his/her enrollment year, it is to the student's advantage to request an official leave of absence (LOA) from the University. A student may request a leave of absence from the University for a one-year period by filling out the Leave of Absence Form and returning it to the Office of the Bursar with the processing fee. The request may also be made in writing if the student does not have the form. It is to a student's advantage to wait until the enrollment fee is ready to expire before requesting a leave of absence as the enrollment fee is due again upon returning from leave of absence. Requesting an leave of absence does not

entitle a student to an enrollment fee refund, nor does it freeze a students year of service.

The leave of absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Being on a leave of absence from your degree program does NOT automatically withdraw you from your course enrollments. If you are currently enrolled in Thomas Edison State University courses, TECEP® examinations or portfolios, you must continue to work on them and adhere to all deadlines. If you are unable to continue with your courses, TECEP® examinations or portfolios, you must withdraw from them in accordance with the instructions given in your materials in addition to filing for a leave of absence.

A student who requests a leave of absence may, within one year, become active by notifying the Office of the Bursar, paying the appropriate enrollment fees and completing the degree requirements for the year of his/her enrollment.

### Readmission

Applicants who do not enroll by paying an Annual Enrollment Tuition or registering for a course under a Per Credit Program during the 12-month period from the date of application must submit a new admissions application.

Enrolled students who do not renew their enrollment by paying an Annual Enrollment Tuition or register for a course under a Per Credit Program on their anniversary date and who do not officially request a leave of absence must reapply by filling out a new application for admission and paying the application fee. The student's anniversary enrollment date will be the new enrollment date.

Students returning to the W. Cary Edwards School of Nursing from leave of absence will need to submit the Nursing Re-enrollment From Leave of Absence Form with appropriate fees.

### Readmission of Thomas Edison State University Graduates

Graduates of the University who return for a second degree must fill out an application for admission and pay only the current Annual Enrollment Tuition and Technology Services Fee.

## Two Areas of Study Within One Degree

Students may complete up to two areas of study within one bachelor's degree. No more than 9 credits that are used in the first area of study may be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met at the same time. Students cannot complete a third area of study within one bachelor's degree.

# Award of Degrees
## First Associate Degree

Students who desire both a Thomas Edison State University associate degree and a Thomas Edison State University bachelor's degree may have both degrees awarded together in the same graduation cycle.

If a student has completed an undergraduate, advanced or professional degree and applies for an associate degree, he/she must complete a minimum of 12 credits in the option beyond credits completed on the date the most recent degree was awarded. The student must also meet all requirements specific to the degree.

## Second Associate Degree

Students who have received one associate degree at Thomas Edison State University or another regionally accredited institution and wish to earn a second associate degree must:
> complete a minimum of 12 additional credits in the option for a second associate degree beyond the date the most recent degree was completed; and
> students must complete all requirements for the degree as listed in the current *Thomas Edison State University Undergraduate Catalog.*

## First Bachelor's Degree

A student who applies for a first bachelor's degree may not have completed another four-year degree. Students who have earned a bachelor's, graduate or professional degree must follow the policies and procedures under "Second Bachelor's Degree." A student may have completed an associate degree, first professional degree or degrees prior to earning his/her first bachelor's degree.

## Second Bachelor's Degree

Students who have received one bachelor's degree at Thomas Edison State University or one bachelor's or first professional degree at another regionally accredited institution and wish to earn a second bachelor's degree must:
> complete a minimum of 24 additional credits in the area of study/core for a second bachelor's degree beyond the date the most recent degree was completed;
> Bachelor of Science in Business Administration students must complete 18 additional credits in the area of study and 6 additional credits in the core for a second bachelor's degree beyond the date the most recent degree was completed; and
> complete all requirements for the area of study as listed in the current *Thomas Edison State University Undergraduate Catalog.*

The University will not award a third associate or bachelor's degree.

## Bachelor's to Master's Program

Thomas Edison State University undergraduates may apply for conditional admission to the Thomas Edison State University graduate program of their choice when:
> they have earned at least 60 undergraduate transcripted credits;
> they have a minimum GPA of 3.0; and
> they have three years of degree program relevant experience.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State University GPA of 3.0. Conditionally admitted students may earn up to 9 graduate credits (three courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 9 graduate credits (three courses) and must maintain their active undergraduate enrollment status. Note: there are recommended courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.

Students who do not achieve a 3.0 in their graduate course work will not be permitted to take additional courses. Students who do not successfully complete the 9 credits will have to reapply for admission to graduate study.

*Note: See Bachelor of Science in Nursing for BSN/MSN option.*

## Enrolled Undergraduate Students

Students enrolled in a Thomas Edison State University degree program are strongly encouraged to consult with an academic program advisor before registering for courses and examinations to be certain their selections are appropriate. Students receiving financial aid are strongly encouraged to have their course selections approved on a degree program plan by an advisor. In all cases, it is the student's responsibility to know and fulfill degree requirements.

A student's degree program plan will note courses and/or examinations that are appropriate for his/her degree. Students may register for a course by submitting the Course/TECEP® Form to the Office of the Registrar by phone, fax, email or electronically via the University website *www.tesu.edu/students.*

Please note that some degrees may require students to take courses at other institutions. Students are responsible for any and all costs incurred at other institutions.

# International Student Policies
## Out-of-Country and International Undergraduate Students

Students residing outside of the continental United States are eligible to register for any credit earning option. Prior to registering for a TECEP® examination, an online course or a Guided Study course, out-of-country students must contact the Office of Test Administration at *testing@tesc.edu* to have the test proctor approved. Thomas Edison State University must approve the means of test administration as arranged by the student. In addition, approval for registration is based on the student's willingness to absorb additional costs for delivery of course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or by an approved DSST or College-Level Examination Program (CLEP) test administrator at an official DSST or CLEP test site. If English is not the official language of the country of citizenship, the student must also submit a score of at least 500 on the paper-based examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering. Students are responsible for all mailing or other shipping costs and proctoring fees. Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction. U.S. military personnel are expected to take examinations through the education officer at a military base.

### American-Earned Credits

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a Thomas Edison State University bachelor's degree, and at least 15 additional U.S. college credits to earn an associate degree. All other conditions that apply to local students will apply to international students as well.

## Eligibility

Foreign citizens interested in becoming undergraduate students will be eligible for admission if they have, at a minimum, scored 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

Students are responsible for taking the TOEFL and having the official scores sent to the Office of Admissions at Thomas Edison State University by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA or go to *www.ets.org/toefl*.

Thomas Edison State University recognizes the discipline necessary to complete a self-directed program of study. An external degree institution for adults, the University 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 University.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

## Apostille Certifications

An Apostille is a form of authentication appropriate to countries that have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. Thomas Edison State University will honor requests for Apostille certifications. The process requires the University to prepare the transcript, diploma or letter certifying graduation, and submit the notarized documents to the state of New Jersey for authentication. When the Apostille is received back from the state of New Jersey, the University forwards the package on to the student.

The state of New Jersey charges $25 to authenticate the Apostille. (Additional charges will also be assessed by the University for specifically requested documents.) Payment of all fees, to the state and to the University, associated with the Apostille must be made in U.S. dollars by international money order or personal check drawn from a U.S. bank.

Please send signed written requests for an Apostille to:

> Thomas Edison State University
> Office of the Registrar
> Attn: Apostille Request
> 111 W. State St.
> Trenton, NJ 08608

*Requests must include the following:*
> the student's contact information;
> a clear statement of the document for which the Apostille authentication is required, the country to which it will be sent and the purpose of the Apostille;
> if the University is providing documents for authentication (official transcripts, diploma copies or letters certifying graduation) clearly state the information to be included in the document;
> an international money order or personal check (drawn from a United States bank) payable to "The State of New Jersey" in the amount of $25;
> a separate international money order or personal check (drawn from a United States bank) payable to "Thomas Edison State University" for the required amount in accordance with our current fee schedule. (Currently the University charges $5 for each official transcript and $35 for each duplicate diploma requested.); and
> a self-addressed return envelope so that these documents may be returned directly to the student once they have been processed.

Preparing an Apostille requires coordination with other state agencies. The entire process takes approximately 7-8 weeks from the date the University receives all information and required documentation. Please be aware that the absence of any of the requested information will delay the Apostille process.

# International Credit Policy
## Testing

International students residing outside the United States will be permitted to attempt to earn credit through testing. United States and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State University. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST, CLEP or TOEFL test administrator at an official DSST, CLEP or TOEFL test site. Students requesting approval must also submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for the examination if English is not the official language of their country of citizenship. Examinations are mailed via overnight express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State University reserves the right to approve the proctoring arrangement.

## Prior Learning Assessment (PLA)

United States and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. If English is not the official language of their country of citizenship, these students must submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA; have completed 24 college-level credits prior to the time of application, at least 6 credits of which are in English composition; and have a thorough understanding of the additional time and costs that may be associated with this process (postage, phone calls, etc.).

## Guided Study, Online Courses, e-Pack® Courses

American citizens and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online or e-Pack® courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State University and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST, CLEP or TOEFL test administrator at an official DSST, CLEP or TOEFL test site. Prior to registering for a Guided Study course, online course or e-Pack® course, students living outside the United States must contact the Office of Test Administration to have a test proctor approved. Students are responsible for all mailing or other transport costs and proctoring fees. United States military personnel are expected to take examinations through the education officer at a military base.

*Note: Does not apply to military and diplomatic personnel and their families who have APO/FPO addresses.*

## Transfer Credit

An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.
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## International Credit Evaluations

The University will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

> Academic Credentials Evaluation Institute, Inc.
  *www.acei1.com*

> Center for Applied Research, Evaluations & Education, Inc.
  *www.iescaree.com*

> Educational Credential Evaluators, Inc. (ECE)
  *www.ece.org*

> World Educational Services, Inc. (WES)
  *www.wes.org*

> SDR Educational Consultants
  *www.sdreducational.org*

> SpanTran Evaluation Services
  *www.spantran.com*

> Transcript Research
  *www.transcriptresearch.com*

All costs associated with the international credit evaluation are the responsibility of the student. The University reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. Only courses with a grade of C or better, or "Pass" for pass/fail courses will be accepted in transfer. An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.

## Application and Enrollment Procedure for International Students

To apply to Thomas Edison State University, submit the following documents:
1. A completed Thomas Edison State University Online Application;
2. Application fee (payment must be in U.S. dollars); and
3. A TOEFL score report sent directly to Thomas Edison State University from the Educational Testing Service.

To enroll in Thomas Edison State University, international students must select either the Comprehensive Tuition Plan, the Enrolled Options Tuition Plan or the Per Credit Tuition Plan.

After enrollment, any credentials or documents submitted will be evaluated. When the evaluation has been completed, students will be advised of any remaining degree requirements. It is the student's responsibility to arrange for the completion of remaining degree requirements.

## Visas

Thomas Edison State University 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 University. 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 University degree.

### Fees and Requests for Additional Information

Fees for international students residing in foreign countries cover extensive administrative costs. Students on nonimmigrant visas living in the United States will pay out-of-state fees. Details on fees are available upon request.

# Course Policies and Regulations
## Withdrawals/Refunds

Student's withdrawal request must be processed online or be made on the Request for Course Withdrawal Form found in the Course Manual, online at *www.tesu.edu* under Current Students/ Student Forms or in a letter addressed to: Office of the Registrar, Thomas Edison State University, 111 W. State St., Trenton, NJ 08608 [Fax: (609) 292-1657]. Stopping payment on credit cards or checks does not constitute an official withdrawal, nor does it relieve students from their financial obligation to the University. Failure to submit assignments or take examinations does not constitute an official withdrawal, nor does verbal notification to your mentor or to any member of the University staff before the end of the term.

A request for course withdrawal will only be accepted online or in writing and must be submitted before the end of the term. A withdrawal request will not be processed if it is submitted after the course has officially ended. Students will not be permitted to withdraw after an official course extension has ended.

A written withdrawal request must cite the student's course code, course name and the mentor's name as well as the student's name and University ID number. The postmark, email or fax date will constitute the official withdrawal date.

Failure to withdraw as stated above will result in the forfeiture of any refund and may result in a failing grade. If a student wishes to withdraw from a degree program at the University, the student must do so in writing to the Office of the Registrar.

If a student is utilizing GoArmyEd, withdrawal requests must be submitted through the GoArmyEd portal, as this is the only way to ensure a refund of tuition assistance funds.

### Withdrawal Tuition Refund Schedule

Tuition refunds for course withdrawals will be processed within two weeks after the withdrawal request is received in the Office of the Registrar. The registration fee and late fee are not refundable. There are no refunds for Comprehensive Tuition Plan students.

Return any course materials to the textbook supplier, not to the University. Please refer to policies and procedures issued by the supplier regarding materials returns.

Withdrawal requests must be postmarked, emailed or fax dated according to the following schedule for the corresponding tuition refund.

*Note: GoArmyEd utilizes a separate formula to calculate refunds. For more information on the GoArmyEd refund policy, please reference our GoArmyEd information page; accessible through GoArmyEd by clicking on the "Schools and Programs" link under "Earn a Degree or Credential," and then searching for Thomas Edison State University.*

### Refund and Transfer Policy
> Withdrawals before the first day of the term = 100 percent tuition refund.
> Withdrawals between the first and the seventh day of the term = 75 percent tuition refund
> Withdrawals between the eighth and 14th day of the term = 50 percent tuition refund
> Withdrawals between the 15th and 21st day of the term = 25 percent tuition refund
> Withdrawals after the 21st day of the term = No refund

Transfers from one course to another within the same term are permitted before the start date of the term. Transfers from one term to another are not permitted.

## Military-Related Withdrawal Requests

A military withdrawal exception will be considered if supporting documentation, detailing a qualifying deployment or emergency activation is submitted along with the request, as we understand that such situations are often accompanied with limited access to online resources. We will be unable to consider any withdrawal requests submitted after the course has closed that are not submitted for reasons of qualifying deployment or emergency activation.

Standard or scheduled military training exercises do not qualify for military waiver exceptions. While there are circumstances that may qualify for an exception-to-policy; standard orders, especially those that are considered routine or voluntary, are scheduled on a regular basis, and generally provide military members with ample time to plan their course-schedule around military duty.

As an alternative to a withdrawal, students may submit a course extension request; however, if the extension is awarded, the option for withdrawal will no longer be available, as only one exception can be awarded per course. For this reason, military students should carefully weigh their options based on the circumstances before submitting their request.

Non-GoArmyEd circumstantial withdrawal requests must be submitted to the Office of Military and Veteran Education, along with supporting documentation. Once the request and supporting documentation have been received, the Office of Military and Veteran Education will then make a recommendation on the student's behalf for an exception.

GoArmyEd students should submit Withdrawal for Military Reasons (WM) through the GoArmyEd portal. If the course has already closed and a WM cannot be submitted through the GoArmyEd portal, then the student should submit a circumstantial withdrawal request as previously outlined. If the petition is approved, it is important to note that Thomas Edison State University can only report a withdrawal to GoArmyEd, as recoupment is a policy governed by the Army.

## Withdrawals and VA Benefits

If a student officially withdraws from a course, the date the student withdrew is the effective date of withdrawal. If a student is administratively withdrawn or stops attending without officially withdrawing (i.e., lack of participation and progress), the actual last date of attendance must be determined and reported to the VA by the school certifying official (SCO). The following are some of the methods used to determine the last actual date of attendance: attendance records, grading reports, last date posting an assignment on a discussion board, last date on which examinations or other assignments are posted and last day of activity according to assigned mentor's records. If a student completes the term with all F and/or nonpunitive grades (i.e., W), the SCO must determine and report the actual last date of attendance for each course and, if required, terminate the student for unsatisfactory progress.

If a student withdraws after the University's drop period and a nonpunitive grade is assigned, mitigating circumstances may be an issue. Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Examples of mitigating circumstances include: illness or death in the student's immediate family; illness or injury afflicting the student during the enrollment period; an unavoidable change in the students conditions of employment and unavoidable geographical transfer resulting from the student's employment; immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment; discontinuance of the course by the school; unanticipated active military service, including active duty for training; and unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes. The student must provide the SCO documentation of mitigating circumstances and it must be retained with the student's file. If mitigating circumstances are needed and adequate evidence is not received, the VA will not pay for the course(s) in question. If the student has already been paid for the course(s) the VA will create an overpayment and will recoup the money from the student for the entire term.

The VA automatically grants mitigating circumstances for up to 6 credits the first time a student withdraws and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered for the student. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives nonpunitive grades.

## Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one eight-week extension per course. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of their new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if the second extension is warranted and notify the student of their decision. If approved, the registrar will notify the student of their new course ending date.

For both first and second extensions, the eight weeks will be added to the current end date of the course in question. Students cannot have more than 16 additional weeks added to the original start date of the course term. Students may not request more than two extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension hasn't ended.

A percentage of the student's final grade in an online course is based on his/her participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

If a student is on extension, he/she must call the Office of Test Administration at (609) 984-1181 two weeks prior to the desired test date or at least two weeks prior to the extension

end date to ensure that examinations are sent to your proctor when the student is ready to take them. If the student takes the examination or complete assignments after the end of the term without having an approved extension, the student will be billed for the extension fee and the late fee.

## Course Load Policy

Students are permitted to register for up to 16 credits at any one time. Overlapping more than 16 credits is not permitted including when a course is (or courses) are extended. Being registered for more than 16 concurrent credits at a time requires permission from an academic advisor.

## Course Credit

The number of semester hour credits awarded for each course is specified in the course description. Most courses carry 3 credits. Courses yielding 6 credits are generally advanced, interdisciplinary courses, which combine study from a range of academic disciplines. The work required for these courses is equivalent to their credit value. Thus, a 6-credit course is equivalent to two 3-credit courses. Note that 6-credit courses may not be broken down into 3-credit courses (or taken in different semesters.)

## Mentors

When students register for a course, they will be assigned a mentor who will be assessing their course assignments and examinations. Mentors are assigned according to their availability for the given semester.

Mentors are expected to assess the work students accomplish, and they are available to offer students guidance on matters of course content when they need it. However, since all Thomas Edison State University courses are for independent adult students, mentors are not considered tutors who assist students in remedial aspects of their work.

After a student registers, before the semester begins, he/she will receive a confirmation email. Nursing, PLA, Guided Study and online students will receive access information for the online course site in their confirmation email.

## Tutorial Services

Thomas Edison State University offers students access to the Smarthinking online tutorial service free of charge. It is particularly helpful if students are taking mathematics, physics, Spanish, writing, statistics, accounting, economics (macro and micro) or chemistry. If students are taking other subjects, but need help with writing, they may also access the service to get the help needed.

Students taking online courses will find a link to the service in each course they are taking. This link will describe the steps students need to take to set up a personal account. You only need to set up an account once, even if they use it for more than one course.

All students receive information on accessing Smarthinking with their registration confirmation. Once students have the login information, they can go to *www.smarthinking.com* and follow the instructions to set up a personal account.

## Graduation

The Thomas Edison State University's Board of Trustees confers degrees four times a year, on dates in each of the following months: September, December, March and June.
*Deadline for submission of the Request for Graduation Form and all applicable payments is as follows:*

| Deadline for application submission | Graduation |
| --- | --- |
| July 1 | September |
| Oct. 1 | December |
| Jan. 1 | March |
| April 1 | June |

All students must apply for graduation during a period of active enrollment, which is defined under the University's policy on enrollment. This requirement applies to students enrolled in the University under the Comprehensive Tuition Plan, Enrolled Options Tuition Plan, Per Credit Tuition Plan and contractual or military population programs.

Enrollment in a degree program at the University is separate and distinct from enrollment in courses or other methods of earning credit and, therefore, students enrolled in Thomas Edison State University courses must also maintain enrollment in the University as defined above while they finish the courses. Enrollment in a course, either during an original term or during a course extension, does not automatically extend a student's enrollment in the University.

All students must apply for graduation by submitting the most current version of the Request for Graduation Form and the current Graduation Fee, found at *www.tesu.edu* under Student Forms. In order to be reviewed for graduation, students must have completed all degree requirements and have no outstanding fees due to the University.

The University reviews student files for graduation and certifies students for graduation each day. Graduation degree audits are completed in the order in which the Request for Graduation is received. Depending upon when each form is received and the volume of requests received for the current graduation cycle, the graduation degree audit may take from three to eight weeks to be completed. Upon completion of the graduation degree audit, students are notified of the outcomes. If the audit shows that all degree or financial requirements have not been satisfied, the student is notified of the outstanding requirements and further instructions at that time.

If the audit is successful, the student is sent two letters of certification for graduation. These letters indicate the student's name, degree program for which the degree requirements have been met, and the date that the degree will be conferred by the Board of Trustees. These letters can be used alone or with a

Thomas Edison State University transcript showing completion of at least the minimum number of credits required for the degree to potential employers or graduate schools, before the official degree is posted on the transcript.

Degrees awarded are posted on the Thomas Edison State University transcript as of the official date of graduation, and cannot be posted earlier. Undergraduate diploma packages are mailed within 10 business days from the date of graduation; graduate diploma packages are mailed within four weeks from the date of graduation. With the graduation package, the graduate will receive a student copy of the final Thomas Edison State University transcript.

## Thomas Edison State University Commencement Ceremony

Graduates will be invited to participate in the fall Commencement ceremony for which the University determines they are eligible. An invitation and appropriate information will be emailed to eligible graduates approximately three months before the Commencement ceremony.

# Military and Veteran Students: Policies and Procedures

## New Jersey National Guard Tuition Program (NJNGTP)

### Registration

In order for Thomas Edison State University to successfully waive tuition for a registration, an NJNGTP registration package must be reviewed and approved for each semester. This enables Thomas Edison State University to audit each registration for compliance under New Jersey legislation.

Likewise, since the Commander's Certificate of Eligibility (commander's cert) is only valid for a maximum of 60 days from the command signature, a new commander's cert must be submitted with every NJNGTP registration package, unless that registration is submitted within fewer than 60 days of the command signature date.

Any registrations submitted outside of the NJNGTP registration process, as outlined on our website and within the NJNGTP registration package, will not be eligible for a tuition waiver.

### First-Time Registration Limit

NJNGTP students who have not previously taken courses at Thomas Edison State University are limited to a maximum of 6 credits for their first registration, unless cleared under exception for additional courses. This enables students to acclimate to the University's online course structure, while also ensuring a successful outcome. This limit will be lifted once the courses have been successfully completed.

Upon successful completion, students utilizing NJNGTP benefits may register for or be active within a maximum of 16 credits at any one time. Students wishing to register for more than 15 credits must also seek approval from an academic program advisor before the registration can be cleared for processing.

Any courses which are currently active, for which the tuition was waived using your Commander's Certificate of Eligibility count toward the 16 credit tuition waiver cap. An active course is one that is defined as open with an outstanding grade.

### Active Status

As a military student, military family member or DoD employee, you are considered enrolled for the purpose of advisement, program planning and registering for courses that will complete your degree requirements. Once you receive your academic evaluation, you are urged to contact Academic Advising at (609) 292-2803 to make a telephone appointment for program planning.

Military students, military family members and DoD personnel enrolled in Thomas Edison State University through contractual and military agreements [i.e., GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program] must demonstrate academic activity by attempting a minimum of 3 semester hour credits over the course of the 12-month period for which they are enrolled. For example, a student whose course or other credit earning option began on Sept. 1, 2014 must register for another 3-credit course before Sept. 1, 2013, to be considered an enrolled Thomas Edison State University student for the following year. Students who do not attempt 3 credits in an academic year will be deemed "Inactive."

An "Inactive" military student may receive the following University services:
- Register for classes online. Military students will pay the current tuition rate of their respective contract.
- View grades and current financial aid award status.
- Submit changes to mailing or email addresses.
- Receive academic advising for only current or potential Thomas Edison State University degree programs.

Evaluation updates, review of new transcripts, degree program changes and access to myEdison® account will not be available. "Inactive" students (those who were previously enrolled in the University, but who have not demonstrated academic progress as described above) can reactivate their enrollment by registering for a minimum of 3 semester hours in a course or other credit-earning option. Students will be governed by the academic policies in place at the time they began their program. Students who have remained inactive for a period of five years are required to reapply to the University and will be governed by new academic policies in place at the time of readmission.

Military students with a valid Servicemembers Opportunity College (SOC) agreement with Thomas Edison State College, and who remain in "Inactive" status for five consecutive years, must reapply for admission to return to the College and will be governed by the academic policies and degree programs in place at the time of their readmission.

(Active Status for DoD personnel refer to Pages 158-159, Active Status for Contractual Program Students.)

## Readmission Policy

Military students, military family members, and DoD personnel enrolled in Thomas Edison State College through contractual and military agreements [i.e., GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program] who remain inactive for a period of five years are required to reapply to the College. Students will be governed by new academic policies in place at the time of readmission.

## Academic Engagement

The new Department of Defense (DoD) Memorandum of Understanding (MOU) between the DoD and educational institutions articulates that the branch of service not be billed for courses in which students have enrolled but not engaged, and that refund of government-funded TA be returned to the branch of service in accordance with the institution's refund policy, not the service member.

Student course engagement is monitored regularly. Students who have not engaged in online (OL) or Guided Study (GS) courses by day 21 of the term, will be administratively withdrawn without penalty. Students who participate in courses but fail to complete all course work, or who earn a grade of D (undergraduate) or C (graduate), will be required to refund their branch of service for tuition expenses.

## Satisfactory Academic Progress Policy

Students are expected to maintain a minimum GPA of 2.0 and 66 percent of the courses attempted in order to continue use of the tuition waiver and meet satisfactory academic progress (SAP) under the NJNGTP.

An SAP audit will be performed with every registration request, so as to ensure students continue to be in good-standing. Students who fall below this requirement will be notified in writing, and their registration will be placed on hold, pending the outcome of the audit.

Use of the waiver will no longer be available, and the registration will be denied if the GPA falls below 2.0. The GPA must be improved in order to meet minimum SAP before we will be able to apply the waiver.

Once minimum SAP is established, a tuition waiver can then be applied for future registrations under the NJNGTP, given student meets all other qualifications.

It is important to note that registrations submitted during the time that SAP was not met cannot be retroactively waived, as the minimum satisfactory requirements under the NJNGTP at that time were not satisfied.

A student meeting the minimum GPA, but not meeting the minimum completion rate of 66 percent, will be presented with our Standards for Satisfactory Academic Progress form. This form will explain the SAP process and provide a limited registration using the tuition waiver. In order to process a limited registration under these conditions, the student must sign and return the form, and also meet all other requirements under the NJNGTP.

## Repayment of Tuition

Students who fail a course under the NJNGTP are responsible for repayment of tuition. Once tuition has been paid, students may then submit a new waiver request, as per the NJNGTP registration process. It is important to note that any subsequent registrations are subject to satisfactory academic progress (SAP), and the College may be unable to apply the waiver if minimum GPA is not met.

Students wishing to withdrawal from a course under the NJNGTP are subject to the standard refund schedule, as a withdrawal from a course is also a withdrawal from the waiver for that course. If a withdrawal results in a balance, Thomas Edison State College will be unable to apply future tuition waivers until the balance from the withdrawal has been cleared.

## Repeating Courses under the NJNGTP

The NJNGTP waiver cannot be applied more than one time to a course if the student has received a passing grade. A passing grade is defined as D or greater. If a student fails the course, they will be responsible for repayment.

Because of this, it is highly recommend that students who feel they are going to fail or do poorly within a course, instead submit a withdrawal request before the course ends, as this will ensure GPA, and use of the waiver does not suffer.

## Second Degree and Nonmatriculation

Once a student has graduated, a tuition waiver cannot be applied toward a second degree of the same academic level, degree of lesser academic level or additional courses of the same academic level. This includes coverage for specialized programs, such as the accelerated nursing degree or any undergraduate prerequisite courses.

Nonmatriculated students are also ineligible to use the tuition waiver, as New Jersey legislation requires that a student be accepted into an undergraduate or graduate program.

Exceptions to this policy can only be considered if a student is taking courses for a program in which Thomas Edison State College is expressly in a partnership that excludes students from these restrictions. For this reason, it is highly recommended that students plan the necessary courses while they are actively pursuing their degree.

## Non-Post-9/11 GI Bill Certifications

NJNGTP students who qualify for VA benefits other than the Post-9/11 GI Bill must indicate that they wish the College to submit a VA certification with every registration submitted. In order to receive entitlements, students are also responsible for ensuring that the appropriate forms have been submitted to both the College and the VA.

A certification submitted to the VA below halftime (3 credits) is based on the tuition rate. As a result, students who are registered for 3 credits or less for a given term are not eligible to receive entitlements under VA policy, given there is no tuition to report, as the entirety has been waived under the NJNGTP.

Any registrations greater than 3 credits will be submitted for certification upon request, as the VA does not use the tuition-rate to calculate any certifications submitted at or above the half-time rate.

## Veteran Affairs: Policies, Standards and Expectations

### Tuition Plan

Students using VA educational benefits having a military status of retired or discharged are no longer eligible for the military tuition rates associated with the Military Degree Completion Program or Navy College Program will be switched from the military tuition plan to the Per Credit Tuition Plan (PCTP) at the time of retirement or discharge from active duty.  Under certain circumstances other tuition plans may be appropriate.  Please contact the Thomas Edison State College Office of Veteran Affairs at *va@tesc.edu* for counseling and information about these other options.

### Approved Courses

Students using VA educational benefits are approved for Guided Study (GS), online (OL) and TECEP® courses only.  In accordance with VA guidelines, *e*-Pack® and portfolio assessment courses are prohibited and will not be funded by the VA. Students may self-pay for *e*-Pack® and portfolio assessment at the time of course registration.

### Attendance and Participation

In order to remain eligible to use the Department of Veteran Affairs (VA) educational assistance benefits at Thomas Edison State College, students must remain fully engaged in all academically related activities. Examples of these activities include making submissions to online discussion boards, submitting assignments, and completing exams and quizzes when due. Students should review course calendars to familiarize themselves with assignment timing and types of submissions expected. Note: viewing or logging into one's courses does not constitute academic engagement. The College will periodically review student progress and engagement with course work during each applicable term. Failure to sign into courses and complete scheduled course work on time will result in a termination of VA certification, which may lead to recoupment from the VA for any money paid to students for enrolling in these courses (including tuition, housing allowance and book stipend).

## Attendance Pattern Policy

Students using Veteran Affairs (VA) educational benefits when registering for courses at Thomas Edison State College on or after July 1, 2014 will be placed in a 12-week (three month) attendance pattern designed to prevent overlapping terms. For example, if a student begins a 12-week term in July, he/she will be enrolled from July to September and will not be eligible for VA certification for the August or September terms.  Based on this scenario the attendance pattern for the year would be July to September, October to December, January to March, and April to June. Given Thomas Edison State University offers 12 terms per year, we realize that VA students will not all start at the same time and, as a result, will not follow the same attendance pattern; however, students will still be responsible for following their outlined attendance pattern for the year, to avoid any overlapping terms. For example, a VA student who is enrolled August to October will not be eligible for VA certification during the September or October terms.

## Attendance Pattern Exceptions

Exceptions to this policy will be considered on a case-by-case basis.  Contact the Thomas Edison State College Office of Veteran Affairs at *va@tesc.edu* to request an exception to policy.

## Course Withdrawal Policy

This policy applies to any student using VA educational benefits at Thomas Edison State College.  If a student withdraws from a course, the date of the student's last participation in the course is the effective withdraw date.  If a student is administratively withdrawn or stops attending without officially withdrawing, the date of last participation in the course is the effective withdraw date and will be reported to the VA by the School Certifying Official (SCO).  Attendance records, grading reports, last post of an assignment, discussion board or exam, and last day of activity according to assigned mentor's records are methods used to determine the last actual date of participation. If a student completes the term with an "F" and/or a nonpunitive grade such as a "W", the SCO must determine and report the last date of participation for each course and, if required, terminate the student for unsatisfactory progress.

If a student withdraws after the College's drop period and a nonpunitive grade is assigned, mitigating circumstances are an issue.  Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or cause the student to reduce credits. Examples of mitigating circumstances include:  illness or death in the student's immediate family; illness or injury afflicting the student during the enrollment period; an unavoidable change in the student's condition of employment and unavoidable geographical transfer resulting from the student's employment; immediate family or financial obligations beyond the student's control that require them to suspend pursuit of the program of education to obtain employment; discontinuance of the course by the school; unanticipated active military service, including active duty for training; and unanticipated difficulties with childcare arrangements the student made for the period they are attending courses.  The student must provide the SCO

documentation of mitigating circumstances and it must be retained with the student's file. If mitigating circumstances are an issue and adequate evidence is not received, the VA will not pay for the courses in question. If the student has already been paid for the courses, the VA will create an overpayment and will recoup the money from the student for the entire term.

The VA automatically grants mitigating circumstances for up to 6 credits the first time a student withdraws and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first time mitigating circumstances must be considered. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives nonpunitive grades.

## Satisfactory Academic Progress Policy

Standards for Satisfactory Academic Progress (SAP) for Veterans. Satisfactory academic progress applies to students utilizing veteran education benefits as defined by the Veterans Administration (VA). In order to meet SAP, students must maintain a minimum cumulative and term GPA of 2.0 and successfully complete a minimum of 66 percent of the courses attempted. Failure to do so will result in Veteran Academic Probation (VAP) being placed on the student's record, restricting open registrations for future terms. Not meeting SAP may eventually restrict a student's ability to use veteran education benefits at Thomas Edison State College.

## Veteran Benefit Probation (VAP)

A student will be placed on a Veteran Academic Probation (VAP) if the cumulative or term GPA falls below a 2.0 or if the completion of courses attempted falls below 66 percent. The VAP restricts registration, but does not prevent the student from enrolling in a subsequent term. The VAP policy requires that the student contact the Office of Veteran Affairs at Thomas Edison State College to be advised on the steps to have the VAP removed, and briefed on the possibility of being placed on Veteran Benefit Denial (VBD) if SAP is not met while on VAP status. A student will be allowed to register while on VAP, but will be limited to one term at no more than 9 credits. If the student achieves a cumulative and term GPA of 2.0 or higher and reaches a completion percentage of 66 percent for all courses attempted, the VAP will be removed, allowing the student to register for future terms without restrictions.

## Veteran Benefit Denial (VBD)

If while on a VAP, the student does not meet the minimum cumulative and term GPA of 2.0 and does not successfully complete at least 66 percent of the courses attempted for that term, the student will be placed on a Veteran Benefit Denial (VBD). This action will be reported to the VA by the College through the VA's formal process. Once placed on VBD, the student will be denied the use of any and all VA benefits and will be responsible for payment of tuition and fees. Thomas Edison State College will not certify for veteran education benefits under any chapter while on a VBD. Students on a VBD may continue to take courses

at Thomas Edison State College via alternate funding sources, such as financial aid. The VBD will be removed and upgraded to VAP when a cumulative and term GPA of 2.0 or higher and a completion percentage of 66 percent for all courses attempted is reached, allowing the student once again to utilize veteran education benefits at Thomas Edison State College. The College will retroactively certify these successful courses after the grade is posted. Students may also submit a transcript from an accredited college or university showing SAP has been achieved after the VBD was placed (e.g., student attended a community college or university after the VBD, and earned at least a 2.0 GPA and completed at least 66 percent of the courses attempted).

## Appealing a Denial

A student can appeal a VBD decision through the College's administrative appeals process. The appeal should be submitted to the Office of Veteran Affairs and will be reviewed on a case-by-case basis. The student will then be notified of the decision within 10 days of appeal.

# section 8
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EdD, Rutgers, The State University of New
Jersey

**Lloyd Williams**
PhD, Union Institute & University

**Lester A. Wills**
PhD, Macquarie University

## John S. Watson School of Public Policy and Continuing Studies

**Gloria Frederick**
PhD, Rutgers, The State University of
New Jersey

**Holly Funkhouser Cucuzzella**
DrPH, Drexel University

**Jerome Harris**
MCRP, Rutgers, The State University of
New Jersey

**Ryan McNeal**
MPA, Georgia Southern University

**Patrick J. O'Brien**
PhD, Walden University

**Christopher J. Schultz**
MPA, Rutgers, The State University of New Jersey

**Gregory Seaton**
PhD, University of Pennsylvania

**Cheryl Tokke**
MS, Nyack College

# W. Cary Edwards School of Nursing

**Karen S. Abate**
APRN, PhD, Simmons College

**Lydia H. Albuquerque**
RN, MSN, Rutgers, The State University of New Jersey

**Debra Gay Anderson**
RN, PhD, Oregon Health Sciences University

**Kaylen Anthony**
RN, MSN, Duke University

**Donna Bailey**
RN, PhD, University of North Carolina Chapel Hill

**William P. Baker**
MBA, Drexel University

**Kimberly Balko**
RN, PhD, Capella University

**Linda M. Battle**
APRN, DNP, Regis College

**Sharon E. Beck**
RN, PhD, Widener University

**Rocel dela Rosa Besa**
RN, PhD, Angeles University Foundation

**Rovina Terry Billingslea**
RN, MSN, University of South Alabama

**Jane Bliss-Holtz**
RN, DNSc, University of Pennsylvania

**Robert J. Bjerke**
MBA, Bryant University

**Debra J. Bohlender**
RN, MSN, MEd, University of Phoenix, American Intercontinental University

**Victoria Brahe**
RN, PhD, Capella University

**Keshea Britton**
RN, MS, University of Phoenix

**Henny Breen**
RN, PhD, University of Hawaii

**Mirella Vasquez Brooks**
APRN, PhD, University of Hawaii at Manoa

**Linda Bucher**
RN, PhD, Widener University

**Fred Calixtro**
RN, EdS, Nova Southeastern University

**Rita R. Callahan**
RN, PhD, University of San Diego

**Patricia Camillo**
NP, PhD, University of Wisconsin in Madison

**Margie Charasika,**
RN, EdD, Spalding University

**Maureen Clark-Gallagher**
RN, MS, Pace University

**Jean P. Chronis-Kuhn**
RN, DNP, Rocky Mountain University

**Jana S. Cortez**
RN, MSN, Rutgers, The State University of New Jersey

**Jo Ann F. Cummings**
APN, PhD, Rutgers, The State University of New Jersey

**Betty B. Daniels**
RN, PhD, Capella University

**Paula Delpech**
ARNP, PhD, Barry University

**Hazel Dennison**
APRN, DNP, Rutgers, The State University of New Jersey

**Mary Donnelly**
RN, EdD, Nova Southeastern University

**Tish Dorman**
RN, MSN, MEd, Lynchburg College, Walden University

**Hazel Downing**
RN, EdD, University of Phoenix

**Marilyn Drucker**
RN, MSN, Boston University

**Toni A. Eason**
APRN, DNP, Rush University

**Karen Egenes**
RN, MSN Norwich University

**Susan Evans**
RN, MSN, Waynesburg University

**Diane M. Fesler-Birch**
RN, PhD, Loyola University

**Sarah E. Gabua**
RN, DNPc, MSN, Walden University

**Sandra Gibson**
ARNP, EdD, Nova Southeastern University

**Patricia Glod**
RN, MSN, University of Pittsburgh

**Margaret M. Governo**
APRN, EdD, Columbia University Teachers College

**Brandi Megan Grannett**
PhD, Aberystwyth University

**Roger Green**
FNP, DNP, Rush University

**Jo Anne Grunow**
APRN, Ph.D., Rush University

**Mary Beth Haas**
CRNP, MSN, University of Pennsylvania

**Colleen Hatman**
RN, MSN, University of Phoenix

**Diane C. Hatton**
RN, PhD, University of California, San Francisco

**Cynthia W. Haughey**
RN, MSN, University of Pennsylvania

**Janis Waite Hayden**
RN, EdD, University of Illinois

**Glennena Haynes-Smith**
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University

**Barbara J. Headley**
RN, MSN, St. Joseph's College of Maine

**Teresa Heithaus**
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**Louise Hiwiller**
RN, MEd, Pennsylvania State University

**Eileen M. Jackson**
RN, PhD, University of Missouri

**Edith Jenkins-Weinrub**
RN, EdD, Nova Southeastern University

**Gail L. Jones**
RN, DNP, University Of South Alabama

**Deovina Jordan**
RN, PhD, University of California at Los
Angeles

**DeMonica L. Junious**
RN, PhD, Texas Woman's University

**Leo-Felix M. Jurado**
APN, PhD, Rutgers, The State University of
New Jersey

**Cherry Karl**
RN, PhD, University of Maryland

**Patricia Kelly**
RN, MSN, University of Phoenix

**Gloria Kersey-Matusiak**
RN, PhD, Temple University

**Christine Kessel**
RN, PhD, Capella University

**Susan M. Kirwan**
APRN, MSN, Yale University

**Susan Kohl**
RN, MS, University of Delaware

**Pam B. Koob**
APRN, PhD, Georgia State University

**Kathleen Krov**
RN, PhD, Walden University

**Vera Kunte**
RN, MSN, Rutgers, The State University of
New Jersey

**Maria E. Lauer-Pfrommer**
APN, PhD, Capella University

**Wanda Lawrence**
RN, PhD, Capella University

**Rita Lourie**
RN, MSN, MPH, Temple University

**Arlene J. Lowenstein**
RN, PhD, University of Pittsburgh

**Maria Dolores Mangubat**
RN, EdD, Teacher's College, Columbia
University

**Martin Manno**
RN, MSN, Widener University

**Anita Maradiaga**
APN, EdD, Pepperdine University

**Rosemarie Marmion**
RN, MSN, Widener University

**Diann Martin**
RN, PhD, Rush University

**Lisa McConlogue**
RN, PhD, University of Nevada, Las Vegas

**Cheryl McLaughlin**
RN, MSN, University of Pennsylvania

**Kathleen McMullen**
RN, PhD, Temple University

**Karen McPherson**
RN, MSN, Loyola University New Orleans

**Nancy Hanford Meyer**
RN, MS, University of Colorado

**DeAllen Millender**
RN, DNP, University of Alabama at
Birmingham

**Peter Miskin**
RN, PHN, DHSc, A. T. Still University

**LaVonne Moore**
RN, DNP, St. Catherine University

**Constance Morrison**
RN, DNP, JD, Rocky Mountain School of
Health Professionals, New England School
of Law

**Gwen Morse**
RN, Phd, University of Arizona

**Pinky Noble-Britton**
RN, MSN, Tennessee State University

**Judith Offner**
RN, PhD, Widener University

**Elvira G. Phelps**
APRN,  EdD, Enverga University
Foundation

**Nancy Powell**
RN, MSN, Richard Stockton College

**Mary R. Price**
RN, EdM, MA, Teachers College,
Columbia University

**Susan J. Quinn**
RN, EdD, Teachers College, Columbia
University

**Arlowen Jordan Raygor**
RN, MN, University of Washington

**Meribeth Meixner Reed**
RN, PhD, University of Washington

**Laura Redic**
RN, PhD, Touro University International

**Trish B. Reyes**
RN, MSN, University of Phoenix

**Nicole Robert**
RN, MSN, Southern University A&M
College

**Maria Elsa Rodriguez**
APRN, DNP, University of San Diego

**Erica Sciarra**
APN-C, DNP, Rutgers, The State
University of New Jersey

**Randolph Schild**
RN/APN, PhD, Capella University

**Sophia Mikos-Schild**
RN, EdD, Pepperdine University

**E'loria Simon-Campbell**
RN, PhD, University of Texas at Tyler

**Jud Simonds**
RN, MSN, California State University,
Dominguez Hills

**Joann E. Smith**
APHN, PhD, Georgia Perimeter College

**Paul S. Smith**
RN, MN, Washington State University

**Kimberly Starr**
RN, MS, University of Wyoming

**Lorraine Steefel**
RN, DNP, Rutgers, The State University
of New Jersey

**Karen Stefaniak**
RN, PhD, University of Kentucky

**Caroline Steward**
APN, MS, The College of New Jersey

**Lynn A. Storrick Campbell**
RN, DNP, University of Kentucky

**Charlotte Stoudmire**
RN, PhD, University of San Diego

**Marcy Tanner-Garrett**
RN, EdD, Walden University

**Theresa A. Thompson**
RN, MSN, Walden University

**Trudy Thompson**
RN, MSN, Regis College

**Lisa M. Turner**
RN, PhD, University of Kentucky College
of Nursing

**Mary VanNoord**
RN, PhD, Capella University

**Lia van Rijswijk**
RN, MSN, La Salle University

**Anne Vitale**
APRN, PhD, Villanova University

**Sonya Wade**
APRN, DNSc, University of Tennessee
Health Science Center

**Paulette Williams**
RN, DrPH, University of Hawaii

**Debra M. Wolf**
PhD, RN, University of Pittsburgh

**Mary E. Wombwell**
EdD, RN, Widener University

**Pauline R. Wright**
RN, PhD, Lesley University

**Teri Wurmser**
RN, PhD, Adelphi University

# Contact Information

| | Telephone | FAX | Email |
|---|---|---|---|
| Office of Admissions | (888) 442-8372 | (609) 984-8447 | *admissions@tesc.edu* |
| Undergraduate Student Advising | (888) 442-8372 | (609) 777-2956 | *academicadvising@tesc.edu* |
| Financial Aid | (888) 442-8372 | (609) 633-6489 | *finaid@tesc.edu* |
| Registrar | (888) 442-8372 | (609) 777-0477 | *registrar@tesc.edu* |
| Course and TECEP® Registration | (609) 633-9242 | (609) 292-1657 | *registration@tesc.edu* |
| ADA Coordinator | (609) 984-1141, ext. 3415 | (609) 943-5232 | *ada@tesc.edu* |
| Test Registration | | | |
| > Examinations other than TECEP® | (609) 984-1181 | (609) 777-2957 | *testing@tesc.edu* |
| > Course and TECEP® Examination Proctor Requests | (609) 984-1181 | (609) 777-2957 | *testing@tesc.edu* |
| Learner Support Center | (888) 442-8372 | (609) 984-8447 | *LSC@tesc.edu* |

# University Administration

| | | | |
|---|---|---|---|
| Heavin School of Arts and Sciences | (609) 984-1130 | (609) 984-0740 | *heavin@tesc.edu* |
| School of Business and Management | (609) 984-1130 | (609) 292-7608 | *schoolofbusiness@tesc.edu* |
| School of Applied Science and Technology | (609) 984-1130 | (609) 292-7608 | *scienceandtechnology@tesc.edu* |
| W. Cary Edwards School of Nursing | (609) 633-6460 | (609) 292-8279 | *nursing@tesc.edu* |
| John S. Watson School of Public Service and Continuing Studies | (609) 777-4351 | (609) 777-3207 | *watsonschool@tesc.edu* |
| Center for Assessment of Learning | (609) 984-1140 | (609) 984-3898 | *cal@tesc.edu* |
| Alumni Affairs | (609) 633-8592 | (609) 943-3023 | *alumni@tesc.edu* |
| Bursar | (609) 984-4099 | (609) 984-4066 | *bursar@tesc.edu* |
| University Operator | (888) 442-8372 | (609) 984-8447 | *LSC@tesc.edu* |
| Office for Assessment of Professional and Workplace Learning | (609) 633-6271 | (609) 984-3898 | *apr@tesc.edu* |
| Center for Learning and Technology (CLT) | (609) 292-6317 | (609) 292-9892 | *clt@tesc.edu* |
| Military and Veteran Education | (609) 281-5215 (866) 446-1804 | (609) 984-7143 | *militaryeducation@tesc.edu* |

**The University closes for a winter break the last week in December and is also closed for New Jersey state holidays.**

# Directions to Thomas Edison State University

**Academic Center**
167 W. Hanover St.
Trenton, NJ 08608
(609) 292-0078

**Kelsey Building and Townhouses**
111 W. State St.
Trenton, NJ 08608
(609) 292-7361

**Center for Learning and Technology**
102 W. State St.
Trenton, NJ 08608
(609) 292-6317

**Kuser Mansion and Nursing Simulation Lab**
315 W. State St.
Trenton, NJ 08608
(609) 777-1047

**Canal Banks Building**
221 W. Hanover St.
Trenton, NJ 08608
(609) 292-1611

### FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH

> Take the New Jersey Turnpike to exit 7A, exiting the Turnpike to take Interstate 195 West. Follow the directions "From the East" below.

### FROM THE EAST

> Follow 195 West toward Trenton, following signs for Route 29 North-Capitol Complex/Lambertville. Stay on Route 29 North; follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

**Or**
> Take Route 80 or Route 78 East to Route 287 South.
> Take Route 287 South to Route 202 South.
> Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right.
> Exit Route 29 at Calhoun Street.

### FROM THE CALHOUN STREET EXIT:

**To the ACADEMIC CENTER and CANAL BANKS BUILDING**

> Turn right at the second traffic light onto West Hanover Street.
> Thomas Edison State University's Academic Center is located at 167 W. Hanover St.
> Thomas Edison State University's Canal Banks Building is located at 221 W. Hanover St.



ACADEMIC CENTER



KELSEY BUILDING AND TOWNHOUSES



CENTER FOR LEARNING AND TECHNOLOGY



KUSER MANSION



NURSING SIMULATION LAB



CANAL BANKS BUILDING

**To the KELSEY BUILDING, TOWNHOUSES and CENTER FOR LEARNING AND TECHNOLOGY**

> Turn right at the first traffic light onto West State Street and proceed one full block.
> Thomas Edison State University's Kelsey Building and Townhouses are located at 111 W. State St.
> Center for Learning and Technology is located at 102 W. State St.

**To the KUSER MANSION and NURSING SIMULATION LAB**

> Turn left at the first traffic light onto West State Street.
> Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
> The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.

## FROM U.S. ROUTE 1, NORTH OR SOUTH

> Take Route 1 to Perry Street.
> At the end of the ramp, make a left onto Perry Street.
> Proceed to the sixth traffic light and make a left onto Willow Street (Willow Street becomes Barrack Street south of West State Street).

**To the ACADEMIC CENTER and CANAL BANKS BUILDING**

> Make a right at the first light onto West Hanover Street.
> Thomas Edison State University's Academic Center is located at 167 W. Hanover St.
> Thomas Edison State University's Canal Banks Building is located at 221 W. Hanover St.

**To the KELSEY BUILDING, TOWNHOUSES and CENTER FOR LEARNING AND TECHNOLOGY**

> Make a right at the second light onto West State Street.
> Thomas Edison State University's Kelsey Building and Townhouses are located at 111 W. State St.
> Center for Learning and Technology is located at 102 W. State St.

**To the KUSER MANSION and NURSING SIMULATION LAB**

> Make a right at the second light onto West State Street. Continue on West State Street through one traffic light (Calhoun Street).
> Make the second left after the traffic light into the driveway of the parking lot.
> Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
> The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.

## FROM PENNSYLVANIA AND DELAWARE

> If you are coming from Pennsylvania or Delaware, take Interstate 95 North over the Delaware River at the Scudders Falls Bridge.
> Take Route 29 South to Trenton. The Delaware River will be on your right.
> Exit Route 29 at Calhoun Street.

**FROM THE CALHOUN STREET EXIT:**

**To the ACADEMIC CENTER and CANAL BANKS BUILDING**

> Turn right at the second traffic light onto West Hanover Street.
> Thomas Edison State University's Academic Center is located at 167 W. Hanover St.
> Thomas Edison State University's Canal Banks Building is located at 221 W. Hanover St.

**To the KELSEY BUILDING, TOWNHOUSES and CENTER FOR LEARNING AND TECHNOLOGY**

> Turn right at the first traffic light onto West State Street and proceed one full block.
> Thomas Edison State University's Kelsey Building and Townhouses are located at 111 W. State St.
> Center for Learning and Technology is located at 102 W. State St.

**To the KUSER MANSION and NURSING SIMULATION LAB**

> Turn left at the first traffic light onto West State Street.
> Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
> The Nursing Simulation Lab is located in the Carriage House behind Kuser Mansion.

## DIRECTIONS TO THOMAS EDISON STATE UNIVERSITY BY PUBLIC TRANSPORTATION

> If you wish to take public transportation to Thomas Edison State University, 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 University, which is less than three miles away.
> To return to the Trenton station, taxi services may be called from the University.

## PARKING

### 1. KELSEY BUILDING, TOWNHOUSES and CENTER FOR LEARNING AND TECHNOLOGY

Metered parking is usually available near the Kelsey Building, Townhouses and Center for Learning and Technology. Handicap-accessible parking is available on West State Street.

### 2. ACADEMIC CENTER

Metered parking is usually available near the Academic Center. Handicap-accessible parking is available in front of the building.

### 3. CANAL BANKS BUILDING

Street parking is usually available near the Canal Banks Building. The building is ADA compliant. Handicap-accessible parking is available.

### 4. KUSER MANSION and NURSING SIMULATION LAB

Parking is available behind the building. Handicap-accessible parking is available next to the main entrance of Kuser Mansion.
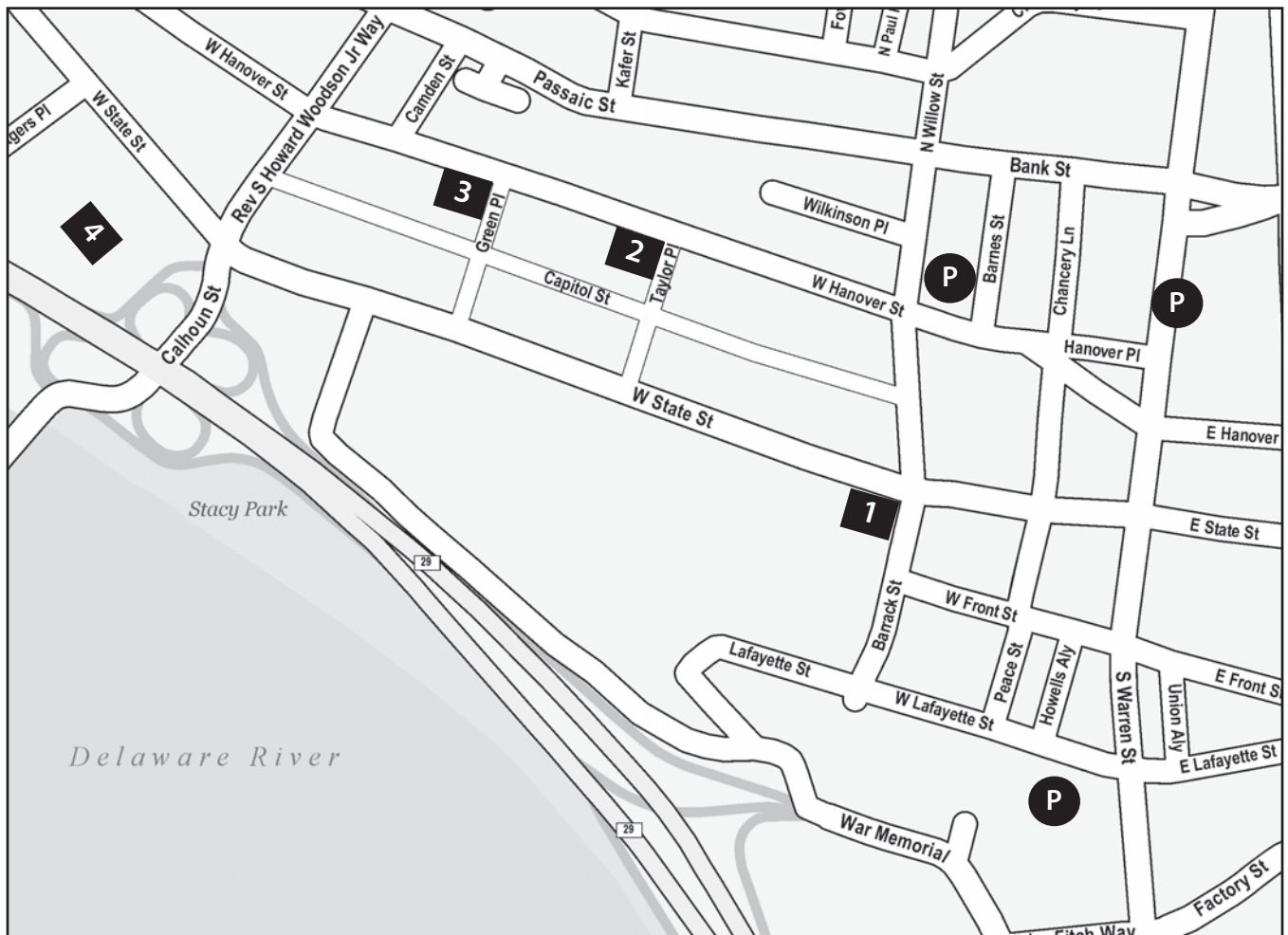
## PARKING GARAGES

### Park America
41 Chancery Lane
Trenton, NJ 08608
(609) 393-9822

### Trenton Parking Authority
N. Warren Street Garage
110-116 N. Warren St.
Trenton, NJ 08608

### Lafayette Yard Garage
Public Parking at the Lafayette Marriott

# FORMS

## THE FOLLOWING PAGES CONTAIN IMPORTANT FORMS:

> **Undergraduate Course Registration Form for Guided Study, standard prior learning assessment (PLA), online, nursing, *e*-Pack® courses and TECEP® exams**

> **Prior Learning Assessment (PLA) Proposal Form**

> **Textbook and Course Materials Order Form**

Please review each form carefully. Select the forms for the services that you need and fill them out completely. Make sure to include your ZIP code, telephone number(s), email address and payment when submitting a form. Please note: all forms are also available online at *www.tesu.edu/studentforms*.

## COPY EACH FORM AS NEEDED.

# THOMAS EDISON STATE UNIVERSITY

## UNDERGRADUATE COURSE REGISTRATION FORM

**Use this form to register for Guided Study, Standard Prior Learning Assessment (PLA), Online, Nursing, TECEP® exams and *e*-Pack® courses**

Submit this completed form with payment to:

**Office of the Registrar**
Thomas Edison State University
Course/ TECEP® Registration
111 W. State St., Trenton, NJ 08608
Office (609) 633-9242
Fax (609) 292-1657

## COPY THIS FORM AS NEEDED

Please check the semester you want:

☐ July 2015     ☐ November 2015     ☐ March 2016
☐ August 2015     ☐ December 2015     ☐ April 2016
☐ September 2015     ☐ January 2016     ☐ May 2016
☐ October 2015     ☐ February 2016     ☐ June 2016

**You may call in your registration at (609) 633-9242 or register online at** *www.tesu.edu*

☐ Check if this is an address change.

Telephone registrations are accepted with a credit card during scheduled registration sessions.

You may register online, via fax or mail your registration 24 hours a day during scheduled registration sessions. Include your credit card number or other payment information.

## GENERAL INFORMATION

_____
University Identification Number

_____
Last Name     First Name     MI

_____
Street Address     City     State     ZIP Code

(   )     (   )
Daytime Telephone Number     Evening Telephone Number

_____
Email Address *required for courses

## COURSE REGISTRATION

List the course(s) for which you wish to register below. Include the complete course code (consisting of a three-letter discipline abbreviation, three-digit course number and two-digit suffix of GS, BL, TE, OL, PA, EP, NU or NG), the course title and applicable tuition. You are responsible for all prerequisites. **If you are requesting a specific mentor, write that mentor's name next to the course title**. We will assign you that mentor if available. If you are enrolled in a special population program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), Corporate Choice® or Bachelor of Science in Nursing degree program, please refer to your program tuition and fee structure information for appropriate tuition and fee costs.

> Students are responsible for meeting all course prerequisites prior to registering.
> Registrations received without complete information or total payment will not be processed and will be returned.
> Students who have paid the University's Comprehensive Tuition are still responsible for payment for course materials and any late fees that may apply. Course materials can be purchased from MBS Direct.

| Complete Course Code | Course Title | Tuition |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**COURSE CODE SUFFIX KEY:**

**GS = Guided Study**     **NU = Nursing**
**EP = *e*-Pack® courses**     **NG = Nursing Graduate**
**PA = Prior Learning Assessment**     **BL = Blended**
**OL = Online course**     **TE = TECEP®**

**SAMPLE COMPLETE COURSE CODES:**
**COS-101-GS     SOC-210-OL     STA-101-EP**

Total Tuition   $_____
Registration Fee   $_____
Late Fee if applicable   $_____
TOTAL PAYMENT   $_____

**\*For complete tuition and fees information, please refer to the University website at** *www.tesu.edu*, **and click on** *Tuition and Financial Aid*.

_____          _____
                    Student Name                                    University Identification Number

## CHECKLIST

Do you certify that prerequisites for all courses have been met?                              ☐ Yes        ☐ No

Are you a member of the United States military?                                              ☐ Yes        ☐ No

Are you an enrolled Thomas Edison State University student?                                  ☐ Yes        ☐ No

If you have recently applied, when was you application submitted?    _____

Is this your first Thomas Edison State University course?                                    ☐ Yes        ☐ No

Is this your final course prior to graduation? If so, have you reviewed the graduation schedule on Page 193?    ☐ Yes        ☐ No

**If you are an enrolled student, have you reviewed your course with an academic advisor
to determine if appropriate to your program of studies?**                                    ☐ Yes        ☐ No

**Note: review with academic advisor does not establish registration.**

## PAYMENT INFORMATION

☐ I am currently enrolled under the Comprehensive Tuition Plan.* If not, please check method of payment.

☐ Check/Money Order      ☐ Credit Card      ☐ Thomas Edison State University Financial Aid      ☐ Military/Corporation/Agency Assistance Plan**

Make check/money order payable to: **Thomas Edison State University**

Cash payments must be made in person and are accepted only at: **Office of the Bursar,** 221 W. Hanover St., Trenton, NJ 08618, _after_ the registrar has processed the registration at the Academic Center.

TUITION AID or MILITARY/CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

_____
Contact Name

_____
Street Address                              City                                State      ZIP Code

_____
Employer's Telephone Number          Fax Number (if available)          Email Address (if available)

_* THE COMPREHENSIVE TUITION COVERS ONLY THE REGISTRATION FEE AND COURSE TUITION COSTS._
  _YOU MUST STILL PAY ANY LATE REGISTRATION FEE, IF APPLICABLE, AND ORDER YOUR COURSE MATERIALS FROM MBS DIRECT._

_** TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED_
   _AND WILL BE RETURNED._

## STUDENT SIGNATURE

_I hereby certify that the above statements are true and correct to the best of my knowledge and that I meet the prerequisites as listed for each course for which I have registered. I have read the current_ University Catalog _and agree to abide by it. I authorize the release of grade information on the above course(s) to my employer, if my employer is paying for my course(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the_ University Catalog.

Student Signature _____          Date _____

_Thomas Edison State University is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY)._

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## CREDIT CARD AUTHORIZATION

CREDIT CARD:      ☐ AMERICAN EXPRESS      ☐ VISA      ☐ MASTERCARD      ☐ DISCOVER

ACCOUNT NUMBER: _____      Total Payment Amount From Other Side: _____

CARD EXPIRATION DATE: _____      Authorization Signature/Date **(required)**: _____

BILLING ADDRESS FOR CARD: _____

## Center for the Assessment of Learning

Thomas Edison State University • 111 W. State St. • Trenton, NJ 08608

**COMPLETE BOTH SIDES - COPY THIS FORM AS NEEDED**

This form is to be completed only by students who have completed PLA-100 or previously completed a PLA course, and are planning to follow the single course process. All other students interested in PLA should contact *plaweb@tesc.edu for assistance.*

Check one:

☐ I am currently enrolled in an undergraduate degree program at Thomas Edison State University.

☐ I am not currently enrolled in Thomas Edison State University.

Current Institution _____

Date _____

**2015–2016 ACADEMIC YEAR**
Please check the semester you plan to take your PLA course:

☐ July ☐ January
☐ August ☐ February
☐ September ☐ March
☐ October ☐ April
☐ November ☐ May
☐ December ☐ June

## PLEASE PRINT

| | | |
|---|---|---|
| Last Name | First Name | MI |
| Street Address | City | State    (   )    ZIP Code |
| University ID (if Thomas Edison State University student) | | Daytime Telephone Number (   ) |
| Email Address | | Evening Telephone Number |

Have you completed English Composition I and II (ENC-101 and ENC-102)?*   ☐ Yes    ☐ No

This proposal form should be submitted **at least two weeks prior to the close of the registration period** for the semester requested.

Please indicate the primary reason for your interest in prior learning assessment (PLA):

☐ pursuing a degree at Thomas Edison State University

**(note degree program in which you are enrolled)** _____

☐ pursuing a degree at another institution (please name) _____

☐ banking credits for teacher certification

☐ banking credits for professional advancement

☐ other _____

## ALL STUDENTS MUST READ THE FOLLOWING AND SIGN BELOW:

I acknowledge that the information I submit to Thomas Edison State University in my portfolio is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the University and for revocation of credits granted.

_____      _____
Student Signature                                  Date

*Thomas Edison State University is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).*

**\* Students who register for PLA are strongly advised to have completed the requirements for English Composition I and II. Prior learning assessment (PLA) may not be done to satisfy requirements for physical education activity courses, field experience, student teaching, co-operative study, Practicum courses, English Composition I and II, internships, seminars, lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process.**

**COMPLETE SECTION I OR SECTION II BELOW. THEN COMPLETE SECTION III.**

I. If the course you plan to complete as a portfolio appears in the Thomas Edison State University PLA Course Description Database at *www.tesu/ plasearch.php*, please provide the following information as it appears there:

    a.   Course Title _____

    b.   Course Code_____

    c.   Credits (semester hours) _____

II. If the course you plan to complete as a PLA portfolio **does not** appear in the Thomas Edison State University PLA Course Description Database, please provide the following details from another regionally accredited college and attach a working link or photocopy of the description, no more than two years old, from that university's catalog.

    a.   Course Title _____

    b.   Course Code_____

    c.   Credits _____

    d.   Department in which the course is offered

        _____

    e.   Name of the college where you found the course desc ription

        _____

    f.   **Year the catalog was published** _____

    g.   Page on which the description appears

        _____ **Attach a photocopy of the course description or provide a working link to the description.**

III. Briefly describe the experience you will bring to your PLA e-portfolio.  This will be reviewed for approval by the Office of Portfolio Assessment. Before completing this section, make sure to read and carefully consider the *PLA Self-Assessment Guide* at *www.tesu.edu/degree-completion/PLA-Self-Assessment-Guide.cfm*. This information is designed to help you determine, before you register, whether your prior learning is appropriate for this method of earning credit.

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**This form may be faxed to (609) 984-3898.**

**THIS IS NOT A REGISTRATION FORM.** By returning this form to the Office of Portfolio Assessment, you are declaring your intent to develop a PLA Portfolio. You will be informed when you are cleared to register, at which time you may register online through Online Student Services, you can telephone your registration request to (609) 633-9242 or fax the registration form to (609) 984-3898. **STUDENTS MAY NOT REGISTER ONLINE until they are cleared to do so.**

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## Recommended Study Aids

**"How to Study In College"**
by Walter Pauk

**"Harbrace College Handbook"**
by John C. Hodges

**"Study Skills for Today's College Student"**
by Jerold W. Apps

**"College Reading and Study Skills"**
by Nancy V. Wood

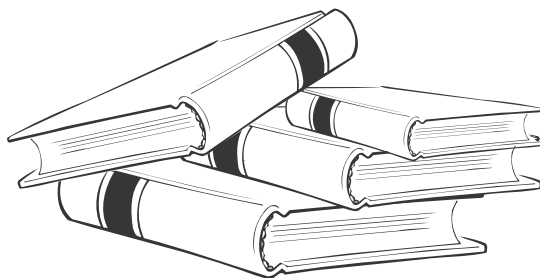**"100 Things Every Online Student Ought to Know"**
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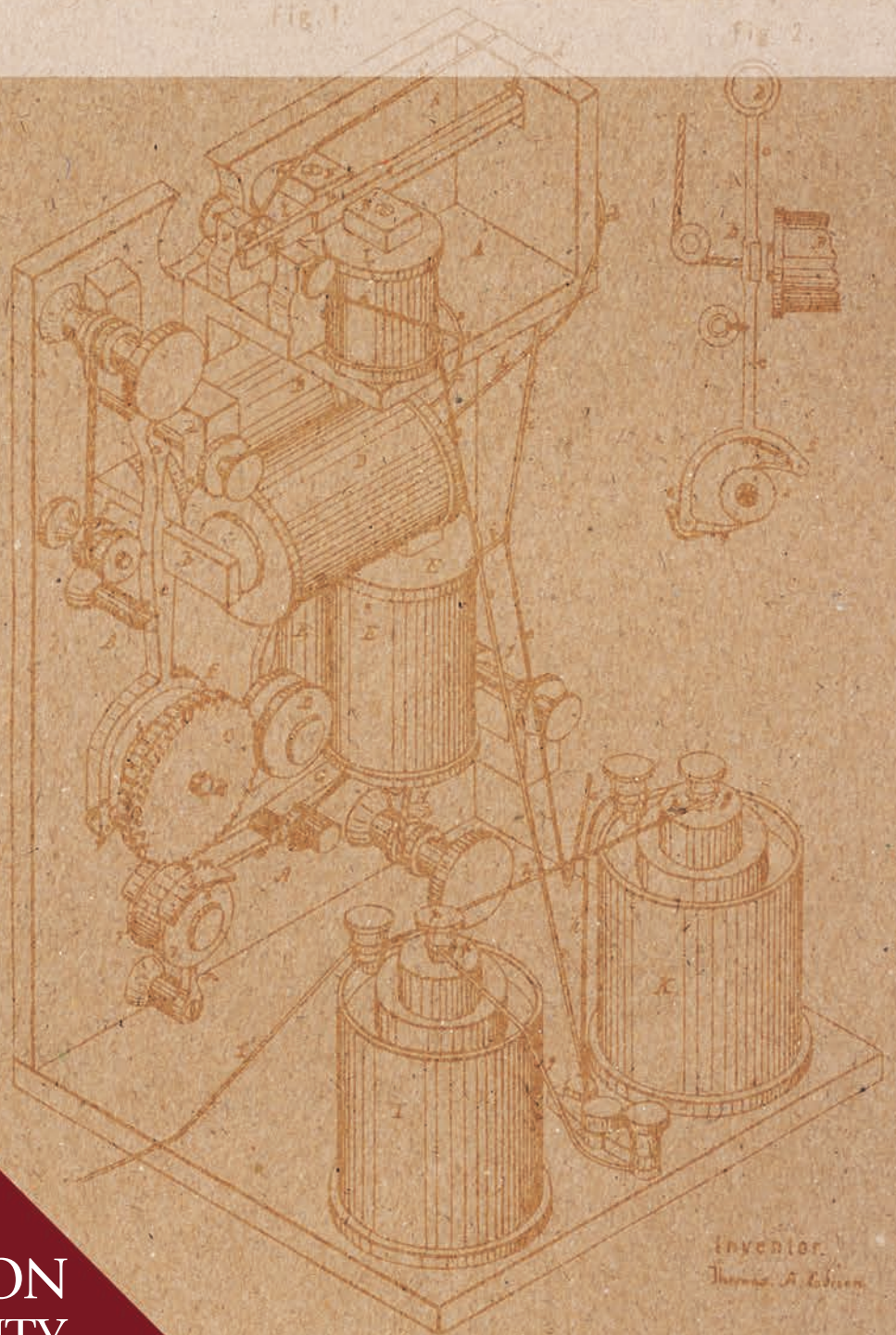
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