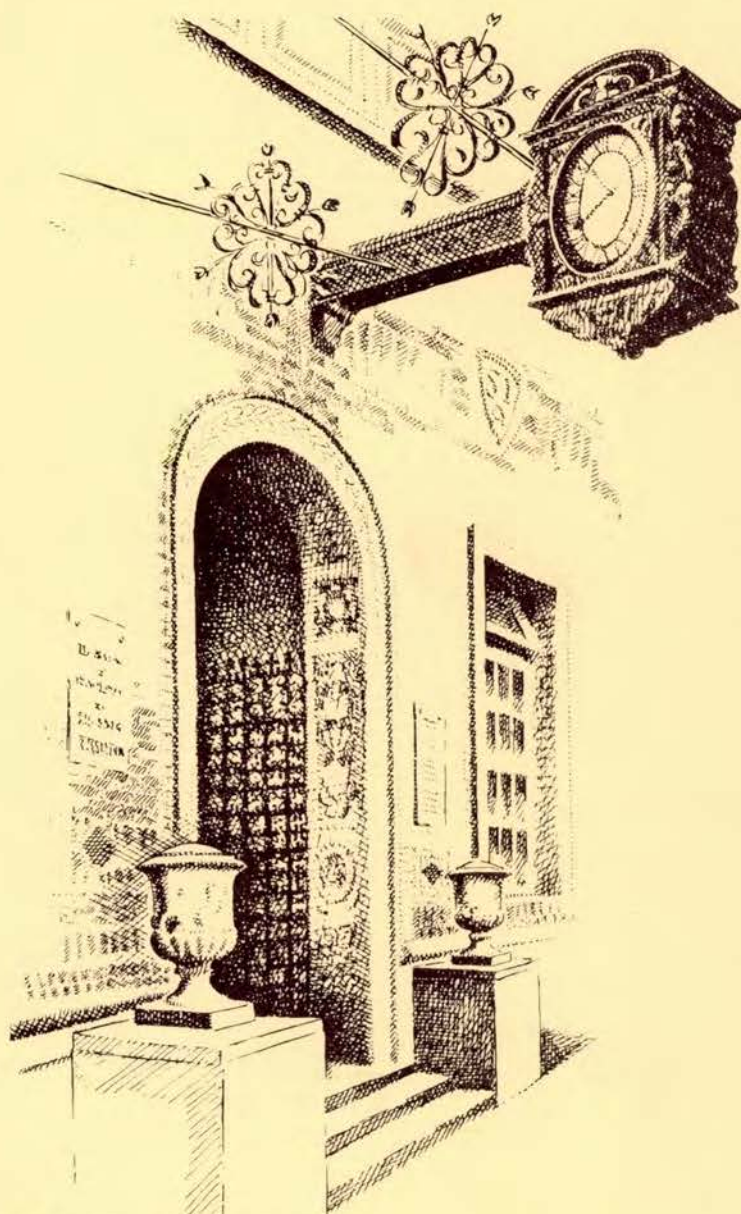

Thomas A. Edison State College



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**New Jersey's State College for Adults
1984-1985 Catalog**

Edison State College At A Glance

Services to enrolled students:

Awarding of baccalaureate and associate degrees and certificates.
Program planning and advisement for each student.
Flexible methods of evaluating college-level knowledge.
Portfolio Development Workshops.

Services to all New Jersey residents (including enrolled students):

Free pre-enrollment information sessions at over 15 locations throughout New Jersey.
Interinstitutional cooperation between Statewide Testing and Assessment Center and other colleges provides adults with the opportunity to earn college credit for college-level knowledge.
Portfolio Development Workshops.
Study Skills Workshops.
Career Counseling Workshops.

Services to Organizations:

Evaluation of training programs for college credit through the Program on Noncollegiate Sponsored Instruction (PONSI).
On-site counseling through the Center for Management Education and Services.

Degree Programs:

Many opportunities are available within the degree programs to allow for individual specializations:
Bachelor of Arts
Bachelor of Science in Business Administration
Bachelor of Science
 Applied Science and Technology
 Human Services
Bachelor of Science in Nursing
Associate in Arts
Associate in Science Management
Associate in Applied Science in Radiologic Technology

Accreditation:

Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Students:	Average Age of Student:	Degrees Awarded:
4,200	39	(Since 1972) 5,000

Edison State College Offices:

Central Jersey
Thomas A. Edison State College
101 West State Street, CN 545
Trenton, New Jersey 08625
609/984-1150

North Jersey
Thomas A. Edison State College
20 Evergreen Place
East Orange, New Jersey 07018
201/648-3771

South Jersey
Thomas A. Edison State College
100 Kings Highway South
Cherry Hill, New Jersey 08034
609/354-0090

This catalog is not to be considered an offer to enter into a contract or a contractual agreement between the College and the student or between the staff and the student. While frequent changes are not probable, the administration reserves the right to make any changes it deems necessary and acknowledges that under certain circumstances special activities of the College or part of the College community might impinge upon the normal academic schedule. All students are responsible for adherence to the College's rules, regulations and procedures, whether published in this catalog, the *Student Handbook*, or other official media.

Equal Opportunity/Affirmative Action Statement

As an Equal Opportunity/Affirmative Action institution, Edison State College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status, or liability for military service in the operation of its programs and activities (including admissions, access to programs, counseling, and employment). 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 IX of the Educational Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended (which prohibits discrimination against otherwise qualified handicapped people), and other applicable laws and regulations.

Inquiries may be directed as appropriate to The Equal Employment Opportunity Office, Personnel Office, Edison State College, 101 West State Street, CN 545, Trenton, New Jersey 08625.

For Additional Information

If you need information on:

Call:

Admissions	609/984-1150
Advisement Center	
Enrolled Students (Between 12:00 noon and 4:00 p.m. Monday-Friday)	609/984-1179
Pre-Enrollment Services:	
Trenton (for Central New Jersey)	609/984-1150
East Orange (for Northern New Jersey)	201/648-3771
Cherry Hill (for Southern New Jersey)	609/354-0090
Alumni Relations	609/984-1190
Career Planning and Placement	609/984-1150
Center for Management Education and Services	609/984-1168
Fee Schedule/Business Office	609/984-1116
Financial Aid	609/354-0090
Personnel	609/984-3400
Portfolio Assessment Information	609/984-1140
Program on Noncollegiate Sponsored Instruction	609/984-1168
Statewide Testing and Assessment Center	609/984-1141
TECEP, ACT PEP, and CLEP Registration	
Information	609/984-1175
Veteran's Affairs	609/354-0090

Information packets about Edison State College are available by calling 609/984-1150.

Welcome!

If you are an adult who wishes to begin or complete your college education, Edison State College was designed for you. In the last 12 years we have helped adults at all stages of their college careers to earn college credits and degrees.

Adults are returning to college for a variety of reasons: for job advancement, a new career, to become eligible for graduate school, or for the personal satisfaction of lifelong learning. In fact, by 1990 it is estimated that the number of college students over 25 years old will equal those under 25. There is no longer a "traditional" age to attend college.

Thomas A. Edison State College developed under two guiding assumptions: 1) many adult learners, through work, leisure activities, and formal or informal training activities, acquire college-level knowledge for which they have not been awarded college credit, and 2) college credit should be granted for the demonstration of college-level knowledge, regardless of the source of that knowledge.

To translate this philosophy into the most comprehensive set of services available for adults, the college takes the following flexible approach to quality higher education:

- Edison State College does not have a residency requirement. Therefore it does not limit the amount of college credits it will accept from other accredited institutions. This is an especially important policy for adults who have attended college courses in several locations.
- Edison State College recognizes that many adults come to higher education with a wide range of backgrounds and experiences. In many cases, these experiences are equivalent to college-level knowledge. Hence, Edison State College does not offer instruction; rather it specializes in the evaluation of knowledge, the ultimate criterion for credit in any college. For those who can demonstrate through examinations or portfolio assessment that their learning is college level, it is possible to earn college credits without ever attending classes.
- While each student plays an important role in mapping out his or her academic program and determining how it should be completed, advisors are available to offer assistance in each step of the process.

The following information was prepared to help you understand the many services Edison State College offers. If you desire assistance, feel free to call us at the counseling location nearest you.

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Edison State College

101 West State Street
CN 545
Trenton, New Jersey 08625

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Admissions Procedure

How to Enroll

Edison State College is an open admission institution. Any individual may enroll in the College at any time, regardless of previous educational achievement. Neither a high school diploma nor a college entrance examination is required for admission.

The Office of Admissions helps those who are considering enrolling to determine whether Edison State College suits their particular goals by outlining its unique approach to higher education and its process of measuring and documenting prior learning.

Adults may obtain information about College programs, policies, and the enrollment process by contacting the Office of Admissions or attending a pre-enrollment session.

To enroll, obtain an application from the Office of Admissions and submit it, along with enrollment and first-year tuition equivalency fees, to:

Bursar's Office
Thomas A. Edison State College
101 West State Street, CN 545
Trenton, New Jersey 08625

At the same time, official transcripts of prior college coursework and/or equivalency examinations and notarized copies of approved military credentials or licenses should be sent to the Office of the Registrar at the above address. These documents must be forwarded directly from the issuing college, university, or testing agency. Student copies of transcripts will not be accepted.

Pre-enrollment and Support Services

Edison State College is committed to serving the educational needs of the residents of New Jersey.

The Division of Community Affairs assists current and prospective students in making decisions that will assure them a positive experience as they pursue their educational goals. The range of services available includes those outlined below.

Pre-enrollment Sessions

Pre-enrollment sessions, free of charge and open to the general public, are conducted by the college regularly at more than 15 sites across the State. At these sessions, adults who are planning to begin or continue their college education have an opportunity to learn about the methods of earning college credits and the degree programs offered through Edison State College. Enrollment forms are distributed at these group sessions, and a representative of the College is available to answer questions.

Additional group sessions may be arranged upon request.

Bilingual Services

For Spanish-speaking students and prospective students, Edison State College publishes literature about its programs in Spanish and offers consultations with a bilingual counselor. Pre-enrollment sessions are conducted in Spanish several times a month. For more information about these services, please call (201) 648-3771.

Basic Academic Skills Policy

The New Jersey Board of Higher Education requires that the New Jersey College Basic Skills Placement Test (NJCBSPT) be administered to all students who enroll *with fewer than 30 semester hours of completed college-level credit*. Edison State College administers this test and has also made cooperative arrangements with several local colleges where you can take the test. Details will be made available to students at the time of enrollment.

Students whose scores on the test indicate that their academic success will be enhanced if they first improve their basic skills will be referred to an appropriate, nearby New Jersey college for Basic Skills instruction. Students must demonstrate to the College that their basic skills have improved before they are allowed to continue with their degree programs.

Special Service Students

Special service or "credit banking" is for individuals who wish to consolidate college-level work documented elsewhere onto an Edison State College transcript. Those who use special service generally have no plans to enroll in Edison State College but want a unified record of their academic and/or personal achievements. This service is particularly useful to individuals who have earned college credits at several institutions or have completed military, professional, or proprietary school courses that are eligible to be translated into college credits.

Special service applicants must complete the College application form, checking "B" Non-degree seeking (Special Service) on page 3.

Military Counseling

Edison State College is a participating institution in the Servicemembers Opportunity College and Servicemembers Opportunity College Associate Degree Programs, as well as a member of the Navy Campus Consortium. The College provides

academic services on a regular basis at Fort Dix, Fort Monmouth, McGuire Air Force Base, Naval Air Engineering Center at Lakehurst, and the Philadelphia Naval Station.

Active and retired military personnel, reservists, and educational specialists are encouraged to contact the Director of Military Affairs for academic advisement or to request Edison State College literature. For further information, write or call:

Director of Military Affairs
Thomas A. Edison State College
100 Kings Highway
Cherry Hill, NJ 08034
(609) 354-0090

Services for the Handicapped

Because of the flexible nature of Edison State College, it is well suited to meet the needs of the handicapped. Special arrangements can be made for phone counseling, meetings at locations other than the College, and home visits. Handicapped students have been able to earn degrees using the flexible methods of earning credits that Edison State College allows; for example, correspondence courses, telecourses, testing, and special assessment.

Adherence to Privacy Act

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

Certain information about the students at Edison State College has been classified as Directory Information. This information may be released for any purpose at the discretion of the College. Under the provisions of the Family Educational Rights and Privacy Act of 1974, all students have the right to withhold the disclosure of any or all of the categories of Directory Information.

Edison State College has designated the following categories of student information as public or Directory Information: your name, date of enrollment, major field of study, and degrees conferred.

Foreign Students Admission

Citizens of nations other than the United States, who are residing outside the United States, should be aware of the limitations and restrictions by which the services of Edison State College can be provided.

The College recognizes the difficulty and discipline necessary to complete a self-directed program of study and suggests that foreign students without a strong command of the English language seriously consider their higher education options before enrolling with the College. Since the College is an external degree institution for adults, it offers no instruction, issues no visas, and has no residential campus facilities. Its primary mission is the testing and assessment of learning obtained outside the formal classroom setting.

Foreign citizens interested in becoming students will be eligible for enrollment if the student's educational background and scores on the TOEFL (where applicable) are acceptable.

Once a foreign student is accepted for enrollment with Edison State College, foreign credentials of that student will be evaluated for transfer or credit banking by the College upon payment of appropriate fees. Students seeking evaluations of foreign credentials must provide notarized copies of English translations (where necessary), mark sheets, and syllabi. Unless course descriptions are provided, it becomes very difficult to ascertain the breadth and depth of knowledge gained in a particular subject. Where possible, home country institutions should be asked to forward transcripts (mark sheets) or other credentials directly to the Registrar's Office at Edison State College. The College reserves the right to reject documents that are not properly submitted.

Students may be assessed special fees to cover the costs of consulting faculty used in the evaluation of foreign credentials, as well as additional mailing and telephone costs. After the evaluation of the student's credentials has been completed, the student will be advised of the remaining degree requirements.

It is the responsibility of the student to arrange for the completion of remaining degree requirements under the following stipulations:

Program Requirements

Certain degree program requirements can only be fulfilled through study in the United States. Therefore, students residing outside the United States will be restricted in the admission and enrollment of such programs. In addition, certain degree programs have degree completion requirements which can only be fulfilled by entering the United States and meeting with College staff.

Because Edison State College is an American college, the degrees it awards must reflect the general content of an American education. It cannot award a degree for knowledge which is significantly different from what is generally expected of an American education.

Therefore, as part of the 120 semester credit requirement for the Bachelor's degree, foreign citizens will be required to complete a minimum of thirty (30) specified semester courses in subject areas which conform to the generally accepted content of courses taught in American colleges and universities. This same requirement applies to a minimum of fifteen (15) semester credits for the Associate degree programs. All such credits must be approved in writing by the College.

Further, limitations of access to acceptable American collegiate institutions may restrict the student's ability to complete the remaining degree requirements for the Edison State College degree program.

Visas and Fees

Edison State College does not issue "Certificates of Acceptance (Form I-20)" to any foreign student. Thus, foreign students who need a visa to enter the United States cannot do so through Edison State College, nor can existing visas be renewed through the College.

Students on F Visas will be required to pay out-of-state fees. Students on visas other than F will be charged fees depending upon their visas and place of residence.

Student Services

In most cases, foreign students residing outside the United States will not be eligible for the College's portfolio assessment or credit by examination programs. Students may make use of these services by coming to the United States as indicated below. In addition, students residing outside the United States should be prepared for a longer period of time in obtaining Edison State College's services due to mail service time and an elaborate evaluation and credit earning process.

Foreign Students Residing in the United States

A student who enters the United States on a student visa (F1) by obtaining Form I-20 Certificate of Acceptance from a college other than Edison State College, may enroll in any of the Edison degree programs. Students receiving such visas to enter the United States from authorized sources other than Edison State College will receive the full range of services for enrolled students. It will be the student's responsibility to keep his/her visa status current and eligible for further study at Edison State College.

FEE SCHEDULE

The Board of Higher Education approved the following fee schedule at its July 20, 1984 meeting.

For enrolled students who wish to remain active, the annual tuition equivalency fee is due on the student's anniversary date. For example, if a student has paid the tuition equivalency fee in February, 1984, the tuition equivalency fee of \$80 (\$120 for out-of-state) will be due in February, 1985. It is necessary to remain an active student each year in order to receive the full services of the college.

A new policy allows students to pay any fees over \$35 with VISA or MasterCard.

1984-1985 FEES

Type of Fee	Resident	Non-Resident†
Application fee	\$ 50	\$ 50
Enrolled students:		
First year's tuition equivalency fee	105	160
Subsequent year's tuition equivalency fee	80	120
Limited service fee	30	30
Graduation fee	60	60
Change of program fee	50	50
Transcription/evaluation fee (enrolled and limited service students):		
Per credit accepted	3/credit	5/credit
Per foreign credit accepted	5/credit	5/credit
Special assessment fees:		
Pre-graduation conference for B.A. degree	60	90
Practicum application B.S. in Human Services	60	90
Per credit attempted	15/credit	20/credit
Demonstration of currency application	60	90
Portfolio development and assessment application fee		
Up to 12 credits	50	70
Over 12 credits	75	120
Per credit attempted	15/credit	20/credit
Workshops		
Portfolio Orientation Workshop	15	15
Portfolio Development Workshop	75	75
TECEP		
Per credit attempted	15/credit	20/credit

*Fees are subject to change

†A non-resident student is one who maintains residence outside of the State of New Jersey or is not a U.S. citizen or permanent resident of the United States.

Definition of Fees

Application Fee

The application fee covers the cost of processing the application and establishing your file. This includes the preliminary stages of the College's evaluation of your academic credentials. You will receive a detailed statement of credits accepted by the College and how they apply to your specified degree program.

First Year's Tuition Equivalency Fee

Receipt of this fee completes the evaluation process, covers your registration fee, thereby matriculating you with the College, and makes available to you a full year of College services (academic advising, program planning seminar, testing information, correspondence and

telecourse services, transcripts, and other support services).

Subsequent Year's Tuition Equivalency Fee

Payment of the tuition equivalency fee at the beginning of the second and subsequent years of enrollment assures the student of continued academic advisement, up-to-date testing information, transcript requests, and referral to other College services.

Special Service Fee

The special service fee provides one year's credit banking service for individuals who are interested in consolidating their academic records or in having an official statement of personal accomplishments. Those who use this service generally do not plan to enroll in a degree program at Edison State College.

Graduation Fee

The graduation fee covers the cost of awarding the degree and the lifetime maintenance of your transcript.

Change of Program Fee

An enrolled student wishing to change his/her major course of study will be assessed a fee for the re-evaluation of credits and for his/her development of a new program plan.

Transcription/Evaluation Fee

Applies to all the credits which are accepted and applied toward your degree. This fee is assessed once your initial evaluation is completed and upon completion of each progress/evaluation update. This fee applies to all nonEdison earned credits (transfer of credits from other accredited institutions, CLEP, PONSI, ACE Military Evaluations, etc.).

For special service, this fee applies to all credits which are placed on an Edison State College transcript.

Pre-Graduation Conference Fee

The Pre-Graduation Conference fee for Bachelor of Arts students covers the cost of processing the application and the conference itself.

Advanced-Level Practicum Fee

The advanced-level covers the costs of processing the application and the conducting of the conference for students enrolled in the Bachelor of Science-Human Services Program.

Practicum/Portfolio Per Credit Fee

The student pays this fee for each credit hour attempted in portfolio assessment and the advanced-level practicum.

Demonstration of Currency Fee

The demonstration of currency application fee covers the cost of processing the application and conducting the conference for those students who present coursework in a business or professional area that is more than 10 years old (BSBA) or 5 years old (BS/AST).

Portfolio Development Application Fee

The portfolio development application fee covers the costs of processing the initial stages of portfolio development. As part of this initial stage, students may receive guidance in the proper development of a portfolio from a portfolio advisor.

Portfolio Orientation Workshop Fee

Students paying this fee can attend a two-hour workshop providing an overview and an introduction into the portfolio development process, and affording an opportunity to explore whether portfolio is an appropriate means of earning credit. Students also receive a copy of the *Portfolio Development and Assessment Handbook*.

Portfolio Development Workshop Fee

The portfolio development workshop fee enables the student to attend six hours of workshop focusing on the actual development of each student's portfolio. The workshop provides a more formal structure for compiling the portfolio, providing ample support from Edison State College staff and other workshop participants.

TECEP Examination Fee

The per credit fee for each examination covers the cost of taking the examination and receiving a score report.

Financial Aid and Scholarships

Financial aid counseling is available in the Cherry Hill or Trenton Office. Applications, forms, and further information concerning financial aid are available from: Director of Financial Aid, Edison State College, 100 Kings Highway South, Cherry Hill, New Jersey 08034 at (609) 354-0090.

Due to the nontraditional nature of Edison State College, Federal and State financial aid is limited. The College participates in the Pell Grant, Guaranteed Student Loan program, PLUS Loan, and the New Jersey Tuition Aid Grants program.

All applicants for the following financial aid programs must complete a College Scholarship Service, "New Jersey Financial Aid Form." (The College Scholarship Service number for Edison State College is 2748.)

All financial aid applicants must have applied to the College and have had an official evaluation of previous college credits.

Minimum academic standards have been established for financial aid. Contact the Director of Financial Aid for specific information.

Pell Grant

The Pell Grant applies only to courses that an Edison State College student takes at a conventional college. Federal regulations preclude the Pell Grant from applying to Edison State College enrollment

Fee Refund Policy

Fifty (50%) percent of the tuition equivalency fee may be refunded if a student wishes to withdraw from the College. The request for the refund must be in writing and submitted to the Registrar no more than thirty days after payment has been received.

Fifty (50%) percent of fees submitted for credits applied for under portfolio assessment will be refunded under the following conditions: (1) if the request is submitted in writing; and (2) if said request is received by the college ten working days after payment was received.

The following fees are nonrefundable:

- Application Fee
- Graduation Fee
- Change of Program Fee
- Transcription/Evaluation Fee
- Pre-Graduation Fee
- Practicum Application
- Practicum Per Credit Fee
- Demonstration of Currency Application
- Portfolio Application Fee
- TECEP Examination Fee
- Portfolio Orientation Workshop Fee
- Portfolio Development Workshop Fee
- Special Service Fee

and annual fees, the College Level Examination Program (CLEP), Thomas Edison College Examination Program (TECEP), and Portfolio Assessment.

As an enrolled student at the College, you are eligible for the Pell Grant if you:

- a) establish financial need by completing an "application for federal student aid";
- b) are enrolled in courses at an approved college on at least a half-time basis. The courses must apply to the Edison State College degree program that you are pursuing;
- c) have not previously received a bachelor's degree; and
- d) are a U.S. citizen or are in the United States for other than a temporary purpose.

If you are eligible, your Pell Grant will be dispersed by the government.

All Pell Grants are disbursed on a reimbursement basis. This means that you will not receive your award until the end of the term. Therefore, you will be responsible for paying your own tuition and fees and will be reimbursed at a later date.

Guidelines concerning the Pell Grant are available from the Director of Financial Aid.

Guaranteed Student Loan Program

In order to be eligible for a Guaranteed Student Loan, a student must take at least six credits per semester (half-time status) at

a traditional college. Additional expenses for TECEP examinations, Edison State College fees, and portfolio assessment can be considered. Guaranteed Student Loans are made by a lender such as a bank, credit union, or a savings and loan association.

While Edison State College students can study at their own pace, Guaranteed Student Loan applicants must file a "Plan of Study" with the Financial Aid Office. The "Plan of Study" must be adhered to in order to maintain eligibility in the program.

PLUS Loans

PLUS loans are an alternative for those students who are not eligible for a Guaranteed Student Loan. PLUS borrowers do not have to show need, may have to undergo a credit analysis, and must take at least six credits per semester at a traditional college. The interest rate for these loans is 12 percent. A borrower must begin repaying a PLUS loan within 60 days. Like Guaranteed Student Loans, PLUS loans are made by a lender such as a bank, credit union, or a savings and loan association.

Scholarships

Limited funds are available through the following private sources. Awards are made by the Committee on Financial Aid on the basis of academic promise and financial

need. Life circumstances and family responsibility are taken into consideration.

Edison Fund

The Edison Fund is the general financial aid fund of the College and relies on contributions from alumni and friends. The availability of funds varies each year.

Larraine R. Matusak Scholarship

The Larraine R. Matusak Scholarship is an endowed fund that was instituted in honor of Edison State College's second president. It is anticipated that Matusak scholarship funds will be available in June, 1985.

The Charlotte W. Newcombe Foundation

The Charlotte W. Newcombe Foundation Scholarship fund is for women 25 or older who are preparing for a second career, are pursuing a degree at Edison State College, and have completed at least half the credits (60 semester hours) toward the baccalaureate degree.

New Jersey Bell Scholarship

Funds have been provided annually by the New Jersey Bell Telephone Company in order to provide scholarships to help New Jersey residents pay a portion of their Edison State College fees.

New Jersey Tuition Aid Grants Program (TAG)

Edison State College students who are New Jersey residents, qualify economically, and will take at least 12 credits per semester, are eligible for TAG awards. Tuition costs at other colleges, Thomas Edison College Examination Program (TECEP), and College Level Examination Program (CLEP) are covered. The amount of the award depends on the economic status of the applicant.

TAG awards are disbursed to Edison State College students after they have furnished proof of successful completion of the 12 credits. TAG recipients are responsible for paying their tuition and fees and will be reimbursed at the end of the semester.

All TAG applicants must file a "Plan of Study" with the Financial Aid Office. The "Plan of Study" must be adhered to in order to maintain eligibility in the program. Call the Office of Financial Aid (609-354-0090) for filing deadlines.

Veterans' Benefits

V.A. benefits for enrolled students at Edison State College can apply only to actual courses taken at approved colleges. The courses must be applicable to the degree program being pursued. A written request for course approval must be submitted to the Registrar's Office at Edison State College. If the courses have not been approved by an advisor, photocopies of the course descriptions must accompany the request.

The institution where courses are being taken is responsible for forwarding all necessary V.A. forms to the Veteran's Administration. The enrollment certification should not be forwarded by the institution until the specific courses to be taken are approved by the Registrar's Office at Edison State College.

A student's file must be active (all current fees paid) before course approval will be given.

New Jersey Veterans Tuition Credit Program

The New Jersey Veterans Tuition Credit Program can only apply to an Edison College student who is taking courses at an approved college. Edison State College fees are not covered. The courses must be applicable to the degree program being pursued. A written request for approval for course approval must be submitted to the Registrar's Office at Edison State College. If the courses have not been approved by an advisor, photocopies of the course descriptions must accompany the request.

The institution where courses are being taken is responsible for forwarding the Tuition Credit Program application to the New Jersey Department of Higher Education.

U.S. Veterans who were, or are, eligible for federal veteran's educational assistance, and served in the armed forces of the U.S. between December 31, 1960 and August 1, 1974, may apply. Applicants must have been New Jersey residents at the time of application, excluding the time of active duty. Applications are available from the Department of Higher Education (800-792-8670).

Services to Organizations

The Center for Management Education and Services

The Center for Management Education and Services was created by the College to provide a wide range of cost-effective educational services to businesses and organizations. Designed to bring the College's high-performance model to work sites, the Center assists corporations, agencies, voluntary associations, and labor unions in meeting the higher education and training needs of their employees. The Center's methods of serving these organizations are in keeping with the philosophy of Edison State College: high-quality, time-efficient educational programs should be made available to workers at or near their sites.

The basic services described below are available separately or as a package. Special services are contracted for on an as-needed basis.

Basic Membership Services

To use Center services, organizations can become a member or contract for special services. Basic members receive:

Pre-enrollment Services

Group sessions highlighting nontraditional higher education opportunities for adults.

Individual educational counseling.

Individualized Degree Program Planning

Workshops to develop individually tailored degree completion plans, detailing credits needed and recommending methods for earning credit.

Degree Completion Services

Needs analysis to assess employees' educational needs and match with management goals.

College equivalency test administered on-site.

Edison State College portfolio development workshops arranged to assist participants in documenting college-level learning gained through work or volunteer experiences.

Agreements developed showing how Program on Noncollegiate Sponsored Instruction (PONSII) evaluated courses fit into Edison State College degree programs.

Annual Impact Report

A results oriented report will show the impact of Center membership in your organization

(Nonmembers may contract for these services individually)

Special Services

Program Evaluation/Development

Program on Noncollegiate Sponsored Instruction (PONSII) evaluation of formal in-house courses for college credit recommendations.

Program Development to assist in developing training strategies or courses.

Degree Completion Services

Courses or workshops from New Jersey instructional institutions arranged on-site.

Career Development Services

Reemployment services tailored to specific groups in your organization

Career Development workshops to assist employees interested in advancement within the organization

PONSII

The program on Noncollegiate Sponsored Instruction (PONSII), a national program sponsored by the American Council on Education (ACE) and administered in the New Jersey area by Edison State College, is designed to help adults get academic credit for college-level knowledge they have acquired in noncollege settings.

Office of Career Planning and Placement

Since the student population of Edison State College consists primarily of working adults, the Office of Career Planning and Placement was created to help these individuals meet their career goals and integrate their educational and professional objectives. Its services have been expanded to include Career Planning Services, Employment Placement Services, and a Center for Women's Resources and Referral Services.

To facilitate career planning, the Office of Career Planning and Placement offers workshops on self-assessment, skills identification, resume writing, and the job search. Also available is a Study Skills/Test-Taking Workshop, geared toward adults who are planning on returning to college or will be taking job-related examinations.

In conjunction with the nationwide Project Learn program, the Office of Career Planning and Placement makes available the computerized guidance systems

As a field representative for PONSII, Edison State College evaluates formal training programs conducted by noncollegiate organizations such as businesses, labor unions, professional and voluntary associations, government agencies, and proprietary schools. PONSII evaluators determine, through on-site consultations, whether these programs are college-level in content and how many credits they deserve. These recommendations provide higher education institutions with reliable information to use in apportioning credits for noncollege training.

Courses recommended for credit through the PONSII program are listed in the National Guide to Educational Credit for Training Programs, a directory published annually by the ACE and made available to colleges and universities throughout the country.

More than 900 colleges and universities nationwide honor PONSII credit recommendations. Edison State College has evaluated more than 300 training programs since 1981, when it was assigned responsibility for the PONSII program by the New Jersey Department of Higher Education.

Discover for Adults and SIGI for Adults.

The Placement Service, open to students and alumni, matches job vacancies to the employment and educational backgrounds of applicants who have listed with the service. Prospective candidates are then sent a description of the position and are invited to apply directly to the employer. Employers also have the option of requesting a portfolio of resumes from the Placement Service so they can contact suitable candidates directly.

The Women's Resources and Referral Services is designed to aid women in dealing with their particular difficulties in pursuing and completing an Edison State College degree. As part of this effort, the WRRS has developed a workshop for homemakers and volunteer workers who wish to document their expertise for college credits through the portfolio assessment process.

How Credits Are Earned

There are three methods of verification and measurement used by the College in awarding credits: examinations, portfolio

assessment, and transfer. Some students have earned a degree at Edison State College by using only one of these methods.

The typical pattern, however, is a combination of two or all three.

Earning Credits Through College Equivalency Examinations

The credit requirements for most Edison State College degrees may be satisfied entirely through college-equivalency examinations. Examinations taken for credit include those devised both by the College and by outside testing agencies. All externally prepared examinations approved for credit have been thoroughly studied by the staff of the College and its adjunct faculty of subject-matter consultants. In addition, committees of the Academic Council review all outside examinations for their appropriateness for granting credit. Several of these examination programs have been approved for credit by the College.

Thomas Edison College Examination Program (TECEP)

The Thomas Edison College Examination Program (TECEP) gives you an opportunity to earn college credit for knowledge you may have gained through work, hobbies, independent reading, or other activities.

Students working for an Associate in Science Degree in Management may satisfy many of their credit requirements by passing TECEP examinations. Those working for a Bachelor of Science Degree in Business Administration may satisfy all the business requirements of that degree through TECEP examinations, supplemented by the College Level Examination Program (CLEP) examinations. Students working toward either the Associate in Arts or the Bachelor of Arts degree will find a number of TECEP examinations which can be used to meet degree requirements.

Many different examinations, covering a wide range of liberal arts, business, and professional areas, are offered through TECEP. Most of the examinations contain multiple-choice questions and some include short answer or essay questions as well. Testing times for the examinations range from 1½ to 4 hours.

Special Note: Edison State College will *not* grant credit for either the Graduate Record Examinations (GRE) or the Undergraduate Assessment Program Examinations (UAP). However, knowledge, not examinations, could be used as part of a Portfolio Assessment.

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.

If you are enrolled at Edison State College you may earn credit by passing any TECEP examination.

If you are enrolled elsewhere you will need to check directly with the Admissions' or Registrar's Office or with your Academic Dean to verify that your institution will grant credit for successful performance on TECEP examinations. Although many institutions have developed policies for granting credit through examinations, some have not. It is better to confirm your institution's policy before taking the tests to avoid being disappointed later.

TECEP examinations are administered eight times a year throughout New Jersey: five times a year at Edison State College in Trenton and three times at regional Test Centers. Not all examinations, however, are offered at each administration and each location. A Registration Guide available from the Office of the Registrar lists when and where each examination is administered.

Examinations for out-of-state students are available only on the dates they are offered to in-state students. If you are an out-of-state student, arrangements will be made for you to take the examination(s) at a college or university near you.

A comprehensive test description book is available from the Office of the Registrar covering all TECEP examinations at \$10.00 each.

Each test description contains an outline, sample questions, and a list of recommended readings. It is most likely that you will need to order books, either directly from the publisher or through one of the many bookstores that will process orders for you. Your local public library can provide publishers' addresses and current book prices (through *Books in Print*), as well as the names of nearby bookstores that handle orders for books not in stock.

From time to time these books do go out of print and become difficult to locate. If you find that a recommended book is not readily available, you should consult your local librarian or your advisor for assistance. What is important is that you become knowledgeable about the content of a particular discipline. Generally, there are many books in a field that will appropriately help you prepare for a TECEP examination.

Questions about TECEP that are not answered in this catalog should be addressed to: Director of Testing, Thomas A. Edison State College, 101 West State Street, CN 545, Trenton, New Jersey 08625. Registration questions should be sent to the Registrar.

TECEP Examinations: Descriptions

Note: The passing scores represent the percent of the total number of questions that must be answered correctly.

LIBERAL ARTS EXAMINATIONS

Humanities

Major Philosophical Ideas. (6 s.h.)

A critical examination of philosophical problems and the most significant justifications of human beliefs. Areas include: the mind-body relationship, the existence of God, the nature of being, knowledge of the external world, human freedom, the problem of verification, and the meaning of moral judgments. Passing score: 50.

Art History and Appreciation I. (3 s.h.)

A survey of the art of Antiquity, Medieval Art, and Renaissance and Baroque Art, covering painting, sculpture, and architecture. Passing score: 60.

Art History and Appreciation II. (3 s.h.)

A survey of Oriental Art, Primitive Art, and the art of the nineteenth and twentieth centuries, covering painting, sculpture, and architecture. May be taken independently of Art History and Appreciation I. Passing score: 60.

Introduction to the Art of Film. (3 s.h.)

The background and development of the motion picture from its earliest stages to the present. Emphasis is on the evaluation of film as an art form; on techniques of film production; on theory and esthetics; and on film as a cultural, social, and economic force. Important trends and movements, genres, and major influential figures are considered. Passing score: 60.

Introduction to the Art of Theater. (3 s.h.)

An introduction to the art of the theater, covering dramatic literature, types of drama and of theatrical events; theater design and play productions; criticism. Passing score: 60.

Public Relations Thought and Practice (3 s.h.)

An overview of the public relations field: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement, techniques of communication and journalism which effectively reach large audiences; and management skills required to plan and execute a successful public relations program. Passing score: 70.

Introduction to Shakespeare. (3 s.h.)

An introduction to the development of Shakespearean drama from the farces, through the romantic comedies and history plays, to the tragedies and final plays. The survey is chronological, beginning with the sonnets, and focuses on Shakespeare's poetic and dramatic development. Basic literary terminology and the literary concepts of structure, style, and principles appropriate in analyzing Shakespeare's works are considered. Passing score: 60.

Social Sciences

Foundations of Political Science. (6 s.h.)

A comprehensive analysis of the nature of political science, with emphasis on traditional political philosophy, behaviorism, and the main approaches to and theories of the study of politics. An understanding of the American political system, international politics, and contemporary problems of the leading governments is required. Passing score: 60.

Contemporary Labor Issues. (3 s.h.)

Concentrates on a selected number of current labor issues of particular relevance to contemporary society, such as automation, unemployment, and civil rights. Passing score: 65.

Labor Law. (3 s.h.) A study of the evolution of labor rights in the United States. The topics will include specific labor statutes such as the Wagner and Taft-Hartly Acts; procedures of the National Labor Relations Board, court decisions involving boycotts, picketing, union security, and recent civil rights laws. Passing score: 65.

Trade Union Structure and Administration. (3 s.h.)

An analysis of the structure and functions of the various units of labor organization, ranging from the national federation to the local union; and some consideration of special problems and activities, such as democracy in trade unions. Passing score: 65.

Civil Rights and Labor. (3 s.h.) An examination of legislative, judicial, and administrative decisions and their effects on minority groups at work. Passing score: 65.

Cultures of the World. (3 s.h.) A geographic investigation of the traditional and less developed nations of the world as compared to the modern developed nations. The traditional and modern worlds are contrasted in terms of natural environment, population characteristics, and cultural features. Passing score: 67.

Introduction to Social Psychology. (3 s.h.)

An introduction to the field of social psychology and methods of social psychological research. Topics include socialization and its consequences, interpersonal behavior, attitudes and attitude change, influencing and helping others, groups and organization, aggression and collective behavior. Passing Score: 60.

Introduction to Transactional Analysis. (3 s.h.)

Emphasizes the basic concepts of transactional analysis, along with the major issues involved in structural analysis, game analysis and script analysis. Passing score: 64.

Alcohol Abuse: Fundamental Facts. (3 s.h.)

Covers the pharmacology, anatomy, culture and sociology of alcohol; the definition of alcoholism; the phases and symptoms of alcoholism; and therapy for the alcoholic. Passing score: 70.

Substance Abuse: Fundamental Facts. (4 s.h.)

A general introduction to drug abuse with four major content areas: treatment and rehabilitation, legal, pharmacological and psychosocial. Passing score: 60.

[See also *Labor Relations and Collective Bargaining examinations listed for Business Administration. Contact the Office of Academic Programs for information on other business examinations appropriate for liberal arts credit.*]

Natural Sciences/Mathematics

Anatomy and Physiology (6 s.h.) A survey of the structure and function of the human body. Topics include: cells and tissues; integumentary, muscular, nervous, circulatory, respiratory, digestive, urogenital, and endocrine systems. Passing score: 60.

General Physics I. (3 s.h.) A test of General Physics covering mechanics, electricity and magnetism, elementary electrical circuits, and elementary atomic theory. Passing score: 50.

General Physics II. (3 s.h.) A continuation of General Physics I, covering general wave properties; sound, light as a wave, interference and diffraction; optics and optical devices; properties of ideal gases; and thermodynamics. Passing score: 50.

General Chemistry. (6 s.h.) Subject matter covers stoichiometry and units; states of matter; acid-base chemistry including solution stoichiometry, equilibria including homogenous and heterogeneous; electrochemistry; thermochemistry and thermodynamics; descriptive chemistry; carbon or covalent compound chemistry. Passing score: 69.

Written Expression Requirement

Written Expression. (6 s.h.) A test of basic writing ability in English. The examination requires the writing of a number of short passages, each involving a different topical area and audience. The student's writing is evaluated on the basis of grammatical correctness, clarity of expression, and appropriateness of style to the audience addressed. The Written Expression examination also evaluates research and evidence skills. It is offered as a means of satisfying the written expression requirements for a degree from Edison State College. Passing score: 70.

BUSINESS ADMINISTRATION EXAMINATIONS

Accounting

Principles of Accounting I. (3 s.h.)

Covers fundamental accounting theory, including the accounting cycle, as well as concepts and techniques of accounting for business transactions. Major topics are: accounting for merchandising, periodic reporting, and inventory systems and valuation. Passing score: 70.

Principles of Accounting II. (3 s.h.)

Covers accounting theory for partnerships and corporations. Major topics include: budgeting, manufacturing, financial transactions, financial statement analysis, and introduction to cost accounting. Passing score: 70.

Intermediate Accounting I. (3 s.h.)

Covers the conceptual basis, as well as the actual preparation and interpretation, of financial statements for large publicly-held industrial corporations. Familiarity with the relevant pronouncements of the Accounting Principles Board of the American Institute of Certified Public Accountants and its successor, the Financial Accounting Standards Board, is required. Topics include: accounting for assets and liabilities, balance sheet, income statement formats, and revenue recognition. Passing score: 60.

Intermediate Accounting II. (3 s.h.)

Topics include: accounting for stockholders' equity, leases, pension costs, earning per share, presentation of accounting changes, and the statement of changes in financial position. Passing score: 60.

Managerial Accounting I. (3 s.h.)

Covers concepts and techniques in the development of accounting information for product costing by manufacturing organizations. Areas include: cost classifications; job order, process and standard costs systems; and comprehensive budgeting techniques, including flexible budgets. The use of cost data for decision-making, with emphasis on the cost-volume-profit model and incremental analysis, is also included. Passing score: 60.

Managerial Accounting II. (3 s.h.) The integration of concepts from quantitative analysis (managerial decision-making), behavioral sciences (organizational behavior), and economics with managerial accounting. Topics include: regression for statistical cost estimates, linear programming for product-mix decisions, learning curve, inventory and queuing models, and the relationship between performance evaluation (including budgeting) and the behavior of employees. Performance evaluation systems examined include cost centers, profit centers, return on investment, and absolute residual income. Passing score: 60.

Advanced Financial Accounting. (3 s.h.) Covers accounting topics related to business combinations, partnerships, and the effects of foreign exchange on financial statements. Relevant pronouncements of the Accounting Principles Board, and the Financial Accounting Standards Board are included. The business combination area covers the nature of business combinations, consolidation methods, treatment of intercompany transactions, changes in equity, and reciprocal stockholdings. The partnership accounting portion includes formation, admission of a new partner, and liquidation and insolvency. The foreign exchange areas includes techniques for translating statements prepared in foreign currency, treatment of gains and losses due to currency fluctuations, and financial statement presentation. Passing score: 60.

Auditing. (3 s.h.) Covers the nature of auditing the audit report, evidential matters, and planning, conducting and completing the audit. Integration of the Statement on Auditing Standards and the Code of Professional Ethics of the A.I.C.P.A. with actual auditing situations is required. Evaluations of internal control (including flowcharting of existing accounting procedures), statistical sampling, the special problems of auditing computerized accounting systems, and audit programs for specific balance sheet and income statement accounts are included. Passing score: 60.

Tax Accounting. (3 s.h.)

A comprehensive coverage of the federal income tax structure as it pertains to individual taxpayers, partnerships and corporations. Topics include: classification of taxpayers, determination of gross income, exemptions, taxable income, computation of tax, special tax computations, and credits against tax. Passing score: 60.

Business Environment and Strategy

Business in Society. (3 s.h.) Analysis of the social and governmental aspects of business operations. The total environment in which management decisions are made is examined in terms of laws, and government regulations, the social responsibilities of concerned corporate executives, and the activities of consumer advocates. Problems of monopolistic competition, administrative commissions, corporate ethics, public relations, and consumer protection are included. Passing score: 60.

Business Policy. (3 s.h.) A capstone review of senior management decision areas, using concepts usually covered in an undergraduate course in business policy or corporate planning. Topics include: corporate goals and resources, financial analysis, long-range plans, policy models, and management strategy. Case problems are used to integrate theories and apply concepts to simulated situations. Passing score: 60.

Finance**Principles of Finance. (3 s.h.)**

Designed to familiarize the student with managerial finance and the environment within which the financial decision-maker functions. Principles of Finance is intended for students who will not go on to further studies in finance, as well as for students who will find a career in the field. Among the major topics of inquiry are: the role of the financial manager, elementary concepts and tools of financial analysis, and management and financing of short-term and long-term assets. The external environment of finance, that is, money, monetary and fiscal policy, the Federal Reserve, commercial banking, and financial institutions and instruments will be treated. (Familiarity with the basic aspects of accounting is necessary to study Principles of Finance.) Passing score: 60.

Corporate Finance. (3 s.h.) Treats financial functions typically utilized by a practitioner of finance within a firm or institution. Following a brief review of the scope and nature of financial management and ratio analysis, major subjects of inquiry include funds flow analysis, break even and leverage analysis, management of current assets and liabilities, management of long-term assets and liabilities, equity capital and mergers and acquisitions. Familiarity with basic accounting is essential to the study of Corporate Finance. Passing score: 60.

Financial Institutions and Markets. (3 s.h.)

An analysis of the financial structures of the United States. Includes an examination of the nature of financial markets including money and capital markets, credit creation, the role of commercial banks and the Federal Reserve, and the role of saving. Also considered are savings banks, savings and loan associations, insurance companies, pension funds, investment companies, and other financial institutions. In the area of international finance, the major topics include balance of payments, the foreign exchange market, international banking, and international markets. Passing score: 64.

International Finance and Trade. (3 s.h.)

An introduction to international financial management, including: (1) the international monetary and economic environment such as the foreign exchange market; the balance of payments; and the financing of multinational business activities; (2) the institutions and instruments of international finance, such as international banking, the International Bank for Reconstruction and Development, and the Export-Import Bank of the U.S.; (3) special aspects and problems of international financial management including legal factors, taxation of internationally derived income, and exchange risks. Passing score: 60.

Public Finance. (3 s.h.) An introduction to expenditures, taxes, and debts of federal, state and local governments. A review of public budgets and intergovernmental fiscal relationships and their economic implications on financial activities. Passing score: 60.

Security Analysis and Portfolio Management. (3 s.h.)

An introduction to investment in securities, including (1) study of various investment vehicles such as government securities, corporate bonds, preferred stock, and common stock; (2) the stock market and securities brokerage; (3) analysis of the stock of a company as an investment; (4) the theory and practice of portfolio management. Passing score: 60.

Advanced Security Analysis and Portfolio Management. (3 s.h.)

An advanced study of the analysis of investments and the management of portfolios of securities. Topics include: (1) economic factors underlying securities values; (2) methods of determining personal risk utility; (3) advanced tools of securities analysis; (4) study of the role of major securities exchanges; (5) advanced techniques of portfolio management. Passing score: 60.

Management of Human Resources**The Management Process. (3 s.h.)**

An introduction to the principles and practices of human resources management. Subjects include: the functions of management, individual and group behavior at work, the dynamics of organizational behavior, and personnel management. Topics include: scientific management, human relations, participative management, planning, organization, motivation, controlling, decision-making, and coordination. Also covered are: leadership, power and influence, work group structure, training, authority, line and staff relationships, delegation, and organization goals. Passing score: 50.

Labor Relations and Collective Bargaining. (3 s.h.)

A survey of the principles and practices of modern industrial relations. Topics are: the history of labor unions and labor laws in the United States, the political and social aspects of unionism, modern union organizational structures, the practice of collective bargaining, and the major labor legislation in the United States. Passing score: 50.

Advanced Labor Relations and Collective Bargaining. (3 s.h.)

An indepth analysis of the role, structure, and practice of modern industrial relations. Emphasis is on integration of the major principles of labor relations and collective bargaining and their application to specific problems. Areas include: the significance of collective bargaining in a modern industrial society; the impact of collective bargaining on societal behavior and public policy; the negotiation and administration of a labor contract and the relationships among unions, business, government, and the public. Passing score: 50.

Organizational Behavior. (3 s.h.)

Introduction to the behavior of modern complex organizations. Areas examined are: organization goals, processes, and procedures, the role of technology in manpower management; the individual and the organization; motivation, communications and group dynamics; leadership, authority, power and influence; and the structure of work groups. Passing score: 50.

Advanced Organizational Behavior. (3 s.h.)

An indepth analysis and integration of the knowledge areas of organizational behavior. Emphasis is on the behavioral aspects of modern organizations and applications of basic principles to specific problems. Areas covered are: landmark research results with regard to leadership, power and authority, and the major applications of theory to practice; organizational change, including the strategic methodological and conceptual issues involved in change in complex organizations; organizational conflict and its resolution, including the role of conflict as it relates to change; organization development, including the dynamics of planned change and process intervention;

and the role, norms, and behavior of groups in organizations, including the methods for observing and analyzing group behavior. Passing score: 60.

Organization Theory and

Organizational Analysis (3 s.h.) An analysis of the historical and theoretical development of systems of organization and the emerging concepts in organization theory. Covered in depth are: classical and modern theories of management, organization and managerial models, measures of organizational effectiveness, the impact of data-based management information systems on the structure of and relationships within organizations, and the impact of modern technology and complex organization structure on management problem-solving and decision-making. Passing score: 50.

Advanced Organization Theory and Organizational Analysis. (3 s.h.)

Integration of the areas covered in the Organization Theory and Organizational Analysis examination into human resources management in a complex organization. Emphasis is placed on the ability to analyze complex organizational structures and apply concepts, techniques, and theories to an evaluation of organizational effectiveness. Covered are: classical organizations and their effect on modern organization structure, bureaucratic forms of organization; neoclassical theories of organization, their concepts, revisions, and effects on organization theory; modern organization theory, including project/matrix models, systems management, administrative decision models, and the relationship between organization structure and modern technology; and the application of the four preceding areas to management problem-solving and decision-making. Passing score: 50.

Marketing**Marketing Communications. (3 s.h.)**

A survey of the promotional area of the marketing mix. Covered are: the role of communication; advertising objectives, strategies and plans; advertising program design, implementation, and evaluation; advertising budgets; media selection; sales promotion; sales force organization, recruitment and training; sales management goals, policies and strategies; and sales force compensation, motivation and evaluation. Passing score: 60.

Channels of Distribution. (3 s.h.)

A survey of the channels of distribution or place area of the marketing mix. Covered are: seller distribution goals, policies and strategies; middlemen buying policies and practices and relationships with sellers; channel leadership; channel systems; channel-design decision making; channel incentive, and promotion strategies and programs. Passing score: 60.

Marketing Research. (3 s.h.) Covers fundamental concepts, principles and practices in the area of marketing research. Included are: problem definition, data collection methods, sampling, analysis of market research information, data sources, and survey planning. Passing score: 60.

Marketing Management Strategy I and II.

These two examinations were developed as capstones for the business student who specializes in marketing. These two tests may be taken independently of each other. Both test the students' grasp of concepts which come into play in marketing policy and strategy formulations.

Marketing Management Strategy I.

(3 s.h.) This consists of directed essay-type questions as well as marketing incidents and very short problems requiring resolution from a policy or strategy standpoint. Passing score: 50.

Marketing Management Strategy II.

(6 s.h.) This consists of a somewhat more complex and unstructured case depicting a real-world problem encountered by an actual marketing executive. The student is expected to analyze the case according to a prescribed analytical structure (evolved by leading schools of business) and to derive recommendations that logically flow from the analysis. Passing score: 50.

Operations Management**Introduction to Data Processing. (3 s.h.)**

A survey of the basic concepts, principles, and procedures normally covered in an introductory undergraduate course in electronic information processing. The following major topics are covered: computer concepts, components and functions; elementary data processing applications, systems analysis and design, basic forms of input and output; elements of operating systems; and data communication systems. Familiarity with the concepts underlying computer programming is required but no particular programming language is formally tested. Passing score: 60.

Introduction to Operations

Management. (3 s.h.) A survey of operations management, using systems concepts to stress coordination, optimization and control of materials, equipment and people in the management of all types of organizations. Topics covered include logistics, production, purchasing, inventory control, and other areas of operations management and research. Passing score: 60.

Quantitative Managerial Decision-Making. (3 s.h.) Covers the more widely-used quantitative approaches to making management decisions, emphasizing the understanding of the nature of various mathematical and statistical tools of decision-making as they relate to managerial problem-solving, as well as the limitations of these tools. Topics include: correlation, regression, probability, analysis of variance, hypothesis testing, nonparametric statistics, Bayesian analysis, forecasting and scheduling techniques, statistical quality control, inventory control, indices, linear programming, PERT/CPM, and applied queuing theory. Emphasis is on the application of statistical procedures involved rather than their mathematical derivation. Passing score: 60.

Materials Management and Inventory Control. (3 s.h.) The integrated approach to the control and physical movement of raw materials, components, and finished goods from the supplier through the manufacturer and distributor to the ultimate user. Concentration is placed on the concepts, methods, and functions of inventory control and its relationship to the area of materials management. Passing score: 60.

Management of Quality Control. (3 s.h.) A survey of the quality control function in industry, including principles of organization and management as well as techniques of statistical quality control, and reliability. Passing score: 60.

Transportation and Traffic Management. (3 s.h.) An overview of the management of traffic and transportation systems, stressing the economics of moving people and goods. Topics include freight classification, rate formulation and negotiation; mode, route, and carrier selection criteria; traffic demand forecasting; and government regulation of the transportation industry. Passing score: 60.

Management Information Systems. (3 s.h.) Analysis and design of computer-based information systems. Topics include business systems analysis; examination of data requirements; data collection, classification, transmission, and display; data base organization; management reporting systems; on-line real-time systems and software related to system design. Passing score: 60.

Work Methods and Measurements. (3 s.h.) Concepts of work analysis, time study, and work measurement practices. Stop-watch time study, micromotion study, establishment of allowances by stop watch and work sampling and simplification studies. Establishment and use of predetermined time values; construction and application of work measurement formulae. Passing score: 60.

Professional Area Examinations

Community Health. (3 s.h.) This introduction to community health deals with the historical precedents of present-day health care services and programs, the leading causes of illness, disability, and death, the services being rendered by local, state and federal agencies, and the structure and role of voluntary agencies. It includes the planning process and the need for community involvement as well as the elementary concepts of epidemiology. Passing score: 60.

Public Administration I. (3 s.h.) A survey of the basic administrative structure and administrative functions of government agencies, the principal theories underlying the study of these structures and functions, and the major political and philosophical issues related to the study of public administrative agencies. Passing score: 60.

Public Administration II. (3 s.h.) An in-depth examination of the environment of public agencies, theories of administration, management processes, and political and philosophical problems facing public administrators. Topics include the political environment of public administration, administrative law, policy analysis, and program evaluation and ethics. Passing score: 60.

Public Personnel Management. (3 s.h.) This examination stresses the principles and practices of manpower management in the public sector. Topics include recruitment, placement training, health plans, incentive and merit systems, collective bargaining in the public sector, employee development and benefits, retirement planning, manpower planning, EEO and affirmative action as well as intergovernmental personnel relations. Passing score: 65.

Shorthand. (6 s.h.) This test requires the candidate to take dictation in six uninterrupted three-minute intervals at speeds of 60 and 80 words per minute. Students are given partial transcripts of the dictated materials and are required to supply the missing content from their own shorthand notes with the test. Ninety-five percent accuracy in the transcription is required to pass.

Typing. (6 s.h.) This test requires the candidate to demonstrate a minimum speed of 50 words per minute with no more than three errors on the best of two three-minute straight copy timings and to demonstrate competency in typing corrected draft manuscripts, letters, memoranda, and tabulations.

Introduction to the Library. (1 s.h.)

An overview of the academic library, including arrangement of materials and access to books, periodicals, documents, and reference materials. Passing score: 75.

Behavior Modification Techniques in Counseling. (3 s.h.) Emphasizes the basic concepts and techniques of behavior modification including relaxation, sensitization and desensitization, self-image improvement, rational thinking and assertiveness training. Passing score: 64.

Counselor Training: Short-Term Client Systems. (3 s.h.) Deals with skills in the areas of empathy, values and attitudes, exploration and problem-solving that may be applied to establishing and maintaining more effective helping relationships with clients. Passing score: 75.

Women in Treatment. (3 s.h.) Deals with issues and approaches in the treatment and rehabilitation of the female drug addict. Topics covered include climate setting, characteristics of the female drug addict, attitudes toward women, the counselor-client interaction, treatment planning and action planning. Passing score: 65.

Histotechnology

Introductory Histotechnology-Histochemistry. Includes the fundamentals of histopathological technique: fixation, tissue preparative procedures, solution preparation, the theoretical basis of routine staining methods, an array of histochemical methods for the demonstration of carbohydrates, amyloid, pigments, and nucleic acids.

Credits: A.S.C.P./H.T. Registry 4 s.h., (subject to Registry verification), Examination 5 s.h.; Total 9 s.h. Passing score: 60.

Human Microscopic Anatomy. (6 s.h.) Covers the structure of organ systems (nervous, musculoskeletal, cardiovascular, respiratory, gastrointestinal, urinary, reproductive, and endocrine), with emphasis on tissue identification, and the microscopic anatomy of the cell as well as bone, epithelial, blood, and connective tissue.

The two sections of this test, Tissue Identification and Descriptive Anatomy, may be taken upon separate occasions. Three semester hours of credit will be awarded for each section. Passing score: 60.

Current Techniques of Diagnostic Histopathology. (3 s.h.) Encompasses the recommended procedures for handling surgical specimens in the histopathology laboratory, intimate details of resection as they apply to the handling of small biopsy specimens, as well as the rules for grossing tissue from the major human organ systems. Geared to the experienced histotechnologist working in a clinical environment.

Prerequisites: (1) Introductory Histotechnology-Histochemistry, (2) Human Microscopic Anatomy, (3) Prior College level courses in these two areas. Passing Score: 60.

Radiologic Technology

Radiologic Technology A. (5 s.h.) A review of the fundamentals of radiographic exposure and technique, including radiation protection. The radiographic exposure and technique section covers the prime factors of radiography and their interrelationships, and apparatus for improving radiographic quality. The protection section includes protection to personnel and patients and basic concepts from physics and radiobiology as they relate to radiation protection. Passing score: 75.

Radiologic Technology B. (6 s.h.) A review of routine and special radiographic procedures, medical and surgical diseases, and radiographic anatomy and positioning. The routine and special procedures portion of the examination includes questions relating to equipment and to a variety of different procedures, such as pneumoencephalography, bronchography, cardioangiography, sialography, and body section radiography. The radiographic anatomy and positioning portion requires knowledge of the more difficult and advanced radiographic positions and related anatomy. Passing score: 75.

X-Ray Physics. (3 s.h.) An overview of the basic principles of physics as they relate to X-radiation and to design and use of radiographic equipment. Topics include: nature and classification of electromagnetic radiations, measurement of radiation quantity and duration, generation of X-rays, tube design, principles of operation of transformers and coils, rectification, fluoroscopy, image intensifiers, use of television in radiography, and mobile X-ray equipment. Passing score: 65.

Shirley Ford Weathers

Shirley Ford Weathers of Glassboro, a wife and mother of two daughters, returned to college after a 20 year absence. She is interested in the field of Personnel Management and was told that she needed a college degree to break into that field. Currently the Confidential Secretary to the Dean at Gloucester County College, Shirley studied toward her degree while working full-time.

Earning her degree through Edison appealed to Shirley because it meant that she could be tested for what she already knew and perhaps earn college credits for her knowledge. Shirley earned 12 credits through college equivalency examinations and earned the balance of her credits toward her Associate in Arts degree by attending classes at Gloucester.

Shirley is the recipient of the 1982 Talent Roster Certificate of Achievement for minority students and was also on the Dean's List at Gloucester. She is an active member of the American Association of Community and Junior Colleges Council on Black American Affairs and a member of the New Jersey Educational Secretaries Association.

Currently, Shirley is working toward her Bachelor of Science in Business Administration degree at Edison.



CLEP Examinations and Minimum Score for Credit

The College Board offers you the opportunity to obtain college credits by examination through its College Level Examination Program (CLEP). There are five (5) General Examinations which cover what is usually taught during the first year of college. These examinations test your general knowledge in the areas of mathematics, humanities, natural science and social science/history as well as English composition.

In addition to the five General Examinations, CLEP offers a wide selection of Subject Examinations which correspond to specific college courses taught across the country.

The College Board offers the CLEP examinations nationwide as well as at various overseas locations ten times a year. Edison State College serves as one of the testing sites for CLEP.

A CLEP score report will be automatically sent to Edison State College if you list the official Edison code, 2748, on the CLEP registration form.

More detailed information about the CLEP examinations and the locations of test centers around the country can be obtained by writing to CLEP, P.O. Box 592, Princeton, New Jersey 08541. Registration materials may also be obtained by contacting the office of the Registrar or the Advisement Center.

Business

Accounting, Introductory	47	6
Business Law, Introductory	51	3
Management, Introduction to	47	3
Computers and Data Processing	47	3
ECP: Fortran IV*	48	3
Marketing, Introductory	48	3

Humanities

American Literature	46	6
Analysis and Interpretation of Literature	49	6
College French 1 and 2	41	6
	53	12
College German 1 and 2	40	6
	48	12
College Spanish 1 and 2	41	6
	50	12
English Composition (General)†	530	6
College Composition†	47	6
English Literature	46	6
Freshman English†	47	6
Humanities (General)	421	6

Medical Technology

Clinical Chemistry*	47	3
Hematology*	46	3
Immunohematology and Blood Banking*	47	3
Microbiology*	48	3

Natural Sciences Mathematics

General Biology	46	6
Calculus with Elementary Functions	47	6
College Algebra‡	45	3
College Algebra and Trigonometry‡	45	3
General Chemistry	47	6
Mathematics (General)‡	421	6
Natural Sciences (General)	421	6
Statistics*	49	3
Trigonometry	50	3

Nursing (North Carolina Nursing Examinations)

Anatomy, Physiology, Microbiology*	44	6
Behavioral Sciences for Nurses*	45	6
Fundamentals of Nursing*	44	6
Medical-Surgical Testing*	46	6

Social Sciences

Afro-American History*	49	3
American Government	47	3
American History I	45	3
American History II	45	3
Educational Psychology	46	3
General Psychology	46	3
Human Growth and Development	45	3
Macroeconomics, Introductory	48	3
Microeconomics, Introductory	47	3
Micro-Macroeconomics, Introductory*	47	6
Social Sciences-History (General)	421	6
Sociology, Introductory	47	3§
Western Civilization I	46	3
Western Civilization II	47	3

*Certain examinations are available only to students enrolled in external degree programs. These examinations are marked with an asterisk. If you are an enrolled student you may take any of these examinations at the regular CLEP test dates held at Edison State College.

†essay required

‡No more than 6 s.h. may be earned for these examinations.

§Six credits if taken prior to 9/1/81.

Minimum Score Semester Hour Credits

American College Test Proficiency Examination Program (ACT PEP)

The American College Test (ACT) offers a series of college-level examinations four times a year at test centers throughout the country, including Edison State College in

Trenton. Edison State College will accept most of the examinations offered as part of ACT PEP. For registration materials, contact the Office of the Registrar.

Title	Semester Hour Credits	Passing Standards
Arts and Sciences		
Afro-American History	6	45
Anatomy and Physiology	6	45
Earth Science	6	D
Freshman English	6	D
Shakespeare	3	D
American History	6	45
Physical Geology	3	45
Foundations of Gerontology	3	45
Business		
(A.S.M. and B.S.B.A. students should consult the College about the use of these credits for their degree requirements.)		
Accounting: Level I	6	45
Accounting: Level II	9	P
Accounting: Level III, Area I	4	P
Accounting: Level III, Area II	4	P
Accounting: Level III, Area III	4	P
Finance: Level I	9	45
Finance: Level II	9	P
Finance: Level III	12	P
Management of Human Resources: Level I	6	45
Management of Human Resources: Level II	9	P
Management of Human Resources: Level III	12	P
Marketing: Level I	3	45
Marketing: Level II	9	P
Marketing: Level III	12	P
Operations Management I	9	45
Operations Management II	9	P
Operations Management III	12	P
Business Environment and Strategy	6	P
Criminal Justice		
Introduction to Criminal Justice	3	45
Criminal Investigation	3	45
Education		
Educational Psychology	3	45
History of American Education	3	D
Philosophy of Education	6	D
Reading Instruction in the Elementary School	6	45
Corrective and Remedial Instruction in Reading	9	45
Nursing (College Proficiency Examinations)		
Fundamentals of Nursing	10	45
Maternal and Child Nursing A.A. Level	6	45
Maternal and Child Nursing B.A. Level	8	45
Adult Nursing	8	45
Psychiatric/Mental Health Nursing	8	45
Nursing (Associate Degree)		
Commonalities in Nursing Care, Area I	4	45
Commonalities in Nursing Care, Area II	4	45
Differences in Nursing Care, Area I	4	45
Differences in Nursing Care, Area II	4	45
Differences in Nursing Care, Area III	4	45
Nursing Health Care	4	45
Occupational Strategy, Nursing	4	45
Nursing (Baccalaureate Degree)		
Health Restoration: Area I	4	45
Health Restoration: Area II	4	45
Health Support: Area I	4	45
Health Support: Area II	4	45
Professional Strategies	4	45

Advanced Placement Program (APP)

The College Entrance Examination Board offers another series of college level examinations through the Advanced Placement Program (APP). Edison State College will grant credit for APP examinations for which a grade of 3 or better has been obtained. Detailed information on these examinations can be obtained by writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541.

United States Armed Forces Institute (USAFI)

The Department of Defense, through the United States Armed Forces Institute (USAFI), offered a series of examinations for military service personnel on active duty until mid-1974 when the program was discontinued. The College will continue to accept transcripts for USAFI Subject Standardized Tests and End-of-Course Tests as well as the College Level GED examinations. The College will use the minimum passing scores and credit recommendations set by the American Council on Education. Transcripts for USAFI examinations can be obtained at no charge by writing to Educational Testing Service, DANTES, Box 2879, Princeton, New Jersey 08541.

Defense Activity for Non-Traditional Education Support (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) has made available to active duty military service personnel the CLEP General and Subject examinations since mid-1974. In addition, DANTES offers a wide spectrum of proficiency examinations in academic areas. Examinations taken through DANTES may be used to meet requirements for degrees offered by Edison State College. The College will use the minimum passing scores and credit recommendations set by the American Council on Education. Transcripts for DANTES examinations can be obtained by writing to DANTES, Box 2819, Princeton, New Jersey, 08541.

DANTES Subject Standardized Tests

Certain college-level examinations in the DANTES Subject Standardized Tests (DSSTs) series are available for Edison State College students to take at regular TECEP administration times. You may register for these examinations through the Office of the Registrar. The examinations and their credit amounts are listed below:

Humanities

Beginning French I (3)
Beginning French II (3)
Beginning German I (4)
Beginning German II (3)
Beginning Italian I (3)
Beginning Italian II (3)
Beginning Spanish I (3)

Social Sciences

Psychology of Adjustment (3)
General Anthropology (3)
History of Western Civilization to 1500 (3)
History of Western Civilization Since 1500 (3)

Natural Sciences/Mathematics

Basic Statistics (3)
Meteorology and Climatology (3)
College Algebra (3)
Intermediate Algebra (3)
Plane Trigonometry (3)
Calculus I (4)
Calculus II (4)
Linear Algebra (3)
Technical Mathematics I (4)
Astronomy (2)
General Geophysics (3)
Principles of Physical Science I (3)
Geology I (3)

Business

Business Law (3)
Principles of Financial Accounting I (3)
Introduction to Management (3)
Money and Banking (3)
Risk and Insurance (3)
Introduction to Business (3)
Basic Marketing (3)

Professional Areas

Criminology (3)
Introduction to Education (3)
Introduction to Forestry (3)
Fundamentals of Electricity (2)
Electrical Measuring Instruments (3)
Introduction to Electronics I (3)
Introduction to Electronics II (3)
Introduction to Law Enforcement (3)
Principles of Guidance (3)

Free Elective Credit Only

Auto Mechanics I (3)
Auto Mechanics II (3)
Fundamentals of Radio (4)
Introductory Air Conditioning, Refrigeration and Heating (3)

Ohio University Examinations

Under a cooperative arrangement with Ohio University, Edison State College offers the following Ohio University examinations for college credit at TECEP administrations in New Jersey only. Registration is handled by Edison State College's Office of the Registrar.

Out-of-state students who wish to take any of these examinations should contact: Enrollment Clerk, Independent Study, Tupper Hall, Ohio University, Athens, Ohio 45701.

Note: All courses are listed with quarter hour credits, which will be converted to semester hours when transferred to an Edison State College transcript.

Humanities

English, Humanities

Humanities—Great Books I (3)
Humanities—Great Books II (3)
Humanities—Great Books III (3)
Humanities—Great Books IV (3)
Humanities—Great Books V (3)
Humanities—Great Books VI (3)

English Language and Literature

Interpretation of Fiction (5)
Interpretation of Drama (5)
Shakespeare, The Histories (5)
Shakespeare, The Comedies (5)
Shakespeare, The Tragedies (5)
Medieval and Renaissance English Literature (5)
Restoration and Neoclassical English Literature (5)
Romantic and Victorian Literature (5)
American Literature (3)
American Literature to the Civil War (5)
American Literature Since the Civil War (5)

History

Western Civilization in Modern Times I (4)
Western Civilization in Modern Times II (4)
Western Civilization in Modern Times III (4)
History of the United States, 1828-1900 (4)
History of the United States, since 1900 (4)
Ancient Egypt and Mesopotamia (4)
Ancient Greece (4)
Ancient Rome (4)
American History to 1828 (4)

Journalism

Introduction to Mass Communications (4)
Newspaper and Communications Law (4)

Philosophy

Principles of Reasoning (4)
Introduction to Ethics (4)
Introduction to Philosophy (3)

Social Sciences

Afro-American Studies

History of the Black Worker (4)

Economics

Principles of Microeconomics (4)
Introduction to Economic Analysis I (4)
Introduction to Economic Analysis II (4)
Microeconomics (4)
Managerial Economics (4)

Geography

Elements of Physical Geography (Natural Science) (5)
Elements of Cultural Geography (4)
Economic Geography (4)

Psychology

General Psychology (5)
Psychology of Adjustment (4)
Motivation (4)
Social Psychology of Justice (4)
Psychological Disorders of Childhood (4)
Environmental Psychology (4)
Child and Adolescent Psychology (4)

Sociology

Introduction to Sociology (5)
Introduction to the Family (4)
Principles of Sociology (5)

Natural Sciences/Mathematics

Mathematics

Elementary Topics in Mathematics I (5)
Elementary Topics in Mathematics II (5)
Differential Equations (5)
Elementary Abstract Algebra (5)
Analytic Geometry and Calculus I (5)
Analytic Geometry and Calculus II (5)
Matrix Theory (5)

Physical Science

Survey of Astronomy (4)
Physical World (3)

Computer Science

Computer Programming I (5)

Zoology

Principles of Biology (5)
Human Biology (5)
Introduction to Zoology (6)

Business

Accounting

Managerial Accounting I (4)
Managerial Accounting II (4)
Intermediate Accounting (4)
Accounting Information Systems (4)

Accounting Technology

Financial Accounting Procedures (3)

Business Administration

Business and its Environment (4)
Production Management (4)

Business Law

Law of Commercial Transactions (4)
Law of the Management Process (4)
Law and Society (4)

Finance

Managerial Finance (4)

Management Systems

Administration of Personnel (4)

Marketing

Marketing Principles (4)

Professional Areas

Aviation

Private Pilot Ground Instruction (4)
Commercial Pilot Ground Instruction (4)
Instrument Ground Instruction (4)
Flight Instructor Ground Instruction (4)
Instrument Instructor Ground Instruction (3)
ATP Ground Instruction (4)

Electronic Technology

Basic Electronics (5)

Engineering, Chemical

Introduction to Chemical Engineering (4)
Health, Physical Education and Recreation
Personal and Community Health (4)
First Aid (3)
Organization and Administration of Physical Education (4)

Hearing and Speech Sciences

Introduction to Speech Disorders (5)
Anatomy (4)
Speech Science (4)
Stuttering (3)

Industrial Technology

Engineering Drawing (3)

Lawrence Rose

Lawrence Rose, of Dover, Delaware, attended college courses during 20 of the 24 years that he was in the military. Because of nightshift schedules and business trips, however, he was unable to complete his college degree at one institution and lost many of his credits.

At Edison, Rose enrolled in the Bachelor of Business Administration program with a concentration in Operations Management. He was able to use many of the credits he earned elsewhere by transferring them to Edison. Then Rose passed several credit examinations and attended other courses, finally graduating two years after enrolling.



New York University Proficiency Testing in Foreign Language

Edison State College is pleased to be able to offer a series of language examinations prepared by faculty at New York University.

These proficiency equivalency examinations are designed to provide native speakers with an assessment of their ability to function in their native languages. It also provides individuals with foreign residency or extensive experience in a foreign language the opportunity to determine skills at the equivalent of elementary-intermediate college level. The level of language testing corresponds to the S-3 FSI definition of Minimum Professional Proficiency, i.e. the ability to speak, write, and read the language sufficiently to satisfy normal social and work requirements.

Each examination tests three basic areas: comprehension of the spoken language, the written language in free composition, and translation from the native language into English.

Languages for which there are examinations include: Arabic, Chinese, Danish, Dutch, French, Gaelic, German, Hebrew, Italian, Japanese, Korean, Modern Greek, Norwegian, Persian (Farsi), Polish, Portuguese, Russian, Spanish, Swedish, Thai, Turkish.

Madelaiden Calderon

Despite a paralysis in both of her arms and legs, Madelaiden Calderon of West New York was on stage with the rest of the Class of 1982 to receive her Associate in Arts degree. Madelaiden earned credits toward her degree by combining testing and assessment at Edison State College with classroom attendance at Jersey City State College. Her future plans include completion of her baccalaureate degree—and perhaps graduate school.

Madelaiden has been a piano teacher for 22 years, and, despite her handicap, continues to teach through indirect methods. Her college-level knowledge in music is currently being evaluated by the Office of Testing and Assessment for possible credit toward her baccalaureate degree.



Earning Credits Through Portfolio Assessment

Since suitable examinations are not always available in subject areas for which college credit may be awarded, the College developed another method of earning credits called Portfolio Assessment.

In portfolio assessment you identify what you know and relate that knowledge to actual college courses that parallel your knowledge. You determine how the credits you are attempting will apply towards your degree program or other educational goals. Finally, you provide "evidence" or supporting information in a set of documents called a portfolio.

Evidence for a portfolio may include licenses, certificates, tapes, photographs, products of your work, patents, job descriptions, course outlines, newspaper clippings, list of books or readings, or any other supporting information that will help verify your college-level knowledge and claim for credit. In some cases, for example, specialized areas of literature, you may not have any "evidence" *per se* of your knowledge. In cases such as this, you may be tested as part of the portfolio assessment.

All assessments, whether they include review of evidence or the administering of an examination, are performed by qualified faculty consultants, who, in most cases, are actively teaching courses comparable to those in the portfolios they are asked to evaluate.

The entire portfolio assessment process may take anywhere between one month and a year, depending on the content areas and the number of credits that are to be assessed. Throughout the process, you have the assistance and support of your advisor. A \$5.00 self-instructional booklet, *Portfolio Assessment: The Student Handbook*, is available from the Statewide Testing and Assessment Center. You may also attend a series of portfolio development workshops, information about which may also be obtained from the Office of Testing and Assessment.

You may begin working on your portfolio at any time during the year. There is no need to begin and finish on a semester basis. At Edison State College there is no limit on the number of credit hours you may earn through portfolio assessment. The actual number will depend largely on the depth and breadth of your knowledge as well as the extent to which this learning is appropriate to your degree program. (For students working on portfolio in conjunction with degree programs at institutions other than Edison State College, there most likely will be a limit on the number of credits that can be earned through portfolio assessment. For further discussion of this, see the description of the Statewide Testing and Assessment Center.) The courses in any given portfolio will most often vary considerably from one portfolio to another because no two peoples' knowledge and

background are exactly alike.

For example: *Nancy developed an interest in community theater. Over a number of years she learned acting techniques, blocking a scene, voice projection, staging, set building, and many other aspects of effectively presenting drama, comedy, and musical plays. Eventually she learned directing and successfully directed a number of plays.*

John worked as an apprentice in electrical technology for several years after graduating from high school. He studied on his own in order to acquire an understanding of the basic knowledge in the electrical field, and he read several textbooks in math and physics.

Mary worked as an assistant manager of a small business for twelve years. She was also active in a community organization as a volunteer, and she gave many public speeches as its

representative. During her leisure time she read and wrote poetry. Several of her poems were published.

Bob worked as a marketing specialist for a publishing firm. He was responsible for analyzing and developing marketing strategy and target populations. In addition, he was a private marketing consultant to many corporations. Further, he designed and built his own home, was on the Board of Directors for Boy Scouts of America, and gave speeches for various organizational meetings and training programs.

Each of these people earned considerable college credit for knowledge they had obtained outside the formal college classroom and were able to apply those credits towards degree programs at Edison State College and elsewhere. We encourage you to consider this unique opportunity for earning college credit.

Statewide Testing and Assessment Center

Many of our testing and assessment services are available to students not enrolled at Edison State College who wish to meet degree or certifying requirements at other colleges or agencies. The Statewide Testing and Assessment Center allows students to demonstrate their college-level knowledge by taking college-equivalent examinations and/or by preparing a portfolio for assessment. Credits earned from either or both of these means are sent on an Edison State College transcript to the institution or agency designated by the student.

The Center was established in 1980 under the auspices of the Fund for the Improvement of Post Secondary Education (FIPSE) to enable adult students enrolled at traditional colleges to earn college credit through non-traditional means. All of the colleges working cooperatively with the Center believe that people should receive credit for what they know regardless of how, when, or where that knowledge was acquired. Each of the participating colleges has an explicit policy for awarding credit through non-traditional means and will accept Edison State College grade reports and transcripts towards their degree programs.

Students choosing to develop a portfolio are assigned to an advisor at the Center who provides guidance and assistance in the portfolio assessment process. The Center also provides opportunities for students to participate in portfolio development workshops.

Although the Center was established primarily to serve students enrolled at the

cooperating institutions, if you are enrolled at any college or university you may earn credit through the services of the Center with the approval of your academic advisors or deans. If you are not enrolled at any institution you may also use the Center to earn credits in order to meet various certifying and licensure requirements or to qualify for promotional opportunities at your place of employment.

Although the number of institutions working with the Center continues to grow, the following institutions were members of the Center at the time this catalog was printed:

Atlantic Community College
Bergen Community College
Brookdale Community college
Burlington County College
Caldwell College
College of St. Elizabeth
Cumberland County College
Essex County College
Glassboro State College
Marywood College
Middlesex County College
Rider College
Somerset County College
Stockton State College
Sussex County College
Trenton State College
University College, Newark
Warren County College

For more information about the services of the Center and the policies of participating institutions, write to the Director of the Statewide Testing and Assessment Center at Edison State College.

Earning Credits Through Transfer

Edison State College will grant credit for college-level learning experiences that have been approved by the College's Academic Council and/or its Committees. Credits accepted through transfer by Edison State College may come from a variety of sources: accredited colleges and universities, certain training courses offered in business and industry, correspondence courses, and some licensing and certificate programs. The following information includes the varied college-level educational experiences that Edison State College may accept for credit through transfer.

Credit for College Work

Credits earned at a college or university that is regionally accredited or a candidate for accreditation may be transferred to Edison State College, regardless of the number of institutions attended. The College does not, however, grant credit for courses with "W" or "F" grades.

These credits may have been earned previous to enrollment, but they may also be earned after enrollment by students who continue to take coursework outside the College.

Many students who come to Edison State College will bring with them enough previously earned credits to qualify for an associate degree without further coursework or credits. Students may continue their work with the College until they have earned enough credits—either by additional outside coursework or by examination and assessment—to receive a baccalaureate degree.

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 in order to determine if such courses can be accepted toward degree requirements of Edison State College degrees. If descriptions are needed, these should be requested from the Registrar of the college(s) where the courses were completed.

Demonstration of Currency

With the exception of coursework presented to meet the professional requirements of the professional degrees offered by the College (Associate in Science in Management, Associate in Applied Science in Radiologic Technology, Bachelor of Science in Business Administration, Bachelor of Science with a concentration in Applied Science and Technology or Human Services), there is no limit to the length of time which may have elapsed since the credit was earned. There is a ten-year limit for courses presented to meet the professional requirements of the professional degrees mentioned above.

If the coursework was completed more than ten years before enrollment, the student will be required to complete a Demonstration of Currency for that coursework. For students enrolled in the Bachelor of Science/Applied Science and Technology degree, there is a limit of five years for half of the courses presented to meet the professional requirement of the degree. Requests for a Demonstration of Currency evaluation should be made to the Advisement Center. Students interested in the Demonstration of Currency and who wish to know more about it should contact the Advisement Center.

Transfer Credits from NATTS, AICS, AABC approved Schools

Edison State College will honor the transfer of credits for specific courses from NATTS, AICS, and AABC schools, from evaluations made by the Office of Academic Programs prior to July 1, 1984. Only the specific courses, from the same program, will be honored. The credits will be honored within a five year period, if course title and description are the same as the course

which was originally evaluated. Students enrolled in these nationally accredited programs, prior to July 1, 1984, who received prior approval for such enrollments through the College's Advisement Center may still submit their transcripts for evaluation. Any new courses, not previously evaluated and accepted, will not be accepted. Students are advised to apply for credit through Assessment.

Credit for Learning Experiences in Business, Industry, and Government

The American Council on Education has undertaken the evaluation of non-collegiate learning experiences available through industry and various governmental agencies. The Office on Educational Credit of the American Council on Education has reported its credit recommendations in a publication called *The National Guide*. Edison State College accepts the recommendations listed in *The National Guide*. If you are interested in knowing if a specific course has been evaluated by the OEC, contact the College's Office of Academic Counseling or the training director at your place of employment.

The New York State Education Department also evaluates non-collegiate learning experiences in industry and various governmental agencies, primarily in New York State. Edison State College follows the recommendations of the New York State Program on Non-Collegiate Sponsored Instruction (PONSI).

Edison State College will grant credit for other bona fide college-level learning experiences that have been approved by the College's Academic Council and/or its Committees.

Credit for Educational Experiences in the Armed Services

Edison State College will accept for credit those recommendations listed in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

Formal Military Service Schools

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. 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.

Since 1950, a separation report is 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. If you have your original separation report, submit a notarized photocopy to the College. Please do not submit your original copy. If you are unable to locate your original separation report, you can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, Missouri, 63132. Forward the copy of the separation report with the covering 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 MOS

The College will award credit for enlisted Military Occupational Specialty classification (MOS) on the basis of the composite MOS evaluation score of 70 or higher in accordance with the recommendations of the American Council on Education. (Please note that the earliest date for enlisted MOS recommendations is October 1973.) One factor in the composite score was a written MOS test, which was discontinued in December, 1976. Since January, 1977, the Army has been phasing in a new system of evaluating MOS proficiency, the Skill Qualifications Tests (SQTs). A score of 60 or above is required for granting credit. The appropriate document to verify the attaining of a composite score of 70 is USAEEC Form 10A Enlisted Evaluation Data Report. Army personnel on Active Duty should request that their training office send a certified copy of the USAEEC Form 10A to

Navy Rating

The American Council on Education has also evaluated various Navy Ratings. The earliest date for any of these recommendations is June, 1971. Appropriate verification can be found on DD 295, "Application for the Evaluation of Educational Experiences During Military Service." Active duty personnel should contact the Education Office to obtain a certified copy of that form. Veterans should write to the National Personnel Records Center at 9700 Page Boulevard, St. Louis, Missouri 63132. Separation Report (DD 214) may also be used for verification, but that form usually does not list a person's entire occupational history.

Please note: The forms mentioned above as the appropriate documentation for verifying the award of credit for service experiences may not, in some cases, alone be sufficient. Separation reports (DD 214s), in particular, often lack sufficient information to determine if a student is entitled to the credit recommended by ACE. The College may require additional documents, such as orders, certificates, or training records.

Credit for Licenses and Certificates

Edison State College will grant credit for a number of professional licenses or certificates that have been reviewed by the appropriate subcommittee of the College's Academic Council. The following licenses or certificates have been approved for credit. Additional information can be obtained from your advisor.

Credit for Hospital Based Licensing or Certificate Programs

N.J. Emergency Medical Technician Ambulance (EMT-A)	4 sh
N.J. Emergency Medical Technology Paramedic (MICP)	12-16 sh
Histotechnology (ASCP-HT)	4 sh
Nuclear Medicine Technology (ARRT-NMT)	up to 30 sh
Nursing (RN)	up to 60 sh
Radiologic Technology (X-Ray) (ARRT-Radiography)	
Hospital based programs 1980 and subsequent	34 sh
Hospital based programs 1976-1980	20 or 34 sh
(credit depends on specific hospital program)	
Hospital based programs prior to 1976	20 sh
Respiratory Therapy Technician	up to 23 sh
Respiratory Therapist	up to 44 sh

Credit for Aviation Licenses and Certificates

FAA Private Pilot License*	3 sh
FAA Commercial Pilot License*	6 sh
FAA Instrument Pilot License*	3 sh
FAA Flight Engineer	6-15 sh
FAA Flight Dispatcher	7-14 sh
FAA Flight Instructor Airplane Rating*	2 sh
FAA Flight Instructor Instrument Rating*	2 sh
FAA Flight Navigator	8-15 sh
FAA Mechanic Certificate/Airframe and Power Plant Rating	55 sh
FAA Air Traffic Control Specialist	57-60 sh
Multiengine Airplane Ground	1 sh
Multiengine Airplane Flight	1 sh
Airline Transport Pilot Ground	3 sh
Airline Transport Pilot Flight	2 sh

*Credit indicated is for the ground training only. An additional amount of credit equal to that listed for the appropriate license or rating will be granted for flight training if the student possesses a current instructor's rating or if the student has either a valid flight portion of the appropriate flight instructor's rating or a minimum of one continuous year of eligibility to exercise the privileges of the license.

Credit for Business

Certified Professional Secretary (CPS)	up to 30 sh
Certified Public Accountant (CPA)*	up to 33 sh
Chartered Life Underwriter (CLU)*	up to 30 sh
Chartered Property, Casualty Underwriter (CPCU)*	up to 30 sh

*There is a considerable amount of duplication within the credit recommendations of the CPA, the CLU and the CPCU. Where duplication exists, credit will be granted only once.

Other Certificates or Licenses

New Jersey State Land Surveyor License	7 sh
Evelyn Wood Reading Dynamics Course	2 sh
If you have earned one of the licenses or certificates listed above, submit a notarized copy of the license or certificate. In addition, you must request that an official transcript of the courses completed or the examinations passed be sent to the Office of the Registrar from the hospital or agency through which they were completed.	

Courses by Correspondence

Edison State College accepts credits in transfer for courses taken through correspondence courses offered by regionally accredited institutions of post secondary education and placed on the institution's official transcript.

Under a cooperative arrangement with Ohio University, Edison State College students may take correspondence courses listed below. Information and registration forms may be obtained from: Independent Study, Tupper Hall, Ohio University, Athens, Ohio 45701.

Note: All courses are listed with quarter hour credits, which will be converted to semester hours when transferred to an Edison State College transcript. (1 quarter hour equals 2/3 a semester hour.)

Number	Title	Quarter Hour Credit
Accounting		
101	Managerial Accounting	4
102	Managerial Accounting	4
303	Accounting Principles and Procedures	4
310	Cost Accounting	4
Afro-American Studies		
101	Introduction to the Afro-American Arts	5
119	Introduction to the Black Media	3
Aviation		
110	Private Pilot Ground Instruction	4
310	Commercial Pilot Ground Instruction	4
350	Instrument Ground Instruction	4
Botany		
101	Principles of Biology	5
102	Plant Biology	5
133	Nature Study	5
Business Administration		
310	Production Management	4
445	Small Business Administration	4
Business Law		
255	Law and Society	4
356	Law of the Management Process	4
357	Law of Commercial Transactions	4
442	Law of Property and Real Estate	4
Chemistry		
301	Organic Chemistry	3
302	Organic Chemistry	3
Classical Languages: Greek and Latin Languages		
<i>Greek</i>		
111	Beginning Greek	4
112	Beginning Greek	4
113	Beginning Greek	4
<i>Latin</i>		
111	Beginning Latin	4
112	Beginning Latin	4
211	Intermediate Latin	4
Economics		
101	Principles of Macroeconomics	4
102	Principles of Microeconomics	4
303	Microeconomics	4
304	Macroeconomics	4
320	Labor Economics	4
340	International Economics	4
430	Public Finance	4
Elementary Education		
200	Studies of Children	4
321	Children's Literature	4

Engineering, Chemical

200	Introduction to Chemical Engineering
331	Principles of Engineering Materials

English Language and Literature

171A	Literature of Initiation
171D	Man and Woman: Images in Literature
172	Contemporary Writing Skills
172T	Contemporary Writing Skills/Technical Writing
201	Interpretation of Fiction
202	Interpretation of Poetry
203	Interpretation of Drama
206	Introduction to International Literature III: The Modern Tradition
210	Critical Approaches to Popular Literature (Mystery Literature)
301	Shakespeare, The Histories
302	Shakespeare, The Comedies
303	Shakespeare, The Tragedies
308	Advanced Composition
309A	Creative Writing—Poetry
309B	Creative Writing—Fiction
312	Medieval and Renaissance English Literature
313	Restoration and Neoclassical English Literature
321	American Literature to the Civil War
322	American Literature Since the Civil War
331	20th Century British and American Literature
457	Readings in English Education

International Literature

<i>English</i>	
206	Introduction to International Literature III: The Modern Tradition

Humanities

107	Humanities—Great Books
108	Humanities—Great Books
109	Humanities—Great Books

Spanish

336A	Spanish Literature in English
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Finance

325	Managerial Finance
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Geography

101	Elements of Physical Geography
121	Elements of Cultural Geography

Health, Physical Education and Recreation

202	Personal and Community Health
227	First Aid
302	Kinesiology
370	Community Health Programs
404	History and Principles of Physical Education
406	Organization and Administration of Physical Education
449	Administration of Recreation

History

101	Western Civilization in Modern Times
103	Western Civilization in Modern Times
211	American History to 1828
212	History of the United States, 1828-1900
213	History of the United States Since 1900
317A	Ohio History to 1851
317B	Ohio History Since 1851

Home Economics

128	Introduction to Nutrition
180	Furnishing Today's Home
315	Elementary Textiles

Interpersonal Communication

210	Parliamentary Procedure
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Journalism

4	105	Introduction to Mass Communications	4
4	484	Supervising School Publications	4
	584	Supervising School Publications (Graduate Level)	4

Law Enforcement Technology

5	100	Introduction to Law Enforcement Technology	3
5	120	Constitutional, Criminal, and Civil Law	3
5	130	Interviewing and Report Writing	3
5	260	Criminal Investigation	3

Library Media Technology

5	101	Introduction to Libraries and Library Technology	3
5	102	Support Operations for Public Services	4

Management

4	200	Introduction to Management	4
5	325	Communication Behavior in the Modern Organization	4

Marketing

5	301	Marketing Principles	4
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Mathematics

5	113	Algebra	5
5	116	Analytic Trigonometry	2
5	130	Plane Analytic Geometry	3
5	163A	Introduction to Calculus	4
5	211	Elementary Linear Algebra	5
5	230	Foundations of Geometry	5
	250A	Finite Mathematics	5
	263A	Analytic Geometry and Calculus	5
	263B	Analytic Geometry and Calculus	5

Modern Languages

German

3	111	Elementary German	4
3	112	Elementary German	4

Music

4	321	History and Literature of Music	3
	428	Jazz History	3

Philosophy

4	101	Fundamentals of Philosophy	5
	120	Principles of Reasoning	4
5	130	Introduction to Ethics	4
4	232	Philosophy of Art	3
	260	Philosophy of Religion	4
	310	History of Western Philosophy: Ancient	5
4	350	Philosophy of Culture	5

Physical Science

4	121	Physical World	4
4	122	Physical World	4

Physics

4	201	Introduction to Physics	3
	202	Introduction to Physics	3
	203	Introduction to Physics	3

Political Science

4	101	American National Government	4
4	102	Issues in American Politics	4

Psychology

101	General Psychology
121	Elementary Statistics for the Behavioral Sciences
131	Psychology of Adjustment
173	Child and Adolescent Psychology
275	Educational Psychology
374	Psychology of Adulthood and Aging

Quantitative Methods

201	Introduction to Probabilities and Statistics
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Radio-Television

106	Introduction to Radio-Television
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Security/Safety Technology

101	Introduction to Protective Services
110	Physical Security Systems
120	Occupational Safety and Health
201	Fire Safety and Fire Codes
210	Loss Prevention in Modern Retailing
220	Analysis of Security Needs—Survey
230	Information and Data Systems Security
240	Security Administration
250	Current Problems in Security
260	Analytical Accounting
290A-Z	Special Area Studies
290A	Special Area Studies: Terrorism
290B	Special Area Studies: Law and Security

Sociology

302	Principles of Sociology
351	Elementary Research Techniques

University College

112	Speed Reading and Comprehension
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Zoology

101	Principles of Biology
103	Human Biology
150	Introduction to Zoology
352	Kinesiology
384	Bioethical Problems in Biology and Medicine
390	Biology and the Future of Man

More Courses by Correspondence

Additional correspondence courses from the University of Illinois, Indiana University, University of Iowa, University of Michigan, University of Minnesota, and the University of Wisconsin are available through the Committee on Institutional Cooperation, Independent Study Project, 990 Grove Street, Evanston, Illinois 60201.

Telecourses

Credits earned through Telecourses will apply toward Edison State College Degrees. Telecourses are sometimes offered through local county colleges, state colleges, or the State public Boardcasting systems. In the State of New Jersey, the following courses have been offered:

	Credit
Humanities	
The American Short Story	3
Hollywood	3
The Art of Being Human	3
Humanities Through the Arts	3
Social Sciences	
Understanding Human Behavior	3
Family Portrait	3
Focus on Society	3
The Growing Years	3
American Government Survey	3
The American Story	3
The Money Puzzle	3
The Vietnam Project	3
America—The Second Century	3
Natural Science/Math	
Cosmos	3
Oceanus: The Marine Environment	3
Man & His Environment I	3
Connections: Technology & Change	3
The Ascent of Man	3
Non-Liberal Arts	
Voyage: Challenge & Change in Career/Life Planning	3
Contemporary Health Issues	3
Man & His Environment II	3
Professional	
It's Everybody's Business	3
Making It Count	3
Personal Finance and Money Management	3
The Business of Management	3

General Academic Policies

Catalog Which Applies to Student

You must use the College catalog that was in effect on your date of enrollment to determine your graduation requirements. However, if you change your degree program, or change from non-degree seeking to degree-seeking status, follow the graduation requirements of the catalog in effect at the time the official change is recorded in the Registrar's Office.

Change of Program/Degree Status

If you wish to change your program, a major, a concentration or the non-degree status to a degree-seeking status, you must do so in writing. Such requests should be addressed to the Office of the Registrar. See fee schedule: Degree Change Fee.

Unit of Credit

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

Change of Records

If you wish to make any changes in your records, inform the Office of the Registrar in writing. Changes that need to be noted include: change in name, address, telephone number, exclusion of courses/grades in other items on the original enrollment form.

Transcripts

Transcripts are issued at the time of graduation and thereafter. They are also issued upon request.

Grades/Grade Reports

Since Edison State College does not offer any instruction of its own, grades from other institutions, when accepted in transfer, are used to calculate your grade point average (GPA). If you wish to have a grade excluded from your Edison State College transcript, request this in writing to the Registrar's Office prior to the official evaluation. Credits once placed on an Edison State College transcript will not be removed.

Edison State College sends each student a copy of an "Evaluation and Degree Progress Form" that includes courses accepted in transfer (with grades accepted), credits earned through portfolio assessment, by examinations and

licensures, and a classification of such credits. It also sends grade reports for TECEP and Portfolio Assessment.

Duplication of Credit

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. The College recognizes that there may be a duplication of credit between the CLEP General Examinations and college courses and/or proficiency examinations. In the interest of fairness the following guidelines are presented:

English Composition

The College will accept for credit a maximum of two one-semester courses, or equivalent, in Freshman English. This includes courses or exam in English Composition, Freshman English, Fundamentals of Communications, etc. Thus, if you present 6 semester hours in coursework or examinations in these areas you will not receive credit for the CLEP General Examination in English Composition. You cannot receive credit for more than one of the following CLEP examinations: the General Examination in English Composition, the Subject Examination in College Composition, and the Subject Examination in Freshman English. These policies on duplication are in effect regardless of the order in which the examinations and/or courses were completed.

Mathematics

The College will accept for credit a maximum of two one-semester courses, or equivalent, in basic college mathematics. This includes such courses and examinations as Introductory College Mathematics or College Algebra. Thus, 6 semester hours of coursework or examinations in these areas will duplicate the CLEP General Examination in Mathematics. If you present 3 semester hours in basic college mathematics you will receive partial credit of 3 semester hours for the CLEP General Examination in Mathematics. These policies are in effect regardless of the order in which the examinations and/or courses were completed. *Please Note:* Courses or examinations in Trigonometry, College Algebra and Trigonometry, Calculus, or Statistics will be counted in addition to credits earned in basic college mathematics.

The policies on duplication of credit for the three CLEP General Examinations listed below are divided into two separate policies

for each of the three examinations. The first paragraph under each examination title is in effect only if the courses or examinations were completed prior to the CLEP General Examinations. The policies in the second paragraph under each examination title are in effect regardless of the order in which the General Examinations and college courses and/or proficiency examinations were completed. To receive partial credit for these three General Examinations, you must have an overall passing score for the entire examination and a minimum scaled score of 42 on the portion which has not been duplicated.

Natural Sciences

If you have completed 6 semester hours or more in two or more of the following areas: (1) Physics, (2) Chemistry, (3) Astronomy, Geology, or Meteorology, no credit will be granted for the physical sciences portion (3 s.h.) of the examination. If you have completed 6 s.h. in Biology, no credit will be granted for the biological sciences portion (3 s.h.) of the examination.

A course or examination which is a survey of the physical sciences is considered to be a duplication of the physical sciences portion of the examination. A course or examination which is a survey of the biological sciences is considered to be a duplication of the biological sciences portion of the examination.

Humanities

If you have completed 6 s.h. of basic literature courses, e.g., World Literature, or 6 s.h. in two or more areas of literature, e.g., American Literature, English Literature, the Novel, etc., no credit will be granted for the literature portion (3 s.h.) of the examination. If you have completed 6 s.h. in basic fine arts courses, e.g., Foundations of Art, Foundations of Music, no credit will be granted for the fine arts portion (3 s.h.) of the examination.

A course or examination which is a survey of the fine arts is considered to be a duplication of the fine arts portion of the examination.

Social Sciences History

If you have completed 6 s.h. in two or more areas of the social sciences, e.g., Government, Economics, Geography, Anthropology, Sociology, or Psychology, no credit will be granted for the social sciences portion (3 s.h.) of the examination. If you have completed 6 s.h. in World History, History of Western Civilization, etc., or 6 s.h. in two or more areas of history, no credit will be granted for the history portion of the examination.

A course or examination which is a survey of the social sciences is considered to be a duplication of the social sciences portion of the examination.

Second Associate or Baccalaureate Degrees

If you have earned an associate degree from a regionally accredited college or university and wish to earn a second associate degree from Edison State College you must submit a minimum of 15 semester hours above those used for any previous degree, and meet all the requirements specific to the second degree.

If you have received one baccalaureate degree you must complete a minimum of 30 additional credits beyond those credits used for any previous degree to earn a second baccalaureate degree. The specialization or concentration requirements of the second degree must also be met.

If you have not received a baccalaureate degree but have more than 120 credits you will be awarded a degree as follows: Of the total, 120 credits will be applied to the first degree and the remaining towards other multiple degrees, following the principle that a minimum of an additional 30 credits for each degree must be met.

Acceptance of Credits from Graduate Programs

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

Foreign Degrees

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

Physical Education Credits

Edison State College will not accept physical education activity courses, such as volleyball, softball, and weight training.

Transfer and Acceptance Among State Colleges

The New Jersey Department of 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 college or Edison State College. This policy would apply to Edison State College students who have completed an Associate in Arts or an Associate in Science degree.

Acceptability for admission and acceptance of credits for non-graduates shall be at the discretion of the state college.

The full policy of the Board of Higher Education is on file in Edison State College's Office of the Registrar.

Appeals

You may appeal an academic decision 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.

Waivers

If you believe that a waiver of a specific requirement and/or college policy is in order you must submit a request for a waiver in writing to the Office of the Registrar. Requests for a waiver of specific requirements and/or college policies are submitted to the appropriate College office for review and action.

Student Responsibilities

Upon receipt of the current Bulletin, each student agrees to abide by the policies, rules, and regulations of the College. Included in this publication are academic policies and requirements for graduation. Each student is responsible for meeting the published requirements of his or her program. The College provides assistance in the form of academic advising; however, the decisions made as a result of this process are those of the student.

Limit on Credits from Two Year Colleges and Other Programs

Baccalaureate degree candidates who enroll in Edison State College subsequent to July 1, 1978 are limited to no more than 80 semester hours of transfer credits earned at a two year college, through CLEP general exams, AMA approved hospital based nursing programs, or lower-level noncollegiate courses recommended by the American Council on Education.

Demonstration of Currency

(see page 20 for this policy)

Degree Programs

Bachelor of Arts

Bachelor of Science in Business Administration

Bachelor of Science

Human Services Option

Applied Science and Technology Option

Bachelor of Science in Nursing

Associate in Arts

Associate in Science in Management

Associate in Applied Science in Radiologic Technology

Degree Requirements for All Students

The following requirements pertain to all Edison State College students. Requirements of a specific degree will be found in the section explaining that degree.

1. Enroll in the program in which you seek a degree.
2. Secure approval for your specialization, when appropriate, from the Office of Academic Programs.
3. Meet specific requirements of the degree program.
4. Demonstrate a proficiency in written expression before graduation. This proficiency can be met by:
 - (1) Satisfactory completion of the TECEP* Examination in Written Expression;
 - (2) Three semester hours of college coursework in English Composition with a grade of A or B;
 - (3) Six semester hours of college coursework in English Composition with an average grade of C;
 - (4) The satisfactory completion of one of the CLEP† examinations (including the Essay) in English: English Composition (General), College Composition, Freshman English or the College-Level GED Examination in Expression.
5. Demonstrate completion of three semester hours of college mathematics or computer science before graduation. This requirement can be met by:
 - (1) Three semester hours of college coursework in mathematics beyond developmental courses;
 - (2) The satisfactory completion of the TECEP examination, Fundamentals of Mathematics, for three credits;
 - (3) The satisfactory completion of one of the CLEP examinations: Mathematics (General), Statistics, Trigonometry, College Algebra, Calculus with Elementary Functions, or College Algebra and Trigonometry.
 - (4) By earning three credits of college mathematics through portfolio assessment. OR
 - (1) Three semester hours of college coursework in computer science.
 - (2) The satisfactory completion of a CLEP examination: ECP: Fortran IV, or Computers and Data Processing.
 - (3) By earning three credits of college computer science through portfolio assessment.
6. Attain a 2.00 cumulative grade point average for the degree program and the specialization or concentration.
7. Submit an "Application for Graduation" to the Office of the Registrar.
8. Fulfill all financial obligations to the College.

Once all degree requirements have been met, names are submitted to the Board of Trustees for approval. The Board meets six times a year.

A formal commencement ceremony is held each Fall to honor those students who have received their degrees during the previous academic year. Details are mailed to all graduates in advance of the date of the Fall commencement ceremony.

NOTE: Developmental or remedial courses in English Composition and mathematics are not applied toward any degree program at Edison State College.

Program Advisement

Advisement Center

The Academic Advisement Center of Edison State College is designed to assist you with the completion of your degree program. When you have questions about your degree program you should call the Advisement Center, between 12 and 4 p.m., Monday through Friday at (609) 984-1179. The number is reserved for enrolled students only, (others should call (609) 984-1100). With several lines available you should be able to talk with an Advisor whenever you call the College. If all the lines are busy, please call back a little later.

Individual Appointments

You may make individual appointments to meet with an advisor to discuss methods of earning credits, course and examination registration, problems in completing requirements, and other student concerns.

Portfolio Development Workshops

Portfolio Development Workshops are also scheduled on a regular basis. The workshop provides assistance in putting the portfolio together, identifying courses which parallel knowledge, and selecting documentation for the portfolio. A handbook on the portfolio process and information on workshop dates may be obtained from your advisor or by calling (609) 984-1135.

*Thomas Edison College Examination Program. See chapter on "How Credits Are Earned."

†College level Examination Program. See chapter on "How Credits Are Earned."

Bachelor of Arts

The Bachelor of Arts Degree is similar in its requirements to the four-year liberal arts degree granted by most institutions of higher learning. Credit requirements must be distributed across subjects and along levels of difficulty according to a prescribed pattern, one that accommodates the special interests of mid-career adults while it also insures a balance between breadth and depth of knowledge.

Degree Requirements

The Bachelor of Arts Degree requires 120 semester hours of credit for completion, 60 of which are General Education, 33 of which are in an Area Concentration or Specialization. The remaining 27 credits may be devoted to free electives.

Area Concentration

The degree features an Area Concentration of 33 credits, focusing on a choice of one of three broad fields: the humanities, social sciences, or natural sciences/mathematics. The Area Concentration stresses exposure to a broad liberal arts area which brings together related disciplines and at the same time permits the students to gain some depth according to individual interest.

Specializations

The following Individualized Specializations have been approved. Individualized Specializations may be developed in a single Liberal Arts discipline or may be interdisciplinary. Students should work with the Advisement Center to select courses for the Specialization.

Humanities	Social Sciences/History
Art	Anthropology
Dance	Archeology
French	Economics
Journalism	History
Literature	Labor Studies
Music	Psychology
Photography	Sociology
Religion	
Speech	
Theater Arts	

Natural Sciences/Mathematics

Biology
Chemistry
Computer Science
Mathematics

Specialization

A single subject specialization is a more in-depth emphasis on a particular discipline. Those wishing to prepare a specialization proposal should request application forms and the booklet "Procedures for Completing a Specialization within the Baccalaureate Degree" from the Advisement Center. The completed application must be approved by the Coordinator of Liberal Arts Programs.

An Interdisciplinary Specialization is a liberal arts emphasis developed around a topic cutting across subjects in two or more areas. Examples: American studies, black studies, women's studies, community development, environmental studies, labor studies.

B.A. Credit Distribution Requirements

Subject Category	Semester Hour
Liberal Arts Requirement	60
A. Written Expression	(3-6)
B. Humanities	(12)
No more than 6 semester hours may be taken from one subject area (2 subject areas required)	
C. Social Science	(12)
No more than 6 semester hours may be taken from one subject area (2 subject areas required)	
D. Natural Sciences and Mathematics	(12)
Mathematics or Computer Science required (3)	
No more than 6 semester hours may be taken from one subject area (2 subject areas required)	
E. Liberal Arts Electives	(18-21)
Credits from any Liberal Arts subjects	
Area Concentration or Specialization	33
Student may choose either A or B below.	
A. Area Concentration	
The Area Concentration will include 33 semester hours and must be chosen from Humanities, Social Sciences/History, or Natural Sciences/Mathematics.	
The concentration will include at least <i>three subject areas</i> with 12 semester hours in one subject area.	
OR	
B. Specialization	
a. Single Subject Specialization	
The specialization will include 33 semester hours in one subject area.	
or	
b. Interdisciplinary Specialization.	
The interdisciplinary specialization will include 33 semester hours and may combine work from Humanities, Social Sciences/History and Natural Science/Mathematics.	
Examples of appropriate interdisciplinary specializations are: Black American Studies, Women's Studies, Environmental Studies, or Urban Studies.	
AND	
C. The Pre-Graduation Conference	
All students must complete the Pre-Graduation Conference which will cover the Area Concentration (A) or the Specialization (B).	
Free Electives	27
	Total: 120

Upper Level Credits

All B.A. degree candidates must complete a minimum of 42 semester hours of credit of advanced work in the liberal arts, 24 of which must be in the Area Concentration or 27 in the Specialization.

For the purpose of this requirement, the College classifies courses, examinations, and portfolio assessment credits according to two levels designated as lower level and upper level. The following criteria define the two levels:

Lower Level: That knowledge and/or competency in a given discipline considered to be the foundation for further development in the discipline, usually covered by two semester courses or six credits.

Upper Level: That knowledge and/or competency beyond the foundation level of two courses or 6 credits. It is developed either sequentially or expansively and emphasizes more advanced skills, more complex knowledge or concepts, critical and interpretive thinking, and/or integration with other disciplines.

Limitation of Credits in one Subject Area

No more than 70 credits earned in one subject area will be counted toward meeting the degree requirements of the B.A. degree.

Pre-Graduation Conference

All B.A. students must satisfactorily complete the Pre-Graduation Conference (PGC) before graduation. The purpose of the conference is to determine that the candidate demonstrates an acceptable understanding of basic concepts in the Area Concentration or Specialization and where appropriate, can apply these concepts to given problems, issues, and situations.

The student will be assessed by means of a personal interview conducted by a faculty assessor. The Pre-Graduation Conference will occur after the student has completed a minimum of 100 credits of work (30 must be in the Area Concentration or Specialization).

The PGC is an hour conversation about three topics selected from a list provided for each subject area in a concentration. Students should request forms and guidelines from the Advisement Center.

A written form, in place of the oral interview for the Pre-Graduation Conference, may be approved for the following reasons:

- (1) The student is an American citizen living abroad.
- (2) The student has a speech, hearing, or physical handicap.
- (3) The student has taken the Pre-Graduation Conference unsuccessfully twice.



Dodie Murphy Wagner

Drawing upon her experiences as a newspaper reporter, public relations specialist, and volunteer, Dodie Murphy Wagner of Vineland was able to successfully complete 54 credits through Portfolio Assessment.

During the last fifteen years, Dodie worked for various newspapers as a municipal reporter. She was also the public relations director for Cybis Studio in Trenton. Currently, she is the assignment editor for a Southern New Jersey newspaper.

As a volunteer in Pullman, Washington, Dodie single-handedly raised funds from the business community to acquire art valued at \$30,000 for the public library. She used many of these experiences in putting together her portfolio and earned a Bachelor of Arts degree.

Although Dodie currently lives in New Jersey, her entire degree process was carried out by mail and telephone while she lived 2,800 miles away in the state of Washington.

Bachelor of Science in Business Administration

The Bachelor of Science Degree in Business Administration is similar in content to the typical business degree offered by many colleges; however, it differs in two major respects: first, it is structured to enable the student to meet all or most of the requirements by examination and portfolio assessment. Therefore, the degree is particularly appropriate for the adult learner who has acquired a college-level business administration background through experience or independent study. Secondly, Specializations in several business fields allow the student to individualize the degree program.

Basic Degree Requirements

To attain the B.S.B.A. Degree, the student must earn 120 semester hours of credit distributed as follows: 48 credits in liberal arts, 60 credits in the business area, and 12 credits of free electives.

Demonstration of Currency

Because of the rapid changes occurring in business fields today, it is important for today's college graduate to maintain up-to-date knowledge in these areas. Any credits earmarked for the business component of the degree, i.e., Core, specialization, and/or business electives, that are older than ten years must be validated for currency. Currency of knowledge for these subjects is validated through a conference with a faculty member on contemporary topics/issues characterizing these subjects.

B.S.B.A. Credit Distribution Requirements

Subject Category	Semester Hours Credit (s.h.)		
Liberal Arts Requirements	48		
A. Written Expression	Options: A, B, or C 3-6 33		
B. Humanities	12	12	9
C. Social Sciences	6	6	6
Introduction to Macro and Micro Economics	6	3	6
Electives	9	12	12
D. Natural Sciences/Mathematics	(3)		
Math or Computer Science	(6-9)		
Other Nat. Sci./Math			
E. Liberal Arts Electives			9-12
Professional Business Requirements	60		
A. Business Core			
Data Processing (TECEP* or CLEP†)	(3)		
Introductory Business Law (CLEP)	(3)		
Introductory Accounting (CLEP or TECEP)	(6)		
Introductory Marketing (CLEP)	(3)		
Statistics (CLEP)	(3)		
Introduction to Operations Management (TECEP)	(3)		
Principles of Finance (TECEP)	(3)		
Business in Society (TECEP)	(3)		
Business Policy (TECEP)	(3)		
Management Process (TECEP)	(3)		
(Note: Titles are CLEP and TECEP examinations approved to satisfy core requirements. Equivalent courses or Portfolio Assessment may be substituted.)			
B. Specializations			18
Choose either 1, 2, or 3.			
1. Standard Specializations:			
Accounting	Management of Human Resources		
Finance	Operations Management		
Marketing			
2. General Management Specialization:			
The 18 credits must be distributed among at least four of the five standard specializations areas listed in 1.			
3. Non-standard Specializations:‡			
Administrative Office	Insurance		
Management	Procurement		
Banking	Public Administration		
Data Processing	Real Estate		
Hospital Health Care	Retailing Management		
Administration	School Business		
Hotel/Motel/Restaurant	Administration		
Management	Transportation Management		
C. Business Electives			9
Free Electives			12
			Total 120

*Thomas Edison College Examination Program, see page 8.

†College Level Equivalency Program, see page 14.

‡Non-standard Specializations require formal application and approval by the Office of Academic Programs. Other Specializations may be developed. Students should work with the Advisement Center to select courses for the Specialization.

Methods of Meeting Requirements

The B.S.B.A. Degree is structured to enable students to earn the degree primarily through examinations and portfolio assessment. The business core requirements (33 credits) may be fulfilled by existing examinations in the TECEP, ACT/PEP and CLEP programs. In addition, TECEP examinations are available to cover the Standard and General Management Specialization options (18 credits). These examinations, all of which carry 3 credits except where noted, are listed below.

Accounting

Intermediate Accounting I
Intermediate Accounting II
Managerial Accounting I
Managerial Accounting II
Advanced Financial Accounting
Auditing
Tax Accounting
(Note: Auditing and Tax Accounting necessary for CPA)

Finance

Corporate Finance
Financial Institutions and Markets
International Finance and Trade
Public Finance
Security Analysis and Portfolio Management
Advanced Security Analysis and Portfolio Management

Marketing

Marketing Communications
Channels of Distribution
Market Research
Marketing Management Strategy I
Marketing Management Strategy II (6 s.h.)

Management of Human Resources

Labor Relations and Collective Bargaining
Advanced Labor Relations and Collective Bargaining
Organizational Behavior
Advanced Organizational Behavior
Organization Theory and Organizational Analysis
Advanced Organization Theory and Organizational Analysis
Contemporary Labor Issues
Labor Economics
Labor Laws
Labor Movement Theories
Public Personnel Management

Operations Management

Materials Management and Inventory Control
Quantitative Managerial Decision-Making
Transportation and Traffic Management
Management of Quality Control
Management of Information Systems
Work Methods and Measurements

Guillermo A. Estevez

When Guillermo A. Estevez of Union City had the opportunity to earn a college degree in the United States, time was very important. He had just spent 19 years as a political prisoner in Cuba and was anxious to continue his education.

By combining coursework at Montclair State College with the testing and assessment method of earning credits at Thomas A. Edison State College, Guillermo was able to receive his baccalaureate degree, with honors, in two- and one-half years.

Guillermo earned 18 credits through the Thomas Edison College Examination Program (TECEP). He also earned 12 additional credits through a special assessment of college-level knowledge he acquired during training to qualify as a jet pilot. The balance of his credits were earned through coursework at Montclair State College, where he was on the Dean's List.

Guillermo is the Director of the New Jersey Office of the International Rescue Committee, Inc., an international organization that serves refugees from political and religious persecution.

"I really like to help the truly needy—no matter where they are from," Guillermo says. He continued, "This job is half heart, half brains. Continuing my education is important to me. It helps me to understand more about my job and the people I am trying to help."

Guillermo is a graduate student at Hunter College, working toward a Master of Science degree in Urban Affairs.



Marco Meirovitz

Although he is not the average student, 51 year old Marco Meirovitz is a vivid example of how all Edison students can earn credits by documenting the college-level knowledge they have gained outside the classroom. Meirovitz graduated from Edison in 1981, and was the first student in the College's ten-year history to earn a Bachelor of Arts degree solely through portfolio assessment.

In his lifetime, Meirovitz has achieved distinctions in several careers, languages, and countries.

He is the inventor of Mastermind, a game of logical thinking that has been printed in 32 languages and has sold over 35 million copies. He has also received more than ten other patents for educational games.

Mr. Meirovitz' accomplishments have been acknowledged in newspaper, magazine, and television interviews around the world. Drawing upon his fluency in eight languages, his interviews are conducted in the language of the country he is visiting.

Meirovitz is currently involved in various public service projects in the education field. His current interests include the teaching of thinking, problem-solving, and creativity. He is also developing Olympic Games of the Mind, a series of competitions organized at different levels to discover the hidden intellectual potential of individuals and groups and to develop it.



Bachelor of Science

The Bachelor of Science Degree is intended to meet the educational and professional needs of mid-career adults in a wide variety of human services and applied science and technology fields. Depending upon the job experience, the student selects either a Concentration in Human Services, or a Concentration in Applied Science and Technology.

Basic Degree Requirements

The Bachelor of Science Degree requires 120 semester hours of credit: 48 credits of liberal arts distribution requirements, 54 concentrated in human services or applied science and technology, and 18 free electives.

One three semester hour course in the broad area of Computer Science or Data Processing is required. The course may be used under Natural Science, Liberal Arts electives, or free electives.

One three semester hour course in a general introduction to human services (such as Introduction to Social Welfare, Introduction to Human Services, The Helping Profession) will be required under the Specialization.

Concentration Requirements

The Human Services Concentration contains a set of core requirements totaling 21 credits of more advanced level liberal arts and other subjects which relate closely to and support the student's required Individual Specialization. Thus, a strong background in upper-level social and behavioral sciences is stressed.

In addition to meeting core requirements, this concentration requires an Individual Specialization of 33 credits. In most cases, this specialization will be a field in which the student has gained, or is capable of gaining, knowledge through job experience which can be evaluated for degree credit by the process of portfolio assessment.

The Individual Specialization includes 6 to 12 semester hours of advanced-level practicum, usually based upon the student's current work experience. The student must demonstrate a current grasp of knowledge and competency in the field of specialization. Credit for this advanced practicum may be earned by the transfer of previously earned equivalent credits but must be validated by Edison State College faculty consultants according to criteria established by the College.

The Individual Concentration and Specialization must be approved by the Office of Academic Programs. The

Credit Distribution Requirements Human Services

Subject Category	Semester Hours Credit (s.h.)	
Liberal Arts Requirement	48	
A. Written Expression	3-6	
B. Humanities	9	
C. Social Sciences	18	
1. Sociology	(3)	
2. Psychology	(3)	
3. Anthropology, Economics, Political Science, History, or Geography	(3)	
4. Additional Social Science	(9)	
D. Natural Sciences/Mathematics	9	
1. Mathematics or Computer Science	(3)	
2. Additional Natural Sciences or Mathematics	(6)	
E. Liberal Arts Electives	6-9	
Concentration in Human Services	54	
A. Core Requirements	21	
1. "Dynamics of Social Setting" (Upper level subjects such as in sociology urban politics, social history)	(6)	
2. "Dynamics of the Individual" (Upper level psychology subjects)	(6)	
3. "Dynamics of Intervention" Covering such areas as counseling, interviewing, social work methods.	(3)	
4. Social Planning Covering such areas as social policy, planning, administration.	(3)	
5. Statistics or Research Methodology	(3)	
B. Individual Specialization	33	
Appropriate Course Work	(21-27)	
Advanced Level Practicum	(6-12)	
Free Electives	18	
		Total 120

The following Individualized Specializations have been approved. Other Specializations may be developed. Students should work with Advisement Center to select courses for the Specialization.

Art Therapy	Health Services Education
Child Development Services	Mental Health Services
Community Education Services	Mental Retardation Services
Community Legal Services	Public Administration
Community Services	Public Safety Services
Counseling Services	Recreation Services
Criminal Justice	Rehabilitation Services
Gerontology	Services for the Deaf
Health Services	Social Services
Health Services Administration	Social Services Administration

Advisement Center provides assistance in planning individual programs and devising strategies appropriate for meeting degree requirements.

Credit Distribution Requirements Applied Science and Technology

Subject Category	Semester Hours Credit (s.h.)	
Liberal Arts Requirement	48	
A. Written Expression	3-6	
B. Humanities	9	
C. Social Sciences	12	
1. Psychology or sociology	(3)	
2. Any selection(2) from anthropology, economics, history, political science, psychology, sociology, or geography	(9)	
D. Natural Sciences/Mathematics	18	
1. College algebra or above	(6)	
2. Physics or chemistry	(6)	
3. Additional science or mathematics	(6)	
E. Liberal Arts Electives	3-6	
Concentration in Applied Science and Technology	54	
A. Core Requirements	21	
1. Advanced theoretical knowledge	(12)	
2. Statistics	(3)	
3. Principles of Management	(3)	
4. Technical Report Writing	(3)	
B. Individual Specialization	33	
Free Electives	18	
		Total 120

The following Individualized Specializations have been approved. Other Specializations may be developed. Students should work with their Advisors to select courses for the Specialization.

Agricultural Mechanization	Horticulture
Air Traffic Control	Laboratory Animal Science
Architectural Design	Materials Science
Aviation	Medical Laboratory Science
Biological Laboratory Science	Naval Science
Biomedical Electronics	Nondescriptive Evaluation
Chemical Laboratory Science	Nuclear Industrial Operations
Civil Technology	Radiation Protection
Computer Science and Technology	Radiologic Science
Construction	Respiratory Therapy
Dental Hygienics	Radiation Therapy
Electrical Technology	Surveying
Electronics	Technical Services in Audiology
Environmental Science and Technology	Technical Services in Food Science
Fire Protection Science	Technical Services in Industry
	Water Resources Management

Concentration Requirements

The Applied Science and Technology concentration contains core requirements totaling 21 credits of more advanced level liberal arts and other subjects which relate closely to and support the student's required Individual Specialization. Emphasis is placed upon more advanced mathematics, relevant natural sciences, and technical subjects which support this specialization.

In addition to meeting core requirements, this Concentration also requires an Individual Specialization of 33 credits. In most cases, this Specialization will be a field in which the student has gained, or is capable of gaining, knowledge through job experience which can be evaluated for degree credit by the process of portfolio assessment.

Students must produce evidence of currency of knowledge according to means approved by the College. Candidates are required to provide such evidence when credits in the Specialization were earned more than five years previous to enrolling in the College.

The Individual Concentration and Specialization must be approved by the Office of Academic Programs. The Advisement Center can provide assistance in planning individual programs and devising strategies appropriate for meeting degree requirements.

One three semester hour course in the broad area of Computer Science or Data Processing is required. The course may be used under Natural Sciences, Liberal Arts electives, or free electives.

When a classroom course is used to fulfill the physics or chemistry requirement, the course *must* include a laboratory. If a physics or chemistry classroom course has already been completed that did not include a laboratory, another laboratory science course must be completed elsewhere in the degree program.

Because of the rapid changes occurring in technical fields today, it is important for today's college graduate to maintain up-to-date knowledge. If more than half of the credits in a student's specialization (17 s.h.) are over five years old at the time of enrollment in the College, demonstration of currency in those courses will be required. Currency of knowledge for these subjects is validated through a conference with a faculty consultant on contemporary topics/issues in these subjects.

Bachelor of Science in Nursing

The Bachelor of Science Degree in Nursing is similar in content to that of a baccalaureate nursing program at traditional colleges. It differs in that students earn the required credits through written and performance examinations in the Professional Nursing Component. To be admitted in the program, students are required to have a Registered Nurse license and to reside or work in New Jersey.

Degree Requirements

The Bachelor of Science in Nursing degree requires 120 semester hours of credit: 60 credits of liberal arts, 48 professional nursing credits, and 12 free elective credits.

B.S.N. Credit Distribution Requirements

Subject Category		Semester Hours
Liberal Arts Requirement		Credits (s.h.)
		60
A. Written Expression		(3-6)
B. Humanities	No more than 6 semester hours may be taken from one subject area	(12)
C. Social Sciences	No more than 6 semester hours may be taken from one subject area	(15)
D. Natural Sciences and Mathematics	Math or Computer Science required Anatomy and Physiology required Microbiology required Other Nat. Sci./Math	(15) (3) (3) (3) (6)
E. Liberal Arts Electives	Credits from any Liberal Arts Subjects	(12-15)
Professional Nursing Component (replication of Regents College Program)		48
A. Written Examinations: (administered through ACT)		
Health Restoration: Area I		(4)
Health Restoration: Area II		(4)
Health Support: Area I		(4)
Health Support: Area II		(4)
Professional Strategies		(4)
B. Performance Examinations*		
Clinical Performance		(8)
Health Assessment and Teaching Performance		(8)
Professional Performance		(12)
Free Electives		12
Total		120



*Administered in New York by the Regents until test sites are established in New Jersey.

Associate in Arts

The Associate in Arts Degree offered by the College is comparable to similar degrees granted by two-year colleges. By satisfying many of the basic liberal arts requirements traditionally associated with the freshman and sophomore years, it facilitates entry into baccalaureate programs at the junior level. Many students will therefore use this degree as the foundation for any Edison State College baccalaureate degree.

Degree Requirements

To earn an Associate in Arts Degree, students must complete 60 semester hours of credit. Of these, 48 credits must be earned in the liberal arts according to a prescribed plan covering the humanities, social sciences, and natural sciences/mathematics. The remaining 12 semester hours are allotted to free electives.

Credit Distribution Requirements Associate in Arts

Subject Category		Semester Hours
Liberal Arts Requirement		Credits (s.h.)
		48
A. Written Expression		(3-6)
	Options: A, B, C	
B. Humanities		12 12 9
C. Social Sciences		12 9 12
D. Natural Sciences/Mathematics		9 12 12
1. Mathematics or Computer Science	(3)	
2. Other Nat. Sci./Math	(6-9)	
E. Liberal Arts Electives		(9-12)
Free Electives		12
Total		60

Emphasis on Histotechnology

The Associate in Arts with an emphasis in Histotechnology is designed for certified histotechnologists and offered in cooperation with the National Society for Histotechnology (NSH). The NSH has developed a series of courses that are offered at state and regional chapter meetings. Thomas Edison State College has developed examinations through the Thomas Edison College Examination Program (TECEP) for these courses. The TECEP examinations are available to members of NSH and to others who wish to take the examinations.

Students selecting the Histotechnology emphasis must complete the following:

Subject Category		Semester Hours
Liberal Arts Requirements		Credit (s.h.)
		48
A. Written Expression		(3-6)
	Option A or B	
B. Humanities		9 12
C. Social Science		12 9
D. Natural Sciences/Mathematics		12 12
1. Mathematics or Computer Sciences	(3)	
2. General Chemistry	(3)	
3. Anatomy or Anatomy and Physiology (TECEP), or Human Microscopic Anatomy (TECEP)	(3)	
4. Other Natural Science/Math	(3)	
E. Liberal Arts Electives		(9-12)
Professional Component-Histotechnology		12
ASCP/HT Registry	(4)	
Introductory Histotechnology/ Histochemistry (TECEP)	(5)	
Current Techniques in Diagnostic Histopathology (TECEP)	(3)	
Total		60

Associate in Science in Management

The Associate in Science Degree in Management is designed to enable students to build upon a base of college-level knowledge obtained through their careers. This degree is particularly useful to students who wish to develop an emphasis, through an associate degree program, in the areas of business and management and public services administration.

To earn the A.S.M. degree you must earn 60 credits. Of these, 30 must be earned in the liberal arts, 15 in the management core, 12 in a management option, and 3 free electives.

The A.S.M. is designed so that it can be used as a foundation for the B.S.B.A. degree. Students planning to earn both degrees should consult with the Advisement Center to assure proper program planning.

Demonstration of Currency

Because of the rapid changes occurring in business fields today, it is important for today's college graduate to maintain up-to-date knowledge in these areas. Any credits earmarked for the business component of the degree, i.e., Core and Management Option, that are older than ten years must be validated for currency. Currency of knowledge for these subjects is validated through a conference with a faculty member on contemporary topics/issues characterizing these subjects.

A.S.M. Credit Distribution Requirements

Subject Category		Semester Hours	Credit (s.h.)
Liberal Arts Requirement			30
A.	Written Expression	3-6	
B.	Humanities	6	
C.	Social Sciences	9	
	1. Principles of Economics	(3)	
	2. Electives	(6)	
D.	Natural Sciences/Mathematics	6	
	1. College Mathematics	(3)	
	2. Other Natural Sciences/Mathematics	(3)	
E.	Liberal Arts Electives	3-6	
Management Core			15
A.	Accounting (TECEP or CLEP)	6	
B.	Business Law (CLEP)*	3	
C.	Computers and Data Processing (CLEP or TECEP)	3	
D.	Introduction to Business (DANTES)	3	
Management Options			12
Complete one of the following options:			
A.	General Management Option		
	Minimum of 6 s.h. from subjects listed under "Business and Management Topics"; remaining credits to be selected from these "Topics" or Business Electives.		
	1. Business and Management Topics: Management of Human Resources, Operations Management, Office Management, Organizational Theory, Industrial Psychology, Marketing	(6-12)	
	2. Business Electives	(0-6)	
B.	Individualized Option		
	To be fulfilled under one of the following plans:		
	1. By completing 12 s.h. in one of the standard areas of Accounting, Finance, Management of Human Resources, Marketing, or Operations Management. Or		
	2. By completing 12 s.h. in some other single subject area, such as Administrative Office Management, Data Processing, Hotel/Motel Management, Insurance, Public Administration, Real Estate, Banking, Procurement, Retailing Management or Transportation Management.		
Free Electives			3
			Total 60

*CLEP, see page 14.

Associate in Applied Science in Radiologic Technology

A.A.S.R.T. Credit Distribution Requirements

The Associate in Applied Science Degree in Radiologic Technology (A.A.S.R.T.) was developed to provide X-Ray technologists with the opportunity to continue their education and to help widen the career horizons of competent professionals in a certain field. The degree is not meant to prepare new technologists for entry into the field but is viewed as a means for facilitating the professional development of practicing technologists. In order to be eligible for the degree, a student must be certified by either the New Jersey Licensing Board (Certified X-Ray Technologist) or the American Registry of Radiologic Technologists-Radiographers. This degree may be an appropriate foundation for the Bachelor of Science Degree in Applied Science and Technology.

Basic Requirements

The A.A.S.R.T. Degree requires 60 semester hours of credit for completion, 26 credits of which are devoted to general liberal arts requirements and 34 credits to the professional requirements.

Methods of Meeting Requirements

The basic assumption underlying the development of the A.A.S.R.T. Degree is the belief that the specialized training and on-the-job experience of the licensed technologist are at least equivalent to the knowledge and competency expected of current graduates holding the A.A.S.R.T. Degree. Therefore, the Edison State College A.A.S.R.T. Degree is designed to assess the college-level knowledge and experience acquired by the practitioner and award college credit for it. The chief method of carrying out such assessments in this degree is the college proficiency examination.

- The principal examinations stressed are:
1. The New Jersey State Licensing Examination or the National Registry Examination necessary for the certification component.
 2. TECEP* examinations in anatomy and physiology and three in radiologic technology.
 3. The CLEP† and TECEP examinations, useful in satisfying a large portion of the liberal arts requirements.

The examinations should serve very adequately the needs of most practicing technologists, who are generally well prepared for them by previous training and experience. However, some students may prefer to satisfy partial degree requirements,

Subject Category		Semester Hours	Credit (s.h.)
Liberal Arts Requirements			26
A.	Written Expression	(3-6)	
B.	Humanities	(3)	
C.	Social Sciences	(3)	
D.	Natural Sciences/Mathematics	(12)	
	1. Anatomy/Physiology (TECEP)	(6)	
	2. College Mathematics	(3)	
	3. Other Nat. Sci./Math	(3)	
E.	Liberal Arts Electives	(2-5)	
Professional Requirements			34
A.	New Jersey: Certified X-Ray Technologist (CXT) or National Registry [AART(R)] AND TECEP Examinations	(20)	
	1. Radiologic Technology: Part A	(5)	
	2. Radiologic Technology: Part B (Routine and special procedures; medical and surgical diseases; advanced radiographic anatomy)	(6)	
	3. X-Ray Physics	(3)	
OR			
B.	Hospital based program and licensure (depending on year program completed)*	(34)	
			Total 60

*See page 22 for details.

particularly in the liberal arts, by enrolling in college courses at other institutions. For others, the method of portfolio assessment may be more suitable.

*Thomas Edison College Examination Program, see page 8.

†College Level Equivalency Program, see page 14.

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Academic Council

The Academic Council of Edison State College consists of 28 members representing New Jersey two- and four-year public and private higher education institutions as well as Edison staff, and students and/or alumni. The Council is chaired by the Vice President for Academic Affairs and members are appointed by the Board of Trustees. The primary function of the Council is to recommend to the Administration and Board the content and requirements of Edison degree programs as well as the academic policies and standards governing such programs. Council members are specialists with academic background in liberal arts, business and professional disciplines, testing and assessment, and learning resource fields.

The Council receives advisory input from an Executive Committee and five Advisory Committees in the following professional fields: Applied Science and Technology, Business, Human Services, Liberal Arts, and Nursing. In addition, special ad hoc committees are formed as needed to deal with issues affecting particular academic programs and policies.

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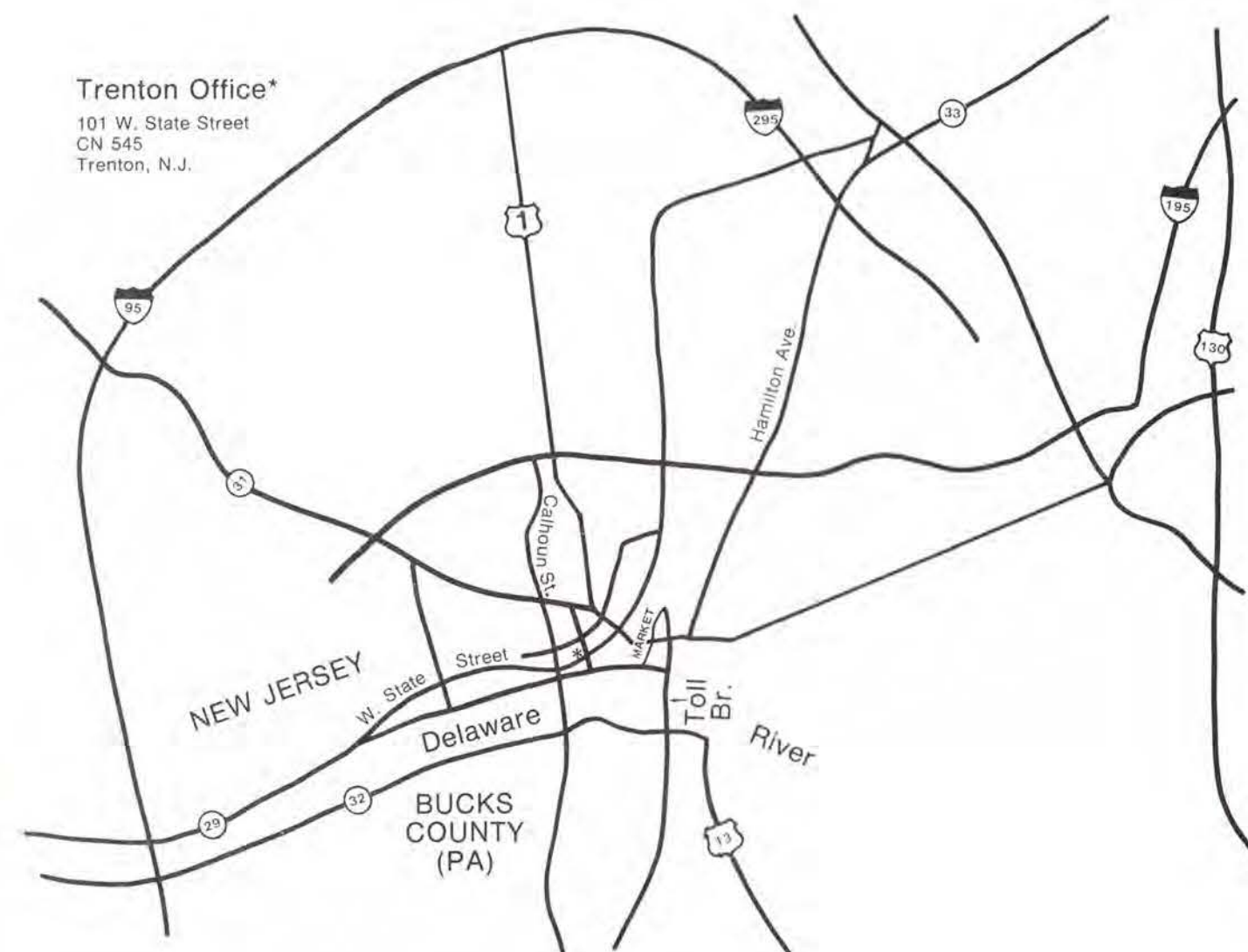
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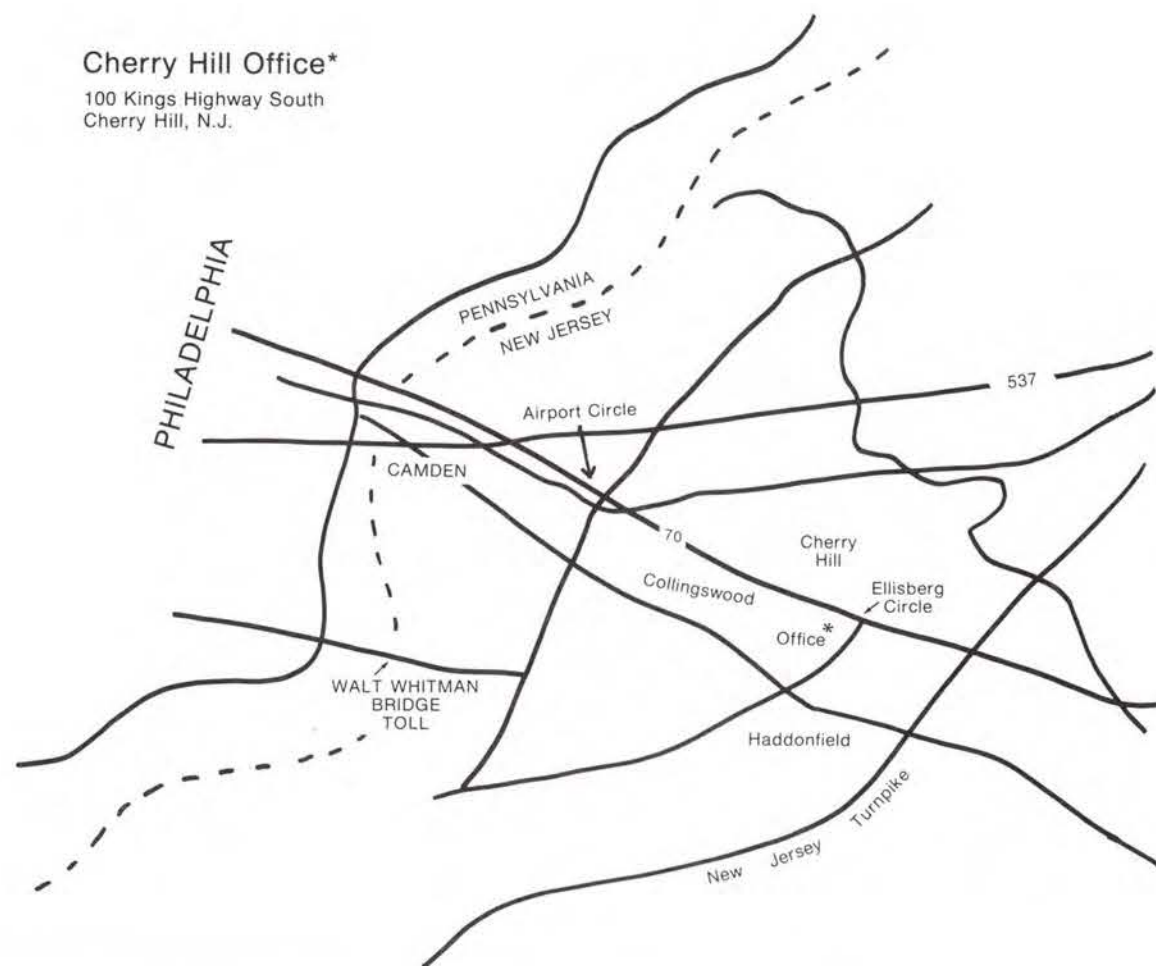
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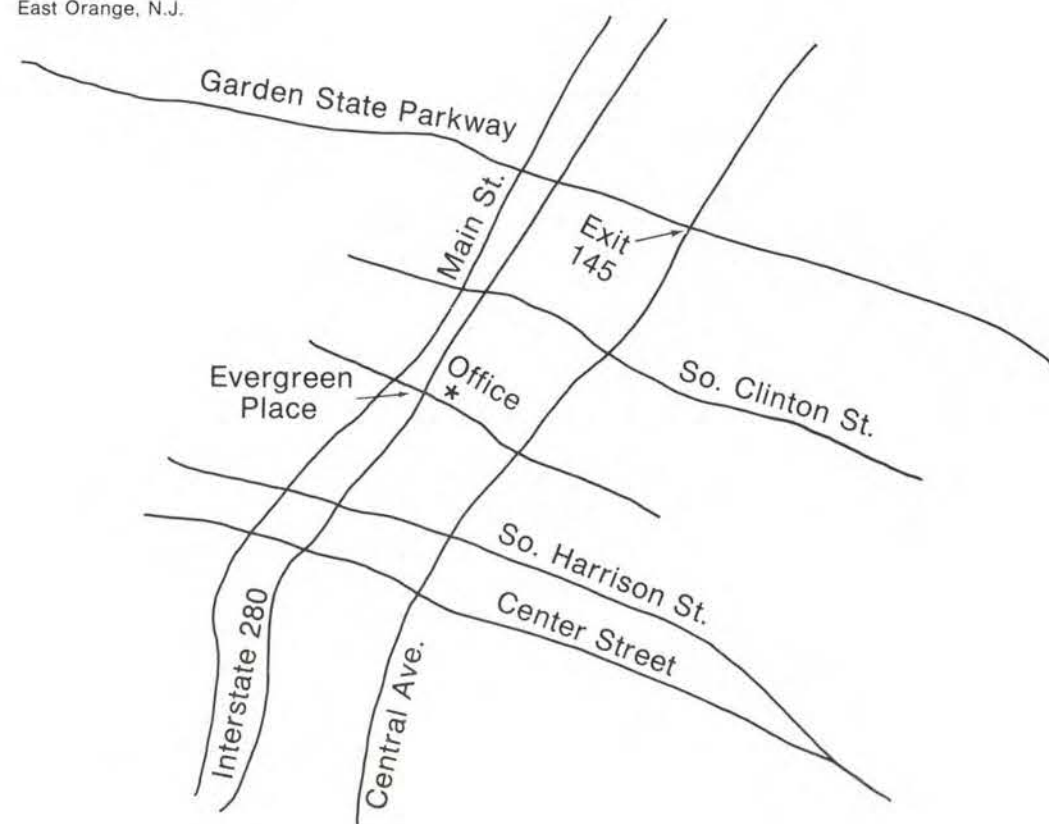
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