



THOMAS EDISON

STATE COLLEGE

Higher Education. For Adults with Higher Expectations.

College Catalog
2001-2003



The Thomas Edison State College *Catalog*, published every two years, provides a summary of the many College policies, procedures, programs and services. Copy for this *Catalog* was current as of July 1, 2001. While every effort has been made to ensure the accuracy of the information contained in the *Catalog*, the College reserves the right to make changes without prior notice.

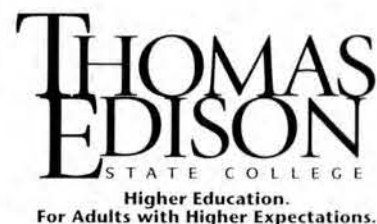
Each student is held responsible for the information contained in this *Catalog*, the *Registration Bulletin*, the *Program Planning Handbook* and the *Portfolio Assessment Handbook*. Failure to read and comply with College regulations does not exempt the student from this responsibility.

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

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

For Additional Information

All area codes are 609 unless otherwise noted



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

LEARNER SERVICES

	Telephone	FAX	E-Mail
Enrolled Students			
Advising	(888) 442-8372	777-2956	enrolled@tesc.edu
Financial Aid	633-9658	777-0477	finaid@tesc.edu
Portfolio Assessment	984-1141	777-2957	portfolio@tesc.edu
Registrar's Office	984-1180	777-0477	registrar@tesc.edu
Course Registration	633-9242	292-1657	registrar@tesc.edu

ACADEMIC AFFAIRS AND PROGRAMS

	Telephone	FAX	E-Mail
Distance & Independent			
Adult Learning (DIAL)	292-6317	292-9892	dial@tesc.edu
Graduate Degrees	984-1168	633-8593	info-msm@tesc.edu info-maps@tesc.edu
Test Development	984-1140	777-2956	orde@tesc.edu
Test Registration			testing@tesc.edu
CLEP tests	633-2115	777-2957	
TECEP			
and other tests	633-2844	777-2957	
Course Examination			
Proctor Requests	633-6353	777-2957	

ADMINISTRATION

	Telephone	FAX	E-Mail
Alumni Relations	633-8592	777-2953	alumni@tesc.edu
Bursar	984-8299	984-1193	bursar@tesc.edu
College Operator	984-1180		
Corporate Higher Education Programs	633-6271	984-1180	corpinfo@tesc.edu



Welcome

Welcome to an exciting world of educational opportunities for experienced adult learners—Thomas Edison State College. Called "One of the brighter stars of higher learning" by *The New York Times*, Thomas Edison State College is designed for adults. It doesn't matter whether students are working parents or full-time homemakers, military service members or Wall Street executives, computer technicians or sales persons—Thomas Edison State College provides access to degree programs through a variety of methods that enable experienced adults to achieve their educational goals.

This *Catalog* provides information about

- Degree programs
- How to complete credits for a degree
- Innovative programs offered by the College

This *Catalog* describes the College's six baccalaureate degrees and seven associate degrees and the 100 areas of study available. The College also offers the Master of Science in Management degree and the Master of Arts in Professional Studies degree. For more information on our graduate programs, please contact the Office of Graduate Studies at (609) 984-1168, e-mail us at info@tesc.edu or visit us on the Web at www.tesc.edu.

Students enroll at Thomas Edison State College because of the academic quality of the degrees the College offers. Students also enjoy the flexible program formats, which enable them to pursue their educational goals while attending to the challenges and priorities of adult life. They may earn credits through a variety of methods, including Guided Study and online courses, as well as testing and assessment of knowledge gained outside the classroom. Thomas Edison State College students appreciate being able to make decisions about how they will earn credit.

Students can contact the College by telephone, fax, mail and through the College's Web site (www.tesc.edu) for access to College programs and services, complete courses and course assignments and communicate with faculty mentors, other students, College staff and academic advisors. Students also can make program planning and Portfolio Assessment appointments by telephone or in person with academic advisors.

Thomas Edison State College is a learner-centered institution for adult students. More than 17,200 graduates have discovered the many opportunities for earning college credits and degrees at Thomas Edison State College. I am pleased to welcome you to this caring community dedicated to educational excellence and the unique learning needs of adults. I wish you well as you pursue your educational goals.

Dr. George A. Pruitt
President

Different by Design

Thomas Alva Edison, for whom the College is named, spent his early boyhood years in Ohio and Michigan and then became a lifetime resident of New Jersey. Edison set up laboratories in Newark, Menlo Park and West Orange, New Jersey.

At his death in 1931, Edison left behind more than 3.5 million pages of notebooks and letters—many of them documenting his 1,093 patents. As a credit to his creative genius, no one has ever produced more. This great inventor and prominent resident of New Jersey had only a few months of formal education, yet he was instrumental in creating the telephone, phonograph and incandescent electric lamp. His vast understanding of science and engineering was acquired through diligent independent study and experimentation.

In founding Thomas Edison State College in 1972, the New Jersey State Board of Higher Education recognized that many men and women who have not had the opportunity to complete their formal education have acquired the equivalent knowledge and, therefore, deserve the opportunity to receive college credits and degrees by demonstrating what they know.

In tribute to Thomas Edison's brilliant mind and life-altering legacy, the College awarded him a posthumous *earned* degree—a Bachelor of Science in Applied Science and Technology—in 1992.

Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. As a state college of the New Jersey system of higher education, Thomas Edison State College's programs are acted upon by the New Jersey Presidents' Council. The Bachelor of Science in Nursing is approved by the State Board of Nursing and accredited by the National League for Nursing.

2001-2003 CATALOG

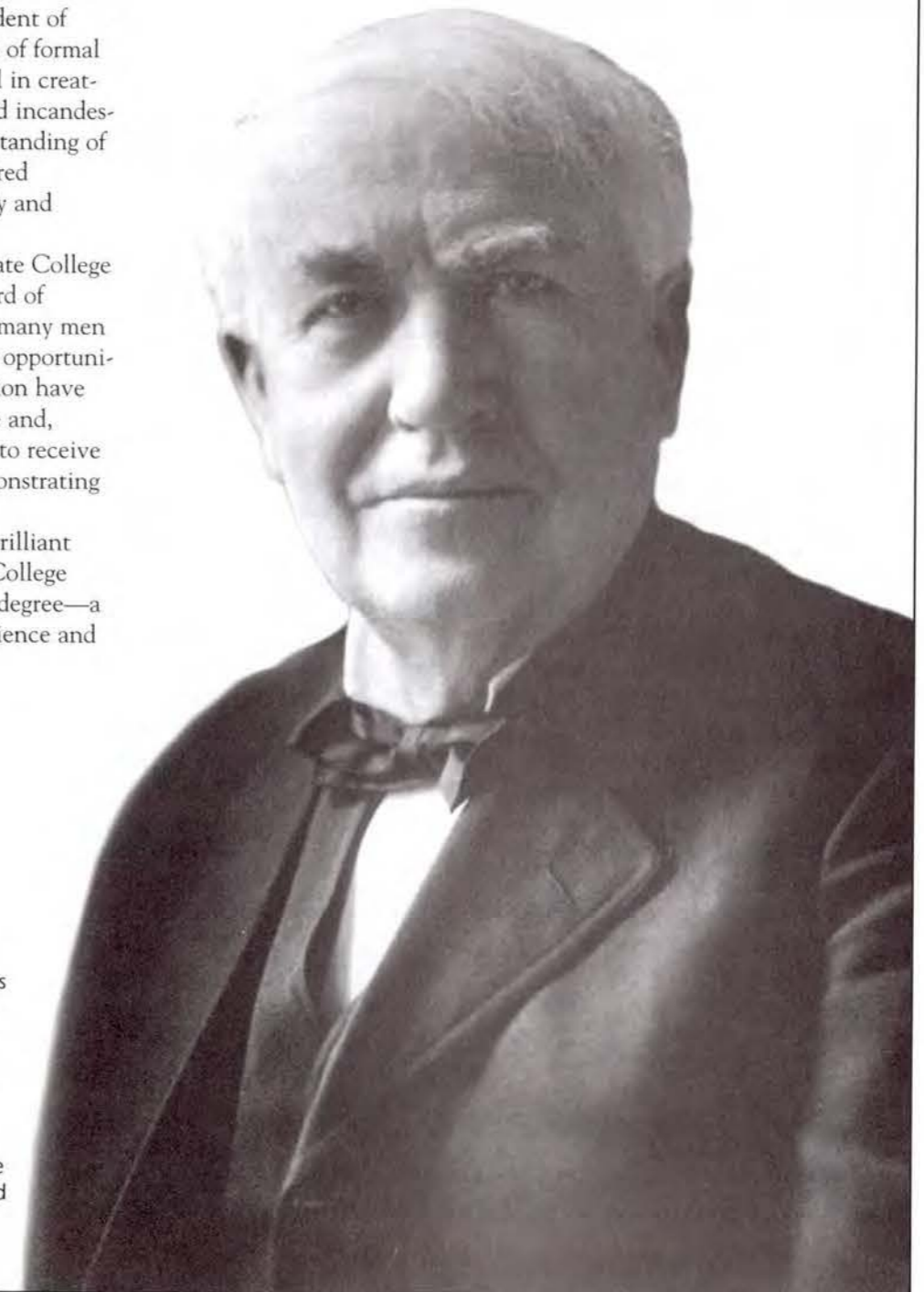


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Statement of Mission and Purpose

Thomas Edison State College was established by the State of New Jersey and chartered by the New Jersey Board of Higher Education in 1972. The College was founded for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for mature adults. To this end, the College seeks:

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 extra collegiate 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 which acknowledges the maturity, autonomy and dignity of its students; assures a portal of access to higher education for adult learners; and celebrates the values, diversity and high qualitative standards of American higher education.

Equal Opportunity/Affirmative Action

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions, counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, disability, ancestry, place of birth, marital status or liability for military service. This is in accord with Title VI 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 and

the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations that govern them, so as to accommodate the needs of all such persons to the greatest extent.

Inquiries may be directed to Esther H. Paist, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act, Thomas Edison State College, 101 West State St., Trenton, NJ 08608-1176.

For information on Thomas Edison State College's Master of Science in Management and Master of Arts in Professional Studies graduate programs, contact the Office of Graduate Studies at (609) 984-1168.

Thomas Edison State College At A Glance

History

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

The College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Bachelor of Science in Nursing is approved by the State Board of Nursing and accredited by the National League for Nursing.



The College

Thomas Edison State College is composed of a worldwide community of learners. Our student body represents every state in the U.S. and 79 other countries throughout the world. The College has more than 500 consulting faculty from our nation's finest colleges and universities. Thomas Edison State College students can earn associate, baccalaureate and master's degrees through many flexible options designed to help them succeed in attaining their educational goals.

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

Students choose Thomas Edison State College because they can capitalize on all their prior college-level learning and select independent or classroom opportunities to achieve their degree goals. New students can transfer previously earned college credits for evaluation. Self-motivated students earn undergraduate degrees in liberal arts, business, health sciences, human services, applied science and technology and nursing. A graduate program leading to the Master of Science in Management capitalizes on learning in the workplace. A graduate program leading to the Master of Arts in Professional Studies undertakes a rigorous study of the liberal arts that can be applied to a student's chosen work.

The Thomas Edison State College consulting faculty is selected because of its academic and experiential preparation, as well as its commitment to serving adult students. Nearly 60 percent of the faculty mentors have earned the highest degree in their field, and all are invited to participate in regularly scheduled workshops to remain current on trends serving adult students.

Earning A Thomas Edison State College Degree

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

Degree Programs

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

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

Certificate Programs

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- E-Commerce
- Electronics
- Finance
- Labor Studies
- Marketing
- Human Resources Management
- Operations Management
- Public Administration

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

Degree Requirements

Undergraduate: Thomas Edison State College baccalaureate degrees require 120 semester hours. Associate degrees require 60 semester hours. No limitation is placed on how credits are earned or the number of credits transferred provided the credit distributions within the degree program are met. Specific requirements are listed within each program description.

Graduate: The Master of Science in Management and Master of Arts in Professional Studies require a baccalaureate degree from an accredited institution of higher education. Candidates for admission are selected on the basis of how well they demonstrate the following criteria:

- Professional growth and development
- Learning skills
- Motivation and professional commitment
- Writing skills
- Prerequisite knowledge

The program requires the completion of 36 semester hours of graduate level course work. Courses are offered online through the Internet. Further information is available through the College's Web site at www.tesc.edu or through the College's Office of Graduate Studies by calling (609) 984-1168.

Calendar

Students have the opportunity to enroll at any time throughout the year and to graduate once degree requirements are met (a commencement ceremony is held once a year in October). Most courses are offered on a semester basis (16 week terms) with seven registrations per year. An eight week summer term is also provided for selected three credit online courses. Assessment options for earning credit may be started any day of the year. Students who wish to register for courses at other colleges and universities are encouraged to enroll and receive an Academic Program Evaluation to assure that courses taken meet program requirements.

Residency Requirement

Thomas Edison State College has no residency requirement for U.S. citizens or foreign students residing in the continental U.S. However, Thomas Edison State College does require a minimum of 30 specified credits for baccalaureate degrees and 15 for associate degrees when all earned credits are from a foreign country including Canada.

Student Profile

Students: 8,137 currently enrolled
Average age of student: 38
Degrees awarded since 1972: more than 17,200

Faculty

More than 500 faculty members serve as consultants to the College. Faculty provide service as mentors, advisors and curriculum specialists. They mentor students, serve on academic committees, engage in curriculum development and provide direction in curriculum planning. Faculty are selected from colleges and universities, corporations and businesses based upon their expertise, academic credentials and college-level teaching experience. The College and its students are enriched by the diversity of the faculty and their commitment to serving the adult student.

College Calendar

July 2001 - July 2003

JULY 2001

JULY 1 – Course registration for Fall 1 - 2001
AUG. 10 Materials for July 15 Graduation due
1 Sunday Independence Day Observed
4 Wednesday College Closed
7 Saturday TECEP Test Administration
14 Saturday Advisement Appointments for Program Planning (by appointment only)
14 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
15 Sunday Graduation
16 Monday CLEP Test Administration
20 Friday TECEP Test Administration

AUGUST 2001

AUG. 18 – Course registration for Fall 2 - 2001
OCT. 5 TECEP Test Administration
4 Saturday CLEP Test Administration
11 Saturday Advisement Appointments for Program Planning (by appointment only)
11 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
21 Tuesday TECEP Test Administration
27 Monday Fall 1 course term begins

SEPTEMBER 2001

1 Saturday Materials for September 15 Graduation due
3 Monday Labor Day College Closed
8 Saturday TECEP Test Administration
14 Friday CLEP Test Administration
15 Saturday Graduation
15 Saturday Advisement Appointments for Program Planning (by appointment only)
15 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
20 Thursday TECEP Test Administration

OCTOBER 2001

OCT. 13 – Course registration for Winter 1 - 2002
DEC. 14 TECEP Test Administration
6 Saturday Columbus Day Observed
8 Monday College Closed
13 Saturday COMMENCEMENT
13 Saturday CLEP Test Administration
19 Friday TECEP Test Administration
20 Saturday Advisement Appointments for Program Planning (by appointment only)
20 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
22 Monday Fall 2 course term begins

NOVEMBER 2001

1 Thursday Materials for November 15 Graduation due
3 Saturday TECEP Test Administration
6 Tuesday Election Day College Closed
12 Monday Veteran's Day College Closed
15 Thursday Graduation
15 Thursday CLEP Test Administration
17 Saturday Advisement Appointments for Program Planning (by appointment only)
17 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
19 Monday TECEP Test Administration
22 Thursday Thanksgiving College Closed

DECEMBER 2001

DEC. 22, 2001 Course registration for Winter 2 - 2002
– FEB. 15, 2002
5 Wednesday CLEP Test Administration
8 Saturday TECEP Test Administration
15 Saturday Fall 1 course 16-week term ends
15 Saturday Advisement Appointments for Program Planning (by appointment only)
15 Saturday Advisement Appointments for Portfolio Assessment (by appointment only)
25 Tuesday Christmas Day College Closed

* Testing dates are subject to change

JANUARY 2002

1 Tuesday	Materials for January 15 Graduation due
1 Tuesday	New Year's Day College Closed
5 Saturday	TECEP Test Administration
7 Monday	Winter 1 course term begins
12 Saturday	CLEP Test Administration
12 Saturday	Advisement Appointments for Program Planning (by appointment only)
12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Tuesday	Graduation
18 Friday	TECEP Test Administration
21 Monday	Martin Luther King's Birthday College Closed

FEBRUARY 2002

FEB. 23 –	Course registration for Summer 1 - 2002
APR. 19	TECEP Test Administration
2 Saturday	Fall 2 course 16-week term ends
9 Saturday	Fall 1 course 24-week term ends
9 Saturday	Advisement Appointments for Program Planning (by appointment only)
9 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
12 Tuesday	Lincoln's Birthday College Closed
15 Friday	CLEP Test Administration
18 Monday	Washington's Birthday Observed College Closed
20 Wednesday	TECEP Test Administration

MARCH 2002

1 Friday	Materials for March 15 Graduation due
4 Monday	Winter 2 course term begins
9 Saturday	TECEP Test Administration
12 Tuesday	CLEP Test Administration
15 Friday	Graduation
23 Saturday	Advisement Appointments for Program Planning (by appointment only)
23 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
25 Monday	TECEP Test Administration
29 Friday	Good Friday College Closed

APRIL 2002

APRIL 27 –	Course registration for Summer C - 2002 (8 week online course)
MAY 17	
APRIL 27 –	Course registration for Summer 2 - 2002
JUNE 14	TECEP Test Administration
6 Saturday	CLEP Test Administration
13 Saturday	Advisement Appointments for Program Planning (by appointment only)
13 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
13 Saturday	Advisement Appointments for Program Planning (by appointment only)
23 Tuesday	TECEP Test Administration
27 Saturday	Winter 1 course 16-week term ends

MAY 2002

1 Wednesday	Materials for May 15 Graduation due
6 Monday	Summer 1 course term begins
11 Saturday	TECEP Test Administration
15 Wednesday	CLEP Test Administration
15 Wednesday	Graduation
18 Saturday	Advisement Appointments for Program Planning (by appointment only)
18 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
23 Thursday	TECEP Test Administration
27 Monday	Memorial Day College Closed

JUNE 2002

3 Monday	Summer C (8 week online course) begins
8 Saturday	Advisement Appointments for Program Planning (by appointment only)
8 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
8 Saturday	TECEP Test Administration
15 Saturday	CLEP Test Administration
22 Saturday	Winter 1 course 24-week term ends
22 Saturday	Winter 2 course 16-week term ends
24 Monday	TECEP Test Administration

* Testing dates are subject to change

JULY 2002

JULY 1 –	Course registration for Fall 1 - 2002
AUG. 9	
1 Monday	Materials for July 15 Graduation due
1 Monday	Summer 2 course term begins
4 Thursday	Independence Day College Closed
13 Saturday	TECEP Test Administration
15 Monday	CLEP Test Administration
15 Monday	Graduation
20 Saturday	Advisement Appointments for Program Planning (by appointment only)
20 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
26 Friday	TECEP Test Administration
27 Saturday	Summer C (8 week online course) 16-week term ends

AUGUST 2002

AUG. 17 –	Course registration for Fall 2 - 2002
OCT. 11	
10 Saturday	TECEP Test Administration
10 Saturday	Advisement Appointments for Program Planning (by appointment only)
10 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Thursday	CLEP Test Administration
24 Saturday	Summer 1 course 16-week term ends
26 Monday	Fall 1 course term begins
27 Tuesday	TECEP Test Administration

SEPTEMBER 2002

1 Sunday	Materials for September 15 Graduation due
2 Monday	Labor Day College Closed
7 Saturday	TECEP Test Administration
14 Saturday	Advisement Appointments for Program Planning (by appointment only)
14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Sunday	Graduation
17 Tuesday	CLEP Test Administration
19 Thursday	TECEP Test Administration

OCTOBER 2002

OCT. 19 –	Course registration for Winter 1 - 2003
DEC. 13	COMMENCEMENT (To be announced)
12 Saturday	CLEP Test Administration
14 Monday	Columbus Day Observed College Closed
19 Saturday	Summer 1 course 24-week term ends
19 Saturday	Summer 2 course 16-week term ends
19 Saturday	Advisement Appointments for Program Planning (by appointment only)
19 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
23 Wednesday	TECEP Test Administration
28 Monday	Fall 2 course term begins

NOVEMBER 2002

1 Friday	Materials for November 15 Graduation due
2 Saturday	TECEP Test Administration
5 Tuesday	Election Day College Closed
11 Monday	Veteran's Day College Closed
14 Thursday	CLEP Test Administration
15 Friday	Graduation
16 Saturday	Advisement Appointments for Program Planning (by appointment only)
16 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
19 Tuesday	TECEP Test Administration
28 Thursday	Thanksgiving Day College Closed

DECEMBER 2002

DEC. 21, 2002	Course registration for Winter 2 - 2003
– FEB. 14, 2003	
7 Saturday	TECEP Test Administration
13 Friday	CLEP Test Administration
14 Saturday	Fall 1 course 16-week term ends
14 Saturday	Advisement Appointments for Program Planning (by appointment only)
14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
25 Wednesday	Christmas Day College Closed

* Testing dates are subject to change

JANUARY 2003

1 Wednesday	New Year's Day College Closed
1 Wednesday	Materials for January 15 Graduation Due
4 Saturday	TECEP Test Administration
6 Monday	Winter 1 course term begins
11 Saturday	CLEP Test Administration
11 Saturday	Advisement Appointments for Program Planning (by appointment only)
11 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Wednesday	Graduation
17 Friday	TECEP Test Administration
20 Monday	Martin Luther King's Birthday College Closed

FEBRUARY 2003

FEB. 22 –	Course registration for Summer 1 - 2003
APR. 18	TECEP Test
1 Saturday	Administration
8 Saturday	Advisement Appointments for Program Planning (by appointment only)
8 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
9 Saturday	Fall 1 course 24-week term ends
10 Monday	CLEP Test Administration
12 Wednesday	Lincoln's Birthday College Closed
15 Saturday	Fall 2 course 16-week term ends
17 Monday	Washington's Birthday Observed College Closed
20 Thursday	TECEP Test Administration

MARCH 2003

1 Saturday	Materials for March 15 Graduation due
3 Saturday	Winter 2 course term begins
8 Saturday	TECEP Test Administration
13 Thursday	CLEP Test Administration
15 Saturday	Advisement Appointments for Program Planning (by appointment only)
15 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
15 Saturday	Graduation
24 Monday	TECEP Test Administration

APRIL 2003

APR. 26 –	Course registration for Summer C – 2003 (8 week online course)
MAY 16	TECEP Test
APR. 27 –	Course registration for Summer 2 – 2003
JUNE 20	TECEP Test
5 Saturday	Administration
12 Saturday	CLEP Test Administration
12 Saturday	Advisement Appointments for Program Planning (by appointment only)
12 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
18 Friday	Good Friday College Closed
22 Tuesday	TECEP Test Administration
26 Saturday	Winter 1 course 16-week term ends

MAY 2003

1 Thursday	Materials for May 15 Graduation due
3 Saturday	TECEP Test Administration
5 Monday	Summer 1 course term begins
14 Wednesday	CLEP Test Administration
15 Thursday	Graduation
17 Saturday	Advisement Appointments for Program Planning (by appointment only)
17 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
21 Wednesday	TECEP Test Administration
26 Monday	Memorial Day College Closed

JUNE 2003

2 Saturday	Summer C (8 week online course) begins
7 Saturday	TECEP Test Administration
14 Saturday	CLEP Test Administration
14 Saturday	Advisement Appointments for Program Planning (by appointment only)
14 Saturday	Advisement Appointments for Portfolio Assessment (by appointment only)
16 Sunday	Materials for July 1 Graduation due
21 Saturday	Winter 1 course 24-week term ends
21 Saturday	Winter 2 course 16-week term ends
23 Monday	TECEP Test Administration

* Testing dates are subject to change

Admissions

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

Admissions Policy

Thomas Edison State College was created for and serves self-directed adult learners by offering the opportunity for qualified persons to earn college degrees and credits.

Those students best served by this institution are strongly motivated adult learners who have generally, though not exclusively, acquired or are acquiring college-level learning in noncollegiate settings and/or in previous college courses. The majority of our students are able to earn credit through various assessment methods for prior learning. These prior learning experiences include competencies developed through jobs, professions or careers; through previous noncollegiate post-secondary education; through formal learning experiences acquired in business, labor, military and leisure activities; and through special credentials.

Thomas Edison State College students are expected to enter the institution with sufficient preparation to benefit from and successfully participate in college-level learning opportunities and college courses. They are expected to be at least 21 years of age (unless participating in a special College program) and to possess a high school diploma or its equivalent.

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of this institution.

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution, in compliance with Title VI 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 and other applicable laws and regulations.

Information About Thomas Edison State College

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

Undergraduate Tuition and Fee Definitions

The tuition and fees are normally adjusted on July 1 each year. Because of this, the current fees are not listed in the *Catalog*. Tuition and fees are available to students through the College's Web site at www.tesc.edu or through the College's Tuition and Fees brochure. Information on graduate tuition and fees is available in the *Graduate Prospectus*.

Tuition and fees are subject to change without prior notice.

Application Fee

This fee establishes the applicant's file. The Application Fee extends for six months from the date of application. If applicants do not enroll during this period of eligibility, they will have to re-apply to the College if they intend to pursue their degree in the future.

Annual Enrollment Tuition

Payment of this annual tuition enrolls the student in a chosen undergraduate degree/certificate program and entitles the student to a full year of College services from the date of payment including academic advisement and program planning. The initial payment of this tuition provides the student with a complete review of all academic credentials presented to the College upon application. This evaluation will be the basis for program planning and student advisement.

The date of payment determines the student's anniversary date (the date when annual enrollment expires).

Comprehensive Tuition

The Comprehensive Tuition lets you pay one convenient tuition each year you are enrolled, and includes all Thomas Edison State College courses (Guided Study, Guided Study with E-mail, online courses and e-Packs) as well as TECEP exams, and Portfolio Assessment credits.

This tuition covers all administrative costs associated with a Thomas Edison State College education except the graduation fee, Course Extension fee, TECEP Rescheduling fee, Transcript fee, Course Late Registration fee, Change of Program fee or textbooks. Students may take up to 12 credits per semester for a

maximum of 36 course credits a year. All audio- and videotapes associated with various courses are also covered in the tuition.

Late Enrollment Fee

A late fee is charged if a student does not pay the annual enrollment or comprehensive tuition within 30 days of his/her anniversary date.

Graduation Fee

This fee covers the cost of awarding the degree and maintenance of the student's transcript.

Technology Services Fee

This fee provides for the student services, which are delivered through technologies, and support the maintenance and replacement of computers used to deliver these services. *Unless they choose the comprehensive tuition alternative, students must pay the fee along with the Annual Enrollment tuition before they can receive College services.*

Transcript Fee

This fee is charged for each transcript (official or unofficial) that a student requests to be sent out. 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.

Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, change of degree program, course extension, late registration for courses, credit banking, TECEP registration and transcript.

Financial Aid

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

Eligible Thomas Edison State College students who are taking the required number of Thomas Edison State College courses per semester can be considered for PELL grants and federal loans. New Jersey residents who qualify economically and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants.

In order to maintain eligibility in the federal and state programs, students must meet the academic progress requirements. All students who apply for aid will be given a copy of this policy as well as information concerning student rights and responsibilities when applying for financial assistance.

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 personnel office.

Additional aid might be available through the State Education Agency in your area. A listing of all agencies is included with the Thomas Edison State College application for financial aid.

Veterans' Benefits

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

Thomas Edison State College
Office of Financial Aid and Veterans' Services
101 W. State St.
Trenton, NJ 08608-1176
Phone (609) 633-9658
Fax: (609) 777-0477
E-mail: finaid@tesc.edu

Academic Progress

Veterans are expected to maintain satisfactory academic progress to retain benefits. Students whose cumulative average falls below 2.0 (C) by the end of the second academic year (four semesters of active participation) will not be maintaining satisfactory academic performance and will not be eligible for further aid until an average of 2.0 (C) is attained.

After the second year of active participation (four semesters), the grade point average will be monitored every year and a minimum 2.0 (C) cumulative average must be maintained. Students who have not maintained a 2.0 grade point average incur academic probation, which is both a warning and an opportunity to improve. A student on probation is encouraged to work closely with the staff and instructors to improve his/her standing. The probationary period will extend for the duration of the course enrollment, and the student's status will be reevaluated upon its completion.

Summer session grades for a particular year will be counted in the cumulative average during the next academic year.

Eligibility will be withdrawn at the end of an academic year if, in any combination, more than four withdrawals, incompletes, extensions or deferrals are granted. Eligibility for veterans' benefits will not be reconsidered until progress has been made and the student's academic record reflects a 2.0 grade point average and fewer than four withdrawals, incompletes, extensions or deferrals in the previous year.

Appeals

If, because of mitigating circumstances, the student falls below the required standard, a written appeal may be submitted to the Appeals Committee. Appeals must be submitted within 30 days of being notified of below-standard performance. All appeals should be forwarded to:

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

Academic Policies

Degree Program Competencies

English Composition Requirement

Students are required to demonstrate a proficiency in written expression. This proficiency can be met by any of the following three methods:

1. Satisfactory completion of the TECEP Examinations in English Composition for six semester hour credits;
2. Six semester hours of college course work in English Composition with an average grade of C; or
3. The satisfactory completion of one of the CLEP examinations (including the essay) in English Composition: English Composition (general), Freshman College Composition.

Students are advised to complete this requirement as soon as possible.

Mathematics Requirement

Students are required to demonstrate completion of three semester hours of college mathematics. This proficiency can be met by either:

1. Three semester hours of college course work in mathematics beyond developmental courses. (Elementary Algebra cannot be used.)
2. Earning three credits of college mathematics through Portfolio Assessment, examination, independent or Guided Study.

Credit Transfer Limitations

Limit on Freshman Level English Composition and Mathematics Credit

The College will accept for credit in any degree program the equivalent of two semester courses, or three quarter courses, or equivalent exams in freshman composition and freshman mathematics. Freshman mathematics includes college algebra. Precalculus, college algebra combined with trigonometry, trigonometry alone, calculus or statistics, etc. are accepted in addition to six semester hours of credit from freshman college mathematics.

Academic policies which apply to all undergraduate students are published here. Policies which are specific to a degree program may be found with the explanation of the student's specific degree program and in the Program Planning Handbook mailed to all enrolled students.

Catalog which Applies to Student

Students must use the College Catalog that was in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program, allow their enrollment to lapse or change from nondegree-seeking to degree-seeking status, graduation requirements will be required as listed in the catalog in effect at the time the official change is recorded in the Office of the Registrar.

Limit on Freshman Level Biology, Chemistry and/or Physics

The College will accept for credit in any degree program the equivalent of two semester courses, or three quarter courses, or equivalent exams in freshman level biology, chemistry and/or physics. This maximum is considered "introductory" or "freshman level" for each science area.

Limit on Physical Education Activity Credits

Thomas Edison State College will accept a maximum of four semester hours of physical education activity courses, such as volleyball, softball and weight training toward an associate degree, or eight semester hours toward a baccalaureate degree.

Two Areas of Study Within One Degree

Students may complete up to two areas of study within one baccalaureate degree. No more than nine semester hours of credit that are used in the first area of study can be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met.

Students cannot complete a third area of study within one baccalaureate degree.

Award of Degrees

First Associate Degree

Students are required to complete a Thomas Edison State College associate degree prior to completing a Thomas Edison State College baccalaureate degree if they desire both degrees. The associate degree must be awarded first, with the baccalaureate awarded no sooner than two months later.

If a student has completed an associate, baccalaureate or graduate degree and applies for an associate degree, she/he must complete a minimum of 15 semester hours beyond credits completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the degree.

Second Associate Degree

A student who has earned an associate degree from Thomas Edison State College or another regionally accredited college or university and who wishes to earn a second associate degree from Thomas Edison State College must complete a minimum of 15 semester hours beyond those credits completed on the date ALL prior degrees were awarded. The student must also meet all the requirements specific to the second degree.

Students may not earn a second associate degree in the same subject as the first associate degree.

No more than six semester hours of credit may be used for the program option in the second associate degree that were used in the program option for the first associate degree.

It is the position of the College that students should devote their academic endeavors to completing a more advanced degree rather than an additional associate degree. Students contemplating a second associate degree will be advised to consider an advanced degree.

First Baccalaureate Degree

It is assumed that when a student applies for a first baccalaureate degree, he/she will not have completed another four-year degree. It is assumed that a student may have completed an associate degree.

Second Baccalaureate Degree

A student who has received one baccalaureate degree from Thomas Edison State College, or associate, baccalaureate, professional, master's or doctorate degree(s) from another regionally accredited college or university who wishes to earn a second baccalaureate degree must complete a minimum of 30 additional credits beyond those credits completed on the date ALL prior degree(s) were awarded. The student must also meet all the requirements specific to the second degree.

Students may not earn a second baccalaureate degree in the same subject as the first baccalaureate degree.

No more than nine semester hours of credit can be used for the major area of study in the second baccalaureate degree that were used in the area of study in the first or second baccalaureate, professional, master's or doctorate degree in the same area of study.

A student who has not received a baccalaureate degree but has more than 120 credits will be awarded a degree as follows: of the total, a maximum of 120 credits will be applied, if they meet the degree requirements, to the first baccalaureate degree. The student must follow the requirements for the second degree as outlined above. It is the position of the College that students should devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a second baccalaureate degree will be advised to consider pursuing a master's or doctorate degree.

Grading

Courses

The outcome of active, current learning experiences assessed by the College will be graded based upon the scale below. This policy applies to independent study course credits earned through the College.

Academic Standing: Grading System

Letter Grade	Quality Points	Numerical Equivalents
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D	1.0	60-69
F	0	Below 60

Credit Without a Grade

Thomas Edison State College will transcript credit (CR) without a grade for the following: Portfolio Assessment; all testing programs, business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE); military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses and registries evaluated and recommended for credit by Thomas Edison State College; special programs evaluated and recommended for credit by Thomas Edison State College; and credits from foreign universities.

Grade Reports

Thomas Edison State College sends a grade report to students for credits attempted through the Thomas Edison State College Examination Program (TECEP) and Portfolio Assessment. Credit (CR) without a grade is given for credits earned through these programs. Credits earned are automatically applied to Thomas Edison State College degree programs for enrolled students.

Grade Point Average

The Thomas Edison State College transcript will show grades "A" through "D" where grades have been awarded. However, no grade point average will be computed or noted on the transcript.

A Grade Point Average (GPA) of 2.0 (C average) is required for all semester hours of credit with a grade designation. In addition, the GPA must be 2.0 for the credits in the area of study or professional requirements (depending on the degree).

At the first evaluation of transfer credits, "D" grades will be accepted only if the overall Grade Point Average is 2.0. Subsequently, "D" credits will be accepted if grades of "B" or better have been earned to balance them within the grade point average requirement. Students must request use of "D" credits not originally used if they wish them to be used for the degree.

Credits which do not carry a grade are recorded as credit (CR) and do not affect the Grade Point Average.

Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Award recipients will be selected from graduates from September through July. The awards will be announced and made once a year at the October commencement. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- Portfolio Assessment
- Testing
- Guided Study
- e-Pack courses
- Online Courses
- Independent Study Courses
- Advanced Level Practicum
- Licenses and Certificates
- ACE's College Credit Recommendation Service evaluated credit, including military training programs

At least 50 percent of the credits for the student's degree will come from three or more of the above methods.

Scores on exams, grades on Thomas Edison State College courses, comments by faculty consultants on Demonstration of Currency, Practicum and Portfolio Assessment will be considered.

Alpha Sigma Lambda

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

For induction into this Society, Thomas Edison State College students must meet the following requirements:

- Complete a minimum of 30 semester hours of graded credit through the College of which 15 semester hours are in General Education. Graded credit would include guided independent study, contract learning, e-Pack and online courses.
- Transfer in a minimum of 30 graded credits from outside the College.
- Have an overall grade point average of 3.5 or higher that includes graded courses taken at other institutions as well as Thomas Edison State College credit.

The College reviews all candidates at the time of graduation. Induction of awardees occurs at the time of the College's annual commencement. Students are notified in advance and provided an invitation to participate in the awards ceremony.

Student Responsibilities

Thomas Edison State College students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion, meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with faculty, staff and other students; behave in a manner consistent with the standards and codes of the profession in which they are practicing; keep official records updated regarding changes in name, address or telephone number; 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.

Academic Integrity and Honesty

Thomas Edison State College is committed to maintaining academic quality, excellence and honesty. The College expects students to maintain the highest ethical standards in all respects regarding the information and materials presented to the College for review. Plagiarism, falsification of documents or misrepresentation of student work is unacceptable. Any verification of academic dishonesty in examinations, portfolio materials, course work, college transcripts or other areas of academic work will be referred to the Academic Standards Committee of the Academic Council. Academic dishonesty may be grounds for dismissal from the College. In addition, the College reserves the right to review all credits, degrees, certificates and fees, and, if any dishonesty is uncovered, those credits, degrees or certificates may be rescinded by the College.

Student's Role in Institutional Outcomes Assessment

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

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

These surveys and assessments, as well as other information-gathering instruments, are not part of a student's degree program; however, Thomas Edison State College students are required to participate in such activities when selected. Not all students are selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.

Students who are selected for participation in an assessment will not be judged or evaluated as individuals; the College is interested in group data. Therefore, participating in the various assessment programs can have no adverse effect on a student's degree pursuit. It may, however, provide valuable feedback to the student on his or her strengths and weaknesses within the area(s) tested.

Where possible, the College will provide individual feedback to each student concerning his or her level of performance. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

Students with Disabilities

Thomas Edison State College is aware of the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Therefore, the College provides reasonable accommodation for otherwise qualified students who disclose and verify disability. Students who wish to discuss reasonable accommodation for verifiable disabilities are responsible for identifying themselves to the ADA Coordinator, Office of Students with Disabilities, at (609) 943-3045. The TTY number for hearing impaired students is (609) 341-3109.

Visually impaired students who wish to have the College's Web site spoken to them may make use of a "Talking Browser," password: WebSpeak. This service is available free of charge to Thomas Edison State College students.

Evaluations and Records

Transfer Credit Policy

Thomas Edison State College will accept in transfer all courses applicable to a selected degree program providing that credit is earned at an institution accredited by one of the following regional accrediting agencies.

- Commission on Institutions of Higher Education, Commission on Technical and Career Institutions, New England Association of Schools and Colleges.
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, North Central Association of Colleges and Schools
- Commission on Colleges, Northwest Association of Schools and Colleges
- Commission on Colleges, Southern Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Additionally, credit will be awarded for:

- Courses and examinations approved through the Program on Noncollegiate Sponsored Instruction (NY) and the American Council on Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a bachelor's degree and 45 for an associate degree.)
- Military course equivalent training as recommended by the American Council on Education (ACE).
- Thomas Edison State College approved licenses, certifications and programs of study.
- College/university foreign credits from institutions recognized by the educational authority of that country as listed in the International Handbook of Universities, World Education Series books or published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Courses from nonaccredited institutions or institutions not recognized by one of the above may be validated through a variety of testing options or through Portfolio Assessment.

Students may be required to provide course descriptions or a copy of the catalog where the courses were taken to enable course-by-course evaluations to determine if such courses can be accepted toward degree requirements of Thomas Edison State College. 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 to be evaluated must be submitted. Thomas Edison State College will not accept credits listed as "transfer" on an institution's transcript.

Students planning to take in-class instruction at another regionally accredited college will register there as a visiting, "special," or part-time student.



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

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

Transfer and Acceptance of Students to New Jersey State Colleges

(Full Faith and Credit)

The New Jersey Commission on Higher Education has a policy which guarantees admission to a state college to a graduate with an Associate in Arts or Associate in Science degree from any New Jersey county or community college or Thomas Edison State College. This policy applies to Thomas Edison State College students who have completed an Associate in Arts or an Associate in Science degree and transfer to another New Jersey state college to complete a baccalaureate degree. Students must meet the degree requirements of the specific program in which they enroll; these requirements are determined by the respective state colleges.

This policy also applies to students who have completed an Associate in Arts or an Associate in Science degree at a New Jersey county/community college and transfer to Thomas Edison State College to complete a baccalaureate degree.

Acceptability for admission and acceptance of credits for nongraduates shall be at the discretion of the state college.

The policy of the Commission on Higher Education includes the following:

- Graduates with Associate in Arts and Associate in Science degrees.** Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice. While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.
- Nongraduates of Associate in Arts and Associate in Science programs.** Normally students are encouraged to complete the associate degree prior to transfer. However, state colleges may admit nongraduates under the same conditions which they impose upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.
- Graduates and nongraduates of Associate in Applied Science programs.** State colleges may admit graduates or nongraduates of Applied Science programs and decide on the transferability of credits at their discretion.

A copy of the full policy is filed in the Office of the Registrar and is available to students.

Limit on Transfer Credits from Two-Year Colleges and Other Programs

Baccalaureate degree candidates may transfer up to 80 semester hours of transfer credits from a junior, county or community college.

Credits from American Council on Education (ACE) Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education (ACE), Office on Educational Credit, for courses completed through business, industry, government and special organizations. These recommendations can be found in *The National Guide to Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations, refer to Military Training Programs and Schools in this Catalog.

Thomas Edison State College also will accept the recommendations of the American Council on Education (ACE) for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions.

Acceptance of Credits from Graduate Programs

Thomas Edison State College will accept a maximum of 30 credits of graduate work to apply to an undergraduate program.

Credits for Teaching College Level Courses

A Thomas Edison State College student who does not possess college credits in a subject that he or she teaches in a regionally accredited college could be awarded credits for the course. Students should request the application and information from the Advisement Center. The College must be accredited by one of the six regional accrediting commissions listed under Transfer Credit Policy.

Evaluation of Transcripts and Credentials

After students enroll, the College will evaluate all official documents and notify students of the credits accepted by the College. Evaluation may be done for one associate and one baccalaureate degree at the same time. Students will receive an Academic Program Evaluation form showing how accepted credits will apply toward their degree and what credits are needed to complete the degree program. If there is any doubt as to the content of a particular course, students will be asked to submit additional information, such as a course syllabus or outline. Students will be billed for appropriate fees.

The Academic Program Evaluation is an institutional document used for advising and program planning and should not be mistaken for Thomas Edison State College's transcript.

A review for acceptance of credits will be made each time students send new credentials from other colleges and programs to the Office of the Registrar, and when students complete Thomas Edison State College credits through Portfolio Assessment, testing

or distance learning. Credits accepted will be added to the Academic Program Evaluation form. A copy of the form will again be mailed with an appropriate bill for fees to the student.

If students wish to have a course with a low grade excluded from their Thomas Edison State College transcript, this must be requested in writing to the Office of the Registrar prior to their first request for a transcript during the first year of enrollment. Credits once placed on a Thomas Edison State College transcript will not be removed.

Procedure for Having Official Documentation Sent

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education (ACE), licenses/certificates listed in the Thomas Edison State College *Catalog*, credentials from foreign countries, standardized tests and examinations. Documents not included above should be retained by a student until after enrollment for possible submission if Portfolio Assessment 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, Thomas Edison State College. When requesting a transcript, students should provide their former college with: maiden name or former name, student ID number at that institution, social security number, date of birth, years in attendance and address of Thomas Edison State College.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy and mailed by the student to the registrar's office. Military personnel in the Army, Navy and Marines should submit an ARRTs or SMART transcript or an original DD Form 295. Coast Guard and Army National Guard members should submit a transcript from their respective Institutes. College transcripts will be accepted (if available) directly from a Military Education Office. For details, refer to the Military Training Programs and Schools section of this *Catalog*.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. If this is not available, the organization, business or corporation that did the training may submit an official company transcript.
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. Foreign credentials must be translated into English by an official translator and certified to be a true copy by a notary public. An official College transcript or certified true copy of the original transcript/credential must accompany the translation and be mailed by the student to the Office of the Registrar. Refer to the section, "International Student Policy."
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.

Duplication of Credit

Duplicated credits will not be applied to a student's degree program.

Credit will not be granted in cases of obvious or apparent duplication. An example would be two college courses taken at different institutions which cover the same subject matter, such as Survey of American History since the Civil War and American History II, 1865 to Present. Also, credit will not be granted for both the CLEP subject examination in sociology and a course in introductory sociology.

Unit of Credit

In expressing its degree requirements, Thomas Edison State College uses semester hours measurement. Other colleges define the value of knowledge in semester hours, trimester hours, quarter hours and competencies. All such hours transferred to Thomas Edison State College will be converted to semester hours.

Enrollment

Students are considered "enrolled" when they pay the Annual Enrollment Tuition. A student's enrollment date is defined as the date the Bursar receives the Annual Enrollment Tuition or Comprehensive Tuition. This tuition covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year's enrollment tuition. Active duty military and National Guard students are considered New Jersey state residents for administrative purposes.

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Advisement Center, (888) 442-8372. The services of this Center are explained in full in the section, "Advisement."

Should it become necessary to temporarily "stop-out," students are urged to officially request a Leave of Absence from the College. An explanation of this policy may be found under the heading, "Leave of Absence and Readmission."

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 should notify the Office of the Registrar of changes in the following: name, address (include county), employment, telephone and/or degree.

Change of Program/Degree Status

When students change their degree program or change from nondegree-seeking to degree-seeking status, they are required to follow the graduation requirements in effect at the time the official change is recorded in the Office of the Registrar.

Students are required to request change of degree or an area of study/concentration/option in writing and submit the appropriate fee. Such requests should be addressed to the Office of the Registrar. A form for this purpose is included in the *Program Planning Handbook*.

Change of Records

Students can only make changes to their permanent records during the period of active enrollment.

Graduation

When all degree requirements have been satisfied, students are required to apply for graduation by submitting the Request for Graduation form included in the *Program Planning Handbook* and the fee. Students do not automatically become candidates for a degree.

To be considered for graduation, all academic and financial requirements must have been met by the first day of the month preceding the graduation date. The official graduation dates are January 15, March 15, May 15, July 15, September 15 and November 15. Once the form and fee have been received and both the Office of Academic Programs and the Office of the Registrar have certified that all degree requirements have been met, student names will be presented to the 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 graduate individually and are usually sent to graduates within ten to twelve weeks of the graduation date.

Commencement Ceremony

Although the College graduates students six times during the year, the Annual Commencement ceremony is held annually in October. Unlike most colleges which hold their commencement ceremonies in June, Thomas Edison State College normally holds commencement in the fall, reflecting the unique nature of the College. Students who have graduated on or prior to July 15 are invited to attend the commencement ceremony. Graduates will be provided with specific information about the ceremony.

Thomas Edison State College Transcripts

Exclusion of courses with low grades must be requested within the first year of enrollment and prior to a student's first request for a transcript. When students pursue both associate and baccalaureate degrees, the transcript will include all the courses used in the evaluation for both the degrees and excess credits, if requested and paid for by the students. Beyond this point, courses will not be removed from the transcript.

If a student repeats a course for a better grade after this point, the course with the better grade can be added to the transcript but the course with the lower grade cannot be removed.

Transfer credits will be identified by department code, course number, course title, credits, grades and year completed.

Examination credits will be identified by the name of the program, title of the examination, credits and year completed. Examples of testing programs include TECEP, CLEP and DANTES.

Thomas Edison State College credits will be identified by the title of the course, credits, grade and year completed. Courses with a grade of F, W (Withdrawn) or E (Extension) will not be transcribed.

Other assessment credits will be identified by the name of the program, course (equivalent) title, credits and year completed.

Examples of such assessments include Portfolio Assessment, American Council on Education's (ACE) College Credit Recommendation Service and military training programs.

Transcripts will be issued by the Office of the Registrar upon the written request of the student. Students have to be in good academic and financial standing before a transcript can be issued. Transcripts may be issued at any time during or after completion of a degree.

Leave of Absence and Readmission

Leave of Absence

If it is necessary for students to "stop out", it is to the student's advantage to request an official Leave of Absence from the College. The Leave of Absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Students who request a Leave of Absence may, within one year, become active by notifying the Office of the Registrar, paying the appropriate fees and completing the degree requirements for the year of their enrollment.

Students may request a Leave of Absence from the College for a one-year period by filling out the Leave of Absence Petition form and returning it to the Bursar's Office with the processing fee. The request may also be made in writing if the student does not have the form.

Readmission

Applicants who do not enroll by paying the Annual Enrollment Tuition during the six month period from the date of application must reapply by paying the application fee again and resubmitting all documents.

Enrolled students who do not renew their enrollment by paying the Annual Enrollment Tuition on their anniversary date and who do not officially request a Leave of Absence must reapply by filling out a new application for admission and paying the application fee and the Annual Enrollment Tuition. The student's anniversary enrollment date will be the new enrollment date.

Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree may also be readmitted by filling out an application for admissions and paying only the prevailing Annual Enrollment Tuition.

Degree Requirements for Returning Students

Students who officially request a Leave of Absence from the College and reenroll 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 reenroll in a different degree, they will be required to complete the degree requirements in effect at the time of reenrollment.

Students who do not officially request a Leave of Absence from the College and reenroll will be required to complete the degree requirements in effect at the time of reenrollment.

Appeals and Waivers

Appeals

Students may appeal an academic decision. Such appeals must be filed within six months of the date of the notification of that decision. All appeals must be submitted in writing to the Office of the Registrar which will forward the appeal to the appropriate College office for a decision.

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 their academic advisor.

Waivers

Request for a waiver of a specific requirement and/or college policy must be submitted in writing to the Office of the Registrar.



Other College Services

Credit Banking

Credit Banking is available to individuals who wish to document college-level military experiences, licenses, college proficiency examinations and college-level corporate training programs. Those who use Credit Banking must complete the College application for Admissions and check "Credit Banking."

The Credit Banking application fee entitles students to transcription services for one year. The normal transcription fee will apply for college transfer credits. Students are advised that credits transcribed under the Credit Banking program may or may not apply to a degree program at Thomas Edison State College or another college. It is the student's responsibility to ensure that a receiving institution's academic policy will allow transfer of each credit.

Credit Banking students who later decide to enroll at Thomas Edison State College should file an application for admission and pay 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 Fee

All services listed under the annual enrollment tuition will be covered by the credit banking fee for nondegree, noncertificate-seeking students. The credit banking fee provides such services for one year from the date of payment. The credit transfer evaluation fee will be charged if transfer credits from other colleges are credit banked.

Individual Learners Account

The Individual Learners Account (ILA®) is a way for adults in the workforce to bank college credit recommendations which they can use for a promotion or apply at a later date toward a degree. Employees of corporations and other organizations which have their educational programs evaluated by the American Council on Education's (ACE) College Credit Recommendation Service are eligible. The ILA allows employees who are not enrolled in a degree program to have these credit recommendations placed immediately as college credit on a Thomas Edison State College transcript.

Individual Learners Account Fee

This fee, at a specially designed rate, is charged for each credit transcribed from educational programs evaluated by the American Council on Education's (ACE) College Credit Recommendation Service.

Certifications

For letters of good standing, a student must be in good academic and financial standing. Written requests should be addressed to the Office of the Registrar.

Written requests for letters of recommendation for admission to graduate schools should be addressed to the Office of the Vice Provost and Academic Dean.

For certifications relative to financial aid/loans, written requests should be made to the Office of the Director of Financial Aid.

For graduation certification write to the Office of the Registrar.

Family Educational Rights and Privacy Act of 1974

Thomas Edison State College adheres to The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings and to establish the right of students to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Thomas Edison State College does not publish a directory and has designated the following categories of student information as public information: student name, enrollment status, major area of study and degree/honors conferred. This information may be released for any purpose at the discretion of the College.

The College limits disclosure of other personally identifiable information from educational records unless the student has given prior written consent.

Students may file a written authorization with the Office of the Registrar if they wish to authorize another person by name and relationship to discuss their academic matters, specifying the period of such authorization.

Students may request a complete copy of the Family Educational Rights and Privacy Act of 1974 as it applies to Thomas Edison State College by writing to the Office of the Registrar.

International Student Policy



Foreign students with a baccalaureate degree from another country considered equivalent to a U.S. degree must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a Thomas Edison State College degree. All other conditions that apply to local students will apply to foreign students as well.

Thomas Edison State College recognizes the difficulty and discipline necessary to complete a self-directed program of study. An external degree institution for adults, the College issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language consider their higher education options before enrolling with the College. Citizens of nations other than the United States who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

Eligibility

Foreign citizens interested in becoming students will be eligible for enrollment if they have scored 500 on the paper exam or 173 on the computer-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

Students are responsible for taking the TOEFL and having the scores sent to Thomas Edison State College by the Educational Testing Service (ETS). For information on TOEFL, write to TOEFL, Box 2877, Princeton, NJ 08541-2877, USA.

Degree Requirements

Thomas Edison State College awards degrees which reflect the general content of an American education. As part of the 120 semester hour requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 semester hour credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 semester hour 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
- Bachelor of Science in Human Services (BSHS)
- Bachelor of Science in Nursing (BSN)
- Associate in Science in Public and Social Services (ASPSS)

In the degree programs listed below, if professional credits are more than 10 years old, a demonstration of currency (DOC) is required. The DOC can only be completed in the U.S.

- Bachelor of Science in Applied Science and Technology (BSAST)
- Bachelor of Science in Business Administration (BSBA)
- Associate in Science in Applied Science and Technology (ASAST)
- Associate in Science in Management (ASM)

Methods of Earning Credit

Transfer Credit

The College will accept credits from foreign colleges that are recognized by the educational authority of that country and listed in one of the publications identified below. Thomas Edison State College also will award credits in transfer for professional qualifications listed in the reference books that follow. An enrolled student may transfer a maximum of 90 credits from foreign institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

Thomas Edison State College may accept in direct transfer those credits earned at foreign colleges which are identified as the equivalent to U.S. colleges and listed in: *The International Handbook of Universities* published by the International Association of Universities, *World Educational Series* books on various countries published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or National Association of Foreign Student Advisors (NAFSA) and *Commonwealth Universities Yearbook*.

Testing

International students residing outside the United States will be permitted to attempt to earn credit through testing.

U.S. and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State College. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a score of 500 on the paper exam or 173 on the computer-based Test of English as a Foreign Language (TOEFL) prior to registering for the exam if English is not the official language of their country of citizenship. Exams are mailed via DHL express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State College reserves the right to approve the proctoring arrangement.

Portfolio Assessment

U.S. and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for Portfolio Assessment. These students must submit a score of 500 on the paper exam or 173 on the computer-based Test of English as a Foreign Language (TOEFL) prior to registering for Portfolio Assessment if English is not the official language of their country of citizenship; have completed 24 semester hours of college-level credit prior to the time of application, at least six credits of which are in English Composition; and have a thorough understanding of the additional time and costs associated with this process (postage, phone calls, etc.).

Guided Study, Guided Study with E-mail, Online Courses, e-Packs

U.S. and international students residing outside of the continental United States are restricted to enrolling in Guided Study, Guided Study with E-mail courses, online courses or e-Packs. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State College and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Prior to registering for a Guided Study, Guided Study with E-mail course, online course or e-Pack, out-of-country students must contact the Office of Test Administration to have their test proctor approved. Students also must submit a score of 500 on the paper exam or 173 on the computer-based Test of English as a Foreign Language (TOEFL) prior to registering if English is not the official language of the country of citizenship. Students are responsible for all mailing or other transport costs and proctoring fees. *Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction.* U.S. military personnel are expected to take examinations through the education officer at a military base.

Application and Enrollment Procedure

To apply to Thomas Edison State College, submit the following documents:

1. A completed Thomas Edison State College application form;
2. Application fee (payment must be in U.S. dollars);
3. Foreign credentials* signed by a justice of the peace or notary public; and
4. A TOEFL score report sent directly to Thomas Edison State College from the Educational Testing Service.

To enroll in Thomas Edison State College, pay the Comprehensive Tuition or the Annual Enrollment Tuition and Technology Services fee. After enrolling, any credentials or documents submitted will be evaluated. When the evaluation has been completed, the student will be advised of any remaining degree requirements. It is the responsibility of the student to arrange for the completion of remaining degree requirements.

Visas

Thomas Edison State College does not issue "Certificates of Acceptance" (Form I-20) to international students.

Students who enter the United States on a student visa (F-1) through another college may enroll in Thomas Edison State College. However, it will be the student's responsibility to keep his/her visa status current to be eligible for continued pursuit of a Thomas Edison State College degree.

Fees and Requests for Additional Information

Fees for international students residing in foreign countries cover extensive administrative costs. Students on nonimmigrant visas living in the United States will pay out-of-state fees. Details on fees are available upon request.



* Students seeking an evaluation of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets and syllabi (course descriptions). The College reserves the right to reject documents not properly submitted.

Advisement

Applicants

Applicants to the College who have questions regarding enrollment are encouraged to contact the College at (888) 442-8372 for assistance.

Enrolled Students

Once applicants have paid the Comprehensive Tuition or the Annual Enrollment Tuition, they will have full access to the academic advising, evaluation and program planning services of the College. An advisement "hot-line" is designed to address brief questions. In-person and telephone appointments are available for lengthier sessions.

Advisement Telephone Center

The Advisement Telephone Center is open Monday through Friday from 10:00 a.m. to 4:00 p.m., and until 6:00 p.m. on Wednesdays, excluding state holidays. If students have questions which require speaking with an advisor for an extended period of time, it is suggested that students schedule an appointment (see below). If students wish to see if courses or examinations are appropriate for their degree program, it is recommended that they contact the Advisement Center at least two weeks prior to the date of registration for the course or examination. Students may also contact advisors in writing by mail, fax: (609) 777-2956 or e-mail: enrolled@tesc.edu.

When a student calls, the advisor will have access to the student's records for discussion. If changes have been made to the student's program plan, an updated program plan will be sent to the student. It is suggested that students keep a record of calls to the Advisement Telephone Center and the name of the academic advisor to whom they have spoken.

Student Appointments

Students are encouraged to make an appointment with an advisor for program planning, extensive questions regarding degree programs and methods of earning credits. Appointments with an advisor are available to enrolled students only. One-hour on-site appointments can be scheduled Monday through

Friday during regular working hours and on specified Saturdays (listed in the College calendar). Students also may request an appointment to be conducted by telephone. Appointments are made with an advisor who specializes in the degree program in which the student is enrolled. It is recommended that students call for an appointment at least two to four weeks prior to the time desired.

Program Planning Handbooks

Students enrolled with Thomas Edison State College are strongly encouraged to submit a degree program plan that outlines how they will complete all or part of the remaining requirements of their degree program. Students receive the *Program Planning Handbook* which provides them with the steps required in developing a program plan. The Handbook includes detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs. The Handbook is sent to all students upon enrollment.

Further information regarding scheduling an advisement appointment can be found in the *Program Planning Handbook*.

Written Correspondence with the Center

Students also may write to the Advisement Center. Letters will be answered by an advisor who specializes in the student's degree program. If questions are brief, students may wish to call the Center rather than write. It is suggested that students make copies for their own records of all correspondence sent to the Center. Correspondence and program plans should be sent to:

Thomas Edison State College
Advisement Center
(indicate degree program)
101 W. State St.
Trenton, NJ 08608-1176
Phone: (888) 442-8372
Fax: (609) 777-2956
E-mail: enrolled@tesc.edu

Undergraduate Degree Programs

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

1. Through the area of study, students:

- acquire in-depth knowledge of a field of study;
- enhance knowledge and skills already gained through prior learning and experience; and
- prepare for advanced study through a graduate school or work related experience.

2. Through the general education component, students gain an understanding of the interdependence of the many elements that define our world and develop core competencies central to continued learning. They will be able to demonstrate:

- competency in written expression through the completion of core courses in English Composition and a curricular focus on writing skills throughout their program of studies;
- competency in college-level math as appropriate or relevant to their field of study;
- analytical skills through the literature and study of the natural and social sciences as well as the humanities;
- critical thinking, problem solving and information literacy skills to analyze information gathered through various media and a variety of sources; and
- an awareness of self and others and the role of diversity in an expanding global context.

3. Through elective subjects, students will have an opportunity to:

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

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

A Thomas Edison State College graduate should be able to:

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

Bachelor of Arts

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	
I. General Education Requirements	60	
A. English Composition	(6)	
B. Humanities	(12)	
Must include at least two subject areas.		
C. Social Sciences	(12)	
Must include at least two subject areas.		
D. Natural Sciences and Mathematics	(12)	
One college-level Math course required	(3)	
Recommend one Computer Science course	(3)	
Other Natural Sciences/Mathematics	(6)	
Must include at least two subject areas.		
E. General Education Electives	(18)	
II. Area of Concentration, Area of Study or Liberal Studies Area	33	
Student may choose A, B or C.		
A. Area of Concentration		The area of concentration includes 33 semester hours which must be chosen from humanities, social sciences/history or natural sciences/mathematics. The concentration includes at least three subject areas. Twelve semester hours must be earned in one subject area. A maximum of 18 semester hours can be earned in any one subject area in order to have a balanced interdisciplinary concentration.
B. Area of Study		Single Subject Area of Study. The area of study includes 33 semester hours in one subject area.
C. Liberal Studies Area		The Liberal Studies area includes 33 semester hours which includes two or more liberal arts subject areas. For example, the areas of study may include Humanities, Natural Sciences and Social Sciences courses.
III. Free Electives	27	
		Total 120

The following is a list of approved Areas of Study:

Humanities	Social Sciences/History	Natural Sciences/Mathematics
Art	Anthropology	Biology
Communications	Economics	Chemistry
English	History	Computer Science
Foreign Language	Labor Studies	Mathematics
Journalism	Political Science	Physics
Music	Psychology	
Philosophy	Sociology	
Photography		
Religion		
Theater Arts		
		Interdisciplinary
		Environmental Studies
		Multidisciplinary
		Liberal Studies

Bachelor of Arts

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

Degree Requirements

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

General Education Requirements

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

Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (e.g. humanities, social sciences or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 semester hours of credit in a concentration in one of the three broad general education areas: humanities, social sciences or natural sciences/mathematics. At least three different subjects must be included which provide for breadth of knowledge in the concentration. Also, students must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration.

Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers can be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400."

Areas of Study

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

Liberal Studies

The B.A. in Liberal Studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. For example, the areas of study may include Humanities, Natural Sciences and Social Sciences courses with one or more areas of study. This program is ideal for students interested in interdisciplinary fields of study. Students complete 33 semester hours of credit in the Liberal Studies area of study. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers can be applied toward the Liberal Studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining Liberal Studies area of study college-level courses be taken at levels "200," "300" or "400."

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Note: Limitation of Credits in One Subject Area

No more than 70 semester hours credit earned in one subject area (e.g. art, music, psychology) will be counted toward meeting the degree requirements of the B.A. degree.

Bachelor of Arts Concentrations

Humanities*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams and/or classroom courses also may be used.

Natural Sciences/Mathematics*

This concentration is for those who wish to combine course work in three or more subjects within Natural Sciences/Mathematics. Subject areas applicable toward the Natural Sciences/Mathematics concentration include the following: astronomy; biology; chemistry; computer science; earth science; environmental science; geology; math; meteorology; oceanography; physical science; physics.

Required Courses:

At least three different subjects must be included which provide for breadth of knowledge in Natural Sciences/Mathematics. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two col-

lege-level courses equating to "100" level numbers can be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels "200," "300" or "400." A student must earn at least 12 credits in one subject. A maximum of 18 credits can be earned in any one subject area in order to have a balanced interdisciplinary concentration.

How Students Earn Credit in the Concentration:

Some courses in this concentration can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Social Sciences/History*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

All courses in this concentration can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each area of concentration requires 33 semester hours.*

Bachelor of Arts Areas of Study

Anthropology*

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

Required Courses:

Physical Anthropology I, II or Cultural Anthropology I, II, Anthropological Theory, Social Organization (Kinship), New World Anthropology (North, Middle, South America) or Old World Anthropology (Africa and Euro-Asia), six semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Art*

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

Required Courses:

Art History Survey I, II; at least one course in each of the following: two-dimensional design, drawing, painting, 18 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Biology*

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

Required Courses:

General Biology I & II with lab or Botany with lab (one semester, usually 4 s.h.) and Zoology with lab (one semester, usually 4 s.h.), Cell Biology, Genetics, Microbiology, 18 semester hours of area of study electives.

Corollary Requirements:

General Chemistry I & II with lab, General Physics I with lab, II with lab, Organic Chemistry I & II with lab, Math at least through PreCalculus.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Chemistry*

This area of study develops the ability to solve problems employing the techniques, processes, interpretations and theoretical constructs of chemistry.

Required Courses:

General Chemistry I & II with lab, Organic Chemistry I & II with lab, Physical Chemistry, Analytical Chemistry, 15 semester hours of area of study electives.

Corollary Requirements:

Calculus I, II.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Communications*

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

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each area of study requires 33 semester hours.*

Required Courses:

Select two of the following courses for the Communication Theory requirement: Fundamentals of Speech; Interpersonal Communications; Mass Communications, 27 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Computer Science*

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

Required Courses:

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

Corollary Requirements:

Calculus I, II.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Economics*

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

Required Courses:

Macroeconomics, Microeconomics, Intermediate Macro, Intermediate Micro, one of the following: Advanced Economic Theory, Advanced Seminar in Economics, History of Economic Thought, 18 semester hours of area of study electives.

Corollary Requirements:

Computer Science, Statistics.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

English*

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

Required Courses

Survey American Literature I, II, Survey British Literature I, II, World Literature/non-British; non-American, 18 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Environmental Studies*

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

Required Courses:

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

Corollary Requirements:

General Biology with lab, General Chemistry with lab.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Foreign Language*

This area of study deals with linguistics skills, literary appreciation and understanding people and their culture. Students must select a specific foreign language (e.g. French, German, Spanish) and consistently choose courses from that specific foreign language. Elementary or Beginning-level language cannot be applied toward

the area of study. These courses can be used in other general education areas or in free electives.

Required Courses:

Twelve semester hours of language skills through the advanced level (e.g. Intermediate Language I, II and Advanced Language I, II), History of Civilization, six semester hours Major Writers or Masterpieces of Literature, 12 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Courses in this area of study can be completed by Portfolio Assessment. Depending on the specific foreign language selected, some courses may also be completed by exams and/or courses from other colleges.

History*

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

Required Courses:

Western Civilization I, II or World History I, II, American History I, II, Non-Western/Non-U.S. History (e.g. Africa; Asia; Latin America; Middle East), 15 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Journalism*

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

Required Courses:

Law and Ethics or Communication Law, 12 semester hours of four Theory courses/exams such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations- Theory, Theories of Persuasion, 12 semester hours of four skills courses/exams such as: Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing, News Reporting I, II, Public Affairs Writing, six semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Labor Studies*

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

Required Courses:

U.S. Labor History, Introduction to Labor Studies or Work in Contemporary Society, Labor Economics, Labor Law, 21 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Mathematics*

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

Required Courses:

Calculus I (Differential), Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based; Prerequisite of Calculus in Description), Probability or Statistics, 18 semester hours of area of study electives.

Corollary Requirements:

General Physics I (Calculus based), General Physics II (Calculus based).

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Music*

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

Required Courses:

Survey of Music History I, II, Music Theory/Harmony I, II (Must include harmony), 21 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Philosophy*

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

Required Courses:

Introduction to Philosophy, Logic, Ethics. Credit from each of the following three areas with six semester hours in one area: major field of philosophy, major philosophers, history of philosophy, 15 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Photography*

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

Required Courses:

Principles of Photography or Black and White Photography, History of Photography, Color Photography, 24 semester hours of area of study electives.

Corollary Requirements:

Survey of Art History I, II.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Physics*

This area of study develops comprehension of the basic principles of physics, instills a sense of inquiry, develops an appreciation of the role of physics in the universe and develops an understanding of its power to deal with programs related to technology and the environment.

Required Courses:

Physics I & II with lab (Calculus based), Modern Physics, Experimental Physics, Electricity and Magnetism, 16 semester hours of area of study electives.

Corollary Requirements:

Calculus I, II, III, IV.

How Students Earn Credit in the Area of Study:

Courses in this area of study can be completed by Portfolio Assessment and/or courses from other colleges.

Political Science*

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

Required Courses:

American National Government, Political Theory or Political Process, Comparative Governments, International Relations, Research Methods or Statistics, 18 semester hours of area of study electives.

Corollary Requirements:

Macroeconomics.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Psychology*

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

Required Courses:

Introduction to Psychology, Statistics, Experimental Psychology, 24 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Religion*

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

Required Courses:

Religions of the World or Comparative Religions, Philosophy of Religion, 27 semester hours of area of study electives.

Corollary Requirements:

Introduction to Philosophy.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Sociology*

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

Required Courses:

Introduction to Sociology, Social Theory, Methods of Sociological Research or Statistics, 24 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Some courses in this area of study can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Theater Arts*

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

Required Courses:

At least one course in each of the following: acting, directing, theater history, technical theater production, 21 semester hours of area of study electives.

How Students Earn Credit in the Area of Study:

Courses in this area of study can be completed by Portfolio Assessment, courses from other colleges and/or exams.

Bachelor of Arts in Liberal Studies

Liberal Studies Area of Study**

The B.A. in Liberal Studies is designed for students who wish to combine course work in two or more disciplines within Liberal Arts subject areas. This program provides the opportunity for a multidisciplinary degree.

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

Required Courses:

At least two or more different subjects must be included to provide breadth of knowledge in the Liberal Studies area of study. For example, the area of study may include Humanities, Natural Sciences and Social Sciences courses. Courses transferred to Thomas Edison State College are equated to the following levels: "100," "200," "300" or "400." A maximum of two college-level courses equating to "100" level numbers can be applied toward the Liberal Studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining Liberal Studies area of study college-level courses be taken at levels "200," "300" or "400."

How Students Earn Credit in the Liberal Studies Area:

All courses in this degree program can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each area of study requires 33 semester hours.*

*** The Liberal Studies area requires 33 semester hours.*

Bachelor of Science in Applied Science and Technology

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits		
I. General Education Requirements	54	D. Natural Sciences and Mathematics	21
A. English Composition	6	1. Precalculus algebra or above** (6)	
B. Humanities	12	2. Statistics (3)	
1. Technical Report Writing (3)		3. General physics or chemistry, (6)	
2. Humanities Electives (9)		depending on area of study	
No more than six semester hours may be taken from one subject area		4. Second science (3)	
C. Social Sciences	12	5. Natural science elective (3)	
1. Psychology or sociology (3)		E. General Education Electives	3
2. Social Science Electives (9)		II. Area of Study	45
No more than six semester hours in one subject area		III. Computer Requirement	3
		Computer Programming or Computer Concepts, depending on Area of Study	
		IV. Free Electives	18
		Total	120

The following Areas of Study have been approved:

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

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

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

Degree Requirements

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

The Bachelor of Science degree is intended to meet the educational needs of mid-career adults in a wide variety of applied science and technology fields. The student selects the area of study that matches his or her expertise. For most students this reflects their occupation.

General Education Requirements

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

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

Major Area of Study

The major area of study includes 45 semester hours. The credits used in the area of study must exhibit depth and breadth and cover both theoretical and applied aspects of the field. Requirements are given in terms of specific courses, areas to be completed and elective areas to 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 by portfolio assessment, if he or 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 your first Academic Program Evaluation.

Computer Requirement

One three semester hour course in the broad area of Computer Science or Computer Concepts is required. Courses in the use of specific computer applications packages do not meet this requirement. A number of areas of study require computer programming rather than Computer Concepts.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

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

Demonstration of Currency: Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. Demonstration of Currency 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 ten years old at the time of application to the College, Demonstration of Currency will be required in these courses. Demonstration of Currency for these subjects is validated through an oral conference with a faculty consultant 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 when their transfer credits are evaluated. A complete explanation of this process will be provided at that time.

Bachelor of Science in Applied Science and Technology Areas of Study

Air Traffic Control

This area of study is limited to licensed Air Traffic Controllers. Credit is derived from the FAA certification.

Required Certification:

FAA Air Traffic Control Specialist.

Required Courses:

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

Corollary Requirements:

Physics I and II, Computer Concepts.

How Students Earn Credit in the Area of Study:

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

Note: Course listings above are generic titles. Other courses may be appropriate. Students receive a list of suggested courses with their first Academic Program Evaluation. Thomas Edison State College cannot guarantee the availability of independent study courses from other colleges.

Architectural Design

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

Required Courses:

Architectural Drafting and Design (four courses), Building Construction (two courses), Computer Aided Design, Statics, Strength of Materials.

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Aviation Flight Technology

This area of study is designed for professional pilots.

Required Certification and Courses:

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

Corollary Requirements:

Physics I and II, Meteorology, Computer Concepts, Speech.

How Students Earn Credit in the Area of Study:

Students usually have most of their area of study credit complete from their FAA tickets. Remaining credits are completed by additional tickets, certain airline training, independent study and distance education courses, Portfolio Assessment or classroom work.

Aviation Maintenance Technology

This area of study is designed for Airframe and Powerplant Mechanics.

Required Certification and Courses:

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

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts.

How Students Earn Credit in the Area of Study:

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

Biomedical Electronics

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

Required Courses:

DC Circuits, AC Circuits, Physiology, Biomedical Equipment (four courses), General Electronics (four courses), Biophysics or Biomechanics.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study. A limited selection of general electronics courses are available by independent study and distance education courses and examination.

Civil Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Clinical Laboratory Science

This area of study is limited to certified Medical Laboratory Technologists.

Required Certification:

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

Required Courses:

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

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts.

How Students Earn Credit in the Area of Study:

Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by Portfolio Assessment for their areas of study, assuming current or recent employment using a variety of laboratory methods.

Computer Science Technology

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

Required Courses:

Data Structures, High-Level Language, Assembly Language Programming, Computer Architecture, Advanced Courses (four courses, e.g. Compiler Construction, Operating Systems, Data Base Design), Discrete Math, Advanced Math (e.g. Calculus III, Linear Algebra).

Corollary Requirements:

Physics I and II, Calculus I and II.

How Students Earn Credit in the Area of Study:

Most of the area of study courses are available by guided study or independent study and distance education courses/internet courses from other universities. Portfolio Assessment is also a frequently used method.

Construction

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Calculus I, Computer Concepts.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Cytotechnology

This area of study is limited to certified Cytotechnologists.

Required Certification:

ASCP Cytotechnologist copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology I and II, Organic and/or Biochemistry, Cell Biology, Cytology, Genetics, Human/Medical Biology, Specific Cytologies (minimum 15 s.h.), Cytology Preparation Techniques, Clinical Practice.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose cytotechnology training was not completed in a college credit setting should have no difficulty earning credits by Portfolio Assessment for their areas of study, assuming current or recent employment in the field.

Dental Hygiene

This area of study is limited to licensed Dental Hygienists.

Required certification:

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

Required Courses:

Dental Hygiene Techniques (six courses), Clinical Practice, Anatomy and Physiology, Dental Anatomy, Microbiology.

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Electrical Technology

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Computer Concepts.

How Students Earn Credit in the Area of Study:

Many of the credits in the area of study can be completed by independent study and distance education courses from other universities. Many students use Portfolio Assessment.

Electronics Engineering Technology

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

Required Courses:

Direct Current Circuits, Alternating Current Circuits, Digital Electronics, Microprocessors, Control Systems, Electronic Devices, Communications Electronics, Engineering Graphics.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Most of the credits in the area of study can be completed by independent study and distance education course from other universities. Many students use Portfolio Assessment. Some examinations are also available.

Engineering Graphics

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

Required Courses:

Statics, Descriptive Geometry, Drafting Techniques (three courses), Technical Illustration,

Computer Aided Design (two courses) Secondary Area [such as electronics, mechanical, civil, etc.] (two courses).

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Environmental Sciences

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

Required Courses:

Ecology, Organic and/or Environmental Chemistry (two courses), Environmental Overview courses, Specialized Environmental Courses (five courses).

Corollary Requirements::

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

How Students Earn Credit in the Area of Study:

All of the courses in the area of study can be completed by independent study and distance education course from other universities. Portfolio Assessment is also widely used.

Fire Protection Science

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

Required Courses:

Fluid Mechanics or Hydraulics, Structural Design, Chemistry of Hazardous Materials, Fire Protection (three courses), Arson Investigation, Hazardous Materials, Fire Extinguishing and Alarm Systems, Building Construction Codes.

Corollary Requirements:

Chemistry I and II, Physics I, Computer Concepts.

How Students Earn Credit in the Area of Study:

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

Forestry

This area of study is designed for forestry personnel.

Required Courses:

Dendrology, Silviculture, Mensuration, Forest Protection, Forest Resource Management, Forest Policy and Administration, Advanced Plant Science (e.g. Ecology, Plant Pathology), Soil Science.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Horticulture

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

Required Courses:

Plant Physiology, Soil Science, Entomology, Plant Propagation, Plant Pathology, Ornamental Horticulture (two courses), Landscape Design, Nursery Management, Nonfloral (e.g. fruit, trees, turf).

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Laboratory Animal Science

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

Required Courses:

Anatomy and Physiology, Organic and/or Biochemistry, Microbiology, Laboratory Animal Management, Clinical and Hospital Procedures, Animal Procedures (two courses), Animal Biology (three courses).

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Manufacturing Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Most of the credits in the area of study can be completed by independent study and distance education course from other universities. Many students use Portfolio Assessment.

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Mechanical Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

All of the courses in this area of study can be completed by guided study and/or independent study and distance education courses from other universities. Many students also use Portfolio Assessment.

Medical Imaging

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

Required certification:

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Computer Concepts.

How Students Earn Credit in the Area of Study:

The required certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiation therapy or radiation protection) would complete the area of study.

Nondestructive Testing Technology

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

Required Courses:

Statics, Strength of Materials, Materials Science, Metallurgy, Nondestructive Testing, Ultrasonic Testing, Industrial Radiography, Codes and Specifications.

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study. Credit is awarded for level II and III ASNT certifications.

Nuclear Engineering Technology

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

Required Courses:

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (two courses), Nuclear Power Plant Instrumentation, Radiation Effects, Radiation Safety, Reactor Systems.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Most students have earned credit from Navy Basic Nuclear Power School, which covers over half of the area of study. Credit may also be earned by advanced Navy training, Portfolio Assessment, NRC license, NRRPT certification or ACE-reviewed company training.

Nuclear Medicine

This area of study is limited to certified/licensed Nuclear Medicine Technologists.

Required certification:

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

Required Courses:

Anatomy and Physiology, Organic or Biochemistry, Nuclear Physics, Radiopharmacy, Radiation Science, Nuclear Medicine Instrumentation, Nuclear Medicine Techniques (five courses), Clinical Practice.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

The required certification covers almost all of the credits required in the area of study. A second certification (radiography, radiation therapy or radiation protection) would complete the area of study.

Perfusion Technology

This area of study is limited to certified Clinical Perfusionists.

Required Certification:

ABCP CCP copy of original certificate and current renewal card.

Required Courses:

Anatomy and Physiology I and II, Organic or Biochemistry, Perfusion Technology, Perfusion Hematology, Extracorporeal Biochemistry, Pharmacology, Clinical Practice.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Radiation Protection

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

Required Courses:

Nuclear Physics, Radiochemistry or Radiobiology, Radiation Protection, Radiation Detection, Radiation Effects, Radiation Shielding.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

College credit is awarded for NRRPT certification, Navy Basic Nuclear Power School and ACE-recommended company training. The remaining credits may be earned by guided study, Portfolio Assessment or classroom instruction.

Radiation Therapy

This area of study is limited to certified/licensed Radiation Therapy Technologists.

Required Certification:

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

Required Courses:

Nuclear Physics, Anatomy and Physiology I and II, Pathology, Radiation Oncology, Radiation Therapy Rationale and Treatment, Radiation Biology and Protection, Radiation Safety, Clinical Practice.

Corollary Requirements:

Physics I and II, Biology I, Computer Concepts.

How Students Earn Credit in the Area of Study:

The required certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiography or radiation protection) would complete the area of study.

Respiratory Care

This area of study is limited to registered Respiratory Therapists.

Required Certification:

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

Required Courses:

Anatomy and Physiology, Cardiopulmonary Anatomy and Physiology, Microbiology, Pharmacology, Respiratory Techniques (five courses), Clinical Practice.

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Student's area of study is completed by the required license.

Surveying

This area of study is designed for land surveyors.

Required Courses:

Surveying Computations, Land Surveying, Route Surveying, Surveying Law, Photogrammetry, Computer Aided Design, Advanced Surveying courses.

Corollary Requirements:

Physics I and II, Calculus I and II, Computer Concepts, Business Law.

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their areas of study.

Bachelor of Science in Business Administration

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	B. Areas of Study Choose one of the following:	18
I. General Education Requirements48			
A. English Composition	6	Accounting	
B. Humanities	12	Administrative Office Management	
Managerial or Business Communications (3)		Advertising Management	
Other Humanities (9)		Banking	
Must include at least two subject areas.		Computer Information Systems	
C. Social Sciences	12	Finance	
Macroeconomics (3)		General Management	
Microeconomics (3)		Hospital Health Care Administration	
Other Social Sciences (6)		Hotel/Motel/Restaurant Management	
Must include at least two subject areas.		Human Resources Management	
D. Natural Sciences and Mathematics	9	Insurance	
Precalculus Math (3)		International Business	
(College Algebra and Trigonometry or above)		Logistics	
Principles of Statistics (3)		Marketing	
Other Natural Sciences (3)		Operations Management	
Must include at least two subject areas.		Organizational Management	
E. General Education Electives	9	Procurement	
		Public Administration	
		Purchasing and Materials Management	
		Real Estate	
		Retailing Management	
		Small Business Management/Entrepreneurship	
		Transportation/Distribution Management	
II. Professional Business Requirements54		C. Business Electives	9
A. Business Core	27	III. Free Electives18	
Business Law (3)			
Computer Concepts and Applications/Intro to Computers/Intro to Computer Info. Systems (3)			
Principles of Financial Accounting (3)			
Principles of Managerial Accounting (3)			
Introduction to Marketing (3)			
Business Finance (3)			
Business in Society or International Management (3)			
Business Policy (3)			
Principles of Management (3)			
			Total 120

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

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

Degree Requirements

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

General Education Requirements

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

Professional Business Component

The Professional Business Component is composed of the business core, area of study and business electives.

Business Core

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

Area of Study

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

Business Electives

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

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and nonliberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Currency Requirements

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

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

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

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

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

Bachelor of Science in Business Administration Areas of Study

Accounting*

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

Required Subjects

Intermediate Accounting I & II

How Students Earn Credit in the Area of Study:

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

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

Administrative Office Management*

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

Required Subject:

Office Management.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Portfolio Assessment.

Advertising Management*

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

Required Subjects

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

How Students Earn Credit in the Area of Study:

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

Banking*

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

Required Subjects:

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

How Students Earn Credit in the Area of Study:

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

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each area of study requires 18 semester hours.*

Computer Information Systems*

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

Required Subjects:

Programming Language, Systems Analysis and Design.

How Students Earn Credit in the Area of Study:

Students may complete these credits through independent study or a combination of Thomas Edison State College courses, independent study, TECEP exams and classroom courses. Some students also may utilize Portfolio Assessment.

Finance*

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

How Students Earn Credit in the Area of Study:

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

General Management*

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

How Students Earn Credit in the Area of Study:

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

Hospital Health Care Administration*

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

How Students Earn Credit in the Area of Study:

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

Hotel/Motel/Restaurant Management*

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

Required Subject

Introduction to Hotel/Motel/Restaurant Management.

How Students Earn Credit in the Area of Study:

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

Human Resources Management*

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

Required Subject

Personnel/Human Resources Management.

How Students Earn Credit in the Area of Study:

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

Insurance*

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

Required Subject

Principles and Practices of Insurance.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of Portfolio Assessment and classroom courses.

International Business*

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

Required Subjects

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

How Students Earn Credit in the Area of Study:

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

Logistics*

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

Required Subjects

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

How Students Earn Credits in the Area of Study:

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

Marketing*

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

Required Subject

Marketing Research.

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through TECEP exams or classroom courses. Many students also include Portfolio Assessment.

Operations Management*

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

Required Subject

Introduction to Operations Management.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Organizational Management*

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

Required Subject

Organizational Behavior.

Choose one: Organizational Theory or Organizational Development and Change.

How Students Earn Credit in the Area of Study:

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

Procurement*

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

Required Subject

Purchasing Management.

How Students Earn Credit in the Area of Study:

Students may complete these credits through Portfolio Assessment and/or classroom courses.

Public Administration*

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

Required Subject

Introduction to Public Administration.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Purchasing and Materials Management*

This area of study is the study of management dealing with materials acquisitions defined in the private sector of the economy. Some areas covered in this area of study include purchasing and materials management, contract administration/negotiations, physical distribution and cost estimating. Students already working in the field or those interested in careers such as materials managers, contract administrators, purchasing agents, senior buyers and expeditors should consider this area of study.

Required Subject

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

How Students Earn Credit in the Area of Study:

Students may complete these credits through Portfolio Assessment and/or classroom courses.

Real Estate*

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

Required Subject

Real Estate Principles and Practices.

How Students Earn Credit in the Area of Study:

Students may complete these credits through Portfolio Assessment and/or independent study and classroom courses.

Retailing Management*

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

Required Subjects

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

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Portfolio Assessment.

Small Business Management/Entrepreneurship*

This area of study is designed to develop small business owners who have management and financial skills that will help them meet the challenges facing them. In addition, small business managers must possess an entrepreneurial spirit, a heavy dose of enthusiasm and drive to succeed, an ability to work well with people and an understanding of the business environment. Students pursuing this area of study should be able to assess their personal attitude and potential for small business, to find and evaluate business opportunities, to secure essential funding and to organize and manage such functional business areas as manufacturing, marketing, accounting and finance.

Required Subjects

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

How Students Earn Credit in the Area of Study:

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

Transportation/Distribution Management*

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

Required Subject

Introduction to Transportation.

How Students Earn Credit in the Area of Study:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Bachelor of Science in Health Sciences

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

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	II. Professional Health Sciences Requirements	64
I. General Education Requirements	48	A. Specialization	24
A. English Composition	6	Your prior preparation in a health area, such areas as:	
B. Humanities	9	Dental Assisting, Dental Hygiene, Dietetics, Diagnostic Medical Sonography, Imaging Sciences, Nuclear Medicine, Vascular Technology	
C. Social Sciences	9	B. Interdisciplinary Health Sciences Core (UMDNJ)	15
D. Natural Sciences and Mathematics (Including at least 3 s.h. of math)	12	Health Services, Issues and Trends (3)	
E. General Education Electives	12	Cultural Issues and Health Care (3)	
		Principles of Scientific Inquiry (3)	
		Legal and Ethical Dimensions of Practice (3)	
		Fundamentals of Health Information Systems (3)	
		C. Area of Study (UMDNJ)	25
		III. Free Electives	9
		Total	121

Major Areas of Study:

- Advanced Practice*, with tracks in:
 - Advanced Dental Assisting Sciences
 - Advanced Dental Hygiene Sciences
 - Dietetic Sciences
 - Imaging Sciences
- Health Services Management
- Health Professions Education

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

The Bachelor of Science in Health Sciences is a joint degree program with the University of Medicine and Dentistry of New Jersey (UMDNJ) School of Health Related Professions (SHRP). The degree program is designed for students who are already in the allied health field. For most students, the core and major area of study credits will be earned through UMDNJ courses, which will be available both in the classroom and on the Internet. Those credits in general education, specialization and free electives that are not complete at the time of enrollment may be completed using Thomas Edison State College's credit-earning options, particularly Guided Study and Portfolio Assessment.

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 health care delivery environment continues to change and grow. The new delivery systems and challenging demographics are creating new career opportunities for individuals in the health care field. To meet these needs and challenges, UMDNJ and Thomas Edison State College have joined to offer an interdisciplinary health sciences program at the bachelor's level. The degree program has been designed to meet the educational needs of adult learners by providing diverse, flexible and creative opportunities to earn a college degree. Course work will be offered in a variety of distance education formats, taking advantage of some of the new educational technologies.

Prospective students should apply through UMDNJ - SHRP, observing the APPLICATION DEADLINES of March 1 for the Fall semester and July 1 for the Spring semester. Note that Dietetics has one class per year, with an application deadline of March 1. Applications may be obtained from UMDNJ—SHRP by calling (973) 972-5454 or by e-mail to shrpadm@umdnj.edu. For information contact Dr. Joyce O'Connor at (908) 889-2435 or oonnoja@umdnj.edu. Once students are admitted, they are assigned an academic advisor from UMDNJ, who will work with them on planning their academic programs.



Degree Requirements

Health related professionals are entering into a challenging era of practice as the health care delivery environment continues to change and grow. Shifting demographics and the evaluation of health priorities by government, industry and consumers are creating alternative forms and types of health care delivery. Traditional providers are redirecting their mission and their modes of delivering health care. These new health care delivery systems and changing demographic characteristics are creating new career opportunities for individuals in the health care field.

The Bachelor of Science in Health Science degree requires 121 semester hours of credit: 48 credits in general education distribution, 24 credits in the specialization, 15 credits in the interdisciplinary Health Sciences Core, 25 credits in the area of study and nine credits in free electives.

General Education Requirements

The 48 semester hour liberal arts requirements provide students with a broad background in humanities, social sciences and natural sciences/mathematics. The emphasis is on the natural sciences area. The Dietetics track has several specific courses required under liberal arts and free electives.

Professional Health Sciences Component

This consists of a 24 semester hour specialization, a 15 semester hour Interdisciplinary Health Sciences Core and a 25 semester hour area of study.

Specialization

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

Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences Core is a series of five courses offered by UMDNJ in the classroom and on the World Wide Web. The courses are listed in the degree requirements table on page 57.

Area of Study

Most areas of study include both specific required courses and electives. See the listings on the following page. These courses will generally be completed through UMDNJ - SHRP.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

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

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

Notes on Credit-Earning Options

Students may use Thomas Edison State College distance learning courses, Portfolio Assessment or transfer credits from regionally accredited colleges to meet general education requirements and free electives.

Students generally come in with the specialization completed from their community or county college preparation in their fields. Students who have not completed sufficient college credits in this field may use credit for their license/registry, if applicable or Portfolio Assessment.

Credits in the core and major area of study are usually completed through UMDNJ courses, either in the classroom or on the internet. It may be possible to use transfer credit or Portfolio Assessment for some of these credits.

Bachelor of Science in Health Sciences

Areas of Study

Advanced Dental Assisting Sciences

This program is designed for licensed Dental Assistants.

Required Area of Study Courses:

Current Issues in Allied Dental Practice, Oral Pathology, Oral Conditions of Special Needs Patients, Infection Control Management, Dental Assisting Practicum, Teaching in the Health Professions, dental assisting electives.

Specialization Requirements:

Most Dental Assisting students will need to earn credit for their prior training through Portfolio Assessment.

Advanced Dental Hygiene Sciences

This program is limited to licensed Dental Hygienists.

Required Area of Study Courses:

Current Issues in Allied Dental Practice, Advanced Concepts in Oral Pathology, Advanced Periodontology, Teaching in the Health Professions, Dental Hygiene Practicum, dental hygiene electives.

Specialization Requirements:

Students will either use college credit transferred from their earlier Dental Hygiene program or will use Portfolio Assessment if this original program did not carry college credit.

Dietetic Sciences

This program is limited to registered Dietetic Technicians.

Required Area of Study Courses:

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

Specialization Requirements:

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

Corollary Requirements:

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

Health Services Management

This specialization is designed for health professionals interested in management.

Required Area of Study Courses:

Supervision, Management and Leadership, Health Care Organizations, Health Care Finance and Budgeting, Quality Management in Health Care, Health Services Management Practicum, health services management electives.

Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Portfolio Assessment for their specializations.

Health Professions Education

This program is designed for health care professionals interested in education.

Required Area of Study Courses:

Teaching in the Health Professions, Curriculum Development in Health Professions Education, Management and Leadership in Health Professions Education, Multimedia Applications of Computers in Health Care, Health Professions Education Practicum, health professions education electives.

Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Portfolio Assessment for their specializations.

Imaging Sciences

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

Required Area of Study Courses:

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

Specialization Requirements:

Students will use credits transferred from their associate programs, credit awarded for some certifications or Portfolio Assessment for their specializations.

Bachelor of Science in Human Services

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits		
I. General Education Requirements	48	II. Area of Study in Human Services	54
A. English Composition	6	A. Core Requirements	21
B. Humanities	9	1. Dynamics of Social Setting (3)	
No more than six semester hours may be taken from one subject area		(Upper level subjects in sociology, urban politics, social history and the like)	
C. Social Sciences	15	2. Dynamics of the Individual (6)	
1. Sociology, Introductory (3)		(Upper level psychology subjects)	
2. Psychology, Introductory (3)		3. Dynamics of Intervention (3)	
3. Economics, political science, history or geography (3)		Covering such areas as counseling, interviewing, social work methods	
4. Additional social science (6)		4. Social planning (3)	
D. Natural Sciences and Mathematics	9	Covering such areas as social policy, planning, administration	
1. College-level mathematics required (3)		5. Statistics or research methodology (3)	
2. Additional natural science or mathematics (6)		6. Computer science or data processing (3)	
No more than six semester hours may be taken from one subject area		B. Individual Area of Study	33
E. General Education Electives	9	1. Introduction to Human Services (3)	
1. Intercultural Communications or Race and Ethnic Relations (3)		2. Theory (12)	
2. Other credits from any liberal arts subject (6)		3. Applied Areas (12)	
		4. Advanced Level Practicum (6)	
		III. Free Electives	18
			Total 120

The following is a list of approved areas of study:

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

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

Degree Requirements

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

General Education Requirements

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

Professional Human Services Component

The major area of study contains a 21 semester hour core and a 33 semester hour individual area of study.

Core

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

Area of Study

The area of study requires 33 semester hours in a human services area. The credits used in the area of study must exhibit depth and breadth and cover both theoretical and applied aspects of the field. The 33 semester hour area of study must include an Introduction to Human Services (or similar course), credits in the particular field of the area of study (12 s.h. of theoretical courses and 12 s.h. of applied courses), and the Advanced Level Practicum (six s.h.).

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

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

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

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

Bachelor of Science in Human Services

Areas of Study

Administration of Justice*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Student Earn Credits in the Area of Study:

Students usually have a significant number of credits completed in the area of study. Remaining credits are completed by a combination of courses, Portfolio Assessment and exams.

Child Development Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Portfolio Assessment, exams and courses to complete this area of study.

Community Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most students use a combination of courses, exams and Portfolio Assessment to complete the area of study.

Emergency Disaster Management*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training courses, National Fire Academy courses, Portfolio Assessment, exams and courses.

Gerontology*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Portfolio Assessment, exams and courses to complete this area of study.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each area of study requires 33 semester hours.*

Health and Nutrition Counseling*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Portfolio Assessment, exams and courses to complete this area of study.

Corollary Requirements:

General Biology, Anatomy and Physiology.

Health Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most credits are earned through a combination of Portfolio Assessment, exams and courses. A limited number of credits from the nursing license are applied.

Health Services Administration*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Most students earn credits using a combination of Portfolio Assessment, exams and courses.

Corollary Requirements:

Economics, Accounting or Finance.

Health Services Education*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Credits are earned by a combination of Portfolio Assessment, exams and courses. A limited number of credits are accepted from the nursing license.

Legal Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses, exams, Portfolio Assessment and assessment credits from training programs.

Mental Health and Rehabilitative Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of exams, Portfolio Assessment, courses and assessment credits from training programs.

Recreation Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses and Portfolio Assessment to complete this area of study.

Social Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Portfolio Assessment, exams and courses to complete this area of study.

Social Services Administration*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory, and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of Portfolio Assessment, exams and courses to complete the area of study.

Corollary Requirements:

Economics, Accounting or Finance.

Social Services for Special Populations*

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

Required Courses:

Introduction to Human Services or an introductory course to the area of study. Twelve semester hours of credit in basic theory and six semester hours of practicum in the area of study.

How Students Earn Credits in the Area of Study:

Students use a combination of courses, exams and Portfolio Assessment to complete this area of study.

Bachelor of Science in Nursing

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements60	
A. English Composition	6
B. Humanities	12
At least two subjects must be represented	
C. Social Sciences	15
At least two subjects must be represented	
D. Natural Sciences and Mathematics	15
Mathematics (3)	
Anatomy and Physiology (3)	
Microbiology (3)	
Other Natural Sciences/Mathematics (6)	
E. General Education Electives	12
II. Professional Nursing Component48	
A. Lower Division	20
Transfer credit or proficiency exams:*	
Adult Nursing	
Maternal Child Nursing	
Psychiatric Mental Health Nursing	
B. Upper Division	28
Nursing Informatics (3)	
Health Support** (4)	
Health Assessment (3)	
Professional Issues (3)	
Research in Nursing (3)	
Leadership and Management in Nursing (3)	
Independent Study (3)	
Family in the Community (6)	
III. Free Electives12	
Total	120

* Excelsior (Regents) College baccalaureate level proficiency exams
** Excelsior (Regents) College baccalaureate degree exam Health Support B

Admission Requirements

Applicants to the BSN program must:

1. be RNs who work or live in New Jersey;
2. submit the completed college application with fee, which is nonrefundable, to Thomas Edison State College's Office of Admissions, 101 W. State Street, Trenton, NJ 08608-1176;
3. have all official college transcripts and college level examination score reports sent to Thomas Edison State College's Office of the Registrar; and
4. submit the completed RN verification form with fee to Thomas Edison State College's Office of Nursing.

The Thomas Edison State College Bachelor of Science in Nursing (BSN) degree program is a distance learning program for registered nurses who work or live in New Jersey, and who want an alternative to campus-based instruction. The program is flexible, self-paced and allows for different methods of learning and degree completion.

The program has a Faculty Committee for Nursing, which is comprised of professional staff from the College's Office of Nursing and nursing faculty from a variety of nursing education and service settings, and is responsible for the development, implementation and evaluation of the curriculum. The program is accredited by the New Jersey State Board of Nursing and by the National League for Nursing Accreditation Commission.

Enrollment Process

Following submission of the above documents and the annual enrollment fee, an evaluation of prior credit will be completed and a copy mailed to the student along with enrollment materials.

Degree Requirements

The program requires a minimum of 120 semester hours of credit: 60 in general education, 48 in nursing and 12 free electives. There is no age restriction on credits transferred in to meet general education requirements. All credits transferred in to meet nursing component requirements must have been completed within five years of application to the program, and must have a grade equivalent of "C" or better. All credits transferred in to meet upper division nursing requirements must be from a baccalaureate institution.

General Education Requirements

The 60 semester hour credit requirement in general education provides students with a broad background in the humanities, social sciences and natural sciences/mathematics, a foundation for the professional nursing component and graduate study. Students may choose from a wide range of subjects appropriate to nursing, as well to their areas of personal interest. Subjects required of all baccalaureate candidates are English composition and mathematics. Subjects required of all BSN candidates are anatomy and physiology and microbiology.

Professional Nursing Component

The 48 semester hour credit professional nursing component includes 20 credits of lower division nursing and 28 credits of upper division nursing.

Lower Division Nursing

RNs who have completed an associate degree program in nursing within five years of application to Thomas Edison State College's BSN program will have 20 credits awarded for previous nursing course work toward the nursing requirements. All other applicants to the BSN program will have 20 credits awarded for previous nursing course work toward the nursing requirements on completion of three baccalaureate level nursing proficiency exams as specified.

Upper Division Nursing

The 28 semester hours of upper division nursing may be completed by a variety of methods including examinations, courses taken at other institutions and those taken through Thomas Edison State College as online independent study courses.

Nursing Informatics 3 s.h.

Offered as an online independent study course through Thomas Edison State College, this requirement may also be satisfied by transfer credit.

Health Support 4 s.h.

This requirement will be satisfied by examination as specified.

Health Assessment 3 s.h.

This requirement may be satisfied by examination or by transfer credit.

Professional Issues 3 s.h.

This requirement may be satisfied by examination or by transfer credit.

Research in Nursing 3 s.h.

This requirement may be satisfied by examination or by transfer credit.

Leadership and Management in Nursing 3 s.h.

Offered as an online, independent study course through Thomas Edison State College, this requirement may also be satisfied by transfer credit.

Independent Study 3 s.h.

This requirement will be satisfied by online, independent study through Thomas Edison State College.

Family in the Community 6 s.h.

This requirement will be satisfied by online, independent study through Thomas Edison State College.

Free Electives

Twelve semester hours of college level course work and examinations that do not duplicate other credits may be used, with a maximum of eight credits from physical education activity courses.

Associate in Arts

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	
I. General Education Requirements	48	
A. English Composition	6	
B. Humanities	12	
Must include at least two subject areas.		
C. Social Sciences	12	
Must include at least two subject areas.		
D. Natural Sciences and Mathematics	9	
One College-level Math course required	(3)	
Strongly recommend one Computer Science course	(3)	
Other Natural Sciences/Mathematics	(3)	
Must include at least two subject areas.		
E. General Education Electives	9	
II. Free Electives	12	
		Total 60

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

Degree Requirements

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

General Education Requirements

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

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

How Students Earn Credit in the Associate in Arts Degree:

All courses in this degree can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Note: Many courses may be appropriate for this degree. Students should work closely with the Advisement Center to select the appropriate courses for degree completion.
Thomas Edison State College cannot guarantee the availability of courses from other colleges.

Associate in Applied Science

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour	Credits
I. General Education Requirements	21	
A. English Composition	6	
B. Humanities	3	
C. Social Science	3	
D. College Mathematics	3	
E. General Education Electives	6	
II. Options	21	
III. Free Electives	18	
		Total 60

The degree options available are listed below.

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

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

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

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

Degree Requirements

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

The 21 semester hour requirement in general education provides students with a broad background in humanities, social sciences and mathematics. Each student will complete a year of English Composition and at least one course (three credits) each in Humanities, Social Sciences and Mathematics.

The option includes 21 semester hours of courses within the option area selected. There are many subspecialties (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 semester hours must form a coherent set of courses covering the field.

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

How Students Earn Credit in the Associate in Applied Science Degree:

Students usually come in with all of the credits in the option completed, often, but not always, from military training. If the option has not already been completed, students can often use Portfolio Assessment to gain college credit for their knowledge. While there are some examinations in auto mechanics and electronics, there are few distance learning opportunities in most of the AAS option areas. Credits in general education and free electives may be earned by a wide variety of methods.

Associate in Science in Applied Science and Technology

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits	
I. General Education Requirements	30	II. Option21
A. English Composition	6	III. Computer Requirement3
B. Humanities	6	IV. Free Electives6
C. Social Sciences	6	
D. Natural Sciences and Mathematics	12	Total 60
1. Intermediate & Precalculus Algebra or above**	(6)	
2. General Physics or General Chemistry, depending on option	(6)	

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

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

* Students seeking enrollment in these options are required to possess professional certification.
** Some options will require mathematics at the level of precalculus algebra and calculus.

The Associate in Science in Applied Science and Technology degree is intended to meet the educational and professional needs of mid-career adults in a wide range of applied science and technology fields. The student selects the option that matches his or her expertise. For most students this reflects their occupation.

Degree Requirements

The Associate in Science in Applied Science and Technology degree requires 60 semester hours of credit: 30 credits in the liberal arts distribution, 21 credits in the area of study within Applied Science and Technology, three credits in the computer requirement and six credits in free electives.

General Education Requirements

The 30 semester hour 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 six semester hours of math and six semester hours of general physics or general chemistry is required of all students in the Applied Science and Technology degree. While more advanced math can usually be substituted for the minimum math requirement, options require a minimum math level of Intermediate and Precalculus Algebra, Precalculus Algebra and Trigonometry or Precalculus and Calculus I. Note that some colleges do not offer intermediate algebra as a college credit course and credit can 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 math and science courses are required.

Professional Applied Science and Technology Component

The option includes 21 semester hours of courses within the option selected. These credits will include both required courses and professional electives refer to the following pages. Since this is usually a field in which the student is employed, it is often possible for the stu-

dent to earn these credits by Portfolio Assessment, if he or she has not already completed appropriate course work in that area. The required courses and corollary requirements are subject to change. A current option guidesheet, showing detailed requirements, will be sent with your first evaluation.

Free Electives

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

Additional Degree Requirements

Computer Requirement: One three semester hour course in the broad area of computer science or computer concepts is required. This will be applied towards free electives. For some options, the computer requirement must be met by a computer programming course and for others it can be satisfied by a wide variety of computer/data processing courses. Courses that only cover the use of applications packages are not acceptable.

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

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

Associate in Science in Applied Science and Technology Options

Air Traffic Control

This option is limited to licensed Air Traffic Control Specialists. Credit is derived from the FAA certification.

Required Certification and Courses:

FAA license as an Air Traffic Control Specialist.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

Student's options are completed by the required license.

Architectural Design

This option is designed for architectural drafting and design personnel.

Required Courses:

Statics, Architectural Drafting and Design, Computer Aided Design.

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Aviation Flight Technology

This option is designed for FAA licensed Pilots.

Required Certification and Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

Student's options are completed by the required licenses.

Aviation Maintenance Technology

This option is designed for FAA licensed Airframe and Powerplant Mechanics.

Required Certification and Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

Student's options are completed by the required license.

Biomedical Electronics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their specializations.

Civil and Construction Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Some of the courses required for the option are available by independent study and distance education courses from other universities. Other credits can be earned by portfolio or in the classroom.

Clinical Laboratory Science

This option is limited to certified Medical Laboratory Technologists.

Required Certification:

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

Required Courses:

Microbiology, Clinical Microbiology, Hematology, Immunohematology, Clinical Chemistry, Clinical Practicum.

Corollary Requirements:

Intermediate and Precalculus Algebra, Anatomy and Physiology, Chemistry I and II, Data Processing.

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 Portfolio Assessment for their options, assuming current or recent employment using a variety of laboratory methods.

Computer Science Technology

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

Required Courses:

Data Structures, Programming Languages (limit nine s.h.), Advanced Computer Science courses.

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II.

How Students Earn Credit in the Option:

All of the courses required for the option are available by guided study.

Electrical Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

The option may be completed using independent study and distance education course from other universities.

Electronics Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

Engineering Graphics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Environmental Sciences

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

Required Courses:

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

Corollary Requirements:

Precalculus I and II, Chemistry I and II, Data Processing.

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

Fire Protection Science

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

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

Forestry

This option is designed for forestry personnel.

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Horticulture

This option is designed for floriculture and nursery management personnel.

Required Courses:

Soil Science, Plant Propagation, Floriculture, Landscape Design.

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Laboratory Animal Science

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

Required Courses:

Anatomy and Physiology, Microbiology, Laboratory Procedures, Medical and Surgical Procedures, Animal Electives.

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Data Processing.

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Manufacturing Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Almost all of the courses required for the option are available by independent study and distance education courses from other universities.

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Mechanical Engineering Technology

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

Required Courses:

Statics, Strength of Materials, Manufacturing Processes, Machine Design, Electronics.

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II, Computer Programming, Computer Aided Design.

How Students Earn Credit in the Option:

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

Medical Imaging

This option is limited to certified/licensed Radiographers.

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Nondestructive Testing Technology

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

Required Courses:

Materials Science, Codes and Specifications, Nondestructive Testing Methods.

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options. Credit is awarded for Level II and III ASNT certifications.

Nuclear Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students who have completed Navy Basic Nuclear Power School will have completed the courses for the option.

Nuclear Medicine Technology

This option is limited to certified/licensed Nuclear Medicine Technologists.

Required Certification:

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

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Chemistry I, Data Processing.

How Students Earn Credit in the Option:

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

Radiation Protection

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School will have completed most of the option.

Radiation Therapy

This option is limited to certified/licensed Radiation Therapy Technologists.

Required Certification:

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

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

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

Respiratory Care

This option is designed for registered Respiratory Therapists.

Required Certification:

NBRC RRT Registered Respiratory Therapist copy of original certification and current renewal card. It is preferred that students hold this certification when they enter the program.

Required Courses:

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

Corollary Requirements:

Intermediate and Precalculus Algebra, Chemistry I and II, Anatomy and Physiology, Data Processing.

How Students Earn Credit in the Option:

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

Surveying

This option is designed for surveyors.

Required Courses:

Surveying Computations, Route Surveying, Surveying electives.

Corollary Requirements:

Precalculus I and II, Physics I and II, Data Processing.

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Portfolio Assessment or classroom work to complete their options.

Associate in Science in Management

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	9
Macroeconomics or Microeconomics (3)	
Other Social Sciences (6)	
Must include at least two subject areas.	
D. Natural Sciences and Mathematics	6
Precalculus Mathematics (3)	
(College Algebra and Trigonometry or above) Other	
Natural Sciences/Mathematics (3)	
E. General Education Electives	3
II. Management Core	15
A. Principles of Financial Accounting (3)	
B. Principles of Managerial Accounting (3)	
C. Business Law (3)	
D. Computer Concepts and Applications/Intro to Computers/Intro to Computer Info. Systems (3)	
E. Introduction to Business or Principles of Mgmt/Marketing (if already completed) (3)	

III. Management Options

Complete one of the following options:

Accounting
Administrative Office Management
Banking
Computer Information Systems
Finance
General Management
Hospital and Health Care Administration
Hotel/Motel/Restaurant Management
Human Resources Management
Insurance
International Business
Marketing
Operations Management
Procurement
Public Administration
Purchasing and Materials Management
Real Estate
Retailing Management
Small Business Management/Entrepreneurship
Transportation/Distribution Management

III. Free Electives

Total 60

Note: The General Education Requirements, Management Core and Free Electives can be completed solely through courses from other universities or a combination of Thomas Edison State College courses, TECEP exams, Portfolio Assessment and other courses.

Approximately half of the options can be completed through a combination of courses from other colleges and universities, Thomas Edison State College courses and TECEP exams. The addition of Portfolio Assessment theoretically allows all options to be completed through means other than attending class.

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

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

The ASM is designed so that it can be used as a foundation for the BSBA degree.

Degree Requirements

To attain the ASM degree, the student must earn 60 semester hours of credit distributed as follows: 30 credits in general education, 27 credits in business and three credits in free electives.

General Education Requirements

The 30 semester hour requirement in general education provides students with a background in humanities, social sciences and natural sciences/mathematics. Specific requirements of this component are English Composition (six s.h.), Principles of Economics (three s.h.) and precalculus mathematics (college algebra and trigonometry) or above (three s.h.).

Management Core

The 15 semester hours required in the Management Core consist of basic business subjects that serve as a foundation for the Management Option of the degree.

Management Option

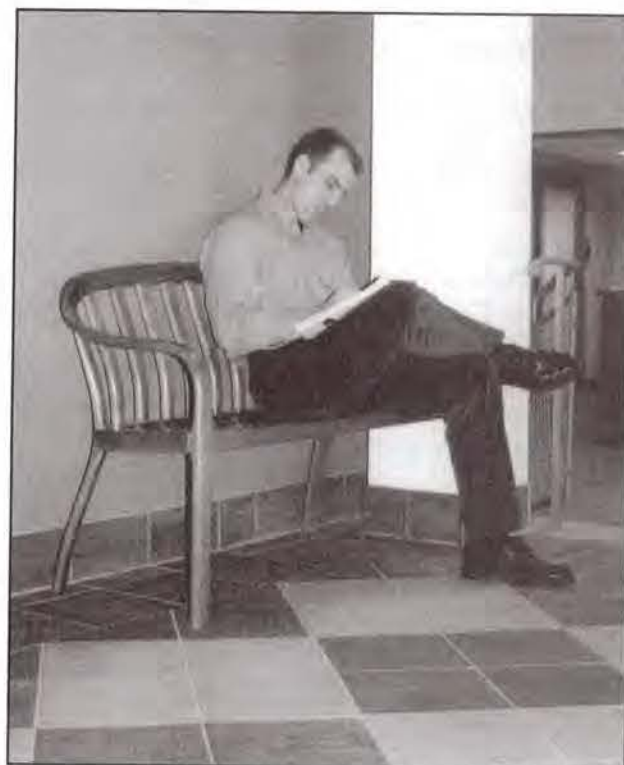
The Management Option is that component of the degree that focuses on a specific business area.

Free Electives

The free elective category can be satisfied by almost any college credit. Both liberal arts and nonliberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Currency Requirements

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain up-to-date knowledge. This is especially important to the in-depth area of the degree—the management option. Up to six semester hours (50 percent) of the 12-credit option can be older than ten years from the date of application to the College and still be placed in the option without a currency challenge. Any additional older credits that could be included in the option would have to undergo currency review. The Management Core is no longer subject to currency review so older credits that are equivalent to the Management Core will be accepted without a currency challenge. The Demonstration of Currency Conference and other methods available to validate currency are more fully discussed under the BSBA section dealing with currency requirements.



Associate in Science in Management Options

Accounting*

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

Required Subjects

Intermediate Accounting I & II.

How Students Earn Credit in the Option:

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

Administrative Office Management*

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

Required Subject

Office Management.

How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses; some utilize Portfolio Assessment.

Banking*

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

Required Subject

Financial Institutions and Markets or Money and Banking.

How Students Earn Credit in the Option:

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

Computer Information Systems*

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

Required Subjects

Programming Language, Systems Analysis and Design.

How Students Earn Credit in the Option:

Students may complete these credits through a combination of Thomas Edison State College courses, independent study, TECEP exams and classroom courses. Some students also may utilize Portfolio Assessment.

Finance*

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

Required Subject

Business Finance/Principles of Finance.

How Students Earn Credit in the Option:

Students may complete these credits through independent study and distance education courses, TECEP exams and classroom courses. Some students may also utilize Portfolio Assessment.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each option requires 12 semester hours.*

General Management*

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

How Students Earn Credit in the Option:

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

Hospital Health Care Administration*

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

How Students Earn Credit in the Option:

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

Hotel/Motel/Restaurant Management*

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

Required Subject

Introduction to Hotel/Motel/Restaurant Management.

How Students Earn Credit in the Option:

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

Human Resources Management*

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

Required Subject

Personnel/Human Resources Management.

How Students Earn Credit in the Option:

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

Insurance*

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

Required Subject

Principles and Practices of Insurance.

How Students Earn Credit in the Option:

Students may complete these credits through a combination of Portfolio Assessment and classroom courses.

International Business*

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

Required Subject

Introduction to International Business.

How Students Earn Credit in the Option:

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

Marketing*

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

Required Subject

Introduction to Marketing.

How Students Earn Credit in the Option:

Students may complete these credits entirely through TECEP exams or classroom courses. Many students also include Portfolio Assessment.

Operations Management*

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

Required Subject

Introduction to Operations Management.

How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Procurement*

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

Required Subject

Purchasing Management.

How Students Earn Credit in the Option:

Students may complete these credits through Portfolio Assessment and/or classroom courses.

Public Administration*

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

Required Subject

Introduction to Public Administration.

How Students Earn Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Purchasing and Materials Management*

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

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

Required Subject

Purchasing Management.

How Students Earn

Credit in the Option:

Students may complete these credits through Portfolio Assessment and/or classroom courses.

Real Estate*

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

Required Subject

Real Estate Principles and Practices.

How Students Earn

Credit in the Option:

Students may complete these credits through Portfolio Assessment and/or independent study and classroom courses.

Retailing Management*

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

Required Subjects

Introduction to Retailing Management, Retail Buying.

How Students Earn

Credit in the Option:

Students may complete these credits entirely through independent study or classroom courses or a combination thereof. Some students utilize Portfolio Assessment.

Small Business Management/Entrepreneurship*

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

Required Subject

Small Business Management or Introduction to Entrepreneurship.

How Students Earn

Credit in the Option:

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

Transportation/Distribution Management*

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

Required Subject

Introduction to Transportation.

How Students Earn

Credit in the Option:

Students may complete these credits through a combination of independent study and classroom courses. Some students utilize Portfolio Assessment.

Associate in Science in Natural Sciences and Mathematics

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits
I. General Education Requirements	30
A. English Composition	6
B. Humanities	6
C. Social Sciences	6
D. Natural Sciences and Mathematics	6
One college-level Math course required	(3)
Strongly recommend one Computer Science course	(3)
Or	
Other Natural Sciences/Mathematics	(3)
E. General Education Electives	6

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

Degree Requirements

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

General Education Requirements

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

II. Option21

Introduction to the Option (3)
 Required Basic Theory Areas (9)
 Individualized selection appropriate to the Option (9)

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

Biology, Chemistry, Computer Science, Mathematics, Physics

III. Free Electives9

Total 60

Option

The option requires 21 semester hours in one of the following subject areas: biology; chemistry; computer science; mathematics; physics. These credits will include three semester hours of credits in introduction to the option, nine semester hours of credit in required theory areas and nine semester hours of credits individually selected from courses appropriate to the option. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area description section. The options articulate with approved Bachelor of Arts degree areas of study.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Associate in Science in Natural Sciences and Mathematics Options

Biology*

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

Required Courses:

General Biology I with lab, General Biology II with lab or Botany with lab (one semester, usually four s.h.) and Zoology with lab (one semester, usually four s.h.). Select nine semester hours from the following for the theory and concepts area: anatomy and physiology, cell biology, biochemistry, ecology, evolution, genetics, microbiology, molecular biology, physiology, six semester hours of option electives.

How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Chemistry*

This option develops the ability to solve problems employing the techniques, processes, interpretations and theoretical constructs of chemistry.

Required Courses:

General Chemistry I with lab, General Chemistry II with lab. Select nine semester hours from the following for the theory and concepts area: organic chemistry, physical chemistry, analytical chemistry, biochemistry, four semester hours of option electives.

How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College and/or courses from other colleges. Portfolio Assessment also may be used.

Computer Science*

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

Required Courses:

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

Corollary Requirements:

Calculus I, II.

How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Mathematics*

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

Required Courses:

Calculus I (Differential). Select nine semester hours from the following for the theory and concepts area:

Calculus II (Integral), Calculus III (Multivariate), Linear Algebra (Calculus based; Prerequisite of Calculus in description), Probability or Statistics, Matrix Algebra, Number Theory, nine semester hours of option electives.

Corollary Requirements:

General Physics I (Calculus based).

How Students Earn Credit in the Option:

Some courses in this option can be completed by Thomas Edison State College courses and/or courses from other colleges. Portfolio Assessment and/or exams also may be used.

Physics*

This option develops comprehension of the basic principles of physics, instills a sense of inquiry, develops an appreciation of the role of physics in the universe and develops an understanding of its power to deal with problems related to technology and the environment.

Required Courses:

Physics I with lab (Calculus based), Physics II with lab (Calculus based). Select nine semester hours from the following for the theory and concepts area: Modern Physics, Electricity and Magnetism, Mechanics, Mathematical Physics, Heat and Thermodynamics, four semester hours of option electives.

Corollary Requirements:

Calculus I, II.

How Students Earn Credit in the Option:

Courses in this option can be completed by Portfolio Assessment and/or courses from other colleges.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each option requires 21 semester hours*

Associate in Science in Public and Social Services

Credit Distribution Requirements

SUBJECT CATEGORY	Semester Hour Credits		
I. General Education Requirements	30	E. General Education Electives	6
A. English Composition	6	1. Intercultural Communications or Race and Ethnic Relations	(3)
B. Humanities	6	2. Other General Education Electives	(3)
C. Social Sciences	6	II. Option	21
1. Introduction to Sociology	(3)	Introduction to the option	(3)
2. Introduction to Psychology	(3)	Theoretical area	(9)
D. Natural Sciences and Mathematics	6	Applied area	(6)
1. College-level mathematics required	(3)	Practicum	(3)
2. Other Natural Sciences/Mathematics	(3)	III. Free Electives	9
		A. Computer Science or Data Processing	(3)
		B. Other Free Electives	(6)
		Total	60

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

Administration of Justice
Child Development Services
Community Services
Emergency Disaster Management
Gerontology
Legal Services
Recreation Services
Social Services
Social Services for Special Populations

The Associate in Science in Public and Social Services degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of Human Services fields. The student selects the option that matches his or her expertise. For most students this reflects their occupation.

Degree Requirements

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

General Education Requirements

The 30 semester hour requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics and enables students to have a foundation for the Public and Social Services option.

Professional, Public and Social Services Component

The option includes 21 semester hours of courses within the option area selected. These credits will include three semester hours of credit in introduction to the option, nine semester hours of credit in the theoretical area, six credits in the applied area and three credits in the Practicum.

Free Electives

The free elective category can be satisfied by almost any college credits. Both liberal arts and non-liberal arts college credits apply. Academic policies should be reviewed for limitation of credits.

Additional Degree Requirements

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

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

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

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

Associate in Science in Public and Social Services Options

Administration of Justice*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students usually have a significant number of credits completed in the option. Remaining credits are completed by a combination of Portfolio Assessment, exams and courses.

Child Development Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of Portfolio Assessment, exams and courses to complete this option.

Community Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Most students use a combination of exams, Portfolio Assessment and courses to complete the option.

Emergency Disaster Management*

This option is designed for managers responsible for the mitigation, preparedness, response and recovery in natural and manmade disasters. These managers work in government, industry and voluntary agencies such as the Red Cross.

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students earn most of the credits by taking the Emergency Management Institute and home study courses. The remaining credits are usually completed by military training/courses, National Fire Academy courses, Portfolio Assessment, exams and courses.

Gerontology

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory and three semester hours of practicum in the option.

How Students Earn Credits in the Option:

Students use a combination of Portfolio Assessment, exams and courses to complete this option.

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

Thomas Edison State College cannot guarantee the availability of courses from other colleges.

** Each option requires 21 semester hours.*

Legal Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses, exams, Portfolio Assessment and assessment credits from training programs.

Recreation Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses and Portfolio Assessment to complete this option.

Social Services*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of Portfolio Assessment, exams and courses to complete this option.

Social Services for Special Populations*

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

Required Courses:

Introduction to Human Services or an introductory course to the option. Nine semester hours of credit in basic theory, and three semester hours of practicum in the area of the option.

How Students Earn Credits in the Option:

Students use a combination of courses, exams and Portfolio Assessment to complete this option.

Certificates

Thomas Edison State College offers certificates in the following professional areas:

- Accounting
- Administrative Office Management
- Computer Aided Design
- Computer Information Systems
- Computer Science
- E-Commerce
- Electronics
- Finance
- Human Resources Management
- Labor Studies
- Marketing
- Operations Management
- Public Administration

Certificates fulfill the needs of a diverse group of students. In some cases, certificates may be earned by those students not enrolled in a degree program but pursuing credits in a particular area in order to gain college-level knowledge and to have that knowledge recognized academically (put on a transcript). Others may earn certificates that coincide with particular degree requirements that they are pursuing.

There is no limit to the number of certificates that can be earned by a student. Credits can be earned through Portfolio Assessment, examination, independent study, Guided Study, Guided Study with E-mail, online courses, e-Packs, television or classroom courses. The overall minimum grade point average for the certificate is "C" or 2.0.

More specific information concerning certificates can be obtained by contacting the Office of Admissions (see inside front cover).

How to Apply for a Certificate

Students enrolled at the College who wish to receive certificates in one or more of the specified areas must fill out the certificate application form for each requested certificate and submit these completed forms to the Office of the Registrar.

Students not interested in pursuing degrees but only interested in one or more certificates must:

1. apply to the College by filing the Application (with application fee);
2. submit the annual enrollment tuition, and technology services fee; and
3. fill out and send in the certificate application form.
4. The College will send you an Academic Program Evaluation for your certificate. If you need advisement in planning your certificate, please refer to advisement services described on page 32.

The Certificate will be Issued on Completion of the Following:

1. the College has received, reviewed and approved the certificate application;
2. all credits included in the certificate have been officially accepted and placed in the appropriate areas of the certificate;
3. all required minimum grade point averages have been met or exceeded; and
4. all appropriate fees have been paid.

Programs and Services Available Through the Internet

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

- Browse through general information about the College and its various methods of earning credit.
- Submit an online application.
- Read news items and bulletins.
- Use e-mail to correspond with the Office of Admissions.
- Participate in online discussions.

Enrolled students with Internet access can:

- Search for independent study courses and/or college-level examinations through online information packages.
- Use e-mail to send and receive messages and assignments for online courses and Guided Study with E-mail courses.
- Use e-mail to correspond with academic advisors, College offices and other students.
- Participate in or initiate online discussions about various topics.
- Use the Internet for resources such as online library and database searches.

Online Courses

Through the Internet, students can interact with faculty mentors and other students, regardless of their geographic locations. They may join in both open and regularly scheduled class discussions posted and guided by their faculty mentor. During this electronic class interchange, students can present their ideas and questions, read the comments of other class members and get feedback from the faculty mentor. All online courses use textbooks and study guides, require regular written assignments and proctored examinations.

Guided Study with E-Mail

Guided Study with E-Mail allows students to communicate with their faculty mentors and submit course assignments via e-mail. Students using this option receive print-based course materials, as they do with all Guided Study courses, but they use e-mail to send in their work for grading and receive feedback and other course-related information from faculty mentors.

e-Pack Courses

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

Graduate Programs:

Master of Science in Management (MSM) and Master of Arts in Professional Studies (MAPS)

Thomas Edison State College offers graduate degrees that are earned by taking 36 credits of online courses. Students who are accepted into the graduate programs use the Internet extensively for assignment exchange, e-mail and online discussions. The College currently offers a Master of Science in Management and a Master of Arts in Professional Studies. Detailed information on the College's graduate programs can be obtained by visiting the College's Web site, www.tesc.edu.

How do I access these services?

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

Earning Credit to Complete an Undergraduate Degree

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

Thomas Edison State College Programs

Guided Study courses
Guided Study with E-mail courses
Online courses
e-Packs
Thomas Edison State College Examination Program (TECEP)
Portfolio Assessment
American Council on Education (ACE) College Credit Recommendation Service (for corporate and organizational training)
Previously earned licenses and certificates

College-Level Examination Programs

TECEP
CLEP
DANTES
New York University Proficiency Testing in Foreign Language
AP
Defense Language Institute

Non-College Programs Reviewed by the American Council on Education (ACE) Business and Industry

Training Programs
Proprietary Schools
Military Training
Human Services Agencies
Government Training Programs

Transfer of Course Credits from Regionally Accredited Colleges

Courses

Students may register for courses in several different formats: Guided Study, Guided Study with E-Mail, online courses and e-Packs. 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 accredited colleges, independent study and independent study and distance education courses or traditional classroom courses.

Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a structured format with the guidance of a faculty mentor. In addition to basic texts, most courses include a study guide, supplemental readings, and where appropriate, video and/or audio tapes with viewing/listening instructions. Self assessment tests and exercises are often incorporated into the course materials. Faculty mentors assess student's academic progress through written assignments and proctored examinations. They are available for consultation by mail or telephone.

Guided Study with E-Mail

Guided Study with E-mail (EM) allows students to communicate with faculty mentors and submit course assignments via e-mail. Students using this option will receive print-based course materials, as with all Guided Study courses, but they will use e-mail to send in their work for grading and receiving feedback and other course-related information from faculty mentors. To take advantage of this option, students must have a computer with modem and software that allows them to send e-mail and preferably file attachments. To see which courses are offered with this option, check the listings in the current *Registration Bulletin* that are labeled Guided Study with E-mail.

Online Courses

Online courses (OL) use the Internet to create an active learning environment. These courses are designed to provide the experience of interactive distance learning in a structured format, but without imposing barriers of time and place. Online courses put you in contact with the wide array of learning resources on the Internet. Further, discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always

available in a traditional classroom. Faculty mentors provide focus to the course, and feedback on discussions. Individual assignments are delivered by private e-mail. Faculty mentors are also available for consultation by e-mail or telephone.

e-Pack Courses

e-Pack courses (EP) are a method of independent learning where the student studies at his or her own pace, preparing for a comprehensive final examination by taking a series of short diagnostic quizzes delivered via the World Wide Web. This credit-earning option is perfect for self-motivated learners who want the freedom of self-paced learning within a semester time-frame, but would benefit from diagnostic testing to gauge their readiness for the comprehensive examination. The diagnostic tests serve to break up the subject matter into very manageable learning modules. They also provide simple, easy-to-understand, real-time feedback on each question the student answers. By using the feedback, the student will know which topics need further review and which have been mastered. Each course includes a textbook, access to the Web-based diagnostic tests, an opportunity to earn credit on the comprehensive examination and Web site support.

Going the Distance: PBS

Thomas Edison State College is one of 60 colleges nationwide selected by the Public Broadcasting System (PBS) as a partner in its Going the Distance Program. Through the program, the College offers courses on New Jersey Network (NJN) public television. Students can earn an Associate in Arts degree by completing this program. Video cassettes are available as an alternative to the PBS televised option.

Independent Study and Independent Study and Distance Education Courses

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

Classroom Study

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program. Since there is no limit to the number of colleges students may attend, they often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to the other methods of earning credit.

Testing

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

The College offers its own credit-by-examination program, the Thomas Edison State College Examination Program (TECEP), and serves as a test center for the College-Level Examination Program (CLEP); DANTES (previously a military program now available to civilians); the Ohio University Examination Program; and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs, refer to the "Other Testing Programs" section of this *Catalog*. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently offered, such as, for example, the United States Armed Forces Institute (USAFI).

Portfolio Assessment

Portfolio Assessment is a flexible, efficient way of earning college credit for learning outside the classroom. Students may demonstrate their college-level knowledge and skill through the College's Portfolio Assessment program.

As is described in the "Portfolio Assessment" section, this program enables students to define their learning in terms of college courses that are taught at regionally accredited colleges across the United States. Students then provide evidence in the form of written documents or products to demonstrate that the learning they already possess is equivalent to what is taught in those courses.

Other Credit-Bearing Opportunities

Students also may earn credit for certain licenses and certificates that have been reviewed, found to reflect college-level learning and approved by the Thomas Edison State College Academic Council. A list of licenses and certificates approved for direct credit by the College is listed in the section on Licenses and Certificates.

Similarly, through the American Council on Education's (ACE) College Credit Recommendation Service, students may earn credit for successfully completing many training programs offered by business, industry, labor unions and other noncollegiate providers of education and training. The section on Corporate and Business Training Programs provides additional information about this program.

Students who have had formal military training also may be able to earn college credit for their experience and training. The *Catalog* section on "Military Training Programs and Schools" describes the procedures for making use of this opportunity.

Thomas Edison State College Courses

BUSINESS, MANAGEMENT AND PROFESSIONAL

ACC-101-GS Principles of Financial Accounting
ACC-102-GS Principles of Managerial Accounting
ACC-421-GS Federal Income Taxation

BUE-101-GS Personal Finance for 2000 and Beyond

BUS-101-GS Introduction to Business
BUS-161-GS Business Mathematics
BUS-421-GS Business Policy
BUS-421-EM Business Policy
BUS-421-OL Business Policy

CIS-107-GS Computer Concepts and Applications
CIS-107-OL Computer Concepts and Applications

CTR-211-GS Electronic Instrumentation and Control
CTR-211-EM Electronic Instrumentation and Control

FIN-301-GS Principles of Finance

LAW-201-GS Business Law
LAW-201-EM Business Law

MAN-301-GS Principles of Management
MAN-301-EM Principles of Management
MAN-301-OL Principles of Management
MAN-331-GS Human Resources Management
MAN-372-GS International Management
MAN-372-EM International Management
MAN-373-GS Managerial Communications
MAN-373-EM Managerial Communications
MAN-432-GS Small Business Management
MAR-301-GS Introduction to Marketing
MAR-301-EM Introduction to Marketing
MAR-301-OL Introduction to Marketing
MAR-306-OL Creating and Implementing the Electronic Enterprise
MAR-310-GS Principles of Sales
MAR-432-OL Product and Services Development for Electronic Enterprise
MAR-441-OL Marketing with Electronic Media
OPM-301-GS Introduction to Operations Management

ENGLISH COMPOSITION

ENC-101-GS English Composition I
ENC-101-EM English Composition I
ENC-102-GS English Composition II
ENC-102-EM English Composition II

HUMANITIES

ART-100-GS A World of Art
ART-166-GS Art History I
ART-166-EM Art History I
ART-167-GS Art History II
ART-167-EM Art History II

COM-120-GS Introduction to Mass Communications I
COM-120-EM Introduction to Mass Communications I
COM-121-GS Introduction to Mass Communications II
COM-121-EM Introduction to Mass Communications II
COM-209-GS Public Speaking
COM-300-OL Introduction to Business Communication
COM-322-GS Language in Social Contexts
COM-322-EM Language in Social Contexts
COM-335-GS Elements of Intercultural Communication
COM-335-EM Elements of Intercultural Communication

ENG-201-GS Technical Writing
ENG-201-EM Technical Writing

FIL-110-GS American Cinema
FIL-110-EM American Cinema
FIL-110-OL American Cinema

HUM-409-GS The Age of the Enlightenment

JOU-352-GS News Writing

LIT-101-GS Introduction to Modern English/
American Literature I
LIT-102-GS Introduction to Modern English/
American Literature II
LIT-130-GS Analysis and Interpretation of Literature
LIT-221-GS Introduction to Children's Literature
LIT-221-EM Introduction to Children's Literature
LIT-320-GS Shakespeare I
LIT-337-GS Twentieth-Century African-American
Novel
LIT-347-GS Modern American Poetry
LIT-347-EM Modern American Poetry

PHI-286-GS Contemporary Ethics
PHI-286-EM Contemporary Ethics
PHI-286-OL Contemporary Ethics
PHI-376-GS Major Philosophers:
From Socrates to Sartre
PHI-384-GS Ethics and the Business Professional
PHI-384-EM Ethics and the Business Professional
PHO-101-OL Introduction to Photography

REL-371-GS Myth and Culture
REL-371-EM Myth and Culture
REL-439-GS The Religious Quest

SPA-101-GS Elementary Spanish I
SPA-102-GS Elementary Spanish II
SPA-103-GS Elementary Spanish III

NATURAL SCIENCES AND MATHEMATICS

AST-101-GS Introductory Astronomy
AST-101-EM Introductory Astronomy

BIO-101-GS Introductory Biology
BIO-101-OL Introductory Biology
BIO-108-GS Nutrition
BIO-108-EM Nutrition

CHE-101-GS Survey of Chemistry
CHE-111-OL General Chemistry I
CHE-112-OL General Chemistry II
CHE-240-GS Elementary Organic Chemistry

COS-101-GS Introduction to Computers
COS-101-EM Introduction to Computers
COS-101-OL Introduction to Computers
COS-116-GS C Programming
COS-116-EM C Programming
COS-213-GS C++ Programming
COS-213-EM C++ Programming
COS-231-GS Assembly Language
COS-231-EM Assembly Language
COS-241-GS Data Structures
COS-241-EM Data Structures
COS-330-GS Computer Architecture
COS-330-EM Computer Architecture
COS-352-GS Operating Systems
COS-352-EM Operating Systems

EAS-101-GS General Earth Science
ENS-200-GS Environmental Science
ENS-200-EM Environmental Science
ENS-314-GS Global Environmental Change
ENS-314-OL Global Environmental Change

GEO-151-GS Physical Geology

MAT-115-GS Intermediate Algebra
MAT-121-GS College Algebra
MAT-128-GS Precalculus for Business
MAT-129-GS Precalculus for Technology
MAT-231-GS Calculus I
MAT-232-GS Calculus II
MAT-270-GS Discrete Mathematics

PHY-111-GS Physics I
PHY-111-OL Physics I
PHY-112-GS Physics II
PHY-112-OL Physics II

STA-201-GS Principles of Statistics

RADIATION PROTECTION

NUC-412-GS Radiation Biophysics
NUC-413-GS Radiation Interactions
NUC-452-GS Radiation Dosimetry

SOCIAL SCIENCE

ANT-101-GS Introduction to Anthropology
ANT-101-EM Introduction to Anthropology
ARC-101-GS Introduction to Western Archaeology
ARC-101-EM Introduction to Western Archaeology
ASS-301-GS Asian Studies I

ECO-111-GS Macroeconomics
ECO-111-OL Macroeconomics
ECO-112-GS Microeconomics
ECO-112-OL Microeconomics
ECO-490-GS International Economics

GOG-230-GS Introduction to World
Regional Geography

HIS-101-GS	Western Civilization I
HIS-101-EM	Western Civilization I
HIS-102-GS	Western Civilization II
HIS-102-EM	Western Civilization II
HIS-113-GS	American History I
HIS-113-EM	American History I
HIS-114-GS	American History II
HIS-114-EM	American History II
HIS-210-GS	American Civil Rights Movement
HIS-210-EM	American Civil Rights Movement
HIS-219-GS	Introduction to the History of Women and the Family in America
HIS-219-EM	Introduction to the History of Women and the Family in America
HIS-235-GS	American Civil War
HIS-235-EM	American Civil War
HIS-261-GS	Introduction to Chinese History and Culture
HIS-301-GS	African History and Culture
HIS-302-GS	The Renaissance: Origins of the Modern West
HIS-310-GS	The Middle East
HIS-333-GS	Modern Latin America and the Caribbean
HIS-356-GS	War and American Society
HIS-356-EM	War and American Society
POS-110-GS	American Government
POS-110-EM	American Government
POS-309-GS	Dilemmas of War and Peace
POS-309-EM	Dilemmas of War and Peace
POS-310-GS	Constitutional Issues
POS-310-EM	Constitutional Issues

PSY-101-GS	Introduction to Psychology
PSY-101-EM	Introduction to Psychology
PSY-211-GS	Developmental Psychology
PSY-300-GS	Thanatology: An Understanding of Death and Dying
PSY-317-GS	Worlds of Childhood
PSY-322-GS	Research in Experimental Psychology
PSY-331-GS	Introduction to Counseling
PSY-350-GS	Abnormal Psychology
PSY-369-GS	People and Organizations
PSY-379-GS	Social Psychology
PSY-379-EM	Social Psychology
PSY-379-OL	Social Psychology
SOC-101-GS	Introduction to Sociology
SOC-101-EM	Introduction to Sociology
SOC-101-OL	Introduction to Sociology
SOC-210-GS	Marriage and the Family
SOC-210-EM	Marriage and the Family
SOC-210-OL	Marriage and the Family
SOC-315-GS	Social Gerontology
SOC-315-EM	Social Gerontology
SOC-322-GS	Dealing with Diversity
SOC-322-EM	Dealing with Diversity
SOC-335-GS	The Adult Years
SOC-335-EM	The Adult Years
SOC-376-GS	Women and Social Action
SOS-110-OL	Living in the Information Age
SOS-304-GS	Drugs and Society
SOS-304-EM	Drugs and Society

Thomas Edison State College Examination Program (TECEP)

The Thomas Edison State College Examination Program (TECEP) gives students an opportunity to earn college credit for knowledge gained through work, hobbies, independent reading or other activities. Approximately 55 different examinations, covering a wide range of liberal arts, business and professional areas are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from one-and-a-half to four hours.

The tests have been prepared by teams of college faculty who have taught comparable undergraduate-level courses in the areas covered by these examinations. Each examination is based on an outline of a particular area of study.

Students enrolled at Thomas Edison State College may earn credit by passing any TECEP examination, but are encouraged to contact the Advisement Center to be sure tests will satisfy their degree requirements. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP examinations.

Test Registration

Test Registration Forms are available from the Office of Test Administration and in the back of the *Registration Bulletin*; students may register by faxing forms to (609) 777-2957. The *Test Registration Form* and the *Registration Bulletin* contain full information regarding available tests, fees and other information necessary to register.

Test Administration

The College administers the examinations twice a month at Thomas Edison State College in Trenton, N.J. Students can also test at any regionally accredited American college, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the *Test Registration Form*.

Score Reports

The minimum passing scores for TECEP examinations are listed on the following pages. Students will receive a score report from the Office of Test Development which indicates whether or not they have passed, and the percentage received. Scores are transcribed on a pass/fail basis only. Letter grades, numerical grades and failing grades are not transcribed. Please note that score results may not be given out over the telephone. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

Retaking a TECEP Examination

Ordinarily, students may repeat an exam once if they do not pass, and they must wait at least three months before retaking it.

Test Description Book

A test description book containing study information for all TECEP examinations may be ordered from the Office of the Bursar (either by calling (609) 984-4099 or by mail) or by requesting a *Test Registration Form*, which contains an order blank. Students may also use the order form provided in the back of the *Registration Bulletin*. Each individual test description includes an outline of topics covered, suggested readings, sample questions, as well as a description of the test format. This book is revised annually, at the beginning of the academic year in July. It is recommended that a current book be obtained prior to testing, in order to ensure up-to-date information.

Test Cancellation/Irregularities

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and forfeit the test fee.

TECEP Examinations

ENGLISH COMPOSITION

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

HUMANITIES

ART-166-TE	Art History I
ART-167-TE	Art History II
COM-210-TE	Public Relations Thought and Practice
ENG-201-TE	Technical Writing
FIL-160-TE	Introduction to the History of Film
JOU-110-TE	Introduction to News Reporting
LIT-320-TE	Shakespeare I
THA-101-TE	Introduction to the Art of Theater

SOCIAL SCIENCES

LAS-321-TE	Labor Relations and Collective Bargaining
LAS-322-TE	Advanced Labor Relations and Collective Bargaining
POS-101-TE	Introduction to Political Science
PSY-203-TE	Introduction to Transactional Analysis
PSY-270-TE	Psychology of Women
PSY-339-TE	Behavior Modification Techniques in Counseling
PSY-352-TE	Psychology of Personality
PSY-361-TE	Organizational Behavior
PSY-363-TE	Industrial Psychology
PSY-370-TE	Introduction to Social Psychology
SOS-301-TE	Alcohol Abuse: Fundamental Facts
SOS-303-TE	Substance Abuse: Fundamental Facts

NATURAL SCIENCES/ MATHEMATICS

BIO-211/ 212-TE	Anatomy and Physiology
COS-110-TE	QBASIC
COS-117-TE	BASIC
PHY-113-TE	General Physics I
PHY-114-TE	General Physics II
STA-201-TE	Principles of Statistics

BUSINESS ADMINISTRATION

ACC-302-TE	Managerial Accounting II
ACC-421-TE	Federal Income Taxation
BUS-311-TE	Business in Society
BUS-421-TE	Business Policy
CIS-102-TE	Introduction to Computer Information Systems
CIS-311-TE	Database Management
FIN-301-TE	Principles of Finance
FIN-321-TE	Security Analysis and Portfolio Management
FIN-331-TE	Financial Institutions and Markets
FIN-334-TE	International Finance and Trade
MAN-301-TE	Principles of Management
MAN-311-TE	Organizational Behavior
MAN-321-TE	Labor Relations and Collective Bargaining
MAN-322-TE	Advanced Labor Relations and Collective Bargaining
MAN-411-TE	Organization Theory and Analysis
MAR-321-TE	Marketing Communications
MAR-322-TE	Sales Management
MAR-323-TE	Advertising
MAR-331-TE	Channels of Distribution
MAR-411-TE	Marketing Research
MAR-425-TE	Marketing Management Strategy
OPM-301-TE	Introduction to Operations Management
PUA-301-TE	Public Administration

HUMAN SERVICES

COU-322-TE	Counselor Training: Short-Term Client Systems
HEA-301-TE	Community Health
HUS-101-TE	Introduction to Human Services

RADIATION PROTECTION

NUC-382-TE	Radioactive Waste Management
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FREE ELECTIVE

SES-131-TE	Word Processing
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Other Testing Programs

Advanced Placement Program (AP)

The College Entrance Examination Board administers the Advanced Placement Program (AP), a series of college-level examinations, to high school juniors and seniors. Thomas Edison State College will grant up to six semester hours credit for AP examinations for which a score of "three" 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 often can present records of language proficiency as assessed by DLI. The examinations, which test listening, reading and speaking skills, are scored on the basis of the level of proficiency achieved in each of the three areas. A variable range of credits may be earned, depending on the combination of scores received. Students should request that transcripts be sent to the Office of the Registrar by writing to: Commandant, DLIFLG, Attn. Academic Records (transcripts), Presidio of Monterey, Monterey, CA 93944-5006, or by calling (831) 242-5825.

Foreign Service Institute (FSI)

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

College Level Examination Program (CLEP)

The following college-level examinations in the CLEP program (College Level Examination Program) are administered at Thomas Edison State College in Trenton, N.J. once a month. Students may request the registration form from the Office of Test Administration at (609) 633-2115. Students who want to test at another location, or want more detailed information on the examinations and study materials may contact:

CLEP, P.O. Box 6600,
Princeton, NJ 08541-6600
(609) 771-7865
www.collegeboard.org
clep@info.collegeboard.org

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 2748, on their answer sheet at the time of testing.

The five general examinations test 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.

* Numbers in parentheses indicate semester hour credits.

The passing scores listed here apply to computer-based testing done after July 1, 2001. They do not apply to testing done before that date.

NOTE: Information was accurate as of July 2001.

EXAMINATION TITLE*

PASSING SCORE

ENGLISH COMPOSITION

ENC-101/102-CE	English Composition with Essay (General) (6)	50
ENC-101/102-CE	Freshman College Composition with Essay (6)	50

HUMANITIES

FRE-101/102-CE	College-Level French Language-Level 1 (6)	50
FRE-101/102-CE	College-Level French Language-Level 2 (12)	52
201/202		
GRM-101/102-CE	College-Level German Language-Level 1 (6)	50
GRM-101/102-CE	College-Level German Language-Level 2 (12)	63
201/202		
HUM-101/102-CE	Humanities (General) (6)	50
LIT-111/112-CE	American Literature (6)	50
LIT-121/122-CE	English Literature (6)	50
LIT-130/131-CE	Analyzing and Interpreting Literature (6)	50
SPA-101/102-CE	College-Level Spanish Language-Level 1 (6)	50
SPA-101/102-CE	College-Level Spanish Language-Level 2 (12)	54
201/202		

SOCIAL SCIENCES

ECO-111-CE	Principles of Macroeconomics (3)	50
ECO-112-CE	Principles of Microeconomics (3)	50
HIS-101-CE	Western Civilization I: Ancient Near East to 1648 (3)	50
HIS-102-CE	Western Civilization II: 1648 to the Present (3)	50
HIS-113-CE	History of the United States I: Early Colonizations to 1877 (3)	50
HIS-114-CE	History of the United States II: 1865 to the Present (3)	50
POS-110-CE	American Government (3)	50
PSY-101-CE	Introductory Psychology (3)	50
PSY-211-CE	Human Growth and Development (3)	50
PSY-230-CE	Introduction to Educational Psychology (3)	50
SOC-101-CE	Introductory Sociology (3)	50
SOS-101/102-CE	Social Sciences and History (General) (6)	50

NATURAL SCIENCES/MATHEMATICS

BIO-115/116-CE	General Biology (nonlab) (6)	50
CHE-115/116-CE	General Chemistry (nonlab) (6)	50
MAT-102/103-CE	College Mathematics (General) (6)	50
MAT-120-CE	College Algebra-Trigonometry (3)	50
MAT-121-CE	College Algebra (3)	50
MAT-122-CE	Trigonometry (3)	50
MAT-231/232-CE	Calculus with Elementary Functions (6)	50
NAS-101/102-CE	Natural Sciences (General) (6)	50

BUSINESS

ACC-101/102-CE	Principles of Accounting (6)	50
COS-101-CE	Information Systems and Computer Applications (3)	50
LAW-201-CE	Introductory Business Law (3)	50
MAN-301-CE	Principles of Management (3)	50
MAR-301-CE	Principles of Marketing (3)	50

DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are administered at Thomas Edison State College in Trenton, N.J. twice a month. Students may request the registration form from the Office of Test Administration at (609) 633-2844. Students who want to test at another location, or want more detailed information on the examinations and study materials may contact:

The Chauncey Group
International Ltd., DSST
Program, 664 Rosedale Rd.,
Princeton, NJ 08540
(609) 720-6740
www.chauncey.com
dantes@chauncey.com

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 9001, on their answer sheet at the time of testing.

* Numbers in parentheses indicate semester hour credits.

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

NOTE: Information was accurate as of July 2001.

EXAMINATION TITLE*

PASSING SCORE

HUMANITIES

ART-166-DE	Art of the Western World (3)	48
ENG-201-DE	Technical Writing (3)	46
PHI-281-DE	Ethics in America (3)	46
REL-405-DE	Introduction to World Religions (3)	49

SOCIAL SCIENCES

ANT-101-DE	General Anthropology (3)	47
ECO-332-DE	Money and Banking (3)**	48
GOG-120-DE	Human/Cultural Geography (3)	48
HIS-222-DE	Contemporary Western Europe: 1946-1990 (3)	48
HIS-252-DE	The Civil War and Reconstruction (3)	47
HIS-309-DE	An Introduction to the Modern Middle East (3)	44
HIS-351-DE	A History of the Vietnam War (3)	49
HIS-386-DE	Rise and Fall of the Soviet Union (3)	45
PSY-211-DE	Lifespan Developmental Psychology (3)	46
PSY-361-DE	Organizational Behavior (3)**	48
SOS-305-DE	Drug and Alcohol Abuse (3)	49

NATURAL SCIENCES/MATHEMATICS

AST-101-DE	Astronomy (3)	48
COS-101-DE	Introduction to Computing (3)	47
ENS-201-DE	Environment and Humanity: The Race to Save the Planet (3)	46
GEO-151-DE	Physical Geology (3)	46
MAT-114-DE	Fundamentals of College Algebra (3)	47
NAS-131-DE	Principles of Physical Science I (3)	47
STA-201-DE	Principles of Statistics (3)	48

BUSINESS

ACC-101-DE	Principles of Financial Accounting (3)	49
BUS-101-DE	Introduction to Business (3)	46
BUS-161-DE	Business Mathematics (3)	48
CIS-301-DE	Management Information Systems (3)	46
FIN-301-DE	Principles of Finance (3)	46
FIN-332-DE	Money and Banking (3)**	48
LAW-202-DE	Business Law II (3)	52
MAN-201-DE	Principles of Supervision (3)	46
MAN-311-DE	Organizational Behavior (3)**	48
MAN-331-DE	Personnel/Human Resource Management (3)	48

HUMAN SERVICES

AOJ-101-DE	Introduction to Law Enforcement (3)	45
AOJ-102-DE	Criminal Justice (3)	49
COU-262-DE	Fundamentals of Counseling (3)	45
HEA-103-DE	Here's to Your Health (3)	48

FREE ELECTIVES

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

The following DANTES examination is not administered at Thomas Edison State College. However, Thomas Edison State College will accept it for credit if it has been taken elsewhere.

COM-201-DE	Principles of Public Speaking (3)	47
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New York University Proficiency Testing in Foreign Language

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

Students may request the registration form from the Office of Test Administration at (609) 633-2844. Students may also test at NYU in New York City or make arrangements to test at other locations by contacting:

NYU School of Continuing and Professional Studies
Foreign Language Programs
48 Cooper Square
Room 107
New York, NY 10003
(877) 998-7080
www.scps.nyu.edu/dyncon/acfl/gene_fore_prof.html

The following examinations were available as of January 2001:

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

Ohio University Examinations

Ohio University administers a series of examinations for college credit through their Independent Study division. The tests are available in many different subject areas. Credit is transcribed on an Ohio University transcript, so Thomas Edison State College students who choose this option must request that Ohio University send an official transcript to the Office of the Registrar.

The examinations are listed in quarter hour credits, which are converted to semester hours when transferred to a Thomas Edison State College transcript on the following basis:

2 quarter hours = 1.3 semester hours
3 quarter hours = 2 semester hours
4 quarter hours = 2.6 semester hours
5 quarter hours = 3.3 semester hours

Students who want more information on these examinations may contact:

Ohio University
Independent Study
302 Tupper Hall
Athens, OH 45701-2979
(800) 444-2910
www.ohiou.edu/independent/ccewords.htm
independent.study@ohio.edu

Portfolio Assessment

Portfolio Assessment provides the most flexible option for earning college credit. Through this process, the skills and knowledge students have acquired from their work experience, volunteer activities, training programs, hobbies, religious activities, homemaking skills, independent reading and special accomplishments can very often be translated into college credit.

The portfolio is the vehicle for demonstrating to an expert in the field the knowledge a student possesses in a particular course area. It is an annotated compilation of data assembled in an approved format to demonstrate college-level knowledge for an award of credit. Often compiled like a notebook, each portfolio generally represents one course. Portfolio credits can be applied to a Thomas Edison State College degree, a degree at another institution, a certificate program or to meet licensing or job promotion requirements.

Portfolio Assessment Handbook

To learn more about the Portfolio Assessment process, students should request the *Portfolio Assessment Handbook*. The Handbook fully describes the Portfolio Assessment process and contains the necessary forms for the submission of portfolios. To request the Handbook, students may write or call the Office of Portfolio Assessment, (609) 984-1141.

The Portfolio Process

The assessment of prior learning can help students expedite their educational goals. Students begin the portfolio process by identifying their areas of knowledge and skills. The *Portfolio Assessment Handbook* suggests several ways of doing this, and many students find this first step extremely rewarding. Busy adults often do not have an opportunity to consider all they have learned and can do. This early step in the Portfolio Assessment process often provides new insight into the richness and diversity of one's life.

Next, the student chooses the areas for which he or she wants to seek college credit. Students evaluate each area of their prior learning to determine which ones to select for Portfolio Assessment. The decision about each subject area should be based on whether the student can prove that this knowledge is equivalent to a college-level course and whether the student needs college credits in that subject.



Licenses and Certificates Honored

Thomas Edison State College will grant credit for professional licenses or certificates that have been evaluated and recommended for credit by the American Council on Education (ACE) or, in some cases by the College itself, currently through the Office of Corporate - Higher Education Programs. Students who have earned one of the licenses or certificates listed must submit appropriate documentation. This documentation is frequently a notarized copy of the license or certificate, and a current renewal card when appropriate. In some cases addition documentation may be required.

Health-related Professional Certifications and Licenses

Semester Hour Credits

N.J. Emergency Medical Technology—Ambulance (EMT-A) or BASIC (EMT-B)	4
N.J. Emergency Medical Technology—Paramedic (EMT-P)	16
Histotechnology (HT [ASCP])	4
Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT)	30
Nursing (RN) (For programs other than BSN)	up to 60
Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T])	32
Radiologic Technology (ARRT-RT[R] or NJ-LRT[R])	
Hospital-based programs 1980 and subsequent	34
Hospital-based programs 1976-1980	20 or 34
Hospital-based programs prior to 1976	20
Respiratory Therapy Technician (NBRC-CRTT)	23
Respiratory Therapist (NBRC-RRT)	44

No credit is granted in transfer toward BSN degree requirements for course work taught in a hospital diploma nursing program.

Aviation Licenses and Certificates

FAA Private Pilot Airplane License	6
FAA Private Pilot Rotocraft License	6
FAA Commercial Pilot Airplane License	12
FAA Commercial Pilot Rotocraft License	12
FAA Instrument Pilot Airplane License	6
FAA Instrument Pilot Rotocraft License	6

(If a student holds both private pilot licenses the maximum credit award is nine semester hours; for both commercial pilot licenses, 18 semester hours; and for both instrument pilot licenses, nine semester hours.)

FAA Flight Engineer	6
FAA Flight Dispatcher	7
FAA Flight Instructor Rating	4
FAA Flight Instructor Instrument Rating	4
FAA Flight Navigator	8
FAA Multi-engine Airplane	2
FAA Airline Transport Pilot	5
FAA Mechanic Certificate/Airframe and Powerplant Rating	55
FAA Mechanic/Airframe	27
FAA Mechanic/PowerPlant	28
FAA Air Traffic Control Specialist	60

Business Certificates

Institute for the Certification of Computer Professionals #	
Associate Computer Professional (ACP)***	up to 20
Certified Computer Programmer (CCP)***	up to 23-25
Certified Data Processor (CDP)***	up to 23-24
Certified Systems Professional (CSP)***	up to 23-24
Diploma in Computer Studies #	9
Certificate awarded by National Computing Centre.	
Certified Payroll Professional (CPP) #	up to 13
Awarded by the American Payroll Association.	
Certified Professional Secretary (CPS) #	up to 33
Awarded by International Association of Administrative Professionals	
Certified Public Accountant (CPA)*	up to 33
Awarded by state boards of accountancy	
Chartered Life Underwriter (CLU)*	up to 30
Awarded by the Certification Board of The American College.	

* There is a considerable amount of duplication within the credit recommendations of the CPA, the ChFC, the CLU and CPCU. Where duplication exists, credit will be granted only once.

** There is duplication within the recommendation in these two credit awards. If a student holds both, the maximum credit award will be 57 s.h.

*** There is significant overlap of credit recommendations since as of May 1990 the ACP, CCP, CDP and CSP have a common CORE of 17 s.h.

Credit recommendations made by the American Council on Education (ACE).

Chartered Financial Consultant (ChFC)*	up to 30
Awarded by the Certification Board of The American College.	
Chartered Property Casualty Underwriter (CPCU)* #	up to 32
Awarded by the American Institute for Property and Liability Underwriters.	
Certified Financial Planner (CFP) #	up to 15
Awarded by The College for Financial Planning.	
Certified Employee Benefit Specialist (CEBS) #	up to 34
Awarded by The International Foundation of Employee Benefits Plans.	
Certified Purchasing Manager (CPM)	up to 9
Awarded by The National Association of Purchasing Management.	
Credit recommendation by USNY PONSII program.	
Certified Public Manager Program of New Jersey (CPM) #	up to 18
National Certified Public Manager Consortium (CPM)#	up to 15
Designation: the Fellow, Life Management Institute (FLMI) Insurance	
Education Program Awarded by LOMA Credit recommendation by USNY	
National PONSII	up to 30

Other Certificates or Licenses

Automotive Service Excellence Exams (NIASE) #	
Automobile, eight exams	up to 32
Auto Body, two exams	up to 17
Heavy-Duty Truck, six exams	up to 27
Microsoft Certifications:	
Database Administrator (MCDBA)	7
MCP + Internet	5
MCP + Site Building	2
Solutions Developer (MCSD)	7
Systems Engineer (MCSE)	10
Systems Engineer + Internet (MCSE+Internet)	16
Novell Certifications:	
Administrator #	up to 2
Instructor #	up to 13
Engineer #	up to 15
New Jersey State Land Surveyor License	7
National Court Reporters Association #	
Registered Professional Reporter	21
Certificate of Merit	3
Navy Basic Nuclear Power School (after 1961)**	41
Navy Qualifications Beyond Basic Nuclear Power School	3-20
Nuclear Regulatory Commission Reactor Operator or Senior	
Reactor Operator License**	27
National Registry of Radiation Protection Technologists (NRRPT/AE) #	30
Child Development Associate (CDA)	9
New Jersey Basic Course for Police Officers (Jan. 1986 to Present)	16
New Jersey Basic Training for Corrections Officers (July 1989 to Present)	12
Philadelphia Police Academy Training (1988 to Present)	15
Federal Emergency Management Agency (FEMA) Emergency Management	
Institute selected Independent Study Program Courses	1 to 25

American Society for Nondestructive Testing

Certification/Level:	II	III
Any testing method	6	12
Radiographic testing	3	7
Ultrasonic testing	3	7
Magnetic+Liquid testing	3	6
Eddy Current testing	3	3
Leak testing	3	3

Corporate and Business Training Programs

How to Earn College Credit for Corporate Education and Training Courses

Students may be able to earn credit for courses taken at the workplace, or through union, governmental or professional associations, or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service of the American Council on Education (ACE).

College Credit Recommendation Service is a program under which company and other noncollegiate courses are evaluated by college faculty who determine whether such courses are college-level and, if they are, the faculty then recommend appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published along with course descriptions in *The National Guide to Educational Credit for Training Programs*, published by ACE. Similar evaluations are conducted by the Board of Regents of the State of New York. Credit recommendations and descriptions of Regents PONSI (Program on Noncollegiate Sponsored Instruction) courses are published in *College Credit Recommendations*.

Students can use these credit recommendations toward their degree at Thomas Edison State College, as well as at a number of other colleges in New Jersey and throughout the nation, if they successfully completed the course(s) during the dates in which the credit recommendation is active and valid. At Thomas Edison State College, courses can be accepted into any part of the degree, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Start by reviewing the list (on the following pages) of organizations that have current College Credit Recommendation Service-evaluated courses. Courses completed successfully from any of these organizations may well be eligible for credit recommendations.
2. Students may also want to check with their human resources or training office at work, or the student services office where they have taken professional or training courses. The list of College Credit Recommendation Service sponsor organizations continues to grow and change, so students may want to check with the human resource or training officer to see whether any of their specific organizational courses have been evaluated for credit recommendations.
3. Students can also check the two guides listed above. (Libraries, training or human resource offices and admissions offices at schools often have copies of these guides on hand.) These guides include a listing of the organizations and credit recommendations for the specific courses evaluated by the respective programs. The guides also include names of organizations with valid credit recommendations that are no longer active partners. But students may still be able to use the credit recommendation, if they successfully completed the course(s) during the valid dates.

How to Get a College Credit Recommendation Service Transcript

To be awarded credit for College Credit Recommendation Service-evaluated courses, students must request that documentation be forwarded directly to Thomas Edison State College from the appropriate source. Students should not submit their own informal or personal copies of records, as these cannot be accepted. In cooperation with the sponsor organization, students who wish to obtain college credit are expected to have all their College Credit Recommendation Service-recommended education and training courses recorded in Washington, DC on the ACE Registry. To request that a copy of one's Registry record be sent to the College, simply contact the Registry directly at (202) 939-9434. In some special cases where a Registry record cannot be obtained, a student may contact the College's Office of Corporate - Higher Education Programs for information on possible alternatives.

How to Get a Thomas Edison State College Transcript

If a student does not wish to enroll in a degree program at this time, but does need to have an official college transcript that reflects the credit recommendations which have been earned, there is a direct and easy way to do that. Contact the Office of Corporate - Higher Education Programs (609-633-6271) and request an application for an ILA (Individual Learning Account). Complete and return the application, contact the ACE Registry to have the appropriate records forwarded to the college.

If Courses Have Not Been Evaluated, You May Consider Portfolio Assessment

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider Portfolio Assessment. Portfolio Assessment helps students define and demonstrate both their formal and informal learning in terms of college courses. (See Portfolio Assessment section of this *Catalog*.)

If You Need Information or Assistance with College Credit Recommendation Service Courses

Colleges vary on the way they accept College Credit Recommendation Service courses. If students have questions or concerns about using College Credit Recommendation Service credits at a college, they may call the Corporate - Higher Education Programs staff at

Thomas Edison State College. Although courses listed through the ACE Registry are often accepted more easily than sponsor-specific transcripts, staff will assist any student presenting College Credit Recommendation Service recommendations to a college.

If Students Want to Know Other Ways In Which Thomas Edison State College Can Help Their Organizations

The Office of Corporate Higher Education Programs can bring the resources of Thomas Edison State College to the workplace. Through this office:

1. Formal courses can be evaluated through College Credit Recommendation Service.
2. College services can be offered at employer sites.
3. "Degrees of Success," a special one-day seminar developed with a major corporation to familiarize working adults with the choices available to them to complete their degree in ways that can save time and money, is available. The seminar also includes a section on study skills and how to manage time while working, caring for family responsibilities and doing college course work.
4. "Paths to Achievement," is a one-day workshop which enables adult learners to recognize and successfully utilize appropriate examination programs to document their college-level learning, gained from work, reading and private efforts. It enables adults to begin or accelerate their path toward degree completion with additional confidence and significant savings to them and often to their employer. At one corporation, more than 50% of the employees who participated in this workshop were formally enrolled in a college degree program within one year, and were moving successfully and efficiently toward degree completion.

To get more information about College Credit Recommendation Service or other services available to organizations, contact the Office of Corporate-Higher Education Programs, Thomas Edison State College at (609) 633-6271 or via e-mail: corpinfo@tesc.edu.

Current ACE/College Credit Recommen- dation Service Sponsors

(formerly called ACE/PONSI -
Program On Noncollegiate Sponsored
Instruction)

**NOTE: The listings in bold
print are sponsors evaluated by
Thomas Edison State College.**

AchieveGlobal, Draper, Utah

Advance Learning Network,
Shoreline, Wash.

Allied Business Schools, Inc.,
Laguna Hills, Calif.

America's Community Bankers,
Washington, D.C.

American Academy of Nutrition,
College of Nutrition, Knoxville,
Tenn.

American Association of Direct
Human Service Personnel, Parma,
Mich.

American Bankers Association,
Washington, D.C.

American Conference of
Audioprosthology, Fairborn, Ohio

American Council on the
Teaching of Foreign Languages,
Inc., Yonkers, N.Y.

**American Educational Institute,
Inc. Basking Ridge, N.J.**

American Health Information
Management Association
Chicago, Ill.

American Health Science
University, Aurora, Colo.

American Institute for Chartered
Property, Casualty Underwriters,
Insurance Institute of America
Malvern, Pa.

American Institute for Paralegal
Studies, Inc., Oakbrook Terrace,
Ill.

**American Institute of Banking of
New Jersey (See Center for
Financial Training New Jersey)**

American Institute of Banking,
Mid-Atlantic Chapter, Bethesda,
Md.

American Institute of Medical
Law, Coral Gables, Fla.

American Military University
Manassas Park, Va.

American Society of Safety
Engineers, Des Plaines, Ill.

Ameritech, Detroit, Mich.

Anheuser-Busch Companies, Inc.,
St. Louis, Mo.

ARC Information Assurance
Institute, Inc., San Antonio, Texas

**Armenian National Education
Committee, New York, N.Y.**

Art Instruction Schools, Inc.,
Minneapolis, Minn.

Association for Hebraic Studies,
Monsey, N.Y.

**AT&T Network and Computing
Services/Network Operation and
Engineering Training, Atlanta, Ga.**

**AT&T-Network Operations &
Engineering Training, Denver,
Colo.**

**AT&T-Network Operations &
Engineering Training-Kansas City
Technical Center, Kansas City,
Mo.**

**AT&T-NOET Training Center
Warrenville, Ill.**

**AT&T School of Business and
Technology, Somerset, N.J.**

Automation Research Systems,
Limited, Alexandria, Va.

Averett College, Vienna, Va.

Baltimore Gas & Electric
Company, Lusby, Md.

Bearden Group, Louisville, Ky.

**Bergen County Law & Public
Safety Institute-Police, Fire &
EMS Academies (formerly Bergen
County Police & Fire Academy)
Mahwah, N.J.**

Berlitz International, Inc.,
Coral Gables, Fla.

B. F. Goodrich Aerospace,
Aviation Services Division
Everett, Wash.

Bisk-Totaltape Publishing
Company, Tampa, Fla.

BOMI Institute, Arnold, Md.

Business Management Research
Associates (BMRA), Fairfax, Va.

Caesars Atlantic City (See Park
Place Entertainment)

Calhoon MEBA Engineering
School, Easton, Md.

California College for Health
Sciences, National City, Calif.

Carolina Power & Light Company,
Raleigh, N.C.

Case Corporation, Racine, Wisc.

Catholic Distance University,
Hamilton, Va.

Center for Disabilities Studies,
University of Delaware, Newark,
Del.

**Center for Financial Training
New Jersey (formerly American
Institute of Banking of NJ), Clifton
Heights, N.J.**

Center for Lactation Education,
Chalfont, Pa.

Certified Employee Benefit
Specialist Program, Brookfield,
Wis.

Certified Medical Representatives
Institute, Inc., Roanoke, Va.

Charles River Computers, New
York, N.Y.

**Christopher Academy and
Maitland, Montessori School,
Scotch Plains, N.J.**

Chubb Institute, Parsippany, N.J.

Citigroup, Hagerstown, Md.

City of Atlanta Water
Department, Atlanta, Ga.

City of Oxnard, Oxnard, Calif.

College for Financial Planning,
Greenwood Village, Colo.

**Commerce Bank N. A., Mount
Laurel, N.J.**

Commonwealth Edison Company,
Wilmington, Ill.

Computer Institute, Rockville,
Md.

Computer Learning Centers, Inc.,
Plymouth Meeting, Pa.

**Computer Learning Centers,
Inc., Paramus, N.J.**

ComputerPREP, Inc., Austin,
Texas

**Corporate College Services, Inc.,
Mountainside, N.J.**

Credit Union National
Association, Madison, Wis.

DaimlerChrysler Corporation
Advanced Technical Training,
Detroit, Mich.

Dale Carnegie & Associates, Inc.,
Houston, Texas

Dana Corporation, Toledo, Ohio

Datapro InfoWorld Ltd., Pimpri,
Pune India

Dearborn Financial Institute,
Chicago, Ill.

Defense Logistics Agency,
Columbus, Ohio

Defense Security Service
Academy, Linthicum, Md.

Defense Threat Reduction
Agency, Washington, D.C.

Delta Air Lines, Atlanta, Ga.

Development Dimensions
International, Bridgeville, Pa.

Diamond Technology Partners,
Inc. Chicago, Ill.

Disabled American Veterans,
Washington, D.C.

Dollar Rent-A-Car Systems, Inc.,
Tulsa, Okla.

**DPT Business School,
Philadelphia, Pa.**

**DPT Consulting Group, Inc.,
Bala Cynwyd, Pa.**

Duquesne Light Company,
Shippingport, Pa.

Early Childhood Professional
Development Network, Columbia,
S.C.

**Eastern Regional Public Safety
Institute, a division of Bernstein
& Associates, Inc., Miami, Fla.**

ECPI College of Technology,
Virginia Beach, Va.

Educational Resources, Inc.,
Dulles, Va.

**The Elizabeth M. Boggs Center
on Developmental Disabilities,
New Brunswick, N.J.**

English Language Institute of
America, Scranton, Pa.

Enhanced Training Opportunities
Program, Inc., Itasca, Ill.

Entergy Operations, Inc.-River
Bend, St. Francisville, La.

ESI e-Training, Arlington, Va.

ESI International, Arlington, Va.

Executive Leadership Group,
Elizabeth, Colo.
ExecuTrain Corporation,
Alpharetta, Ga.

Federal Aviation Administration
(FAA) Academy, Oklahoma City,
Okla.

Federal Aviation Administration
(FAA) Center for Management
Development, Palm Coast, Fla.

Federal Correctional Institution, El Reno, Okla.	Health Insurance Association of America, Washington, D.C.	Institute of Management and Production, Kingston, Jamaica, W.I.	Kaplan Educational Centers, New York, N.Y.	Lucent Technologies, Inc., Learning and Performance Center, Piscataway, N.J.	National Association Medical Staff Services, Austin, Texas
Federal Judicial Center, Washington, D.C.	Healthy Children 2000 Project, Inc., Sandwich, Mass.	Institute of Management Sciences, Kingston, Jamaica, W.I.	Kentucky DeafBlind Project, Louisville, Ky.	Management Concepts, Inc., Vienna, Va.	National Association of Credit Management, Columbia, Md.
Federal Market Group/Federal Market Institute, Manassas, Va.	HoHoKus School of Secretarial and Medical Sciences, Ramsey, N.J.	Insurance Data Management Association, New York, N.Y.	Kentucky School for the Blind, Louisville, Ky.	Maryland Fire and Rescue Institute University of Maryland, College Park, Md.	National Association of Independent Fee Appraisers, St. Louis, Mo.
Felde Publications and Programs, San Clemente, Calif.	Host Marriott Services, Trenton, N.J.	Insurance Educational Association, San Francisco, Calif.	Kepner-Tregoe, Inc., Princeton, N.J.	Maryland State Department of Education, Correctional Education Program, Baltimore, Md.	National Association of Power Engineers Educational Foundation, Falls Church, Va.
Financial Times Management, Inc. The Open College, New York, N.Y.	HTR, a division of VCampus Corp., Rockville, Md.	InTech Corporation, Centerville, Ohio	Key Testing and Review, Inc., West Trenton, N.J.	Massachusetts Bankers Association, Inc. Boston, Mass. Massachusetts Office of the Inspector General, Boston, Mass.	National Center for Montessori Education, Sonoma, Calif.
Florida Power and Light Company, Jensen Beach, Fla.	Hudson Institute for Teacher, Danbury, Conn.	Interagency Training Center, Fort Washington, Md.	Laborers AGC, Pomfret Center, Conn.	McDonald's Corporation, Oakbrook, Ill.	National Certified Public Manager Consortium, Athens, Ga.
Foundation of Real Estate Appraisers, Orange, Calif.	Illinois Fire Service Institute University of Illinois, Champaign, Ill.	Internal Revenue Service, Cincinnati, Ohio	Lado Teaching English as a Foreign Language (TEFL) Certificate Program, Washington, D.C.	Medical-Legal Consulting Institute, Inc., Houston, Texas	National Child Care Association, Conyers, Ga.
General Motors University, Warren, Mich.	Independent Electrical Contractors, Inc., Alexandria, Va.	International Association of Fire Fighters, Washington, D.C.	Land Rover North America, Inc. Land Rover University, Lanham, Md.	Montessori Associates, Gray, Ga.	National Cryptologic School, Fort Meade, Md.
Georgia Fire Academy, Forsyth, Ga.	Independent School Management, Wilmington, Del.	International Association of Machinists and Aerospace Workers, Hollywood, Md.	Langevin Learning Services, Manotick, Ontario, Canada	Mori Associates Co., Riverside, Calif.	National Education Training Group, Naperville, Ill.
Global Knowledge Network, Cary, N.C.	Indiana Business College, Indianapolis, Ind.	International Training Institute for the Sheet Metal and Air Conditioning Industry, Alexandria, Va.	Language Matters, Inc., King, N.C.	Mortgage Bankers Association of America, Washington, D.C.	National Emergency Training Center (EMI), Washington, D.C.
Global University, Springfield, Mo.	Informix Software, Inc., Menlo Park, Calif.	International Union of Operating Engineers, Washington, D.C.	Learning Tree International, Reston, Va.	MOTECHE College of Engineering, St. Louis, Mo.	National Emergency Training Center (NFA), Emmitsburg, Md.
Graduate School of Banking at Colorado, University of Colorado, Boulder, Colo.	Innovative Community Technology Services (ICTS), Alexandria, Va.	Jamaican Institute of Management, Kingston, Jamaica, W.I.	Licensed Chemical Dependency Counselor Training School, Round Rock, Texas	Motion Institute of Industrial Education, Birmingham, Ala.	National Joint Apprenticeship and Training Committee for the Electrical Industry, Upper Marlboro, Md.
Great Plains Technology Center, Lawton, Okla.	Institute for Nuclear Medical Education, Boulder, Colo.	John Tracy Clinic Academy for Professional Studies, Los Angeles, Calif.	Life Underwriter Training Council, Bethesda, Md.	MWR Academy Falls, Church, Va.	National Management Association, Dayton, Ohio
Hacienda La Puente Adult Education, Hacienda Heights, Calif.	Institute of Certified Travel Agents, Wellesley, Mass.	Jothi Montessori Academy, Parsippany, N.J.	Lockheed Martin Utility Services, Inc., Piketon, Ohio Long & Foster Realtors, Fairfax, Va.	NASA Academy of Program and Project Leadership, Wallops Island, Va.	National Registry of Radiation Protection Technologists, Swedesboro, N.J.
Hampton Group, Inc., Denver, Colo.	Institute of Financial Education/BAI, Chicago, Ill.	JR Electronics and Pneumatics Corporation, San Juan, Puerto Rico	Lucent Technologies Customer Training & Information Products, Columbus, Ohio	NASD Regulation, Inc., Rockville, Md.	National Weather Service Training Center, Kansas City, Mo.
Hane Training, Inc. Terre Haute, Ind.	Institute of International Studies, Elicott City, Md.	Kaplan College, Boca Raton, Fla.		National Academy of Railroad Sciences, Burlington Northern Santa Fe Railroad, Overland Park, Kan.	Network Associates, Inc.—Sniffer University, Santa Clara, Calif.
Harcourt Learning Direct Scranton, Pa.	Institute of Logistical Management, Croydon, Pa.				

New Horizons Computer Learning Centers, Inc., Santa Ana, Calif.	Pennsylvania School of Muscle Therapy, Ltd., Wayne, Pa.	Simi Valley Adult School and Career Institute, Simi Valley, Calif.	U.S. Army Defense Ammunition Center, Training Directorate, McAlester, Okla.	U.S. Postal Service Employee Development, Washington, D.C.	Vanguard Schools, Marietta, Ga.
New Jersey Council for the Humanities, Trenton, N.J.	Pittsburgh Leadership Foundation, Pittsburgh, Pa.	Six Sigma Qualtec, Tempe, Ariz.	U.S. Army Family Team Building, Alexandria, Va.	U.S. Postal Service Purchasing and Materials, Washington, D.C.	VCampus Corporation, Fort Monroe, Va.
New Jersey Department of Personnel, Human Resource Development Institute, Trenton, N.J.	PJA School, Upper Darby, Pa.	SkillSoft Corporation, Nashua, N.H.	U.S. Army Management Staff College, Fort Belvoir, Va.	U.S. Postal Service, WMF Bolger Center for Leadership Development, Potomac, Md.	Verizon Communications, Brooklyn, N.Y.
New World Ship Management, LLC, St. Louis, Mo.	Plato Learning, Inc., Bloomington, Minn.	SMS/American Healthware Systems, Brooklyn, N.Y.	U.S. Army Safety Center, The Texas A&M University System, Texas Engrg. Ext. Service, Mesquite, Texas	U.S. Public Health Service, Rockville, Md.	Virginia Department of Criminal Justice Services, Richmond, Va.
New York Institute of Finance, New York, N.Y.	Positive Child Development Training, Inc., Lexington, Ky.	Society for Human Resources Management, Alexandria, Va.	U.S. Department of Agriculture Graduate School, Washington, D.C.	U.S. West Interprise Data Network Training, Denver, Colo.	Virginia State Police Academy, Richmond, Va.
New York State Academy of Fire Science, Montour Falls, N.Y.	PrimeTech Institute, North York, Ontario, Canada	Software Technology Group, San Jose, Calif.	U.S. Department of Justice, Federal Bureau of Prisons, Glynco, Ga.	U.S. West Learning Systems, Englewood, Colo.	VITAL LEARNING, Omaha, Neb.
NIIT Ltd., Kalkaji, New Delhi, India	Productivity Point International, Hinsdale, Ill.	Somerset School of Massage Therapy, Somerset, N.J.	U.S. Department of Justice, Immigration and Naturalization Service, Glynco, Ga.	UAW-DaimlerChrysler Technology Training Center, Detroit, Mich.	Wackenhut Corporation, Palm Beach Gardens, Fla.
Noblefields School of Real Estate, San Francisco, Calif.	Project Mentors, Inc., Atlanta, Ga.	Southern California Water Company Employee Development University, San Dimas, Calif.	U.S. Department of Justice, Immigration and Naturalization Service, Leadership Development Center, Dallas, Texas	UAW-Ford, Detroit, Mich.	Wal-Mart Stores, Inc., Bentonville, Ariz.
Nonproliferation and National Security Institute, Albuquerque, N.M.	Pryor Resources, Inc., Shawnee Mission, Kan.	St. Louis Police Academy, St. Louis, Mo.	U.S. Department of Justice, U.S. Marshals Service, Glynco, Ga.	UAW-GM Center for Human Resources, Auburn Hills, Mich.	Walt Disney World Lake, Buena Vista, Fla.
Northwest Procurement Institute, Inc. (NPI, Inc.), Edmonds, Wash.	RAPT Foundation, Inc., Perth Amboy, N.J.	Synergistics, Inc., Rochester, N.Y.	U.S. Department of Labor, Office of Job Corps, Washington, D.C.	Ultrasound Diagnostic Schools, Miami, Fla.	Washington State University, University Center for Professional Education, Richland, Wash.
Offshore Sailing School, Ltd., Fort Myers, Fla.	RETS Institute, Nutley, N.J.	Technical Education & Development Corporation, Kokomo, Ind.	U.S. Department of the Navy, Child Development Training Program, Millington, Tenn.	Union Pacific Railroad Company, Omaha, Neb.	Western CUNA Management School Rancho, Cucamonga, Calif.
Oklahoma Department of Career and Technical Education, Strillwater, Okla.	Rhodec International, Brighton, East Sussex, UK BN	Technical Training Project, Inc., Newark, N.J.	U.S. Department of the Treasury, Federal Law Enforcement Training Center, Glynco, Ga.	United Nations Institute for Training and Research, New York, N.Y.	Westinghouse Savannah River Company, Aiken, S.C.
Omaha Public Power District, Omaha, Neb.	RTM STAR Center, Dania, Fla.	Telecommunications Research Associates, St. Marys, Kan.	U.S. Naval Facilities Contracts Training Center, Port Hueneme, Calif.	University Affiliated Program of New Jersey (See The Elizabeth M. Boggs Center on Developmental Disabilities)	Wisconsin Electric Power Company, Two Rivers, Wis.
PADI International, Inc. Rancho Santa Margarita, Calif.	SBC Center for Learning, San Ramon, Calif.	TESST Technology Institute, Beltsville, Md.	U.S. Office of Personnel Management, Aurora, Colo.	University of California, Berkeley Extension, Berkeley, Calif.	Wisconsin Public Service Corporation, Green Bay, Wis.
Park Place Entertainment, Atlantic City, N.J.	SBC Operations, Inc., San Antonio, Texas	TestOut! Corporation, Pleasant Grove, Utah		University of Phoenix, Phoenix, Ariz.	World at Work, Scottsdale, Ariz.
Paychex, Inc., Rochester, N.Y.	School of Engineering and Logistics, Texarkana, Texas	Training/Etc, Inc., Columbia, Md.		University of St. Thomas, Minneapolis, Minn.	Zaidner Institute, Jersalem, Israel
PECO Energy, Delta, Pa.	Seafarers Harry Lundeberg School of Seamanship, Piney Point, Md.	U.S. Army CECOM, Directorate for Safety, Fort Monmouth, N.J.			
	Seminary Extension, Nashville, Tenn.				

Military Training Programs and Schools

Educational Experiences in the Armed Services

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE). Members of the Armed Forces currently on active duty should submit a DD Form 295 Application for the Evaluation of Educational Experiences During Military Service. Veterans should submit a notarized copy of their separation report (DD Form 214).

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, Mo. 63132 and forward it with the cover form from the National Personnel Records Center to the College. Members of the Reserves or National Guard should contact their units for any necessary documentation.

Army personnel who entered active duty on or after October 1, 1981, who remained on active duty on or after January 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS or CLEP/DSSTs/ACT PEP: RCE Exam that has been passed and carries American Council on Education (ACE) credit recommendations. Transcripts may be ordered through the base Education Officer or by writing to: AARTS Operations Center, Fort Leavenworth, Kan. 66027-5073.

Army

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Coast Guard Rating

Active duty personnel should fill out form CGI Form 60/04C and send it to the U.S. Coast Guard Institute, 5900 SW 64th Street, Suite 235, Oklahoma City, Okla. 73169-6990, telephone, (405) 954-7275. This form may be obtained from the Educational Services Officer. Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

Navy/Marine

Navy and Marine enlisted personnel may request a copy of their SMART transcript be sent directly to the Office of the Registrar. SMART transcripts may be requested at www.navycollege.navy.mil.

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, Ala. 36112-6655.

Note 1: Forms and form numbers change from time to time. If there are questions, please contact the College.

Note 2: The forms mentioned above as appropriate documentation for verifying the award of credit may lack sufficient information. The College may require additional notarized documentation before credit can be awarded.

Servicemembers Opportunity College

Thomas Edison State College is a long standing member of the Servicemembers Opportunity College (SOC). Some 1,300 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure servicemembers transferability of credits between institutions.

Thomas Edison State College is also one of 130 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though servicemembers may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When servicemembers from the Army, Navy, Marines or National Guard apply to Thomas Edison State College, the College provides to both the servicemember 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 servicemembers have access to the Advisement staff through telephone, e-mail, letters and individual appointments.

Army Education Offices and Navy College Offices have the SOC publications which list the 1,300 member colleges and the degree programs included in their network. All Thomas Edison State College degree programs are available to all servicemembers, in addition to those listed in the SOC publications.

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College.



Degree Completion Options

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

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

Barron's Educational Series, Inc.
250 Wireless Blvd.
Hauppauge, NY 11788
(800) 645-3476
www.barronseduc.com

Bears' Guides
Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(510) 559-1600
(800) 841-BOOK
www.degree.net

Peterson's Guides
P.O. Box 67005
Lawrenceville, NJ 08648
For telephone orders contact:
Non-New Jersey residents: (800) 338-3282
New Jersey residents: (609) 896-1800
www.petersons.com

The Princeton Review
42 Broadway, Ste. 1927
New York, NY 10004
(888) 500-PREP
www.princetonreview.com

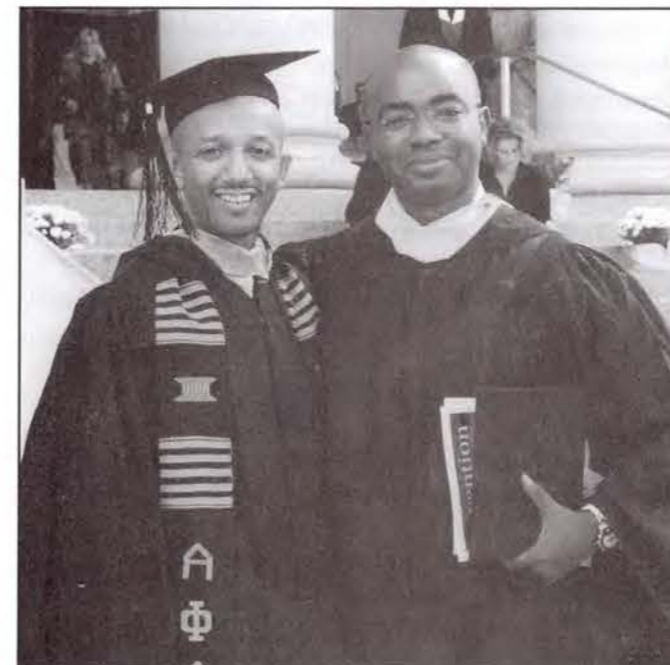
Alumni Association



All Thomas Edison State College graduate, associate and baccalaureate degree recipients are members of the Alumni Association. There are no dues.

The mission of the Alumni Association is to provide a vehicle for the College's graduates to promote and advance the well-being of the College in the achievement of its mission and purpose. Activities include: managing the Alumni Annual Fund, assisting the College with Commencement Day activities including the PHT Awards Commencement Banquet, Awards Committee, community service projects and regional meetings. Alumni also serve on a variety of College committees.

Alumni interested in meeting with local Thomas Edison State College graduates, becoming active or becoming a member of the Alumni Board, are invited to contact the Office of Alumni Affairs, Thomas Edison State College, 101 West State Street, Trenton, NJ 08608-1176; (609) 633-8592. Please visit the "Alumni & Friends" section of the College's Web site at www.tesc.edu



Drug Abuse Prevention

Policy On The Unlawful Possession, Use Or Distribution Of Illicit Drugs And Alcohol By Students

I. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.

B. **"Student"** means all Thomas Edison State College students who are enrolled in degree programs or certificate programs.

C. **"College"** means the physical area of operation of Thomas Edison State College including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity, and includes any travel between such sites.

II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the student status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. **"Conviction"** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere." A

conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. The New Jersey Drug Laws

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- \$500 to \$3,000 cash penalty for conviction of any drug offense.
- Loss of property including automobiles or houses if used in a drug offense.
- Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey can be referred to treatment centers listed in the above directories.

Out-of-state students can be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Prevention Directory."

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior and lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Financial Aid and Veterans Services, (609) 633-9658.

Governance

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

In addition, a 25-member Academic Council, appointed by the Board serves as an advisory body to the president and Board of Trustees. The Council, consisting of specialists from New Jersey two- and four-year public and private higher education institutions, organizations from the noncollegiate sector, Thomas Edison State College staff and students and/or alumni, is chaired by the vice president and provost. Its primary function is to review the content and requirements of Thomas Edison State College degree programs, academic policies and standards, and to recommend modifications where appropriate.

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Information Systems, County
College of Morris

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Bryn Mawr College, The
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Emeritus, Special Education and
Counseling, William Paterson
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Instructor, Social Science, Hudson
County Community College

Dorothy A. Zjawin, Ed.D.,
Adjunct, English, Kean University,
Essex County College, Union
County College

Edward F. Zukowski, Jr., Ph.D.,
Associate Professor/Chair,
Religious Studies, College of
Mount St. Vincent

Directions to Thomas Edison State College

Offices located in
Trenton, N.J.

ACADEMIC CENTER
167 W. Hanover St.

**KELSEY BUILDING &
TOWNHOUSES**
101 W. State St.

KUSER MANSION
315 W. State St.

Academic Center

167 Hanover Street
Trenton, New Jersey 08608
(609) 292-0078

From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7a, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

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-hand side.
- Exit Route 29 at Calhoun Street.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7a, exiting the Turnpike for Interstate 195.
- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.
- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton.
- Exit Route 129 at second traffic light, making a left onto Cass Street. Follow Cass Street until you can bear right onto at Route 29.
- Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

From the East

- I-195 West to Route 129 North (Trenton).
- At the second traffic light make a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29 North.
- Go approximately one mile and exit at Calhoun Street.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

From U.S. Route 1, Heading North or South

- Take Route 1 South to Perry Street.
- There is a stop sign at the top of the ramp. Turn left onto Perry Street.
- Proceed to the fourth traffic light and make a left onto Willow Road.
- Make a right at the first light onto Hanover Street. The Academic Center is located at 167 Hanover Street.

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.
- Turn right at the second traffic light onto Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 Hanover Street.

Parking

Metered parking is usually available near the Academic Center. Handicapped parking is available in front of the building.

Kelsey Building & Townhouses

101 W. State Street
Trenton, New Jersey 08608
(609) 633-1400

From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7a, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear a right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the first traffic light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

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-hand side.
- Exit Route 29 at Calhoun Street.
- Turn right at the first traffic light onto West State Street.



- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7a, exiting the Turnpike for Interstate 195.
- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear a right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the first traffic light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.



- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton.
- Exit Route 129 at second traffic light, making a left onto Cass Street. Follow Cass Street until you can bear right onto Route 29.
- Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn right at the first traffic light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

From the East

- I-195 West to Route 129 North (Trenton).
- At the second traffic light make a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29 North.
- Go approximately one mile and exit at Calhoun Street.
- Turn right at the first traffic light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

From U.S. Route 1, Heading North or South

- Take Route 1 South to Perry Street.
- There is a stop sign at the top of the ramp. Turn left onto Perry Street.
- Proceed to the fourth traffic light and make a left onto Willow Road.
- Make a right at the second light onto West State Street. The College's Kelsey Building and Townhouses are located at 101 West State Street.

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.
- Turn right at the first traffic light onto West State Street.
- Turn left at the first traffic light onto Willow Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State Street.

Parking

Metered parking is usually available near the Kelsey Building and Townhouses. Handicapped parking is available directly across the street on W. State St.

Kuser Mansion and John S. Watson Institute for Public Policy

315 W. State Street
Trenton, New Jersey 08608
(609) 292-5629

From the North

- If you are coming from north of Trenton, including the New York area, take the New Jersey Turnpike South to exit 7a, exiting the Turnpike to take Interstate 195 West.
- Follow 195 West about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.



- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

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-hand side.
- Exit Route 29 at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

From the South

- If you are coming from South of Trenton, take the New Jersey Turnpike North to exit 7a, exiting the Turnpike for Interstate 195.
- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton. Exit Route 129 at second traffic light, making a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29. Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

Or

- Take Interstate 295 North.
- North of Bordentown, take the exit for Interstate 195.
- Follow signs about eight miles to Route 129 North. The sign for Route 129 North says Trenton.
- Exit Route 129 at second traffic light, making a left onto Cass Street. Follow Cass Street until you can bear right onto at Route 29.
- Bear right onto Route 29 and go north about one mile and exit at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

From the East

- I-195 West to Route 129 North (Trenton).
- At the second traffic light make a left onto Cass Street.
- Follow Cass Street until you can bear right onto Route 29 North.
- Go approximately one mile and exit at Calhoun Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

From U.S. Route 1, Heading North or South

- Take Route 1 South to Perry Street.
- There is a stop sign at the top of the ramp. Turn left onto Perry Street.
- Proceed to the fourth traffic light and make a left onto Willow Road.
- Make a right at the second traffic light onto West State Street. Cross over the traffic light at Calhoun Street. Kuser Mansion is located at 315 W. State Street.

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.
- Turn right at the first traffic light onto West State Street.
- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and John S. Watson Institute for Public Policy are located at 315 W. State Street.

Parking

Parking is available behind the building. Handicapped parking is available next to the main entrance.

Directions to Thomas Edison State College by Public Transportation

- If you wish to take public transportation to Thomas Edison State College, the Trenton train station is served by Amtrak and New Jersey Transit from locations North and South, by Septa from Philadelphia and various bus routes.
- Taxis are available at Trenton station to Thomas Edison State College, which is less than three miles away.
- To return to the Trenton station, taxi services may be called from the College.

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