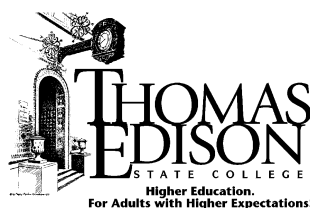


2007-2008

College Catalog



Higher Education. For Adults with Higher Expectations.®



The Thomas Edison State College *Catalog*, published annually, provides a summary of College policies, procedures, programs and services. Content for this *Catalog* was current as of July 1, 2007. While every effort has been made to ensure the accuracy of the information contained in the *Catalog*, the College reserves the right to make changes without prior notice.

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

Current students also receive an updated *Registration Bulletin* each year in early June. The *Registration Bulletin* includes course registration materials and forms and regis-

tration schedules for the year. Students also receive *Signals*, a newsletter that contains program updates. *Signals* can be viewed online as well. Graduate students can learn of program changes and current news through the online Graduate Student Center that they can access through Blackboard.

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

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

LEARNER SERVICES

| | Telephone | FAX | E-Mail |
|--|-----------------------------|----------------|--|
| Office of Admissions | (888) 442-8372 | (609) 984-8447 | admissions@tesc.edu |
| Undergraduate Student Advising | (888) 442-8372 | (609) 777-2956 | enrolled@tesc.edu |
| Graduate Student Advising | (609) 984-1168 ext. 4340 | (609) 633-8593 | graduatestudies@tesc.edu |
| Financial Aid | (609) 633-9658 | (609) 633-6489 | finaid@tesc.edu |
| Registrar | (609) 984-1180 | (609) 777-0477 | registrar@tesc.edu |
| Course Registration | (609) 633-9242 | (609) 292-1657 | registration@tesc.edu |
| ADA Coordinator | (609) 984-1141, ext. 3415 | | |
| Test Registration | | | testing@tesc.edu |
| • TECEP® and all other tests | (609) 984-1181 | (609) 777-2957 | |
| • Course Examinations Proctor Requests | (609) 984-1181 | (609) 777-2957 | |

ADMINISTRATION

| | Telephone | FAX | E-Mail |
|---|----------------|----------------|--|
| School of Applied Science and Technology | (609) 984-1130 | (609) 943-3898 | energyinfo@tesc.edu |
| Heavin School of Arts and Sciences | (609) 984-1130 | (609) 984-0740 | heavin@tesc.edu |
| School of Business and Management | (609) 984-1130 | (609) 943-3562 | schoolofbusiness@tesc.edu |
| School of Nursing | (609) 633-6460 | (609) 292-8279 | nursing@tesc.edu |
| School of Professional and Continuing Studies | (609) 777-5642 | (609) 984-3898 | spcs@tesc.edu |
| Alumni Affairs | (609) 984-1588 | (609) 943-3023 | alumni@tesc.edu |
| Bursar | (609) 984-4099 | (609) 943-4066 | bursar@tesc.edu |
| College Operator | (609) 984-1100 | | |
| Corporate-Higher Education Programs | (609) 633-6271 | (609) 984-3898 | corpinfo@tesc.edu |
| Directed Independent Adult Learning (DIAL) | (609) 292-6317 | (609) 292-9892 | dial@tesc.edu |

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

CONTENTS

| | |
|---|---|
| STATEMENT OF MISSION AND PURPOSE | 3 |
| WELCOME FROM THE PRESIDENT | 4 |

THOMAS EDISON STATE COLLEGE AT A GLANCE

| | |
|--------------------------------|---|
| Our History | 5 |
| Our Students | 5 |
| Our Mentors | 5 |
| Our Academic Programs | 5 |
| Accreditation | 6 |
| Library Resources | 6 |
| Calendar and Scheduling | 6 |
| Commencement Ceremony | 6 |
| Different by Design | 7 |
| Earning Your Degree | 7 |
| Earning Credit | 9 |
| Bachelor's to Master's Program | 9 |
| Graduate Programs | 9 |

ACADEMIC AND FINANCIAL RESOURCES

| | |
|---------------------|----|
| Academic Advisement | 10 |
| Financial Aid | 10 |
| Veterans' Benefits | 11 |
| Library Resources | 12 |

LEARNING OUTCOMES ASSESSMENT

ACADEMIC PROGRAMS

DEGREES AND CERTIFICATES

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

| | |
|------------------------|----|
| Mission and Purpose | 16 |
| Undergraduate Outcomes | 16 |

Undergraduate Degrees

| | |
|---|----|
| Associate in Applied Science | 17 |
| Associate in Science in Applied Science and Technology | 18 |
| Bachelor of Science in Applied Science and Technology | 25 |
| Bachelor of Science in Health Sciences | 34 |

| | |
|-----------------------------------|----|
| Undergraduate Certificates | 37 |
|-----------------------------------|----|

| | |
|------------------------------|----|
| Graduate Certificates | 38 |
|------------------------------|----|

HEAVIN SCHOOL OF ARTS AND SCIENCES

| | |
|------------------------|----|
| Mission and Purpose | 39 |
| Undergraduate Outcomes | 39 |

Undergraduate Degrees

| | |
|---|----|
| Associate in Arts | 40 |
| Associate in Science in Natural Sciences and Mathematics | 41 |
| Associate in Science in Public and Social Services | 43 |
| Bachelor of Arts | 47 |
| Bachelor of Science in Human Services | 56 |

| | |
|-----------------------------------|----|
| Undergraduate Certificates | 61 |
|-----------------------------------|----|

Graduate Degrees

| | |
|--|----|
| Master of Arts in Educational Leadership | 62 |
| Master of Arts in Liberal Studies | 63 |

| | |
|------------------------------|----|
| Graduate Certificates | 64 |
|------------------------------|----|

SCHOOL OF BUSINESS AND MANAGEMENT

| | |
|------------------------|----|
| Mission and Purpose | 65 |
| Undergraduate Outcomes | 65 |

Undergraduate Degrees

| | |
|---|----|
| Associate in Science in Business Administration (ASBA) | 66 |
| Bachelor of Science in Business Administration (ASBA) | 68 |

| | |
|-----------------------------------|----|
| Undergraduate Certificates | 73 |
|-----------------------------------|----|

Graduate Degrees

| | |
|--|----|
| Master of Science in Human Resources Management | 74 |
| Master of Science in Management | 76 |

| | |
|------------------------------|----|
| Graduate Certificates | 77 |
|------------------------------|----|

SCHOOL OF NURSING

| | |
|---|----|
| Mission and Philosophy | 78 |
| Purpose and Goals | 78 |
| RN-BSN Degree Program Outcomes | 79 |
| BSN-MSN Degree Program Outcomes | 79 |
| RN-BSN/MSN Nurse Educator Degree Program | 80 |
| RN-BSN Degree Program | 80 |
| BSN-MSN Degree Program | 82 |
| Nurse Educator Certificate Program (Post-Master's) | 83 |
| School of Nursing Policies | 84 |

SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES

| | |
|-----------------------------------|----|
| Mission and Purpose | 87 |
| Professional Certificate Programs | 87 |

CONTENTS (CONTINUED)

ACADEMIC POLICIES AND WAYS TO EARN CREDIT

| | |
|-------------------------------------|-----|
| COLLEGE-WIDE POLICIES | 92 |
| HONOR SOCIETIES/AWARDS | 99 |
| COMMENCEMENT CEREMONY | 100 |
| ALUMNI ASSOCIATION | 100 |

| | |
|--|-----|
| UNDERGRADUATE WAYS TO EARN CREDIT | 101 |
|--|-----|

| | |
|--|-----|
| UNDERGRADUATE ACADEMIC POLICIES | 118 |
|--|-----|

| | |
|---|-----|
| GRADUATE WAYS TO EARN CREDIT | 127 |
|---|-----|

| | |
|---|-----|
| GRADUATE ACADEMIC POLICIES | 128 |
|---|-----|

| | |
|--|-----|
| THOMAS EDISON STATE COLLEGE UNDERGRADUATE COURSES | 131 |
|--|-----|

PRIOR LEARNING ASSESSMENT (PLA)

| | |
|-------------------------------|-----|
| STANDARD COURSES | 134 |
|-------------------------------|-----|

CURRENT ACE/COLLEGE CREDIT

| | |
|---|-----|
| RECOMMENDATION SERVICE PARTICIPATING ORGANIZATIONS | 136 |
|---|-----|

GOVERNANCE

| | |
|---|-----|
| Board of Trustees | 141 |
| Academic Council | 141 |
| Thomas Edison State College Staff | 142 |
| Thomas Edison State College Mentors | 149 |

| | |
|-------------------------|-----|
| DIRECTIONS | 162 |
|-------------------------|-----|

| | |
|--------------------|-----|
| INDEX | 165 |
|--------------------|-----|

STATEMENT OF MISSION AND PURPOSE

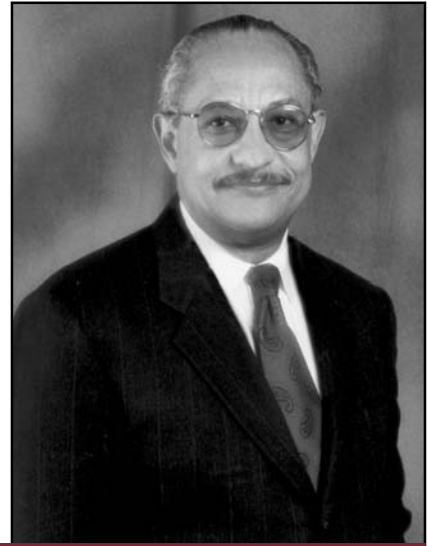
MISSION

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

PURPOSE

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

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



WELCOME

Welcome to Thomas Edison State College!

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

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

This publication articulates the academic policies that will govern your educational experience at Thomas Edison State College. It also provides a description and summary of requirements for the degree and certificate programs offered by the College. In addition, this *Catalog* includes information on the learning outcomes objectives for our academic enterprise, methods for earning credit and information on the School of Applied Science and Technology, the Heavin School of Arts and Sciences, the School of Business and Management, the School of Nursing and the School of Professional and Continuing Studies.

Since our inception in 1972, Thomas Edison State College has helped more than 27,000 adults achieve their dreams of earning a college degree.

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

Sincerely,

George A. Pruitt
President

THOMAS EDISON STATE COLLEGE AT A GLANCE

OUR HISTORY

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



OUR STUDENTS

Thomas Edison State College is composed of a world-wide community of learners. Our student body represents every state in the U.S. and more than 70 countries throughout the world.

Unlike most colleges and universities, which are designed to meet the needs of traditional college students who are 18 or 19 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The College's academic programs enable students to plan degree paths and to select learning options that best meet their needs. Course scheduling at Thomas Edison State College enables students to take courses at times convenient to them.

Current Students: 13,173.

- ▶ Average age 36
- ▶ 61 percent New Jersey residents
- ▶ 39 percent out-of-state (50 states and students from, or studying in, 70 countries)
- ▶ 60 percent male
- ▶ 40 percent female

Cumulative degrees awarded: 27,346.

OUR MENTORS

The College has more than 400 mentors who facilitate learners' academic and professional growth. Thomas Edison State College mentors are selected because of their academic and experiential preparation as well as their commitment to serving adult students. Like our students, mentors come from many places. They may also work at other colleges and universities or hold positions in the nonprofit or corporate world. At least 90 percent of graduate mentors hold a terminal degree and have extensive professional experience.

OUR ACADEMIC PROGRAMS

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

- ▶ 17 graduate and undergraduate degrees
- ▶ more than 100 areas of study
- ▶ 13 undergraduate certificates
- ▶ 6 graduate and post-graduate certificates
- ▶ 44 professional certificates

ACCREDITATION

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

LIBRARY RESOURCES

Students may use the New Jersey State Library, an affiliate of Thomas Edison State College. Students also have access to VALE, the Virtual Academic Library Environment. See Page 12 for more information.

CALENDAR & SCHEDULING

- ▶ **Enrollment:** any time during the year
- ▶ **Semesters:** start the first day of each month
 - 12-week semesters for *e-Pack*®, Prior Learning Assessment, Practicum and online courses (including nursing and graduate courses)
 - 16-week semesters for Guided Study courses
- ▶ **Registration periods:**
 - 12 for most undergraduate options
 - 4 registration periods for nursing and graduate courses
- ▶ **Graduation:** The Board of Trustees certifies graduates four times a year.
- ▶ **Commencement:** Oct. 6, 2007

COMMENCEMENT CEREMONY

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

Ceremony Date for 2007

- ▶ **Saturday, Oct. 6, 2007**
Soldiers and Sailors' War Memorial, Trenton, NJ

DIFFERENT BY DESIGN

Unlike most colleges and universities, which are designed to meet the needs of traditional college students who are 18 or 19 years old, Thomas Edison State College is designed exclusively to serve the needs of adults. The entire academic program at Thomas Edison State College is designed to be as flexible as possible to enable adults to complete a degree program in more than 100 areas of study.

EARNING YOUR DEGREE

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

- **Conventional:** students using this approach may complete all of their degree requirements at Thomas Edison State College.

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

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

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

CONVENTIONAL APPROACH

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

| Area of Study | Degree(s) offered |
|---|-------------------|
| Heaven School of Arts and Sciences | |
| Communications | BA |
| Computer Science | ASNSM, BA |
| Criminal Justice | BA |
| English | BA |
| Fitness and Wellness Services | ASPSS |
| History | BA |
| Humanities | BA |
| Liberal Studies | AA, BA, MALS |
| Natural Sciences/Mathematics | BA |
| Psychology | BA |
| Social Sciences | BA |
| School of Applied Science and Technology | |
| Applied Computer Studies | AAS |
| Computer Science Technology | ASAST |

| Area of Study | Degree(s) offered |
|--|-------------------|
| School of Business and Management | |
| Accounting | BSBA |
| Business Administration | ASBA |
| General Management | BSBA |
| Human Resources Management/ Organizational Management | BSBA |
| Human Resources Management | MSHRM |
| Management & Leadership | MSM |
| Marketing | BSBA |
| Operations Management | BSBA |

CREDENTIALIED APPROACH

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

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

HYBRID APPROACH

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

| Area of Study | Degree(s) offered | Area of Study | Degree(s) offered |
|---|-------------------|---|-------------------|
| Heaven School of Arts and Sciences | | Recreation Services | ASPSS, BSHS |
| Administration of Justice | ASPSS, BSHS | Religion | BA |
| Anthropology | BA | Social Services | ASPSS, BSHS |
| Art | BA | Social Services Administration | BSHS |
| Biology | ASNSM, BA | Social Services to Special Populations | ASPSS, BSHS |
| Child Development Services | ASPSS, BSHS | Sociology | BA |
| Community Services | ASPSS, BSHS | Theater Arts | BA |
| Economics | BA | School of Applied Science and Technology | |
| Emergency Disaster Services | ASPSS, BSHS | Administrative Studies | AAS |
| Environmental Studies | BA | Allied Dental Education | BSHeS** |
| Foreign Language | BA | Applied Electronic Studies | AAS |
| Gerontology | ASPSS, BSHS | Applied Health Studies | AAS |
| Health and Nutrition Counseling | BSHS | Architectural Design | ASAST, BSAST |
| Health Services | BSHS | Aviation Support | AAS |
| Health Services Administration | BSHS | Biomedical Electronics | ASAST, BSAST |
| Journalism | BA | Civil and Construction | |
| Labor Studies | BA | Engineering Technology | ASAST |
| Legal Services | ASPSS, BSHS | Civil Engineering Technology | ASAST |
| Mathematics | ASNSM, BA | Clinical Laboratory Science | ASAST, BSAST |
| Mental Health and Rehabilitation Services | BSHS | Computer Science Technology | BSAST |
| Music | BA | Construction | BSAST |
| Philosophy | BA | Construction and Facility Support | AAS |
| Photography | BA | Cytotechnology | BSAST |
| Political Science | BA | Dental Assistant | AAS |

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

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

continued on next page

| Area of Study | Degree(s) offered |
|---|-------------------|
| Allied Dental Education | BSHeS** |
| Dental Hygiene* | AAS, BSAST |
| Dental Hygiene Sciences | BSHeS** |
| Dietetic Sciences | BSHeS** |
| Electrical Technology | ASAST |
| Electrical/Mechanical Systems & Maintenance | AAS |
| Electronic Engineering Technology | ASAST, BSAST |
| Energy Utility Technology | BSAST |
| Engineering Graphics | ASAST, BSAST |
| Environmental, Safety & Security Technologies | AAS |
| Environmental Sciences | ASAST, BSAST |
| Fire Protection Science | ASAST, BSAST |
| Forestry | ASAST, BSAST |
| Health Professions Education | BSHeS** |
| Health Services Education and Management | BSHeS** |
| Health Services Technology | BSAST |
| Horticulture | ASAST, BSAST |
| Imaging Sciences | BSHeS** |
| Laboratory Animal Science | ASAST, BSAST |
| Manufacturing Engineering Technology | ASAST, BSAST |
| Marine Engineering Technology | ASAST, BSAST |

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

School of Business and Management

| | |
|------------------------------------|------|
| Computer Information Systems | BSBA |
| Entrepreneurship | BSBA |
| Finance | BSBA |
| Financial Institutional Management | BSBA |
| Hospital Healthcare Administration | BSBA |
| Hospitality Management | BSBA |
| International Business | BSBA |
| Public Administration | BSBA |
| Real Estate | BSBA |

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

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

EARNING CREDIT

Students earn credit through a variety of programs designed around the unique needs and different learning styles of adult learners.

BACHELOR'S TO MASTER'S PROGRAM

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

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

GRADUATE PROGRAMS

- Master of Science in Human Resources Management
- Master of Science in Management
- Master of Arts in Liberal Studies
- Master of Arts in Educational Leadership
- Master of Science in Nursing
- Graduate Certificate in Clinical Trials
- Graduate Certificate in Homeland Security
- Graduate Certificate in Human Resources Management
- Graduate Certificate in Online Learning and Teaching
- Graduate Certificate in Organizational Leadership
- Nurse Educator Certificate (post-master's)

Academic and Financial Resources

Academic Advisement

Applicants

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

Enrolled Students

Once applicants have paid the annual tuition (Comprehensive or Enrolled Options), they are considered enrolled students and have full access to the College's academic advisement, evaluation and program planning services. Students may call the Advisement Center at (888) 442-8372 (option 2, number 3) to address brief questions. In-person and telephone appointments are available for lengthier sessions by calling (609) 292-2803.

Advisement Center Telephone Hotline

Students who have already received their official program evaluation and have brief questions or need clarification of general degree issues should utilize the Advisement Telephone Center Hotline. A student advising appointment (discussed below) should be made for more in-depth discussion regarding special degree concerns and/or specialization and area of study course requirements. The "hotline" is open Monday through Friday, from 10 a.m. to 4 p.m., and until 6 p.m. on Wednesdays, Eastern Standard Time, excluding holidays. The toll free number for the Advisement Telephone Center Hotline is (888) 442-8372 (option 2, number 3). It is highly recommended that students call at least two weeks prior to the date of registration to determine if a course(s) are appropriate for their degree program.

Student Appointments

Enrolled students are encouraged to make an appointment with an advisor for program planning, extensive questions regarding degree programs and methods of earning credits during the first six months of their enrollment period. Appointments with an advisor are available to enrolled students only and may be conducted in-person or by telephone. Appointments may be scheduled Monday through Friday during regular working hours (Wednesday until 5:30). For appointments, please call (609) 292-2803 (option 1).

Program Planning

Students enrolled with Thomas Edison State College are strongly encouraged to work with an advisor and submit a degree program plan that outlines how they will complete all or part of the remaining requirements for degree completion. Students may view the *Program Planning Handbook*, which provides them with the steps required in developing a program plan, at www.tesc.edu. The *Handbook* includes detailed information on methods of earning credit, academic policies and the structure and credit requirements of degree programs.

Written Correspondence with the Advisement Center

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

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

Financial Aid

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

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

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

Other Financial Aid Sources

One of the most overlooked sources of financial assistance is the educational benefits that companies offer to their employees. Information about a company's educational benefits is usually available through the human resources office.

Additional aid might be available through the state education agency in your area.

Veterans' Benefits

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

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

Academic Progress for Continuing Financial Aid

Thomas Edison State College state and federal financial aid recipients must maintain a cumulative average of at least 2.0 (C) to meet the minimum standards for satisfactory academic performance. In addition, the student must complete 66 percent of all courses attempted. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 66 percent criteria, the student is not maintaining satisfactory academic performance. (Ws are not considered complete.) Students will be notified in writing if they fail to comply with this policy. Students will not be reviewed for academic progress until they have attempted two semesters of course work. Please note, extensions are not considered completed until grades are posted. Grades of NC will be considered an F for GPA calculations.

There is also a maximum time frame during which the College may award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted credit hours that may be attained in this degree program

are 90 credit hours. For the baccalaureate degree (120 credits), the maximum attempted credit hours that may be accumulated in this degree program is 180. All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame in the aforementioned program. If a student exceeds the maximum number of credits in a degree program, he or she will not be eligible for state or federal student financial aid. This limit includes credits that have been transferred toward a degree. Financial aid will pay for a repeated course only once.

Students not making satisfactory academic progress will be placed on Financial Aid Probation for the next semester. Financial aid will be processed for that semester to give the student an opportunity to regain satisfactory progress as determined by College policy. Students may either regain satisfactory academic progress after their probationary grades are in, or at least complete all the probationary term's courses with grades of C or better.

Financial Aid Appeals

Students who do not meet the satisfactory academic progress requirements after the probation period will be denied additional financial aid. If, because of a mitigating circumstance (such as loss of income, death in the family, etc.) a student falls below the required standards, he or she may appeal by explaining the circumstances to the Financial Aid Appeals Committee within 30 days of notification concerning his or her academic performance. All appeals should be in writing and forwarded to:

Thomas Edison State College
Financial Aid Appeals Committee
Office of Financial Aid & Veterans' Affairs
101 W. State St.
Trenton, NJ 08608-1176

If an appeal is granted, the student must regain satisfactory academic progress after the end of the appealed semester to be considered for further aid. If progress is not made at the end of the appealed semester, but the student completes all courses attempted with grades of C or better in that semester, an additional semester may be awarded. Students should contact the Office of Financial Aid & Veterans' Affairs after the results of the appealed semester are posted.

Library Resources

The New Jersey State Library

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

The New Jersey State Library provides free online resources to students pursuing their education. *JerseyClicks.org* offers pertinent full-text articles from current newspapers, magazines and journals that can be downloaded and printed. JerseyClicks allows students to search up to 30 databases at once on topics such as business, education, science, history, health and literature. Students seeking assistance researching a specific topic can also log on to *QandANJ.org*, where they can consult online with a reference librarian from a participating college or university library, 24 hours a day. For questions that require lengthy research, QandANJ can get students started or refer them to other sources that can help answer their question. *JerseyClicks.org* and *QandANJ.org* are supported in whole or part by The Institute of Museum and Library Services through the Library Services and Technology Act.

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

VALE (Virtual Academic Library Environment)

Thomas Edison State College is a member of the Virtual Academic Library Environment (VALE). Through VALE, students have access to several online databases and extensive scholarly resources. Students also have access to New Jersey's academic libraries through VALE. Students in the College's online courses are expected to make use of VALE resources and other online resources.

LEARNING OUTCOMES ASSESSMENT

Assuring quality is at the core of Thomas Edison State College's mission and its commitment to students. As an academic institution it is paramount that the learning the College asserts our students to have achieved in the completion of their undergraduate and graduate course work and degree programs is defined and assessable. Authentication of student learning is most important because it provides the institution tools for decision making and self-improvement.

With the guidance of the College's Academic Council, Curriculum Committees, academic leaders and mentors, the College has defined eight knowledge and skill outcomes for all undergraduates. All Thomas Edison State College students who graduate from undergraduate degree programs will have the following competencies:

1. Information Literacy

Graduates will recognize when information is needed identify, locate, evaluate and use effectively and appropriately the information found.

2. Technological Competency

Graduates will be able to solve problems and perform tasks using appropriate technological tools.

3. Responsible Ethical Leadership

Graduates will be able to articulate in their own words the ethical principles they have discovered and encountered in their academic discipline or profession. Graduates will recognize and articulate actual ethical dilemmas witnessed or experienced.

4. Scientific Reasoning

(Adopted from Cal State at San Marcos)

Graduates will be able to analyze issues and problems by applying scientific methods.

5. Diversity/Global Literacy

Graduates will demonstrate an understanding of globally diverse perspectives, cultures, values, events, trends and issues.

6. Quantitative Reasoning/Literacy

Graduates will be quantitatively literate. They will be able to apply mathematical concepts and skills to inform personal and professional decision making.

7. Communication

Graduates will be able to communicate with proficiency.

8. Critical Analysis & Reasoning

Graduates will be able to demonstrate critical-thinking and problem-solving skills and are able to analyze content, discover meaning or significance, draw conclusions and make assessments.

Student's Role in Institutional Outcomes Assessment

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

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

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

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

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

NOTES:

ACADEMIC PROGRAMS DEGREES AND CERTIFICATES

**SCHOOL OF APPLIED SCIENCE
AND TECHNOLOGY**

**HEAVIN SCHOOL OF
ARTS AND SCIENCES**

**SCHOOL OF BUSINESS
AND MANAGEMENT**

SCHOOL OF NURSING

**SCHOOL OF PROFESSIONAL
AND CONTINUING STUDIES**

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

MISSION AND PURPOSE:

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

Our curriculum provides opportunities to achieve personal and career goals through programs in 33 associate and 34 bachelor degree areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses/certifications, apprenticeships and military/industrial training.

Students may advance toward their academic goal by transferring credit from other regionally accredited institutions or by earning credit through alternative methods including TECEP®, CLEP and DANTES examinations and Prior Learning Assessment (PLA).

DEGREES AND CERTIFICATES:

Undergraduate Degrees

- ▶ Associate in Applied Science
- ▶ Associate in Applied Science and Technology
- ▶ Bachelor of Science in Applied Science and Technology
- ▶ Bachelor of Science in Health Sciences

Undergraduate Certificates

- ▶ Dental Assistant
- ▶ Computer-Aided Design
- ▶ Electronics

Graduate Certificate

- ▶ Clinical Trials Management

School of Applied Science and Technology: Undergraduate Outcomes

Bachelor degree graduates from the School of Applied Science and Technology will have the ability to:

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

Associate in Applied Science

Credit Distribution Requirements

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

The degree options available are:

| | |
|--|--|
| Administrative Studies | Dental Assistant |
| Applied Computer Studies | Electrical/Mechanical Systems and Maintenance |
| Applied Electronic Studies | Environmental, Safety and Security Technologies |
| Applied Health Studies | Mechanics and Maintenance |
| Aviation Support | Occupational Studies |
| Construction and Facility Support | |

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

| | |
|-----------------------------------|---|
| Administrative Studies | Dental Hygiene** |
| Legal Office Assistant | **Jointly with UMDNJ |
| Logistics Support | Medical Specialist |
| Office Automation | Pharmacy Specialist |
| Program Administration | |
| Applied Computer Studies | Construction and Facility Support |
| Software Applications | Building Maintenance and Services |
| Network Administration | Engineering Support |
| Computer Operations | Facility Maintenance Technology |
| Desktop Publishing | |
| Aviation Support | Electrical/Mechanical Systems and Maintenance |
| Aviation Fuel and Cargo | Applied Maintenance Mechanical/Hydraulic Systems Operations and Maintenance |
| Aviation Logistics | Powers Systems Operations and Maintenance |
| Airman | Telecommunications Systems |
| Applied Electronic Studies | |
| Avionics | |
| Electronic Systems | |
| Electrical Systems | |
| Applied Health Studies | Environmental, Safety and Security Technologies |
| Dental Technician | Chemical and Biological Specialists |
| Diagnostic Medical Ultrasound | |

Environmental Specialist and Technician
Intelligence Operations
Military Police

Mechanics and Maintenance
Automotive Mechanics
Heating, Ventilating and Air Conditioning
Mechanical Technology

Occupational Studies
Biotechnology
Emerging Technologies
Fiber Optics
Food Service
Mortuary Science
Other Career Tracks

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

Degree Requirements

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

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

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

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

How Students Earn Credit in the Associate in Applied Science (AAS):

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

Associate in Science in Applied Science and Technology

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

Credit Distribution Requirements

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

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

Students usually enter with all of the credits in the option completed often, but not always, from military training. If the option has not already been completed, students may often use Prior Learning Assessment (PLA) to gain college credit for their knowledge. There are few distance learning opportunities in most of the ASAST option areas. Credits in general education and free electives may be earned by a wide variety of methods.

Degree Requirements

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

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

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

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

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

General Education Requirements

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

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

Option

The option includes 21 credits of courses within the option selected. These credits will include both required courses and professional electives (refer to the following pages). Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits by Prior Learning Assessment (PLA), if he/she has not already completed appropriate course work in that area. The required courses and corollary requirements are subject to change. A current option Guidesheet, showing detailed requirements, will be sent with the student's first evaluation.

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

Free Electives

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

Additional Degree Requirements

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

Demonstration of Currency: Because of the rapid changes occurring in technical fields today, it is important for today's college graduates to maintain up-to-date

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

Associate in Science in Applied Science and Technology

Options

Air Traffic Control

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

Required Certification and Courses:

FAA license as an Air Traffic Control Specialist.

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students' options are completed by the required license.

Architectural Design

This option is designed for architectural drafting and design personnel.

Required Courses:

Statics, Architectural Drafting and Design, Computer Aided Design

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Aviation Flight Technology

This option is designed for FAA licensed pilots.

Required Certification and Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students' options are completed by the required licenses.

Aviation Maintenance Technology

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

Required Certification and Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students' options are completed by the required license.

Biomedical Electronics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their specializations.

Civil and Construction Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Clinical Laboratory Science

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by Prior Learning Assessment (PLA) for their options, assuming current for recent employment using a variety of laboratory methods.

Computer Science Technology

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

Required Courses:

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

Corollary Requirements:

Precalculus Algebra and Calculus I, Physics I and II

How Students Earn Credit in the Option:

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

Electrical Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Electronics Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Engineering Graphics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Environmental Sciences

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

Required Courses:

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

Corollary Requirements:

Precalculus I and II, Chemistry I and II, Computer Concepts

How Students Earn Credit in the Option:

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

Fire Protection Science

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Forestry

This option is designed for forestry personnel.

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Horticulture

This option is designed for floriculture and nursery management personnel.

Required Courses:

Soil Science, Plant Propagation, Floriculture, Landscape Design

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Laboratory Animal Science

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Manufacturing Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their options.

Mechanical Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Medical Imaging

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Nondestructive Testing Technology

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

Required Courses:

Materials Science, Codes and Specifications, Nondestructive Testing Methods

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Nuclear Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Nuclear Medicine Technology

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Radiation Protection

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Radiation Therapy

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

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Respiratory Care

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Option:

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

Surveying

This option is designed for
surveyors.

Required Courses:

Surveying Computations, Route
Surveying, Surveying electives

Corollary Requirements:

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

How Students Earn Credit in the Option:

Students whose options are
not complete at the time of enroll-
ment either use Prior Learning
Assessment (PLA) or classroom
work to complete their options.

Bachelor of Science in Applied Science and Technology

Credit Distribution Requirements

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

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

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

*** Between 3 and 12 credits required; see Areas of Study corollary requirements, starting on Page 27.

The following areas of study have been approved:

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

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

Bachelor of Science in Applied Science and Technology (BSAST)

The Bachelor of Science in Applied Science and Technology (BSAST) degree is intended to meet the educational needs of midcareer adults in a wide variety of applied science and technology fields. The student selects the area of study that matches his/her expertise. For most students this reflects their occupation.

Degree Requirements

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

General Education Requirements

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

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

Area of Study

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

Computer Requirement

One 3-credit course in the broad area of computer science or computer concepts is required. Courses in the use of specific computer applications packages do *not* meet this requirement. A number of areas of study require computer programming rather than computer concepts.

Free Electives

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

Additional Degree Requirements

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

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

Bachelor of Science in Applied Science and Technology

Areas of Study

Air Traffic Control

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

Required Certification:

FAA Air Traffic Control Specialist.

Required Courses:

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

Corollary Requirements:

Physics I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

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

Architectural Design

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Aviation Flight Technology

This area of study is limited to professional pilots.

Required Certification and Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

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

Aviation Maintenance Technology

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

Required Certification and Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Biomedical Electronics

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study. A limited selection of general electronics courses are

available by independent study and distance education courses and examination.

Civil Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Clinical Laboratory Science

This area of study is designed for individuals involved in the clinical laboratory industry.

Required Courses:

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

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

How Students Earn Credit in the Area of Study:

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

Computer Science Technology

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Calculus I and II

How Students Earn Credit in the Area of Study:

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

Construction

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Cytotechnology

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Dental Hygiene

Required Certification:

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

Required Courses:

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

Corollary Requirements:

Chemistry I and II, Biology I, Computer Concepts

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Electrical Technology

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

Many of the credits in the area of study may be completed by independent study and distance education courses from other universities. Many students use Prior Learning Assessment (PLA).

Electronics Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Most of the credits in the area of study may be completed by independent study and distance education course from other universities. Many students use Prior Learning Assessment (PLA). Some examinations are also available.

Energy Utility Technology

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Calculus, Statistics, Computer Programming

How Students Earn Credit:

Most students have transfer credit from an associate degree earned at a two-year college. Credit may also be earned through company training and apprenticeship programs (please see Page 114). Credit may also be earned by Prior Learning Assessment (PLA) and independent study.

Engineering Graphics

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Calculus I, Computer Programming

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Environmental Sciences

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

Required Courses:

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

Corollary Requirements::

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

How Students Earn Credit in the Area of Study:

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

Fire Protection Science

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

Required Courses:

Fire Protection and Prevention (three courses), Hazardous Materials (two courses), Fire Detection and Suppression

Hydraulics, Arson Investigation, Building Codes and Construction

Corollary Requirements:

Chemistry I and II, Physics I, Computer Concept

How Students Earn Credit in the Area of Study:

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

Forestry

This area of study is designed for forestry personnel.

Required Courses:

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

Corollary Requirements:

Botanology, Chemistry I and II, Computer Concepts

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Health Services Technology

This specialization is designed for health professionals interested in coordination of medical technology support services.

Required areas of study or Equivalent Prior Learning:

Clinical Laboratory, Radiography, Respiratory Technology, Cytotechnology,

Radiation Technology,
Cardiovascular Technology and
Perfusion Technology.

Corollary Requirements:

College Algebra, Principals of
Statistics, Anatomy and
Physiology I and II, Chemistry,
Biology, Computer Concepts and
additional Mathematics and Science.

Horticulture

This area of study is designed
for floriculture and nursery man-
agement personnel.

Required Courses:

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

Corollary Requirements:

Botany, Chemistry I and II,
Computer Concepts

**How Students Earn Credit
in the Area of Study:**

Students whose areas of study
are not complete at the time of
enrollment either use Prior
Learning Assessment (PLA) or
classroom work to complete
their areas of study.

Laboratory Animal Science

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

Required Courses:

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

Corollary Requirements:

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

**How Students Earn Credit
in the Area of Study:**

Students whose areas of study
are not complete at the time of
enrollment either use Prior
Learning Assessment (PLA) or
classroom work to complete
their areas of study.

Manufacturing Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

**How Students Earn Credit
in the Area of Study:**

Most of the credits in the area
of study may be completed by
independent study and distance
education course from other uni-
versities. Many students use Prior
Learning Assessment (PLA).

Marine Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

**How Students Earn Credit
in the Area of Study:**

Students whose areas of study
are not complete at the time of
enrollment either use Prior
Learning Assessment (PLA) or
classroom work to complete their
areas of study.

Mechanical Engineering Technology

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Medical Imaging

Required certification:

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Biology I, Computer Concepts

How Students Earn Credit in the Area of Study:

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

Nondestructive Testing Technology

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

Required Courses:

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

Corollary Requirements:

Physics I and II, Chemistry I, Computer Concepts

How Students Earn Credit in the Area of Study:

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

Nuclear Engineering Technology

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

Required Courses:

Nuclear Physics, Thermodynamics, Fluid Mechanics, Nuclear Reactors (four courses), Nuclear Power Plant

Instrumentation, Radiation Effects, Radiation Safety

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Nuclear Medicine Technology

Required certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Perfusion Technology

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Radiation Protection

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

Required Courses:

Nuclear Physics, Radiochemistry or Radiobiology, Radiation Protection, Radiation Measurement, Radiation Effects, Physics, Applied Health

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Radiation Therapy

Required Certification:

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

Respiratory Care

This area of study is limited to registered respiratory therapists.

Required Certification:

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

Required Courses:

Anatomy and Physiology I and II, Cardiopulmonary Anatomy and Physiology, Microbiology, Pulmonary Function, Pharmacology, Respiratory Techniques (three courses), Pediatric Respiratory Care, Clinical Practice

Corollary Requirements:

Chemistry I and II, Physics I, Computer Concepts

How Students Earn Credit in the Area of Study:

The area of study is completed by the required license.

Surveying

This area of study is designed for land surveyors.

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

Students whose areas of study are not complete at the time of enrollment either use Prior Learning Assessment (PLA) or classroom work to complete their areas of study.

Bachelor of Science in Health Sciences*

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

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements48

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

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

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

III. Free Electives9

Total 121

The Bachelor of Science in Health Sciences (BSHeS)

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

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

Admission to Program

Prospective students must apply through UMDNJ – SHRP, observing the APPLICATION DEADLINES of March 1 for the fall semester and July 1 for the spring semester. Note that Dietetics is only offered once per year, with an application deadline of March 1. Applications may be obtained from UMDNJ – SHRP by calling (973) 972-5454 or by e-mailing shrpadm@umdnj.edu. For information contact Program Director Cheryl Bellamy at (973) 972-8512 or bellamcg@umdnj.edu. Once students are admitted, they are assigned an academic advisor from UMDNJ, who will work with them on planning their academic programs.

* Professional certification required for admission to program. Dietetics requires certain specific courses under the liberal arts and free electives. Imaging Science requires 6 credits of English and 3 credits of Algebra or equivalent prior to admission to BSHeS degree program.

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

Degree Requirements

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

General Education Requirements

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

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

Professional Health Sciences Requirements

This consists of a 24-credit specialization, a 15-credit Interdisciplinary Health Sciences core and a 25-credit area of study.

Specialization

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

Interdisciplinary Health Sciences Core

The Interdisciplinary Health Sciences core is a series of five courses offered by UMDNJ in the classroom and on the World Wide Web.

Area of Study

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

Free Electives

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

Additional Degree Requirements

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

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



Bachelor of Science in Health Sciences

Areas of Study

Advanced Imaging Sciences

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

Required Area of Study Courses:

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

Specialization Requirements:

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

Allied Dental Concentration

This program is designed for licensed dental assistants and hygienists.

Required Area of Study Courses:

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

Specialization Requirements:

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

Coordinated Dietetic Program

This program is limited to registered dietetic technicians.

Required Area of Study Courses:

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

Specialization Requirements:

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

Corollary Requirements:

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

Health Services Management and Education

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

Required Area of Study Courses:

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

Specialization Requirements:

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

Undergraduate Certificates:

Computer-Aided Design

Required Courses:

| | |
|------------------------------------|-----------|
| Drafting Fundamentals | 3 credits |
| Computer-Aided Drafting | 3 credits |
| Computer-Aided Design and Drafting | 3 credits |

Students select 9 credits from the following:*

| | |
|--|-----------|
| CAD/CAM (Computer Assisted Manufacturing) | 3 credits |
| Advanced Techniques in CAD | 3 credits |
| Intermediate Drafting | 3 credits |
| Printed Circuit Board Design in CAD | 3 credits |
| Computer Graphics | 3 credits |
| Descriptive Geometry | 3 credits |

Total 18 credits

*There should be no more than two computer (non-CAD) courses and no more than two drafting (non-CAD) courses. There should be at least three courses in CAD.

Dental Assistant

The 36-credit Certificate in Dental Assistant program is jointly sponsored by UMDNJ and Thomas Edison State College. The certification program is designed to develop the knowledge and skills necessary for acquiring Dental Assistant credentials.

Dental assistants' occupational duties encompass preparing patients for treatment, preparing instruments for operations, supporting treatment, providing patient instructions and performing laboratory function. The dental assistant works in private offices, community and school health programs, community and hospital clinics, arm services, manufacturing, and researching positions in the support of dentists.

Electronics

Required Courses:

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

Students select 9 credits from the following:

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

Total 18 credits

Imaging Sciences

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

Required Area of Study Courses:

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

Specialization Requirements:

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

Graduate Certificate:

Clinical Trials Management

12 credits

The Clinical Trials Management certificate program was conceived and designed by pharmaceutical, biotechnology and contract research organization experts who work in the clinical research field. It is intended for those who seek entrance to or advancement in the clinical research industry. Students learn the fundamentals of the clinical trials environment, study design and management. The program prepares students for the day-to-day decision making in their work environment. Each course has exercises designed to further enhance drug development knowledge through reading, interactive discussions between students and instructors, and assignments that mirror workplace requirements. Courses include:

CTM-510

| | |
|--|-----------|
| Introduction to Clinical Trials Research and Drug Development | 3 credits |
|--|-----------|

CTM-520

| | |
|---|-----------|
| Clinical Trials Research: Practice to Policy | 3 credits |
|---|-----------|

CTM-530

| | |
|--|-----------|
| Introduction to Clinical Trials Data Management | 3 credits |
|--|-----------|

CTM-540

| | |
|--|-----------|
| Ethical Issues and Regulatory Principles in Clinical Trials | 3 credits |
|--|-----------|

HEAVIN SCHOOL OF ARTS AND SCIENCES

MISSION AND PURPOSE:

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

Students working in the human services field will find innovative degree programs that allow students working in their chosen profession to apply work experiences toward an academic program. The human services curriculum is designed to emphasize theory and practice. The Master of Arts in Educational Leadership prepares students to become effective school leaders in addition to preparing students interested in NJ Supervisor and Principal certification. All of the Heavin School's degree programs provide students with flexible, high-quality learning experiences.

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

DEGREES AND CERTIFICATES:

Undergraduate Degrees

- ▶ Associate in Arts
- ▶ Associate in Science in Natural Sciences and Mathematics
- ▶ Associate in Science in Public and Social Services
- ▶ Bachelor of Arts
- ▶ Bachelor of Science in Human Services

Undergraduate Certificates

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

Graduate Degrees

- ▶ Master of Arts in Educational Leadership (MAEdL)
- ▶ Master of Arts in Liberal Studies (MALS)

Graduate Certificates

- ▶ Homeland Security
- ▶ Online Learning and Teaching

Heavin School of Arts and Sciences: Undergraduate Outcomes

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

- ▶ Interpret and critically analyze the research bases of knowledge in the field, and how these bases are developed and used.
- ▶ Apply theory to practice in professional practice.
- ▶ Demonstrate knowledge of the specific skills, techniques and agencies necessary to serve client populations.
- ▶ Effectively communicate with multicultural clients, families and communities through written and oral means and to provide effective services to diverse communities.

Graduates of the Bachelor of Arts will have the ability to:

- ▶ Use key terms, concepts, theories and answer critical questions in area of study.
- ▶ Describe the historical development of the field, its origins, old and new, conceptual frameworks and the interdependence of this field with research findings in other fields.
- ▶ Demonstrate independence and collaboration while participating in decision-making activities in a variety of settings.

Associate in Arts

Credit Distribution Requirements

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

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

Degree Requirements

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

General Education Requirements

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

Free Electives

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

How Students Earn Credit in the Associate in Arts Degree:

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

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

Associate in Science in Natural Sciences and Mathematics

Credit Distribution Requirements

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

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

Degree Requirements

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

General Education Requirements

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

Option

The option requires 21 credits in one of the following subject areas: biology; computer science; mathematics. These credits will include 3 credits in introduction to the option, 9 credits in required theory areas and 9 credits individually selected from courses appropriate to the option. Some options also require additional credits outside of the option subject. These additional credits are called corollary requirements. Please refer to the Associate in Science in Natural Sciences and Mathematics subject area description section. The options articulate with approved Bachelor of Arts degree areas of study.

Free Electives

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

Associate in Science in Natural Sciences and Mathematics

Options

Biology*

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

Required Courses:

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

How Students Earn Credit in the Option:

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

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

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

Computer Science*

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

Required Courses:

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

Corollary Requirements:

Calculus I, II

How Students Earn Credit in the Option:

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

Mathematics*

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

Required Courses:

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

Corollary Requirements:

General Physics I (Calculus based)

How Students Earn Credit in the Option:

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

Associate in Science in Public and Social Services

Credit Distribution Requirements

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

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

| | |
|---|-----|
| A. English Composition | 6 |
| B. Humanities | 6 |
| C. Social Sciences | 6 |
| 1. Introduction to Sociology | (3) |
| 2. Introduction to Psychology | (3) |
| D. Natural Sciences and Mathematics | 6 |
| 1. One college-level Mathematics | |
| course required. | (3) |
| 2. Other Natural Sciences/ Mathematics | (3) |
| E. General Education Electives | 6 |
| 1. Intercultural Communications | (3) |
| or Race and Ethnic Relations | |
| 2. Other General Education | |
| Electives | (3) |

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

| | |
|----------------------------|-----|
| Introduction to the option | (3) |
| Theoretical Area | (9) |
| Applied Area | (6) |
| Practicum | (3) |

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

| | |
|---|-----|
| A. Computer Science or Data Processing | (3) |
| B. Other Free Electives | (6) |

Total 60

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

Administration of Justice
Child Development Services
Community Services
Emergency Disaster Services
Fitness and Wellness Services
Gerontology
Legal Services
Recreation Services
Social Services
Social Services for Special Populations

Associate in Science in Public and Social Services (ASPSS)

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

Degree Requirements

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

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

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

General Education Requirements

The 30-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics and enables students to have a foundation for the Public and Social Services option.

Option

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

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

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

Free Electives

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

Associate in Science in Public and Social Services

Options

Administration of Justice*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Child Development Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Community Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Emergency Disaster Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

**Each option requires 21 credits.*

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

Fitness and Wellness Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Gerontology*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Legal Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Recreation Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Social Services*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

Social Services for Special Populations*

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

Required Courses:

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

How Students Earn Credits in the Option:

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

**Each option requires 21 credits.*

Bachelor of Arts

Credit Distribution Requirements

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

The following is a list of approved areas of study:

Humanities

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

Natural Sciences/Mathematics

Biology
Computer Science
Mathematics
Natural Sciences/Mathematics

Multidisciplinary

Environmental Studies
Liberal Studies

Social Sciences

Anthropology
Criminal Justice
Economics
History
Labor Studies
Political Science
Psychology
Sociology

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

Bachelor of Arts (BA)

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

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

Degree Requirements

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

General Education Requirements

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

Concentration

For students who wish to combine course work in three or more subjects within a liberal arts area (e.g., humanities, social sciences or natural sciences/mathematics), the concentration is an appropriate option. Students complete 33 credits in a concentration in one of the three broad general education areas: humanities, social sciences or natural sciences/mathematics. At least three different subjects must be included, which provide for breadth of knowledge in the concentration. Also, students must earn at least 12 credits in one subject. A maximum of 18 credits may be earned in any one subject area in order to have a balanced interdisciplinary concentration. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A

maximum of two college-level courses equating to 100 level numbers may be applied toward the area of concentration. A deeper knowledge of some subjects is provided by requiring the remaining area of concentration college-level courses be taken at levels 200, 300 or 400. Additional information on the concentrations can be found on Page 49.

Areas of Study

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

Liberal Studies

The BA degree in liberal studies is designed for students who wish to combine course work in two or more disciplines within liberal arts subject areas. For example, the areas of study may include humanities, natural sciences and social sciences courses with one or more areas of study. This program is ideal for students interested in interdisciplinary fields of study. Students complete 33 credits in the liberal studies area of study. Courses transferred to Thomas Edison State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the liberal studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

Free Electives

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

Note: Limitation of Credits in One Subject Area

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

Bachelor of Arts Concentrations

Humanities*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

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

Natural Sciences/Mathematics*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

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

**Each area of concentration requires 33 credits.*

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

Bachelor of Arts Concentrations (con't)

Social Sciences*

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

Required Courses:

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

How Students Earn Credit in the Concentration:

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

**Each area of concentration requires 33 credits.*

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

Bachelor of Arts

Areas of Study

Anthropology*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

**Each area of study requires 33 credits.*

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

Art*

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

Required Courses:

Art History Survey I and II; at least one course in each of the following: two-dimensional design, drawing, painting, 18 area of study elective credits

How Students Earn Credit in the Area of Study:

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

Biology*

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

Required Courses:

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

Corollary Requirements:

General Chemistry I and II with lab, General Physics I and II with lab, Organic Chemistry I and II with lab, Mathematics at least through Precalculus

How Students Earn Credit in the Area of Study:

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

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

Communications*

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

Required Courses:

Select two of the following courses for the communication theory requirement: Fundamentals of Speech; Interpersonal Communications; Mass Communications, 27 area of study elective credits.

How Students Earn Credit in the Area of Study:

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

Computer Science*

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

Required Courses:

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

Corollary Requirements:

Calculus I and II

How Students Earn Credit in the Area of Study:

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

Criminal Justice*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

Economics*

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

Required Courses:

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

Corollary Requirements:

Computer Science, Statistics

How Students Earn Credit in the Area of Study:

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

English*

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

Required Courses

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

How Students Earn Credit in the Area of Study:

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

**Each area of study requires 33 credits.*

Environmental Studies*

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

Required Courses:

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

Corollary Requirements:

General Biology with lab,
General Chemistry with lab

How Students Earn Credit in the Area of Study:

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

Foreign Language*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

Courses in this area of study may be completed by Prior Learning Assessment (PLA). Depending on the specific foreign language selected, some courses may also be completed by examinations and/or courses from other colleges.

History*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

Journalism*

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

Required Courses:

Law and Ethics or Communication Law; 12 credits of four theory courses/examinations such as: Basic Issues in the News, Communication Theory, Introduction to Mass Communication, Mass Media and Society, Media History, Public Relations Theory, Theories of Persuasion; 12 credits of four skills courses/examinations such as: Broadcast News Writing, Copy Editing, Feature Writing, Graphic Design for Print, Investigative Reporting, Magazine Article Writing; News Reporting I and II, Public Affairs Writing; 6 area of study elective credits

How Students Earn Credit in the Area of Study:

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

*Each area of study requires 33 credits.

Labor Studies*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

Liberal Studies*

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

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

Required Courses:

At least two or more different subjects must be included to provide breadth of knowledge in the liberal studies area of study. For example, the area of study may include humanities, natural sciences and social sciences courses. Courses transferred to Thomas Edison

State College are equated to the following levels: 100, 200, 300 or 400. A maximum of two college-level courses equating to 100 level numbers may be applied toward the liberal studies area of study. A deeper knowledge of some subjects is provided by requiring the remaining liberal studies area of study college-level courses be taken at levels 200, 300 or 400.

How Students Earn Credit in the Liberal Studies Area:

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

Mathematics*

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

Required Courses:

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

Corollary Requirements:

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

How Students Earn Credit in the Area of Study:

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

**Each area of study requires 33 credits.*

Music*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

Courses in this area of study may be completed by Prior Learning Assessment (PLA), examinations or courses from other colleges.

Philosophy*

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

Required Courses:

Introduction to Philosophy, Logic, Ethics. Credit from each of the following three areas with 6 credits in one area: major field of philosophy; major philosophers; history of philosophy; 15 area of study elective credits

How Students Earn Credit in the Area of Study:

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

Photography*

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

Required Courses:

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

Corollary Requirements:

Survey of Art History I and II

How Students Earn Credit in the Area of Study:

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

Political Science*

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

Required Courses:

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

Corollary Requirements:

Macroeconomics

How Students Earn Credit in the Area of Study:

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

**Each area of study requires 33 credits.*

Psychology*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

Religion*

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

Required Courses:

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

Corollary Requirements:

Introduction to Philosophy

How Students Earn Credit in the Area of Study:

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

Sociology*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

Theater Arts*

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

Required Courses:

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

How Students Earn Credit in the Area of Study:

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

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

Bachelor of Science in Human Services

Credit Distribution Requirements

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

The following is a list of approved areas of study:

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

Credit Distribution Requirements

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

Total 120

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

The Bachelor of Science in Human Services (BSHS)

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

Degree Requirements

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

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

General Education Requirements

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

Area of Study

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

Core

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

Individual Area of Study

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

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

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

Free Electives

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

Bachelor of Science in Human Services

Areas of Study

Administration of Justice*

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

Required Courses:

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

How Student Earn Credits in the Area of Study:

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

Child Development Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Community Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Emergency Disaster Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

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

**Each area of study requires 33 credits.*

Gerontology*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Health and Nutrition Counseling*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Corollary Requirements:

General Biology, Anatomy and Physiology.

Health Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Health Services Administration*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Corollary Requirements:

Economics, Accounting or Finance.

Health Services Education*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Legal Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

**Each area of study requires 33 credits.*

Mental Health and Rehabilitative Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Recreation Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

**Each area of study requires 33 credits.*

Social Services*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Social Services Administration*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Corollary Requirements:

Economics, Accounting or Finance.

Social Services for Special Populations*

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

Required Courses:

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

How Students Earn Credits in the Area of Study:

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

Undergraduate Certificates:

Computer Science

Required Courses:

| | |
|---|-----------|
| A High Level Language (FORTRAN, APL, PL/1, PASCAL) | 3 credits |
| Computer Architecture (or Computer Organization or Switching Theory) | 3 credits |
| Data Structures | 3 credits |

Students select nine elective courses including credits from the following:

| | |
|--------------------------------|-------------------|
| Another Language | 3 credits |
| Artificial Intelligence | 3 credits |
| Assembly Language Programming | 3 credits |
| Computer Programming Languages | 3 credits |
| Database Design | 3 credits |
| Microprocessors/Microcomputers | 3 credits |
| Numerical Analysis | 3 credits |
| Operating Systems | 3 credits |
| Simulation | 3 credits |
| Total | 18 Credits |

Labor Studies

Required Courses:

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

Students select six elective courses including credits from the following:

| | |
|--|-------------------|
| Civil Rights and Labor | 3 credits |
| Contemporary Labor Issues | 3 credits |
| Labor Law | 3 credits |
| Minorities in the Labor Force | 3 credits |
| Trade Union Structure & Administration | 3 credits |
| Women in the Labor Force | 3 credits |
| Total | 18 Credits |

Fitness and Wellness Services

Required Courses:

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

The Master of Arts in Educational Leadership (MAEdL)

The Master of Arts in Educational Leadership (MAEdL) is a graduate degree that serves adults who wish to prepare for roles as school leaders. The scope and sequence of the educational leadership curriculum is designed to present a coherent set of learning experiences that build and deepen students' understanding of educational leadership throughout the program. The program aims to promote an understanding of educational leadership and administration through a process that draws upon the application of: a) the principles of adult learning; b) the effective design and delivery of distance learning environments; c) collaboration and collegial interaction among faculty and peers; and d) effective linking of theory, research and practice.

Overall, the Master of Arts in Educational Leadership program has three broad objectives. The program will prepare school leaders able to:

- ▶ Articulate a vision of school and student success that considers the complex social and cultural environment of the school and the students and is shared by the community;
- ▶ Identify themselves as instructional leaders able to collaborate in developing strategies aimed at improving student learning and school performance;
- ▶ Articulate performance standards that improve teacher effectiveness, enhance student learning and create a framework that allows assessing their personal effectiveness and school effectiveness against them.

Graduates holding a current New Jersey teacher's license will be eligible to earn the Principal's and Supervisor's endorsement in New Jersey.

Master of Arts in Educational Leadership Curriculum Requirements (must be taken in order listed)

| | |
|--|------------|
| MAEdL | 36 credits |
| EDL-500 Effective Leadership: From Theory to Practice | 3 credits |
| EDL-510 The Inquiry Process: A Framework | 3 credits |
| EDL-520 The Cycle of Instructional Leadership: Standards-Based Curriculum, Instruction and Assessment | 3 credits |
| EDL-530 Assessing Educational Programs | 3 credits |
| EDL-540 Effective School Leadership | 3 credits |
| EDL-550 School Law | 3 credits |
| EDL-560 Human Resources Administration | 3 credits |
| EDL-570 Technology for Instruction and Administration | 3 credits |
| EDL-580 Budget Forecasting and Fiscal Planning | 3 credits |
| EDL-590 Developing School and Community Partnerships | 3 credits |
| EDL-600 Field Based Practicum | 3 credits |
| EDL-610 Professional Portfolio Development | 3 credits |
| Total | 36 Credits |

Master of Arts in Liberal Studies (MALS)

The Master of Arts in Liberal Studies (MALS) degree program provides working professionals an opportunity to study the liberal arts with an applied perspective and invites students to leverage what is learned from the rigorous study of the liberal arts to their chosen field. The program focuses on the links between the liberal arts and professional life. The core curriculum is drawn from a variety of disciplines and perspectives and challenges students to examine their professional values and ways of approaching problems.

Students focus their degree program on their own interests by selecting the learner-designed area of study (LDAS).

About Learner-Designed Area of Study

The learner-designed area of study (LDAS) gives students the responsibility to choose areas of interest to them and an opportunity to plan and implement their own academically robust learning activities. Students develop a coherent plan of study that links directly to their final Capstone Project.

Students may propose to complete their learner-designed area of study in several ways:

- ▶ Take additional online graduate courses from Thomas Edison State College;
- ▶ Apply up to 12 credits of American Council on Education courses that have been evaluated at the graduate level;
- ▶ Earn credits for courses offered through Educational Partnership organizations, whose programs fit a degree requirements;
- ▶ Develop a graduate-level Prior Learning Assessment (PLA) portfolio;
- ▶ Transfer up to 6 credits of graduate-level credit earned at other regionally accredited institutions; and/or
- ▶ Design an independent study under the guidance of a graduate mentor;

A graduate mentor reviews the proposal and recommends acceptance or changes. The Office of Graduate Studies authorizes final acceptance of the LDAS.

What You Will Know and What You Will Be Able To Do

After successfully completing the Master of Arts in Liberal Studies program, students will be able to:

- ▶ Display intellectual curiosity and independent thinking as he/she pursues the Individual learner area of study;
- ▶ Demonstrate a heightened awareness of and challenges of his/her own political, social and religious assumptions, and displays sensitivity toward value systems, beliefs and cultures that may conflict with his/her own;
- ▶ Summarize various analytical thinking tools that are grounded in the liberal arts and apply those tools to their own personal and professional lives;
- ▶ Demonstrate superior communication skills in their interactions with the community/organization, through various formal and informal communication methods.

Master of Arts in Liberal Studies Curriculum Requirements (must be taken in order listed)

| | |
|---|------------|
| MALS | 18 credits |
| LAP-500 The Liberal Arts and Professional Life | 3 credits |
| SAM-501 Sense of Community: Art and Morality | 3 credits |
| SAM-502 Sense of Community: Faith and Reason | 3 credits |
| CCR-510 Change, Conflict and Resolution | 3 credits |
| SIC-520 The Species, The Individual and Community | 3 credits |
| THC-530 Technology and the Human Community | 3 credits |
| Electives Learner-Designed Area of Study (LDAS) | 12 credits |
| Final Project MLS-630; MLS-660 | 6 credits |
| Total | 36 Credits |

Master of Arts In Liberal Studies Educational Partnerships

Thomas Edison State College has developed partnerships with select organizations that offer American Council on Education-evaluated courses at the graduate level. Students enroll in these courses through the partner organization and pay the course fees directly to the organization.

Students may apply certain graduate-level courses and training to meet the professional focus requirements of the degree program. Students request official transcripts of their work and have them sent to the Office of the Registrar. These students will complete a final Capstone Project related to their area of study.

Graduate Certificates:

Homeland Security 12 credits

The Homeland Security certificate was developed by a team of professors and practitioners to provide students with a broad view of homeland security issues by going beyond a single discipline to consider policy, preparation, management and continuity throughout a crisis. Course work covers law enforcement, emergency management and business continuity issues. Courses include:

| | |
|---|-----------|
| HLS-500 Terrorism and Homeland Security in the United States | 3 credits |
| HLS-510 Protecting the Homeland: Balancing Security and Liberty | 3 credits |
| HLS-520 Preparedness: Prevention and Deterrence | 3 credits |
| HLS-530 Protecting the Homeland: Response and Recovery | 3 credits |

Online Learning and Teaching 12 credits

Thomas Edison State College pioneered the use of technology in higher education and students can benefit from its experience. This 12-credit graduate certificate serves those who want to be well-prepared to teach online. Courses include:

| | |
|--|-----------|
| OLT-510 Theory and Culture of Online Learning | 3 credits |
| OLT-520 Learning Technology as an Issue in Online Learning | 3 credits |
| OLT-530 Issues in Instructional Design in Online Learning | 3 credits |
| OLT-540 Communication and Interactivity in Online Learning | 3 credits |

SCHOOL OF BUSINESS AND MANAGEMENT

MISSION AND PURPOSE:

The School of Business and Management aspires to be the leader in the development and delivery of flexible, innovative and relevant collegiate business, management and leadership programs for adults.

The School of Business and Management takes pride in offering flexible learning options to a diverse population of self-directed adults who seek to complement and integrate their previous educational and professional experiences with our business programs. We offer students the opportunity to choose from the wide range of business and interdisciplinary courses to complete their degree programs. Our commitment to continuous quality review and the development of programs responsive to market needs provides our students a unique advantage to compete in an ever-changing, highly complex and diverse business environment.

The School of Business and Management has been named the fifth best value in the top ten rankings of online undergraduate programs by *GetEducated.com*.

DEGREES AND CERTIFICATES:

Undergraduate Degrees

- ▶ Associate in Science in Business Administration (ASBA)
- ▶ Bachelor of Science in Business Administration (BSBA)

Undergraduate Certificates

- ▶ Accounting
- ▶ Computer Information Systems
- ▶ Finance
- ▶ Human Resources Management
- ▶ Marketing
- ▶ Operations Management
- ▶ Public Administration

Graduate Degrees

- ▶ Master of Science in Human Resources Management (MSHRM)
- ▶ Master of Science in Management (MSM)

Graduate Certificates

- ▶ Human Resources Management
- ▶ Public Service Leadership (USDA and EPP graduates only)
- ▶ Organizational Leadership

School of Business and Management: Undergraduate Outcomes

Goal: The Bachelor of Science in Business Administration program enables students to obtain competencies in the business core and a breadth of knowledge in liberal arts and sciences, preparing them to apply these competencies to business situations.

- ▶ Graduates will be able to identify concepts, theories and issues in the business core curriculum and other areas of specialization and describe how they apply to their workplace or job.
- ▶ Graduates will be able to apply various decision-making models and critically evaluate the outcomes.
- ▶ Graduates will be able to describe a variety of organizational structures and relate those structures to organizational function.

Associate in Science in Business Administration

Credit Distribution Requirements

| SUBJECT CATEGORY | CREDITS | |
|---|----------------|---------------------------------------|
| I. General Education Requirements..... | 30 | III. Business Electives6 |
| A. English Composition | 6 | IV. Free Electives6 |
| B. Humanities | 6 | Total 60 |
| C. Social Sciences | 9 | |
| 1. Macroeconomics or Microeconomics | (3) | |
| 2. Other Social Sciences | (6) | |
| Must include at least two subject areas. | | |
| D. Natural Sciences and Mathematics | 6 | |
| 1. Precalculus Mathematics or Quantitative Business Analysis | (3) | |
| 2. Other Natural Sciences/ Mathematics | (3) | |
| E. General Education Electives | 3 | |
| II. Management Core | 18 | |
| A. Principles of Financial Accounting | (3) | |
| B. Principles of Managerial Accounting | (3) | |
| C. Legal Environment for Business | (3) | |
| D. Principles of Management | (3) | |
| E. Principles of Marketing | (3) | |
| F. Introduction to Computers/CIS | (3) | |

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

Approximately half of the options may be completed through a combination of courses from other colleges and universities, Thomas Edison State College courses and TECEP® examinations. The addition of Prior Learning Assessment (PLA) theoretically allows all options to be completed through means other than attending class.

Associate in Science in Business Administration (ASBA)

The Associate in Science in Business Administration (ASBA) degree is composed of a curriculum that ensures college-level competence in business and the arts and sciences. This program is an evolved version of the Associate in Science in Management (ASM) program.

Thomas Edison State College offers the ASBA degree with a broad management core. Students may take 6 credits of business electives in fields of their interest.

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

Degree Requirements

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

General Education Requirements

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

Management Core

The 18 credits required in the management core consist of basic business subjects that serve as a foundation for the management option of the degree.

Business Electives

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

Free Electives

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

Currency Requirements

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



Bachelor of Science in Business Administration

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements.....48

| | |
|--|-----|
| A. English Composition | 6 |
| B. Humanities | 12 |
| 1. Managerial or Business Communications | (3) |
| 2. Other Humanities | (9) |
| Must include at least two subject areas. | |
| C. Social Sciences | 12 |
| 1. Macroeconomics | (3) |
| 2. Microeconomics | (3) |
| 3. Other Social Sciences | (6) |
| Must include at least two subject areas. | |
| D. Natural Sciences and Mathematics | 9 |
| 1. Precalculus Mathematics or Quantitative Business Analysis | (3) |
| 2. Principles of Statistics | (3) |
| 3. Other Natural Sciences | (3) |
| Must include at least two subject areas. | |
| E. General Education Electives | 9 |

II. Professional Business Requirements.....54

| | |
|--|-----|
| A. Business Core | 27 |
| 1. Legal Environment for Business | (3) |
| 2. Computer Concepts and Applications/ Introduction to Computers/ Introduction to Computer Information Systems | (3) |
| 3. Principles of Financial Accounting | (3) |
| 4. Principles of Managerial Accounting | (3) |
| 5. Introduction to Marketing | (3) |
| 6. Business Finance | (3) |
| 7. Business in Society or International Management | (3) |
| 8. Business Policy | (3) |
| 9. Principles of Management | (3) |
| B. Areas of Study | 18 |

Choose one of the following:

Accounting
Financial Institution Management
Computer Information Systems
Entrepreneurship
Finance
General Management
Hospital Healthcare Administration
Hospitality Management
Human Resources/
Organizational Management
International Business
Marketing
Operations Management
Public Administration
Real Estate

C. Business Electives 9

III. Free Electives.....18

Total 120

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

The Bachelor of Science in Business Administration (BSBA)

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

Thomas Edison State College offers the BSBA degree with an emphasis or area of study in 15 different areas. Although the majority of business students elect to complete areas of study in the general management areas of business, a substantial proportion of students choose other more specific areas of business to emphasize in their area of study.

Degree Requirements

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

General Education Requirements

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

Professional Business Requirements

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

Business Core

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

Area of Study

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

Electives

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

Free Electives

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

**Each area of study requires 18 credits.*

Currency Requirements

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

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

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

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

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

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

Bachelor of Science in Business Administration

Areas of Study

Accounting*

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

Required Subjects:

Intermediate Accounting I and II

How Students Earn Credit in the Area of Study:

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

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

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

*Each area of study requires 18 credits.

Computer Information Systems*

The major objective of this area of study is to provide an applied information systems educational base for business student who are or will become either managerial users of computers, managers of computer service units or applications staff members supporting computer using organizations. The emphasis is on management information systems — systems for the collection, organization, accessing and analysis of information for the planning and control of operations.

Required Subjects:

Programming Language, Systems Analysis and Design

How Students Earn Credit in the Area of Study:

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

Entrepreneurship*

This major area of study is designed to develop entrepreneurs who have management and financial skills that will help them meet the challenges facing them. In addition, small business managers must possess an entrepreneurial spirit and an understanding of the business environment. Students pursuing this major area of study should be able to assess their personal attitude and potential for small business, to

find and evaluate business opportunities, to secure essential funding and to organize and manage such functional business areas and manufacturing, marketing, accounting and finance.

Required Subjects:

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

How Students Earn Credit in the Area of Study:

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

Finance*

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

Required Subject:

Security Analysis and Portfolio Management

How Students Earn Credit in the Area of Study:

Students may complete these credits entirely through indepen-

dent study and distance education courses, TECEP® examinations and classroom courses.

Financial Institution Management*

This major area of study is designed for students working in fields of financial institutions or insurance. Students may concentrate their choice of electives in the field of most interest to them. Many of the electives listed below can be met through courses taken by the Center for Financial Training (CFT) that have been evaluated for credit by the American Council on Education (ACE) and other accrediting agencies.

Required Subjects:

Financial Institutions and Markets or Commercial Banking, Intermediate Macroeconomics or Money and Banking (DANTES examination), Principles and Practices of Insurance or Risk Management.

General Management*

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

How Students Earn Credit in the Area of Study:

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

Hospital Healthcare Administration*

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

How Students Earn Credit in the Area of Study:

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

Hospitality Management*

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

Required Subject:

Introduction to Hotel/Motel/Restaurant Management or Hospitality Management

How Students Earn Credit in the Area of Study:

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

Human Resources Management*/Organizational Management

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

The organizational management curriculum provides a foundation for careers in management, human resources management, small business management/entrepreneurship and public agency management.

Required Subject:

Personnel/Human Resources Management, Organizational Behavior, Organizational Theory or Organizational Development and Change

How Students Earn Credit in the Area of Study:

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

International Business*

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

**Each area of study requires 18 credits.*

Required Subjects:

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

How Students Earn Credit in the Area of Study:

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

Marketing*

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

Required Subjects:

Marketing Research,
Consumer Behavior

How Students Earn Credit in the Area of Study:

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

Operations Management*

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

Required Subjects:

Introduction to Operations Management, Quality Assurance

How Students Earn Credit in the Area of Study:

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

Public Administration*

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

Required Subject:

Introduction to Public Administration

How Students Earn Credit in the Area of Study:

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

Real Estate*

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

Required Subject:

Real Estate Principles and Practices

How Students Earn Credit in the Area of Study:

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

**Each area of study requires 18 credits.*

Undergraduate Certificates:

| | |
|---------------------------------|------------|
| Accounting | 18 Credits |
| Computer Information Systems | 18 Credits |
| Finance | 18 Credits |
| Human Resources Management | 18 Credits |
| Marketing | 18 Credits |
| Operations Management | 18 Credits |
| Public Administration | 18 Credits |

The School of Business and Management offers two graduate degrees which were developed at the request of and designed with the assistance of industry leaders. The Master of Science in Management (MSM) was created for managers in the private, public and nonprofit sector who want to hone their management and leadership skills. The Master of Science in Human Resources Management (MSHRM) was created for human resources practitioners who have the vision and skills to become strategic partners in the business enterprise.

The School's graduate degrees invite students to engage intellectually with their classmates and graduate mentors to apply conceptual and theoretical knowledge to workplace issues. The classes create a powerful online community that is an exciting place to study and grow. It is a place where professionals develop skills to become better leaders, as well as more effective team players. The academically prepared graduate mentors are actively involved in the business community and thus able to help students tackle real-world problems. Students admitted to the programs represent diverse personal and professional backgrounds. The online classroom creates an environment of inquiry helping students maximize their potential. The School emphasizes group work, allowing each student to benefit from the diverse backgrounds of their classmates and the opportunity to hone skills that will help them achieve their professional goals. Graduates report that their experience in the School's graduate programs has been an invaluable asset as they move forward in the workplace.

Master of Science in Human Resources Management (MSHRM)

The Master of Science in Human Resources Management (MSHRM) degree was developed with the guidance of human resource practitioners. Society for Human Resource Management (SHRM) members from New Jersey and across the nation identified the characteristics that would make a graduate degree valuable: a broad-based knowledge of the business they serve; skills in managing a human resources enterprise; and the vision and ability to become strategic business partners. With the increasing demand for academic credentials in the human resources field, working professionals need high-quality, accessible degree options that they can complete while they continue to work.

The MSHRM, a practitioner focused degree, develops the human resources management competencies identi-

fied through extended research about what makes effective human resources practitioners. Large-scale studies, conducted at the University of Michigan Business School, queried respondents from different types of organizations both in the United States and abroad. They asked the question, "What are the competencies demonstrated by human resource professionals from high-performance as opposed to those from low-performance organizations?" The MSHRM degree curriculum was developed based on their answers.

The program's content and design are grounded in current best practices and directed toward preparing human resources professionals to become strategic partners within their organizations.

What You Will Know and What You Will Be Able To Do

Human resource practitioners from high-performing organizations demonstrate competency in three critical areas:

- ▶ knowledge of business practices.
- ▶ ability to make strategic contributions to the organization through personal credibility.
- ▶ effective management of the human resources function, including human resources technical skills.

The MSHRM degree program is designed to build these competencies. Graduates will:

- ▶ develop the basic knowledge of business goals and functional areas.
- ▶ be able to define the critical human resources role competencies and use the tools needed to become strategic partners in their organizations.
- ▶ identify and select models critical to effective organizations (culture management, fast change, strategic decision-making and market-driven connectivity); apply them to practice (through simulations, case studies and workplace projects); and develop strategies to connect these elements to enhance organizational performance.
- ▶ articulate strategies that capitalize on their organization's intellectual capital.
- ▶ develop technical human resource skills in staffing, providing professional development, managing organizational culture, and measuring and rewarding performance.
- ▶ assess and use research and best-practice standards from the human resource field to improve their practice.

Master of Science in Human Resources Management Curriculum Requirements

(must be taken in order listed)

| | |
|---|------------|
| MSHRM Core Courses | 21 credits |
| HRM-540 Lifestyle Benefits and Compensation in the New Millennium | 3 credits |
| HRM-550 Strategic Recruiting, Retention and Succession Planning | 3 credits |
| HRM-560 Intellectual Capital and the Workplace Learner | 3 credits |
| HRM-570 The Effectiveness of a Market Connected Culture | 3 credits |
| HRM-600 Managing the Human Resources Enterprise | 3 credits |
| HRM-610 Human Resources as a Strategic Partner | 3 credits |
| HRM-620 The Legal and Ethical Environment of Human Resources | 3 credits |
| Electives* | 12 credits |
| *Students select electives from other Thomas Edison State College online courses, develop graduate Prior Learning Assessment (PLA) portfolio, apply American Council on Education (ACE) courses evaluated at the graduate level or work with a graduate mentor to design an independent study. Students may transfer graduate credit from other regionally accredited institutions or apply credits recommended by ACE. | |
| Final Capstone Project HRM 630 (may be group or individual) | 3 credits |
| Total | 36 Credits |

Gain Advanced Standing for Society of Human Resource Management (SHRM) Certification

The SHRM Certification course HRM-520 offers an overview of key skills needed by human resource professionals. Participants may prepare for either the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification examinations offered by the Human Resource Certification Institute (HRCI). Students who take this course have typically worked in exempt-level human resource positions for at least two years. Students who complete the course will earn 3 credits toward a Thomas Edison State College graduate degree.

Enrolled students who have earned the SPHR certification will be awarded 3 credits. Students may either take the SHRM certification course or may earn credits through the certification.

Master of Science in Management (MSM)

The Master of Science in Management (MSM) degree focuses on the development of leadership and management skills. At the request of major New Jersey employers, Thomas Edison State College designed the MSM degree program as an academically rigorous and practical educational experience for seasoned managers who demonstrate a promise for growth and advancement.

The program is structured for professionals with responsibilities in management, technical and administrative positions in profit and not-for-profit settings. It is an ideal program for those whose career paths include the management of people in complex, dynamic organizations that function in a global marketplace.

The MSM program has a strong focus on organizational leadership and provides the flexibility working adults need to control their own study schedules.

In addition, students may tailor their degree program to provide additional depth in one of four specialized professional focus areas such as human resources management, online learning and teaching, public sector auditing or public service leadership, and project leadership.

What You Will Know and What You Will Be Able To Do

The MSM degree curriculum focuses on developing two types of competencies that affect managerial performance:

- ▶ managerial role competencies.
- ▶ generic decision-making competencies of information seeking, decision making and communications.

Students will be challenged to extend, redefine and enhance their managerial understanding and to apply their basic learning tools such as seeking, evaluating and communicating information and ideas. Grounded in the knowledge base of the well-informed manager, students will practice new ways of seeking and acquiring course-related knowledge, synthesizing information into models of effective practice and communicating their learning in ways that may positively affect the organizations in which they work.

Five key managerial role competencies are developed in the MSM degree program:

- ▶ Organizational Understanding
- ▶ Activity Management
- ▶ People Leadership
- ▶ Resource Utilization
- ▶ Managerial Self-Development

Master of Science in Management Curriculum Requirements

| | |
|---|-------------------|
| MSM | 36 credits |
| Core Foundation Courses | 15 credits |
| ORG-501 Foundations of Leadership Management | 6 credits |
| HRM-530 Human Resources Management | 3 credits |
| EIO-520 Economic Issues in Organizations | 3 credits |
| FAM-540 Finance for Accounting and Managers | 3 credits |
| Select ONE of the following courses | 3 credits |
| ORR-510 Organizational Research | 3 credits |
| MKM-560 Marketing Management | 3 credits |
| PJM-510 Project Management | 3 credits |
| *Select 12 credits of Elective courses from the following options | 12 credits |
| (Electives can be taken at any time) | |
| Thomas Edison State College online graduate courses | |
| Graduate level ACE credit | |
| Graduate level transfer credit | |
| Graduate level Prior Learning Assessment | |
| Graduate level Thomas Edison State College Institutional Assessed credits | |
| *Students select electives from Thomas Edison State College graduate courses, develop graduate Prior Learning Assessment (PLA) portfolios or work with a graduate mentor to design an independent study course. Students may transfer graduate credits from other regionally accredited institutions or apply credits recommended by the American Council on Education (ACE). | |
| Core Advanced Level Courses | 6 credits |
| MSM-620 Leadership, Vision & Strategic Planning | 3 credits |
| MSM-630 Final Capstone Project | 3 credits |
| Total | 36 Credits |

Graduate Certificates:

Human Resources Management

12 credits

Courses available for this graduate-level certificate focus on the most important strategic initiatives that HR professionals face as they lead their organizations through the uncharted waters of constant change. Students select four Thomas Edison State College graduate-level courses in Human Resources Management. Students who may eventually consider pursuing a Master of Science in Human Resources Management degree should see Page 133 to determine which of these course options can help meet core requirements of that graduate degree program. Students select four of the following course options:

| | |
|---|-----------|
| HRM-520 | |
| SHRM Certification | 3 credits |
| HRM-530 | |
| Human Resources Management | 3 credits |
| HRM-540 | |
| Lifestyle Benefits and Compensation in the New Millennium | 3 credits |
| HRM-550 | |
| Strategic Recruiting, Retention and Succession Planning | 3 credits |
| HRM-560 | |
| Intellectual Capital and the Workplace Learner | 3 credits |
| HRM-570 | |
| The Effectiveness of a Market Connected Culture | 3 credits |
| HRM-600 | |
| Managing the Human Resources Enterprise | 3 credits |
| HRM-610 | |
| Human Resources as a Strategic Partner | 3 credits |
| HRM-620 | |
| The Legal and Ethical Environment of Human Resources | 3 credits |

Organizational Leadership 12 credits

This certificate enables students to select the four courses from the core requirements of the Master of Science in Management (MSM) degree program that they feel, based on their management experience and future career goals, will further develop their leadership and management skills. Students select Thomas Edison

State College graduate-level courses listed below, totaling 12 credits, to complete the program. Students select four of the following course options:

| | |
|---|-----------|
| ORG-501 | |
| Foundations of Leadership Management | 6 credits |
| ORR-510 | |
| Organizational Research | 3 credits |
| EIO-520 | |
| Economic Issues in Organizations | 3 credits |
| HRM-530 | |
| Human Resources Management | 3 credits |
| FAM-540 | |
| Finance and Accounting for Managers | 3 credits |
| OML-610 | |
| Organizational Management and Leadership I | 3 credits |
| OML-620 | |
| Organizational Management and Leadership II | 3 credits |

Students who may eventually consider pursuing a Master of Science in Management degree should see Page 76 to determine which of these course options can help meet core requirements of that graduate degree program.

Public Service Leadership 12 credits

This graduate-level certificate is open only to graduates of the Executive Potential Program (EPP) offered by the United States Department of Agriculture's (USDA) Graduate School. Students who have graduated from the EPP program may earn a graduate-level certificate in Public Service Leadership by completing 12 credits of Thomas Edison State College graduate-level courses that best correlate to their educational and professional goals.

Credits earned taking these graduate-level courses for the Graduate Certificate in Public Service Leadership may be applied to the requirements of any graduate degree program at Thomas Edison State College.

Graduates of the EPP program at the USDA Graduate School also have the opportunity to earn advanced standing in Thomas Edison State College Graduate Programs.

For more information about this certificate, please contact the Office of Graduate Studies at (609) 984-1168 or e-mail graduateschool@tesc.edu.

SCHOOL OF NURSING

MISSION AND PHILOSOPHY:

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

The mentors believe that attainment of the baccalaureate degree is essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the registered nurse student, prepares graduates to practice nursing in a variety of settings and roles and provides a foundation for graduates to assume leadership roles in a diverse, technologically challenging and global healthcare environment as educators and practitioners, and for advanced study and lifelong learning. The Nurse Educator Certificate program offers opportunities for advanced specialized study to master's prepared nurses seeking teaching opportunities in nursing and healthcare education.

The mentors believe that nursing is a dynamic profession which provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community.

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

The mentors view the client as an open and dynamic system with unique psycho-physiological, spiritual and socio-cultural characteristics. Within this system, the client interacts with the environment and experiences

varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum.

Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors which affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses, through the systematic use of the nursing process are responsible for the promotion, maintenance and restoration of health.

The mentors are committed to the belief that the School of Nursing must: adhere to the principles of adult learning; demonstrate effective design and delivery of distance learning environments; provide for collaboration and collegial interaction among staff, mentors and peers; effectively link theory, practice, research and technology; and extend its reach to people of diverse ethnic, racial, economic and gender groups.

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

Purpose and Goals

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

The Goals of the School of Nursing are to:

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

DEGREES AND CERTIFICATES:

Undergraduate Degree

- ▶ RN-BSN Degree Program

Graduate Degree

- ▶ Master of Science in Nursing (MSN)

Graduate Certificate

- ▶ Nurse Educator Certificate Program (Post-Master's)

RN-BSN Degree Program Outcomes

On completion of the RN-BSN degree program, the graduate will be able to:

- ▶ Demonstrate the use of critical thinking skills in the integration of current nursing knowledge and research findings into clinical practice decisions.
- ▶ Apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and management of healthcare.
- ▶ Use effective communication strategies to identify, manage, and exchange knowledge with clients, healthcare professionals and community members.
- ▶ Analyze the effect of health policy and health information technologies on the practice of nursing.
- ▶ Synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice.
- ▶ Demonstrate a commitment to advanced study and lifelong learning.

BSN-MSN Degree Program Outcomes

On completion of the MSN degree program the graduate will be able to:

- ▶ Apply research methods to evaluate current knowledge from nursing theory, nursing science and related disciplines to inform and/or initiate change in educational, clinical, and organizational decision making.
- ▶ Demonstrate the use of scholarly inquiry to inform educational and clinical practice management.
- ▶ Apply ethical decision making in research, evaluation, education, clinical practice and management.
- ▶ Analyze the effect of health policy, finance, healthcare technologies and organizational structure on the development and implementation of quality educational programs and healthcare delivery systems.
- ▶ Demonstrate the use of leadership strategies that advance the design and implementation of quality education programs and improve clinical practice.
- ▶ Analyze the effect of sociopolitical and cultural influences on nursing education and healthcare practices.
- ▶ Utilize effective communication to enhance clinical and educational practice.
- ▶ Integrate advances in healthcare technology into nursing education and healthcare
- ▶ Demonstrate a commitment to advanced study and lifelong learning.

Nurse Educator Certificate Competencies

On completion of the Nurse Educator track in addition to the MSN degree the graduate will be able to:

- ▶ Apply theories of education and related sciences to the development and evaluation of nursing and healthcare curricula.
- ▶ Facilitate learning of individuals and groups using theories of education, nursing, testing and evaluation and technological innovation.

- ▶ Apply leadership strategies to contribute to the ongoing development of the profession of nursing and nursing education.
- ▶ Utilize research to analyze the outcomes of nursing interventions and improve nursing practice and nursing pedagogy.
- ▶ Apply strategies that recognize multicultural factors in teaching and learning.
- ▶ Utilize theories of change to advance the profession of nursing.
- ▶ Analyze ethical theories and ethical decision making in the educational setting.
- ▶ Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education and the delivery of patient care.
- ▶ Design curriculum, implement and evaluate curriculum based on sound educational principles, theory and research.

RN-BSN/MSN Nurse Educator Degree Program

The RN-BSN/MSN degree program is designed for RN graduates of associate degree and diploma programs of nursing who want to conserve time and money in pursuing either a BSN degree or a Master of Science in Nursing (MSN) degree or both. RNs may enroll and complete the BSN degree only, or may enroll and complete the BSN degree and continue on for the MSN degree. The BSN degree will be awarded on completion of all degree requirements for RNs pursuing the RN-BSN/MSN degree as well as for those pursuing the BSN degree only. Three graduate courses (9 credits) that are used toward MSN degree requirements are included in BSN degree requirements without additional tuition charge. These BSN degree graduates then complete only nine additional courses (27 credits) for the MSN degree. RNs with a previously completed BSN degree may enroll to complete the 36 credit MSN degree program. All graduates of the MSN degree program will receive a Nurse Educator Certificate on degree completion in addition to the diploma. RNs with an MSN degree in another area of specialty may enroll to complete the post-master's Nurse Educator Certificate program.

The BSN degree program is accredited by the National League for Nursing Accrediting Commission (NLNAC); a letter of support to develop the RN-BSN/MSN Nurse Educator degree program is on file from NLNAC. Accreditation of the RN-BSN/MSN degree program will be sought in accordance with accreditation guidelines.

National League for Nursing Accrediting Commission (NLNAC)
 61 Broadway, 33rd Floor
 New York, NY 10006
 (800) 669-165
www.nlnac.org

RN-BSN Degree Program

The RN-BSN degree program is designed for experienced nurses who are independent adult learners. Policies are in place that allow for maximum credit transfer, and multiple methods of credit earning and degree completion. The online nursing courses include asynchronous group discussions that provide the opportunity for RNs to share and learn from their varied experiences in healthcare settings throughout the country. On completion of the BSN degree program, graduates are prepared to practice as nurse managers and leaders, as providers of care and for continued study.

Bachelor of Science in Nursing (BSN) Degree Requirements

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

RN-BSN Degree Program

Credit Distribution Requirements

SUBJECT CATEGORY CREDITS

I. General Education Requirements 60

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

II. Professional Nursing Requirements 48

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

*denotes graduate-level courses

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

III. Free Electives12

Total 120

General Education Requirements

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

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

Professional Nursing Component

Lower-Division Nursing

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

Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely by online courses offered by the School of Nursing. Three graduate courses, Health Policy, Emerging Trends in Healthcare Technology and Seminar in Clinical Competence will be completed by all BSN degree students as part of upper-division nursing requirements without additional charge. These 9 graduate credits will apply to MSN degree requirements at Thomas Edison State College, and graduates of the BSN degree

program at Thomas Edison State College will then complete only 27 additional credits (nine courses) for the MSN degree. All information related to the nursing courses offered by the School of Nursing may be found in the *Registration Bulletin* and on the College's Web site at www.tesc.edu. Students interested in using examination, transfer credit or Prior Learning Assessment (PLA) options for these online courses should first consult with the academic advisor for nursing.

Suggested Scheduling of Upper-Division Nursing Requirements

Students may schedule upper-division nursing requirement courses in any order as long as prerequisites are satisfied prior to course registration. Seminar in Clinical Competence is scheduled to be taken as the last course in the BSN degree program as indicated by course prerequisites, and the Community Health Nursing course is scheduled to be taken just prior to Seminar in Clinical Competence. While not required, students may choose to delay taking the graduate courses, Health Policy and Emerging Trends in Healthcare Technology, until the undergraduate nursing courses, other than Community Health Nursing, are completed.

Free Electives

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

BSN-MSN Degree Program

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

Graduates of the MSN Nurse Educator degree program are prepared as providers of care, as nurse managers and leaders, as educators in schools of nursing and health-care settings and for advanced study. Both an onground education Practicum and an online education Practicum are included in MSN degree requirements. The student will select a preceptor and teaching site for the Ongoing Practicum. An online learning environment provided by the School of Nursing will be the setting for the Online Practicum and the student will be precepted by the Practicum course mentor. The MSN degree requires twelve courses (36 credits): five core courses, two electives and five courses in the major area of study Nursing Education. On completion of the MSN degree program, a Nurse Educator Certificate is awarded in addition to the diploma.

Master of Science in Nursing (MSN)

Credit Distribution Requirements

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

Note: Course descriptions, advisories and prerequisites can be found in the Registration Bulletin and on the College's Web site at www.tesc.edu. It is the student's responsibility to know and to satisfy advisories and prerequisites prior to course registration. In the MSN degree program Seminar in Clinical Competence is designed as the first course and the Nursing Education Seminar and Online Practicum as the last course.

Nurse Educator Certificate Program (Post-Master's)

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

Nurse Educator Certificate Program Requirements:

| | |
|---|---|
| Theoretical Foundations and Strategies in Nursing Education | 3 |
| Curriculum Theory and Development in Nursing Education | 3 |
| Testing, Assessment and Evaluation | 3 |
| Nursing Education Seminar and Onground Practicum | 3 |
| and/or | |
| Nursing Education Seminar and Online Practicum | 3 |

Certificate:12-15 credits

Note: Course descriptions, advisories and prerequisites can be found in the Registration Bulletin and on the College's Web site at www.tesc.edu. It is the student's responsibility to know and to satisfy all advisories and prerequisites prior to course registration. The certificate program is designed for the three theory courses to be taken prior to the education Practicum(s).

School of Nursing Policies

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

Admissions

- Admission to all programs offered by the School of Nursing will be open and rolling.
- All applicants to the School of Nursing must be graduates of an RN diploma program of nursing; a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing; a Bachelor of Science in Nursing degree or a master's in nursing degree.
- All applicants to the School of Nursing must possess a current and valid RN license recognized in the United States.
- Two years experience in nursing is recommended for the MSN degree and for the Nurse Educator Certificate programs.

Admissions Process

All applicants to the School of Nursing must:

- Submit the completed School of Nursing application with nonrefundable fee and a notarized copy of their current registered nurse (RN) license valid in the United States to the Office of Admissions.
- Have official transcripts sent to the Office of the Registrar from the institutions where all previous degrees and credits were awarded.
- Have the ability to send and receive e-mail, including attachments.
- Have computer capability compatible with the technology specified for the Thomas Edison State College's online courses, access to and a familiarity with PowerPoint, Excel and additional software as may be required for selected courses.

- Submit a credential review fee along with the application fee if an RN diploma or associate degree graduate applying to the RN-BSN/MSN degree program.

Provisional Admissions:

- RNs completing their final requirement for the BSN degree, or who have completed their final requirement but have not been awarded the degree, may apply for admission to the MSN degree program on a provisional basis and register for a graduate nursing course. All requirements for admission to the MSN degree program as specified in admissions policies must be satisfied for the student to continue in the MSN degree program.

Enrollment

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

Re-enrollment

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

Degree/Certificate Program Requirements

- Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.
- Students may complete degree requirements by examination or prior learning assessment where such methods are available and appropriate.
- No residency is required for programs offered by the School of Nursing.
- Credits taken elsewhere or by any method other than by Thomas Edison State College online nursing course must be approved by the academic advisor for nursing prior to earning the credit to insure acceptance.
- Credits earned prior to application to the degree or certificate programs that may satisfy requirements for the MSN degree or certificate program will be reviewed for acceptance upon student written request to the academic advisor for nursing.
- Credits earned prior to application to the degree or certificate programs must be newer than 10 years at the time of application to the degree or certificate program to be considered for acceptance.
- Credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C or better and must be from a regionally accredited college or university or recognized foreign institution, or from another source approved by the College to be considered for acceptance.
- One previously completed 3-credit lower-division nursing course may be accepted to satisfy an undergraduate upper-division nursing requirement in the BSN degree program.
- Credits earned prior to application that may satisfy requirements for the MSN degree must carry a grade equivalent of B or better and must be from a regionally accredited college or university or recognized foreign institution, or from another source approved by the College to be considered for acceptance.
- Students enrolled in the BSN degree program must maintain a cumulative GPA of C (2.00) or better for credits to be applied to the degree and for graduation.
- Students enrolled in the BSN and MSN degree programs must earn a grade of C (73) in the nursing courses for the credit to be accepted toward the degree.

- Students enrolled in the MSN degree program must achieve a cumulative GPA of B (3.00) or better to graduate.
- Students enrolled in the Nurse Educator Certificate program must earn a grade of B (83) or better for the course to be applied to program requirements.
- Students enrolled in the BSN degree program may repeat each nursing course one time.
- Students enrolled in the MSN degree program may repeat two nursing courses, one time each.
- Students enrolled in the Nurse Educator Certificate program may repeat each nursing course one time.
- Students enrolled in the BSN degree will be governed by College policies in regard to general education credit requirements.

Graduation

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

Appeals

- All students in the School of Nursing will follow College policies on Appeals as outlined on Page 93 in the *College Catalog*.

Formal Complaints:

A formal complaint is an expression of dissatisfaction or displeasure about the Thomas Edison State College School of Nursing, its programs or its processes, by a student enrolled in the School of Nursing, or by any parties interested in the School of Nursing. Student appeal of academic grades will follow the College policy on appeals as stated in the *College Catalog*.

- The complaint should be addressed in writing and signed, dated and sent to the School of Nursing by Fax to (609) 292-8279, or by e-mail to nursing@tesc.edu or by postal mail to the School of Nursing, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.

- Receipt of the complaint will be acknowledged in writing within five business days. The acknowledgement will include information on disposition of the complaint, and will provide information on when the complainant will be notified of the resolution, depending on the nature of the complaint. In general, it is expected that all complaints will be resolved as quickly as possible, but within 30 days of receipt.
- The written complaint should provide specific details of the dissatisfaction, including dates and names where appropriate, and documentation of specific incident or issue.
- If the complaint is from an enrolled student, a receipt of the complaint will be noted in the student's electronic file.
- The complaint will be forwarded to the dean for review and determination of process for resolution.
- A record of all complaints and their resolution will be kept on file in the nursing office in a location designated by the dean, School of Nursing.

Nonenrolled RNs

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

Updated Credentials for Selected Courses

- Evidence of a current and valid RN license is required at the time the student registers for selected courses in the degree and certificate programs as noted in the course prerequisites posted with course descriptions in the *Registration Bulletin* and on the College Web site www.tesc.edu.
- Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check prior to registration for the onground education Practicums in the MSN degree and the Nurse Educator Certificate programs.

SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES

MISSION AND PURPOSE:

The School of Professional and Continuing Studies provides online noncredit professional development opportunities for individuals and organizations.

The School responds to the ever-changing education and training needs of individual students and organizations, and works with partners to assess workforce trends, create new opportunities for lifelong learning and develop programming of the highest academic standards.

Individual students have access to a wide array of high-quality, professional certificates, seminars, workshops and other programs, designed for working adults to gain new knowledge and skills, enhance knowledge, skills and competencies in their current workplace or to facilitate a career change.

In addition to offering programs for individual enrollment, the School of Professional and Continuing Studies works with corporations, government agencies and nonprofit organizations to develop customized professional development programs.

Professional Certificate Programs

All the certificate programs have been designed by teams of professionals from the respective industries using the leading texts and educational technologies to provide the most effective, high-quality online learning experience. The programs are facilitated by expert mentors in the field who guide and motivate students to succeed.

Current Professional Certificate offerings include:

Paralegal Studies

- PAR-001-PS Introduction to Paralegalism
- PAR-002-PS Contracts
- PAR-003-PS Torts
- PAR-004-PS Legal Research and Writing
- PAR-005-PS Litigation
- PAR-006-PS Administrative Law
- PAR-007-PS Introduction to Technology in the Law

Three new certificate programs in the Paralegal Studies area will be offered in fall 2007:

Nurse Paralegal Certificate Program

Paralegal Information Technologist Certificate

Paralegal Litigation Support Specialist Certificate

Check the Web site for updates.

BUSINESS/MANAGEMENT AREAS

MBA Essentials

- MBA-001-PS Leadership and Management
- MBA-002-PS Principles of Accounting and Finance
- MBA-003-PS Principles of Marketing
- MBA-004-PS Fundamentals of Strategy
- MBA-005-PS Economics for Managers

Business Analyst

- UCI-100-PS Fundamentals of Business Analysis
- UCI-101-PS Requirements Planning and Project Management for Business Analysts
- UCI-102-PS Requirements Gathering, Analysis, and Documentation
- UCI-103-PS Communicating Technical Requirements
- UCI-104-PS Testing, Verification and Validation
- UCI-105-PS Overview of Information Technologies for Business Analysts
- UCI-106-PS Management, Leadership and Team Building in the Project Environment
- UCI-107-PS Managing Business Process Improvement Projects

Project Management – Intensive

- UCI-001-PS Introduction to Project Management Principles and Practices
- UCI-002-PS Management, Leadership and Team Building in the Project and Program Environment
- UCI-003-PS Project Procurement Management: Contracting, Subcontracting, Teaming
- UCI-004-PS Project Risk Management
- UCI-005-PS Project Monitoring and Control
- UCI-006-PS Cost Management and Capital Budgeting

Project Management – Intensive (con’t)

- UCI-007-PS Managing Business Process Improvement Projects
- UCI-008-PS Management of Multiple Projects

Microsoft Certification Training Programs

- CPS-027-PS Microsoft Certified Database Administrator (MCDBA)
- CPS-028-PS Microsoft Certified System Administrator 2003 (MCSA)
- CPS-029-PS Microsoft Certified System Administrator Plus 2003 (MCSA+)
- CPS-030-PS Microsoft Certified System Engineer 2003 (MCSE)
- CPS-039-PS Microsoft Certified Desktop Support Tech

Additional Business Programs

- CPS-008-PS Administrative Professional w/MOS
- CPS-009-PS Bookkeeping the Easy Way
- CPS-010-PS Microsoft Office Specialist (MOS)
- CPS-011-PS Introduction to Project Management
- CPS-012-PS Lean Mastery
- CPS-013-PS Records Management
- CPS-014-PS Six Sigma Green Belt
- CPS-015-PS Six Sigma Black Belt
- CPS-016-PS Travel Agent Training
- CPS-018-PS Seven Steps to Leading High Achieving Teams
- CPS-040-PS Principles of Private Investigation
- CPS-041-PS Supply Chain Management
- CPS-042-PS Search Engine Optimization
- CPS-043-PS Search Engine Marketing
- CPS-044-PS Pay Per Click Marketing
- CPS-047-PS Purchasing Management
- CPS-049-PS Mediation and Dispute Resolution
- CPS-050-PS Management for IT Professionals
- CPS-051-PS Entrepreneurship: Start Up and Business Owner Management
- CPS-052-PS Management Training
- CPS-053-PS Interior Design
- CPS-054-PS Technical Writing
- CPS-055-PS Personal Financial Planning
- CPS-056-PS Non-Profit Management Training

HEALTHCARE/FITNESS

Gerontology: Senior Health and Fitness

- GER-001-PS Gerontology: Senior Health and Fitness

Personal Fitness Training

- PFT-001-PS Introduction to Exercise Science- Level I (Anatomy and Kinesiology)
- PFT-002-PS Introduction to Exercise Science- Level II (Exercise Physiology)
- PFT-003-PS Health Risk Profiles and Fitness Assessment Techniques
- PFT-004-PS Business Administration and Management Aspects for Personal Trainers
- PFT-005-PS Designing Exercise Prescriptions for Normal/Special Populations
- PFT-006-PS Optional Field Internship in Personal Training

Personal Fitness Training - Advanced Certificate

- PFT-007-PS Nutritional Analysis and Management
- PFT-008-PS Functional Flexibility, Core and Balance Training
- PFT-009-PS The Science and Biomechanics of Resistance/Weight Training Techniques

Nutrition for Optimal Health, Wellness and Sports

- PFT-010-PS Nutrition and You: Functional Foods
- PFT-011-PS Weight Management and Nutrition in the Lifecycle
- PFT-012-PS Introduction to Sports Nutrition and Performance
- PFT-013-PS Public Nutrition and Wellness Education

Women's Personal Exercise Training and Wellness

- PFT-014-PS Female Anatomy and Physiology
- PFT-015-PS Designing Women's Exercise Programs
- PFT-016-PS Women's Health and Wellness for Special Populations
- PFT-017-PS Medically-Based Fitness Management and Administration

Fitness Management

| | |
|------------|--|
| PFT-018-PS | Business Development and Entrepreneurship in Fitness |
| PFT-019-PS | Financial Principles and Business Concepts |
| PFT-020-PS | Marketing, Sales, and Customer Service Management (CSM) |
| PFT-021-PS | Fitness Management and Business Administration |
| PFT-022-PS | Optional Elective-Field Internship in Fitness Management |

Healthcare Programs

| | |
|------------|---|
| CPS-001-PS | Administrative Dental Assistant |
| CPS-002-PS | Administrative Medical Specialist |
| CPS-003-PS | ICD-10 Medical Coding: Preparation and Instruction for Implementation |
| CPS-004-PS | Medical Transcription |
| CPS-005-PS | Pharmacy Technician |
| CPS-006-PS | Veterinary Assistant |
| CPS-007-PS | Certified National Pharmaceutical Representative |
| CPS-038-PS | Medical Billing and Coding |

OTHER PROGRAMS

Internet, Design and Technical Programs

| | |
|------------|-------------------------------|
| CPS-019-PS | Digital Arts Certificate |
| CPS-020-PS | Graphic Design |
| CPS-037-PS | Help Desk Analyst |
| CPS-022-PS | Multimedia Design Certificate |
| CPS-023-PS | Web Database Developer |
| CPS-024-PS | Webmaster |
| CPS-048-PS | Web site Design |

Networking and CompTIA Certification Training Programs

| | |
|------------|---|
| CPS-025-PS | A+ Certification Training |
| CPS-026-PS | Linux+/LPI Level One Certification Training |

Construction Technology

| | |
|------------|----------------------------------|
| CPS-031-PS | Home Inspection |
| CPS-032-PS | HVAC Core Technician Certificate |

Video Game Design and Development Programs

| | |
|------------|-----------------------------------|
| CPS-035-PS | 3ds max |
| CPS-036-PS | Video Game Design and Development |
| CPS-046-PS | Video Game Art |

NOTES:

ACADEMIC POLICIES AND WAYS TO EARN CREDIT

COLLEGE-WIDE POLICIES*

UNDERGRADUATE POLICIES

- ▶ Ways To Earn Credit
- ▶ Academic Policies

GRADUATE POLICIES

- ▶ Ways To Earn Credit
- ▶ Academic Policies



***To view the Academic Policies for the School of Nursing, please see Page 84.**

COLLEGE-WIDE POLICIES

POLICY ON ACADEMIC INTEGRITY AND VALUES

Purpose

The purpose of this policy is to define academic integrity, define institutional, student and mentor roles and responsibilities, identify violations and make clear the consequences for violations. It also provides an appeal process for students who believe they have been wrongly accused of dishonesty.

Statement of Values

Thomas Edison State College is committed to maintaining academic quality, excellence and honesty. The College expects all members of its community to share the commitment to intellectual integrity, an essential component of a quality academic experience.

The principles of academic integrity entail simple standards of honesty and truth, and the College recognizes that most students share this commitment to academic honesty.

The College has responsibility to inform students and mentors about the expected standards, to provide tools that enable students to meet required standards, to uphold the standards of the community and to act when the standards are violated.

The College expects all members of the community to maintain the highest ethical standards regarding the information and materials presented to the College for review.

All members of the community are expected to be fully conversant with the academic integrity policy and to behave in keeping with the principles stated here.

Violations

Acts of academic dishonesty or cheating including plagiarism, forgery, fabrication or misrepresentation are violations to this policy. Violations are serious and will result in appropriate penalties. Students are considered to be in violation of the academic integrity policy when actions such as the following occur:

- ▶ Using words and ideas from others without appropriate attribution.
- ▶ Plagiarizing, including submitting the work of another person as your own.
- ▶ Fabricating information or citations.
- ▶ Falsifying documents.
- ▶ Cheating.

- ▶ Gaining unauthorized access to examinations.
- ▶ Tampering with the academic work of other students.
- ▶ Writing papers for other students or allowing them to submit your work as their own.
- ▶ Submitting work previously used without discussion with the mentor.
- ▶ Making up or changing data for a research project.
- ▶ Falsifying information about test proctors.
- ▶ Misrepresenting your work.

Violations may result in reduced or failing grades for the assignment or course and/or dismissal from Thomas Edison State College.

The College reserves the right to review all credits, degrees, certificates and fees. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded by the College.

Academic Skills Deficiencies

An academic skills deficiency or unintentional violation is exemplified by student carelessness or lack of clarity about what constitutes academic dishonesty.

If the College staff member or mentor is convinced that the violation is not intentional or resulted from an academic skills deficiency, then the mentor will refer the student to appropriate resources.

The College staff member or mentor will decide what consequence(s) seem(s) appropriate and educational.

Consequences may include:

- ▶ Requiring the students to review standards.
- ▶ Allowing the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
 - a) giving a full grade for the assignment, or
 - b) giving a diminished grade for the assignment, assigning a grade of zero or failing for the assignment.

After the matter has been resolved, the College staff member or mentor will send a report to the dean. The student will be given a copy of the report. The student may write a response to include with the official file.

Any subsequent violations will be considered intentional violations.

Intentional Dishonesty

If there is a previous incident of academic dishonesty on the student's part, the matter must be referred to the Academic Integrity Committee. At this time, the dean will request a written statement from the student that describes the student's explanation of the situation. The student will be informed that this statement will be shared with the Academic Integrity Committee.

Intentional academic dishonesty is defined as, but not limited to, the following:

- ▶ The second time an incident has occurred with the same student.
- ▶ Blatant and extensive misrepresentation: that is, the entire document is the work of someone else and not properly referenced.
- ▶ Credentials submitted are false or altered in any way.

The following procedure can also be used when the matter cannot be resolved between the staff member or mentor and the student.

Mentors or staff members who suspect an incident of intentional academic dishonesty or a major misrepresentation of student credentials, and who cannot resolve the matter with the student, are to bring the evidence to the appropriate School dean.

The dean will convene an Academic Integrity Committee that shall include at least one mentor, the dean for the student's degree program and an appropriate Academic Affairs staff member. The dean will chair the committee and will be responsible for all documentation relevant to integrity matters and all communications with the student.

Records of academic integrity violations and committee proceedings will be kept in academic files in the Office of the Academic Vice President and Provost.

The Committee shall have its three (3) members or designees in attendance to constitute a quorum. The Committee will meet (face-to-face or electronically) within fifteen (15) business days, if possible, with the student. The College staff member or mentor who reported the dishonesty will be required to attend the hearing. The student will be required to attend the meeting.

If the Committee decides that there has been a violation, Committee members, after consultation with the College staff member or mentor, will determine the appropriate sanction(s) from the list of options below, with severity determined by the nature of the dishonesty and by the documentation of a prior record. The

Committee will prepare a report, describing the violation and the penalty, for the student's academic folder. The student will be given an opportunity to read and sign the report, and may attach a personal statement to the report. If the committee decides that no violation occurred, then no report will be filed.

Disciplinary Options

The Academic Integrity Committee shall choose among the following disciplinary options:

For an intentional violation

1. allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and give a diminished grade for the assignment.

OR

2. assign a grade of zero or failing for the assignment.

OR

3. record a grade of F for the course.

OR

4. dismiss the student from the College.

Appeals Policy for Issues of Academic Integrity

- ▶ Any decision by a College staff member or mentor may be appealed within 10 business days to the dean of the School, who will hear the case within 15 business days.
- ▶ Any decision by the Academic Integrity Committee may be appealed in writing to the vice president and provost within 10 business days. The vice president and provost, at his or her discretion, hears appeals of this nature. All decisions of the vice president and provost are final.

All official correspondence initiated by Thomas Edison State College will be mailed to the student via registered mail.

POLICY ON CODE OF CONDUCT

Students at Thomas Edison State College are expected to be mature, self-directed, and responsible for their progress and the achievement of their personal academic goals. They are expected to know and comply with the policies, rules and procedures of the College; satisfy their financial obligations; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the College is expected to be thoughtful, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the College community, or substantially disrupts or threatens to substantially disrupt the operation of the College is prohibited and shall be grounds for disciplinary action, including dismissal from the College. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disorderly conduct.

POLICY ON ACCEPTABLE USE OF TECHNOLOGY

All members of the Thomas Edison State College community are expected to comply with the acceptable use of technology policy. It requires appropriate and civil communication. The policy is available in its entirety at www.tesc.edu/acceptableuseoftechnology/.

POLICY ON APPEALS AND WAIVERS

Appeals

Students may appeal an academic decision. Such appeals must be filed within 30 days of the date of the notification of that decision. All appeals must be submitted in writing to the dean of the school in which they are enrolled.

Note that many academic decisions do not require a formal appeal. Students may begin by submitting a statement of why they believe the decision to be in error, including such supporting materials as course descriptions or syllabi, to the Advisement Center.

Waivers

Request for a waiver of a specific requirement and/or College policy must be submitted in writing to the dean of the school in which the student is enrolled.

POLICY ON EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution. In the operation of its programs and activities (including admissions counseling and advisement), the College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, affectional or sexual orientation, atypical hereditary or cellular blood trait, age, disability, marital/familial status/domestic partnership status or liability for military service. This is in accord with Title VII of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title XII of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations. Inquiries may be directed to Esther H. Paist, Affirmative Action officer and designated employee for Section 504 Handicap Regulations Compliance and Section 506 The Americans with Disabilities Act, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.

POLICY ON DEGREE REQUIREMENTS

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

Graduate: Graduate degrees require the completion of 36 credits of graduate-level course work. Courses are offered online. Further information is available in the Graduate section of this *Catalog* on Page 127.

POLICY ON DRUG ABUSE PREVENTION

Policy on the Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol by Students.

1. Thomas Edison State College students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the College.

- A. A **drug** means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.
- B. **“Student”** means all Thomas Edison State College students who are enrolled in degree programs or certificate programs.
- C. **“College”** means the physical area of operation of Thomas Edison State College, including buildings, grounds and parking facilities controlled by the College. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity, and includes any travel between such sites.

II. Sanctions

- A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the College may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the student status and referral to the appropriate legal authorities for prosecution.
- B. Conviction (see definition below) of any student for the unlawful manufacture, distribution or dispensation of drugs in the College will result in the immediate implementation of dismissal or expulsion proceedings.
- C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the College will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.
- D. **“Conviction”** means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of “nolo contendere.” A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. The New Jersey Drug Laws

- ▶ Six-month loss or delay of a driver’s license for conviction of any drug offense.
- ▶ \$500 to \$3,000 cash penalty for conviction of any drug offense.
- ▶ Loss of property including automobiles or houses if used in a drug offense.
- ▶ Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- ▶ Five years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

IV. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, “Directory of Drug Abuse Treatment and Rehabilitation Facilities,” and the New Jersey Division of Alcoholism, “Treatment Directory.”

Students who reside in New Jersey may be referred to treatment centers listed in the above directories.

Out-of-state students may be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, “Citizen’s Alcohol and Other Prevention Directory.”

V. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the College hearing officer prior to disciplinary action or dismissal.

VI. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior and lack of interest and drive.

The College will provide information concerning drug abuse to any student, officer or employee of the College. Information and referrals to agencies offering drug abuse counseling can be obtained from the Office of Financial Aid & Veterans’ Affairs, (609) 633-9658.

POLICY ON FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Federal law governs how colleges and universities supervise student educational records. Thomas Edison State College adheres to the Family Educational Rights and Privacy Act of 1974, as amended, known as the Buckley Amendment. This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings and to establish the right of students to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act. Thomas Edison State College makes public announcement of the FERPA act in its *College Catalog*, *Registration Bulletin* and *Undergraduate Prospectus*.

Students have the right to inspect and review their educational records within 45 days from the date when the College receives a written request for access.

Thomas Edison State College does not publish a student directory and has designated the following categories of student information as public information: student name, e-mail address, enrollment status, area of study and degree/honors conferred. This information may be released for any purpose at the discretion of the College. Students have the right to withhold the disclosure of directory information by written notification to the Office of the Registrar.

The College limits disclosure of other personally identifiable information from educational records unless the student has given prior written consent. Students who request release of their educational records to a third party must provide written authorization to the Office of the Registrar.

Directory and nondirectory student information may be released to school officials designated by the College who have a valid, legitimate educational interest for its review provided that the official is reviewing an educational record in order to fulfill his/her professional responsibility on behalf of the College. School officials with legitimate educational interest in a student's educational record are those officials who are designated as persons or agents with whom the College has contracted and who provide an academic service to Thomas Edison State College.

A copy of this policy is available in the Office of the Registrar.

POLICY ON GRADING

Courses

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

Academic Standing: Grading System

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

Unit of Credit

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

Credit Without a Letter Grade

Thomas Edison State College will transcript credit (CR) without a letter grade for the following: Prior Learning Assessment (PLA); e-Pack®; all testing programs, business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE); military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses and registries evaluated and recommended for credit by Thomas Edison State College; special programs evaluated and recommended for credit by Thomas Edison State College; and credits from foreign universities. Credits earned are automatically applied to Thomas Edison State College degree programs for enrolled students but are not calculated into the GPA.

Policy on Grade Point Average

An official Thomas Edison State College term and cumulative GPA will be calculated and posted on the official transcript for any student earning at least 1 semester credit of graded course work at the College. Only grades earned at the College will be considered in

the calculation of the official Thomas Edison State College GPA. Transfer grades will not be used in calculating the official Thomas Edison State College GPA.

Only grades which reflect earned credits (A, A-, B+, B, B-, C+, C, C-, D) will be used to calculate the official Thomas Edison State College GPA.

(Note: Thomas Edison State College expects to implement the policies on the transcript format changes and the grade point average that are published in this *Catalog* during the first half of the 2007-2008 academic year. Please check www.tesc.edu for updates regarding a specific implementation date.)

Minimum Grade Point Average for Graduation

All undergraduate students at Thomas Edison State College are required to maintain an overall minimum average of C in their Thomas Edison State College courses in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain a minimum average of C in their area of study in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain a minimum average of C in all the credits applied to their degree (Thomas Edison State College and transfer credits) in order to graduate.

All undergraduate students at Thomas Edison State College are required to maintain an overall minimum average of C in their English composition requirement in order to graduate.

Graduate students are required to maintain an overall minimum average of B in their Thomas Edison State College courses in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from Thomas Edison State College.

POLICY ON RESIDENCY REQUIREMENT

Thomas Edison State College has no physical residency requirement for U.S. citizens or foreign students residing in the continental United States. Thomas Edison State College requires a minimum of 30 specified credits for baccalaureate degrees and 15 for associate degrees when all other earned credits applied to the degree are from a foreign country including Canada.

Residency Requirement

- The Military Degree Completion Program (MDCP), eArmyU and the Navy College Program Distance Learning Partnership (NCPDLP) have an academic residency of 9 credits for an associate degree and 18 credits for a baccalaureate degree.
- The joint degree programs with University of Medicine and Dentistry of New Jersey has an academic residency of 12 credits for the baccalaureate degree. This number of credits must be taken from the College before a student in this program is eligible for graduation.

POLICY ON RESIDENCY FOR TUITION AND ENROLLMENT PURPOSES

Pursuant to NJAC 9A:5-1.1-1.2, persons who have been a resident within the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education are presumed to be domiciled in this state for tuition and enrollment purposes. Persons who have been a resident within this state for less than 12 months prior to enrollment are presumed to be non-domiciliaries for tuition and enrollment purposes. To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return, or in the case of a dependent student, a copy of his/her parent(s)/legal guardian's/spouse's New Jersey Resident Income Tax Return. United States military personnel and their dependents, who are attending public institutions of higher education in New Jersey, shall be regarded as residents of the state for the purpose of determining tuition.

POLICY ON ACTIVE STUDENT STATUS

To be considered an enrolled Thomas Edison State College student, an individual must demonstrate academic activity by attempting a minimum of three (3) semester hour credits over the course of the 12 month period whose anniversary is the date on which his or her first Thomas Edison State College course began. For example, a student whose course or other credit earning option began on Sept. 1, 2006, must register for another 3-credit course before Sept. 1, 2007, to be considered an enrolled Thomas Edison State College student for the following year (i.e., until Sept. 1, 2008). Students who do not attempt 3 credits in an academic year will be deemed "Inactive."

“Inactive” students (those who were previously enrolled in the College but who have not demonstrated academic progress as defined in item 2, above) can reactivate their enrollment in one of two ways:

- a. Pay a \$75 reactivation fee and enroll in a course or other credit earning option. Students who choose this route will be governed by the academic policies in place at the time of their reactivated enrollment.
- b. Pay the \$75 reactivation fee and provide transcripts demonstrating academic progress (i.e., that they have attempted at least 3 credits) for each 12 month period whose anniversary is the date on which their most recently attempted Thomas Edison State College course or other credit earning option began. Students who choose this route will be governed by the academic policies in place at the time of their original enrollment with the College.

POLICY ON STUDENTS WITH DISABILITIES

Thomas Edison State College is aware of the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Therefore, the College provides reasonable accommodations for otherwise qualified students who disclose and verify disability to the College. Students who wish to discuss reasonable accommodations for verifiable disabilities are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing impaired students is (609) 341-3109.

POLICY ON GRADUATION

In order to apply for graduation, students must be within their enrollment year. When all degree requirements have been satisfied, students are required to apply for graduation by submitting the Request for Graduation form included in the *Program Planning Handbook*, along with the graduation fee. The form may also be found at www.tesc.edu/students/support/pdf/gradapp.pdf. A student does not automatically become a candidate for a degree.

To be considered for graduation, all academic and financial requirements must have been met by the first day of the month two months prior to the graduation date. The official graduation months are March, June, September and December. Once the form and fee have been received and the Office of the Registrar has certified that all degree requirements and financial obligations have been met, the Office of the Registrar sends two official letters of degree certification to each graduate and student names are presented to the Thomas Edison State College Board of Trustees for formal approval.

Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each individual graduate and are mailed to graduates within two weeks of the graduation date.

HONOR SOCIETIES/AWARDS

Arnold Fletcher Award

The Arnold Fletcher Award recognizes Thomas Edison State College baccalaureate graduates for achieving excellence in nontraditional learning. Award recipients are selected from each graduating class. The following areas have been identified as appropriate nontraditional learning modes to be considered:

- ▶ Advanced Level Practicum
- ▶ Credit for Courses Taught
- ▶ Thomas Edison State College Courses (online, Guided Study and e-Pack®)
- ▶ Licenses/Certificates/Registries
- ▶ Military Training Programs Evaluated by the American Council on Education (ACE)
- ▶ ACE and Thomas Edison Special Assessments
- ▶ Prior Learning Assessment (PLA)
- ▶ Testing Programs

Students selected for the award are required to have earned a minimum total of 90 credits in any of the methods listed above.

Alpha Sigma Lambda Honor Society

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

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

- ▶ Have an overall grade point average of 3.2
- ▶ Have earned from Thomas Edison State College at least 60 graded credits of which 12 credits are in liberal arts/sciences.
- ▶ Student members will be selected only from the highest 10 percent of the group of qualified students.

Honor Society of Nursing

The Thomas Edison State College Honor Society of Nursing was founded in 2005 to recognize superior academic achievement and the development of leadership qualities; to foster high professional standards; to encourage creative work and to strengthen commitment to the ideals and purposes of the nursing profession. The following requirements must be met for inclusion:

Undergraduate:

- ▶ have completed one-half of the nursing curriculum, defined as having completed five of the eight upper-division nursing requirements;
- ▶ have a cumulative GPA of a minimum of 3.0;
- ▶ rank in top 35 percent of graduating class (defined as those students who are enrolled in or have completed the last two upper-division nursing courses and have not more than 9 credits remaining in general education requirements); and
- ▶ eligible undergraduates will be invited to apply each spring.

Graduate:

- ▶ must achieve a minimum cumulative GPA of 3.5;
- ▶ have completed a minimum of one-quarter of the required graduate curriculum; and
- ▶ graduate students who think they have met the eligibility criteria may apply in the spring.

Nurse Leaders:

- ▶ must be a registered nurse;
- ▶ must be legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field; and
- ▶ have demonstrated achievement in nursing.

COMMENCEMENT CEREMONY

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

Ceremony Date for 2007

Saturday, Oct. 6, 2007

Soldiers and Sailors' War Memorial
Trenton, N.J.

Alumni Association

All graduates of Thomas Edison State College are automatically members of the Alumni Association – a worldwide organization of more than 25,000 members.

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

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

Alumni within corporate or governmental organizations are encouraged to identify themselves as potential spokespersons within their professional and personal communities. Individuals are also urged to support the Annual Fund of the College and to identify others who may be of assistance in the development of the College's academic and fiscal programming.

The Alumni Association also encourages its members to take part in as many activities as possible, including the Alumni Ambassador Program, Commencement activities and outreach initiatives.

Invention magazine, published quarterly, is designed to provide profiles of alumni in their daily pursuits of life and living. The Alumni section of the College's Web site, www.tesc.edu, provides current news, contact information, souvenir ordering guidelines, online giving and the opportunity to network with students and alumni.

Current news items for either publication can be submitted to the Office of Alumni Affairs at alumni@tesc.edu. Updated e-mail addresses may be sent in this same manner; alumni may also send letters or faxes to the following location:

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

UNDERGRADUATE

WAYS TO EARN CREDIT

Course Options

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

Prior Learning Assessment (PLA)

Testing Options

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

Military Education and Training Programs

Servicemembers Opportunity Colleges

Licenses and Certificates Honored

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

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

Degree Completion Options Through Other Institutions

Course Options

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

Online Courses

Online courses (OL) create an active learning environment and are structured on a 12-week timeline. These courses are designed to provide an interactive learning experience in a structured format, but without imposing barriers of time and place. Online courses put students in contact with the wide array of learning resources on the Internet. Further, discussions allow students the opportunity to share ideas with each other regardless of where they live, making available the possibility for a unique sharing of ideas not always available in a traditional classroom. Mentors provide focus to the course and feedback on discussions. Individual assignments are submitted via myEdison, the College's online course management system that utilizes the Blackboard platform. Mentors are also available for consultation by e-mail or telephone. Thomas Edison State College nursing courses (NU and NG) are offered online.

e-Pack® Courses

e-Pack® courses (EP) provide a method of independent learning in which the student studies at his/her own pace, preparing for a comprehensive final examination by taking a series of short, ungraded diagnostic quizzes delivered online. This credit-earning option is designed for self-motivated students who want the freedom of self-paced learning within a semester timeframe, but would benefit from diagnostic testing to gauge their readiness for the comprehensive examination. The diagnostic quizzes serve to break up the subject matter into very manageable learning modules. They also provide simple, easy-to-understand, real-time feedback on each question the student answers. By using the feedback, the student will know which topics need further review and which have been mastered. Each course is designed around a textbook, and features access to the Web-based diagnostic quizzes, an opportunity to earn credit on the comprehensive examination.

Guided Study

Guided Study (GS) courses are designed to provide the experience of independent learning in a 16-week format with a minimum level of supervision. In addition to basic texts, most courses include a study guide, supplemental readings, and other media, including audio and video. Self-assessment tests and exercises are often incorporated into the course materials. Mentors assess students' academic progress through written assignments and proctored examinations. Mentors are available for consultation by mail, e-mail or telephone.

Prior Learning Assessment (PLA) Courses

Thomas Edison State College's online Prior Learning Assessment (PLA) program provides a flexible option for students to earn college credit by demonstrating they possess college-level knowledge in a particular subject that has been acquired outside a traditional classroom. Areas in which students may have acquired college-level knowledge include: employment experience, volunteer work, adult education courses, seminars, workshops, military service, community service, hobbies, in-service training and other life experiences.

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

Prior Learning Assessment (PLA)

Through the Prior Learning Assessment (PLA) process, the college-level skills and knowledge students have acquired from their work experience, volunteer activities, training programs, hobbies, religious activities, homemaking skills, prior independent reading and special accomplishments can very often be translated into college credit. A PLA course, however, is not an independent study course.

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

With the exception of physical education activity courses, field experience, student teaching, cooperative study, practicum courses, English Composition I & II, intern-

ships, seminar and "Selected Topics" courses, independent study or lab courses, any college-level subject is eligible for PLA. Lab courses must be accompanied by related theory courses.

Prior Learning Assessment (PLA) on the Web

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

The Prior Learning Assessment (PLA) Process

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

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

Testing Options

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

they have knowledge and skills equivalent to that of students who learn the material in the college classroom.

The College offers its own credit-by-examination program, the Thomas Edison State College Examination Program (TECEP®), and serves as a test center for the College-Level Examination Program (CLEP), DANTES (previously a military program now also available to civilians), the Ohio University Examination Program, and the New York University Proficiency Testing in Foreign Languages Program. For details about each of these programs, refer to the “Other Testing Programs” section of this *Catalog*. Under appropriate circumstances, credit will be recognized for examinations in programs no longer currently offered, such as the United States Armed Forces Institute (USAFI).

In addition, the College serves as a testing center for students who are enrolled in independent study courses from other institutions.

Thomas Edison State College Examination Program (TECEP®)

The Thomas Edison State College Examination Program (TECEP®) offers students an opportunity to earn college credit for college-level knowledge gained through work, hobbies, independent reading or other activities. Sixty different examinations, covering a wide range of liberal arts, business and professional areas are offered through this program.

Most of the examinations contain multiple-choice questions and some include short-answer or essay questions. Testing times for the examinations range from two to four hours.

The tests have been prepared by teams of other college faculty who have taught comparable undergraduate-level courses in the areas covered by these examinations. Each examination is based on an outline of a particular area of study.

Students enrolled in Thomas Edison State College may earn credit by passing any TECEP® examination, but are encouraged to contact the Advisement Center to be sure tests will satisfy their degree requirements. Students enrolled elsewhere should check directly with their institution to verify that credit will be granted for passing TECEP® examinations.

e-TECEP® Online Testing

Thomas Edison State College, in cooperation with ACT, Inc., is offering proctored online testing as an

option for certain selected TECEP® examinations at more than 200 ACT Centers nationwide.

Information regarding e-TECEP® registration can be found on the College Web site at www.tesc.edu/students/tecep/tecep.php. Information regarding ACT Center location and policies can be found at www.ACT.org.

Students may also continue to take their proctored examinations in the standard paper-and-pencil format.

Online Information

Complete information describing all aspects of the TECEP® program is available on the College Web site at www.tesc.edu/students/tecep/tecep.php.

Test Registration

Test Registration Forms are available online at www.tesc.edu/students/tecep/regadmin.php or in the back of the *Registration Bulletin*. Students may register online by mail or by fax.

Test Administration

The College administers the examinations twice a month at Thomas Edison State College in Trenton, N.J. Students may also test at any regionally accredited American college, public library, American college abroad or U.S. military base, pending College approval of the proposed arrangements. Complete instructions are included in the Test Registration Form and at www.tesc.edu/students/tecep/regadmin.php.



Repeating a TECEP® Examination

Students may repeat a TECEP® examination once if they do not pass, and they must wait at least three months before doing so.

Test Description Information

Each TECEP® test has an individual test description, containing a list of test topics, the relative importance of each topic on the test as well as sample questions and study materials. The test descriptions are available online at www.tesc.edu/students/tecep/teceplist.php. Because TECEP® examinations are revised on a year-round basis, students should check the Web site before registering, to ensure that they have the most current test description.

Test Cancellation/Irregularities

The College reserves the right to cancel a test administration or withdraw an examination from use at any time, with full refund of fees. No refunds will be issued for student initiated cancellations.

In the event of an irregularity caused by the student, the College reserves the right to cancel the student's test score and the student will forfeit the test fee.

TECEP® Examinations

TECEP® results are transcribed on a pass/fail basis only. Letter grades, numerical scores and failing scores are NOT transcribed. The minimum score required to earn credit is equivalent to a letter grade of C.

BUSINESS AND MANAGEMENT

| | |
|--|------------|
| Federal Income Taxation..... | ACC-421-TE |
| Business in Society..... | BUS-311-TE |
| Business Policy..... | BUS-421-TE |
| Introduction to Computer Information Systems | CIS-102-TE |
| Database Management..... | CIS-311-TE |
| Principles of Finance..... | FIN-301-TE |
| Security Analysis and Portfolio Management | FIN-321-TE |
| Financial Institutions and Markets | FIN-331-TE |
| International Finance | FIN-334-TE |
| Business Law..... | LAW-201-TE |
| Principles of Management..... | MAN-301-TE |
| Organizational Behavior* | MAN-311-TE |
| Labor Relations & Collective Bargaining* | MAN-321-TE |
| Advanced Labor Relations & Collective Bargaining* | MAN-322-TE |
| Human Resources Management..... | MAN-331-TE |
| Introduction to Marketing..... | MAR-301-TE |
| Marketing Communications..... | MAR-321-TE |
| Sales Management..... | MAR-322-TE |
| Advertising..... | MAR-323-TE |
| Marketing Channels | MAR-331-TE |
| Marketing Research | MAR-411-TE |
| Marketing Management Strategy..... | MAR-425-TE |
| Introduction to Operations Management..... | OPM-301-TE |

COMPUTER APPLICATIONS

| | |
|-----------------------------------|------------|
| Word Processing Fundamentals..... | SES-131-TE |
|-----------------------------------|------------|

ELECTRICAL/ELECTRONIC

| | |
|-------------------|------------|
| DC Circuits | ELE-211-TE |
| AC Circuits..... | ELE-212-TE |

ENGLISH COMPOSITION

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

HUMANITIES

Art History I.....ART-166-TE
Art History II.....ART-167-TE
Public Relations Thought
& Practice.....COM-210-TE
Technical Writing.....ENG-201-TE
Introduction to the History of Film.....FIL-160-TE
Introduction to News Reporting.....JOU-110-TE
Shakespeare I.....LIT-320-TE
Introduction to the Art of Theater.....THA-101-TE

HUMAN SERVICES

Counselor Training:
Short-Term Client Systems.....COU-322-TE
Kinesiology.....FIT-211-TE
Community Health.....HEA-301-TE
Introduction to Human Services.....HUS-101-TE

NATURAL SCIENCES/MATHEMATICS

The Science of Nutrition.....BIO-208-TE
Anatomy and Physiology.....BIO-211-TE
QBASIC.....COS-110-TE
C Programming.....COS-116-TE
BASIC.....COS-117-TE
Operating Systems.....COS-352-TE
Physical Geology.....GEO-151-TE
Physics I.....PHY-111-TE
Physics II.....PHY-112-TE
Principles of Statistics.....STA-201-TE

SOCIAL SCIENCES

Labor Relations &
Collective Bargaining*.....LAS-321-TE
Advanced Labor Relations &
Collective Bargaining*.....LAS-322-TE
Introduction to Political Science.....POS-101-TE
Introduction to Psychology.....PSY-101-TE
Developmental Psychology.....PSY-211-TE
Psychology of Women.....PSY-270-TE
Thanatology: An Understanding of
Death and Dying.....PSY-300-TE
Research in Experimental Psychology.....PSY-322-TE
Introduction to Counseling.....PSY-331-TE
Behavior Modification
Techniques in Counseling.....PSY-339-TE
Abnormal Psychology.....PSY-350-TE
Psychology of Personality.....PSY-352-TE
Organizational Behavior*.....PSY-361-TE
Industrial Psychology.....PSY-363-TE
Introduction to Social Psychology.....PSY-370-TE
Marriage and the Family.....SOC-210-TE
Social Gerontology.....SOC-315-TE
Alcohol Abuse: Fundamental Facts.....SOS-301-TE
Substance Abuse: Fundamental Facts.....SOS-303-TE

* These examinations may be classified as either a social sciences or business concentration, depending on your degree program requirements.

All examinations are 3 credits except Anatomy and Physiology, which is 6.



College-Level Examination Program (CLEP)

The following college-level examinations in the CLEP program (College-Level Examination Program) are administered at Thomas Edison State College in Trenton, N.J., once a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

CLEP, P.O. Box 6600,
Princeton, NJ 08541-6600
(609) 771-7865
www.collegeboard.com/clep
clep@info.collegeboard.org

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 2748, on their answer sheet at the time of testing.

The five general examinations test is what is usually taught in the first year of college and sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation.

CLEP results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

** Numbers in parentheses indicate credits.*

Note: Information was accurate as of July 2007.

EXAMINATION TITLE*

PASSING SCORE

BUSINESS ADMINISTRATION

| | | |
|----------------|---|----|
| ACC-101/102-CE | Financial Accounting (6) | 50 |
| COS-101-CE | Information Systems and Computer Applications (3) | 50 |
| LAW-201-CE | Introductory Business Law (3) | 50 |
| MAN-301-CE | Principles of Management (3) | 50 |
| MAR-301-CE | Principles of Marketing (3) | 50 |

ENGLISH COMPOSITION

| | | |
|----------------|--|----|
| ENC-101/102-CE | English Composition with Essay (General) (6) | 50 |
| ENC-101/102-CE | Freshman College Composition with Essay (6) | 50 |

HUMANITIES

| | | |
|----------------|---|----|
| FRE-101/102-CE | French Language-Level 1 (6) | 50 |
| FRE-101/102-CE | French Language-Level 2 (12) | 62 |
| 201/202-CE | | |
| GRM-101/102-CE | German Language-Level 1 (6) | 50 |
| GRM-101/102-CE | German Language-Level 2 (12) | 63 |
| 201/202-CE | | |
| HUM-101/102-CE | Humanities (General) (6) | 50 |
| LIT-111/112-CE | American Literature (6) | 50 |
| LIT-208/209-CE | English Literature (6) | 50 |
| LIT-291/292-CE | Analyzing and Interpreting Literature (6) | 50 |
| SPA-101/102-CE | Spanish Language-Level 1 (6) | 50 |
| SPA-101/102-CE | Spanish Language-Level 2 (12) | 66 |
| 201/202-CE | | |

NATURAL SCIENCES/MATHEMATICS

| | | |
|----------------|---|----|
| BIO-111/112-CE | Biology (nonlab) (6) | 50 |
| CHE-111/112-CE | Chemistry (nonlab) (6) | 50 |
| MAT-102/103-CE | College Mathematics (General) (6) | 50 |
| MAT-121-CE | College Algebra (3) | 50 |
| MAT-127-CE | Pre-Calculus (3) | 50 |
| MAT-231-CE | Calculus (3) | 50 |
| NAS-101/102-CE | Natural Sciences (General) (6) | 50 |

SOCIAL SCIENCES

| | | |
|----------------|---|----|
| ECO-111-CE | Principles of Macroeconomics (3) | 50 |
| ECO-112-CE | Principles of Microeconomics (3) | 50 |
| HIS-101-CE | Western Civilization I: Ancient Near East to 1648 (3) | 50 |
| HIS-102-CE | Western Civilization II: 1648 to the Present (3) | 50 |
| HIS-113-CE | History of the United States I: Early Colonizations to 1877 (3) | 50 |
| HIS-114-CE | History of the United States II: 1865 to the Present (3) | 50 |
| POS-110-CE | American Government (3) | 50 |
| PSY-101-CE | Introductory Psychology (3) | 50 |
| PSY-211-CE | Human Growth and Development (3) | 50 |
| PSY-230-CE | Introduction to Educational Psychology (3) | 50 |
| SOC-101-CE | Introductory Sociology (3) | 50 |
| SOS-101/102-CE | Social Sciences and History (General) (6) | 50 |

DANTES Subject Standardized Tests (DSST)

The following college-level examinations in the DANTES Subject Standardized Tests program are administered at Thomas Edison State College in Trenton, N.J., twice a month. Students may request the registration form from the Office of Test Administration at (609) 984-1181. Students who want to test at another location or want more detailed information on the examinations and study materials may contact:

Capstar/The Chauncey Group International Ltd., DSST Program, 664 Rosedale Rd., Princeton, NJ 08540
Toll free (877) 471-9860
www.getcollegecredit.com
dsst@chauncey.com

Students who wish to have their score reports sent to Thomas Edison State College should list the official college code, 9001, on their answer sheet at the time of testing.

DANTES results are transcribed on a pass/fail basis only. The minimum score required to earn credit is equivalent to a letter grade of C.

* Numbers in parentheses indicate credits.

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

Note: Information was accurate as of July 2007.

EXAMINATION TITLE*

PASSING SCORE

BUSINESS

| | | |
|------------|---|----|
| ACC-101-DE | Principles of Financial Accounting (3)..... | 47 |
| BUS-101-DE | Introduction to Business (3)..... | 46 |
| BUS-161-DE | Business Mathematics (3)..... | 48 |
| CIS-301-DE | Management Information Systems (3)..... | 46 |
| FIN-301-DE | Principles of Finance (3)..... | 46 |
| FIN-332-DE | Money and Banking (3)**..... | 48 |
| LAW-202-DE | Business Law II (3)..... | 44 |
| MAN-201-DE | Principles of Supervision (3)..... | 46 |
| MAN-311-DE | Organizational Behavior (3)**..... | 48 |
| MAN-331-DE | Human Resource Management (3)..... | 46 |

FREE ELECTIVES

| | | |
|------------|-----------------------------------|----|
| BUE-101-DE | Personal Finance (3)..... | 46 |
| EDU-102-DE | Foundations of Education (3)..... | 46 |

HUMAN SERVICES

| | | |
|------------|--|----|
| AOJ-101-DE | Introduction to Law Enforcement (3)..... | 45 |
| AOJ-102-DE | Criminal Justice (3)..... | 49 |
| COU-262-DE | Fundamentals of Counseling (3)..... | 45 |
| HEA-103-DE | Here's to Your Health (3)..... | 48 |

HUMANITIES

| | | |
|------------|--|----|
| ART-166-DE | Art of the Western World (3)..... | 48 |
| ENG-201-DE | Technical Writing (3)..... | 46 |
| PHI-286-DE | Ethics in America (3)..... | 46 |
| REL-405-DE | Introduction to World Religions (3)..... | 48 |

NATURAL SCIENCES/MATHEMATICS

| | | |
|------------|--|----|
| AST-101-DE | Astronomy (3)..... | 48 |
| COS-101-DE | Introduction to Computing (3)..... | 45 |
| ENS-201-DE | Environment and Humanity: The Race to Save the Planet (3)..... | 46 |
| GEO-151-DE | Physical Geology (3)..... | 46 |
| MAT-115-DE | Fundamentals of College Algebra (3)..... | 47 |
| NAS-131-DE | Principles of Physical Science I (3)..... | 47 |
| STA-201-DE | Principles of Statistics (3)..... | 48 |

SOCIAL SCIENCES

| | | |
|------------|--|----|
| ANT-101-DE | General Anthropology (3)..... | 47 |
| ECO-332-DE | Money and Banking (3)**..... | 48 |
| GOG-120-DE | Human/Cultural Geography (3)..... | 48 |
| HIS-222-DE | Western Europe since 1945 (3)..... | 45 |
| HIS-252-DE | The Civil War and Reconstruction (3)..... | 47 |
| HIS-309-DE | An Introduction to the Modern Middle East (3)..... | 47 |
| HIS-351-DE | A History of the Vietnam War (3)..... | 44 |
| HIS-386-DE | Rise and Fall of the Soviet Union (3)..... | 45 |
| PSY-211-DE | Lifespan Developmental Psychology (3)..... | 46 |
| PSY-361-DE | Organizational Behavior (3)**..... | 48 |
| SOS-305-DE | Drug and Alcohol Abuse (3)..... | 49 |

The following DANTES examination is not administered at Thomas Edison State College. However, Thomas Edison State College will accept it for credit if it has been taken elsewhere.

| | | |
|------------|--|----|
| COM-209-DE | Principles of Public Speaking (3)..... | 47 |
|------------|--|----|

Other Testing Programs

Advanced Placement Program (AP)

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

Defense Language Institute (DLI)

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

Foreign Service Institute (FSI)

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

New York University Proficiency Testing in Foreign Language

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

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

New York University Center for
Foreign Language and Translation
10 Astor Place
Suite 505
New York, NY 10003
(212) 998-7030
www.scps.nyu.edu/dyncon/acfl/gene_fore_prof.html

The following examinations were available as of January 2007:

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

Ohio University Examinations

Ohio University administers a series of examinations for college credit through its Independent Study division. The tests are available in many different subject areas. Credit is transcribed on an Ohio University transcript so Thomas Edison State College students who choose this option must request that Ohio University send an official transcript to the Office of the Registrar.

The examinations are listed in quarter hour credits, which are converted to semester hours when transferred to a Thomas Edison State College transcript on the following basis:

- 2 quarter hours = 1.33 semester hours
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2.66 semester hours
- 5 quarter hours = 3.33 semester hours

Students who want more information on these examinations may contact:

Ohio University
Independent Study
302 Tupper Hall
Athens, OH 45701-2979
(800) 444-2910
www.ohiou.edu/independent/ccewords.htm
independent.study@ohio.edu

Transfer Credit Policy On Previously Earned College Credits

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

- Commission on Institutions of Higher Education, Commission on Technical and Career Institutions, New England Association of Schools and Colleges.
- Commission on Higher Education, Middle States Association of Colleges and Schools.
- Commission on Institutions of Higher Education, North Central Association of Colleges and Schools.
- Commission on Colleges, Northwest Association of Schools and Colleges.
- Commission on Colleges, Southern Association of Colleges and Schools.

- Accrediting Commission for Senior Colleges and Universities, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Policy on Foreign Transcript Evaluations for International Students

Transfer Credit

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Education Services
One DuPont Circle, NW
Suite 520
Washington, DC 20036-1135
(202) 296-3359
www.aacrao.org/international/
- Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.ece.org
- World Educational Services, Inc. (WES)
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
(212) 966-6311
www.wes.org
- Educational Perspectives, nfp. (EP)
P.O. Box 618056
Chicago, IL 60661-8056
(312) 421-9300
www.edperspective.org

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

Additionally, credit will be awarded for:

- courses and examinations approved through the Program on Noncollegiate Sponsored Instruction (PONSI-NY) and the American Council on

Education's (ACE) College Credit Recommendation Service. (Limit of ACE credits is 90 for a baccalaureate degree and 45 for an associate degree);

- ▶ military course equivalent training as recommended by the American Council on Education (ACE); and
- ▶ Thomas Edison State College approved licenses, certifications and programs of study.

Courses from nonaccredited institutions or institutions not recognized by one of the aforementioned organizations may be validated through a variety of testing options or through Prior Learning Assessment (PLA).

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

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

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

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

Transfer Credits from Two-Year Colleges

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

Limitation on Physical Education Credits

Thomas Edison State College will accept a maximum of 4 physical education activity credits toward an associate degree and a maximum of 8 physical education activity credits toward a baccalaureate degree. Physical education courses that cover theory (i.e., Teaching Tennis, History of Physical Education, Kinesiology) will be accepted in addition to the activity courses.

Acceptance of Credits from Graduate Programs

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

Credit for Teaching College-Level Courses

A Thomas Edison State College enrolled student who does not possess college credits in a subject that he/she teaches at a regionally accredited institution could be awarded credits for the course. Students should request the application and information from the Advisement Center. The institution must be accredited by one of the six regional accrediting commissions listed under Transfer Credit Policy. Thomas Edison State College will also award credit for ACE reviewed courses taught.

Military Education and Training Programs

Educational Experiences in the Armed Services

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE). Members of the armed forces currently on active duty should submit an AARTS or SMART transcript to receive credit.

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable

to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132 and forward it with the cover form from the National Personnel Records Center to the College. Members of the reserves or National Guard should contact their units for any necessary documentation.

In certain circumstances Thomas Edison State College will accept the certification of a commissioned officer in the United States Armed Forces in lieu of a notary public's signature. See www.tesc.edu for specific instructions if you wish to submit documents certified by a commissioned officer.

Army

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Army personnel who entered active duty on or after Oct. 1, 1981, who remained on active duty on or after Jan. 1, 1984, are eligible for the Army/ACE Registry Transcript System (AARTS). AARTS will provide a transcript for any service school, MOS or CLEP/DSSTs: ECE Examination that has been passed and carries American Council on Education (ACE) credit recommendations. Transcripts may be ordered through the base Education Service Officer or by writing to: AARTS Operations Center, Fort Leavenworth, KS 66027-5073.

Coast Guard Rating

Active duty personnel should fill out form CGI Form 1560/07 and send it to the U.S. Coast Guard Institute, 5900 SW 64th St., Suite 235, Oklahoma City, OK 73169-6990; telephone, (405) 954-7275. This form may be obtained from the Education Service Officer or through the Web at www.uscg.mil/hg/cgi. Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

Navy/Marine

Navy and Marine enlisted personnel and veterans may request a copy of their SMART transcript be sent directly to the Office of the Registrar. SMART transcripts may be requested at <https://www.navycollege.navy.mil>. The College will accept CLEP/DSST/ECE examination scores directly from the SMART transcript.

Air Force

Students who served in the Air Force prior to 1972 should submit a notarized copy of the DD 214 or other appropriate service records showing training completed. Students who served after 1972 should request an Official Transcript from the Community College of the Air Force, Building 836, Maxwell Air Force Base, AL 36112-6655.

Servicemembers Opportunity Colleges

Thomas Edison State College is a long standing member of the Servicemembers Opportunity Colleges (SOC). More than 1,800 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members transferability of credits between institutions.

Thomas Edison State College is also one of approximately 160 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though service members may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges. Therefore, soldiers and sailors are able to earn degrees from regionally accredited colleges and universities, including Thomas Edison State College.

When service members from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State College, the College provides to both the service member and to SOC an agreement form and a copy of the Academic Program Evaluation, which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled service members have access to the advisement staff through telephone, e-mail, letters and individual appointments.

Army Education Offices, Navy College Offices as well as Coast Guard and Marine Education Service Offices have the SOC publications, which list the 1,300 member colleges and the degree programs included in their network. All Thomas Edison State College degree programs are available to all service members, in addition to those listed in the SOC publications.

It is noted that the Air Force is not part of SOC because the Air Force has established the Community College of the Air Force, which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State College.

Licenses and Certificates Honored

CREDITS

Thomas Edison State College will grant credit for professional licenses or certificates that have been evaluated and recommended for credit by the American Council on Education (ACE) or, in some cases, by the College itself through the Office of Corporate-Higher Education Programs. Students who have earned one of the licenses or certificates listed must submit appropriate documentation. This documentation is frequently a notarized copy of the license or certificate and a current renewal card when appropriate. In some cases additional documentation may be required.

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

Credit recommendations made by the American Council on Education (ACE).

HEALTH-RELATED PROFESSIONAL CERTIFICATIONS AND LICENSES

| | |
|--|----------|
| N.J. Emergency Medical Technology—Ambulance (EMT-A) or BASIC (EMT-B) | 4 |
| N.J. Emergency Medical Technology—Paramedic (EMT-P) | 16 |
| Histotechnology (HT [ASCP]) | 4 |
| Nuclear Medicine Technology (ARRT-RT[N] or NMTCB-CNMT or NJ-LNMT) | 30 |
| Nursing (RN) | up to 60 |
| Radiation Therapy Technology (ARRT-RT[T] or NJ-LRT[T]) | 32 |
| Radiologic Technology (ARRT-RT[R] or NJ-LRT[R]) | |
| Hospital-based programs 1980 and subsequent | 34 |
| Hospital-based programs 1976-1980 | 20 or 34 |
| Hospital-based programs prior to 1976 | 20 |
| Respiratory Therapy Technician (NBRC-CRTT) | 23 |
| Respiratory Therapist (NBRC-RRT) | 44 |

AVIATION LICENSES AND CERTIFICATES

| | |
|---|----|
| FAA Private Pilot Airplane License | 6 |
| FAA Private Pilot Rotocraft License | 6 |
| FAA Commercial Pilot Airplane License | 12 |
| FAA Commercial Pilot Rotocraft License | 12 |
| FAA Instrument Pilot Airplane License | 6 |
| FAA Instrument Pilot Rotocraft License | 6 |
| <i>(If a student holds both private pilot licenses the maximum credit award is 9 credits; for both commercial pilot licenses, 18 credits; and for both instrument pilot licenses, 9 credits.)</i> | |
| FAA Flight Engineer | 6 |
| FAA Flight Dispatcher | 7 |
| FAA Flight Instructor Rating | 4 |
| FAA Flight Instructor Instrument Rating | 4 |
| FAA Flight Navigator | 8 |
| FAA Multi-engine Airplane | 2 |
| FAA Airline Transport Pilot | 5 |
| FAA Mechanic Certificate/Airframe and Powerplant Rating | 67 |
| FAA Mechanic/Airframe | 27 |
| FAA Mechanic/PowerPlant | 28 |
| FAA Air Traffic Control Specialist | 60 |

BUSINESS CERTIFICATES

| | |
|--|----------|
| Certified Payroll Professional (CPP) # | up to 15 |
| Awarded by the American Payroll Association | |
| Certified Professional Secretary (CPS) # | up to 32 |
| Awarded by the International Association of Administrative Professionals | |
| Certified Public Accountant (CPA)**,* | up to 6 |
| Awarded by state boards of accountancy | |
| Chartered Financial Consultant (ChFC)** | up to 30 |
| Awarded by the Certification Board of The American College | |
| Chartered Property Casualty Underwriter (CPCU)** # | up to 32 |
| Awarded by the American Institute of Property and Liability Underwriter | |
| Certified Financial Planner (CFP) # | up to 15 |
| Awarded by The College for Financial Planning | |
| Certified Employee Benefit Specialist (CEBS) # | up to 34 |
| Awarded by The International Foundation of Employee Benefits Plans | |
| Certified Purchasing Manager (CPM) | up to 9 |
| Awarded by The National Association of Purchasing Management | |
| Credit recommendation by USNY PONSI program | |
| Certified Public Manager Program of New Jersey (CPM) # | up to 18 |
| Awarded by the New Jersey Department of Personnel's | |
| Human Resource Development Institute | |
| National Certified Public Manager Consortium (CPM) | |
| (AL, AR, KS, MS, OK, UT and WI) # | up to 15 |
| Awarded by the consortium | |

CREDITS

| | |
|---|----------|
| Designation: The Fellow, Life Management Institute (FLMI) | |
| Insurance Education Program | up to 30 |
| Awarded by LOMA | |
| Credit recommendation by USNY National PONS | |

OTHER CERTIFICATES OR LICENSES

| | |
|--|----------|
| Automotive Service Excellence Examinations (NIASE) # | |
| Automobile, nine examinations..... | up to 36 |
| Auto Body, four examinations | up to 19 |
| Heavy-Duty Truck, nine examinations..... | up to 42 |
| School Bus, seven examinations | up to 30 |
| Microsoft Certifications: | |
| Database Administrator (MCDBA) | 7 |
| MCP + Internet..... | 5 |
| MCP + Site Building | 2 |
| Solutions Developer (MCSD) | 7 |
| Systems Engineer (MCSE) | 10 |
| Systems Engineer + Internet (MCSE+Internet) | 16 |
| Novell Certifications: | |
| Administrator # | 2 |
| Instructor # | 12 |
| Engineer # | 14 |
| New Jersey State Land Surveyor License | 7 |
| Navy Basic Nuclear Power School (after 1961)** | 41 |
| Navy Qualifications Beyond Basic Nuclear Power School..... | 3-20 |
| Nuclear Regulatory Commission Reactor Operator or Senior Reactor Operator License** | 27 |
| National Registry of Radiation Protection Technologists (NRRPT®) # | 30 |
| Child Development Associate (CDA) | 9 |
| New Jersey Municipal Basic Course for Police Officers (January 2000 to Present) | 24 |
| New Jersey State Police Basic Course for Police Officers (January 2000 to Present) | 34 |
| New Jersey State Police In-Service Training (January 2000 to Present) | up to 32 |
| New Jersey Basic Training for Corrections Officers (July 2000 to Present) | 18 |
| New Jersey Basic Course for Investigators in County Prosecutor's Offices (1986 to present) | 16 |
| New Jersey Juvenile Justice Corrections Officer Training (1996 to Present) | 12 |
| Pennsylvania Police Academy Training (1988 to Present) | 15 |
| PSE&G Apprenticeship Training | up to 45 |
| Thomas Edison State College has evaluated the following training and apprenticeship programs for credit: | |
| Apprentice Substation Operator | 12 |
| Apprentice Service Dispatcher | 5 |
| Apprentice Substation Mechanic | 9 |
| Apprentice Relay Technician | 9 |
| Apprentice Engineering Technician..... | 3 |
| Apprentice Meter Technician | 6 |
| Apprentice Lineman/Linewoman | 8 |
| Apprentice Street Mechanic..... | 2 |
| Apprentice Service Technician | 15 |
| Federal Emergency Management Agency (FEMA) Emergency Management Institute selected Independent Study Program Courses..... | 1 to 25 |
| West Point Command and Leadership | 6 |

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

** There is duplication within the recommendation in these two credit awards. If a student holds both, the maximum credit award will be 57 credits.

Credit recommendations made by the American Council on Education (ACE).

AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING

| Certification/Level: | II | III |
|-------------------------|----|-----|
| Any testing method | 6 | 12 |
| Radiographic testing | 3 | 7 |
| Ultrasonic testing | 3 | 7 |
| Magnetic+Liquid testing | 3 | 6 |
| Eddy Current testing | 3 | 3 |
| Leak testing | 3 | 3 |

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

Credits from American Council on Education (ACE) Evaluations

Thomas Edison State College will accept the recommendations of the American Council on Education (ACE), Office on Educational Credit, for courses completed through business, industry, government and special organizations. These recommendations may be found in *The National Guide to Educational Credit for Training Programs*, January 1976 edition and subsequent editions. For military credit recommendations, refer to Military Training Programs and Schools on Page 110.

Thomas Edison State College also will accept the recommendations of the American Council on Education (ACE) for examinations as listed in the *Guide to Educational Credit by Examinations*, 1981 edition and subsequent editions. The maximum credit award for ACE recommended credit is 90 credits for the baccalaureate degree and 45 credits for the associate degree.

Corporate and Business Training Programs

How to Earn College Credit for Education and Training Courses

Students may be able to earn credit for courses taken at the workplace; through union, governmental or professional associations; or through specialized training programs. Students should first check whether the courses they have completed have been evaluated by the College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE).

The College Credit Recommendation Service is a program through which company and other noncollegiate courses are evaluated by a team of college professors. The evaluating team determines whether such courses are college-level and, if they are, the team then recommends appropriate academic credit for each course. College credit recommendations resulting from these evaluations are published online at the ACE

National Guide to College Credit for Workforce Training at www.acenet.edu/nationalguide/. To contact the American Council on Education regarding courses evaluated by the College Credit Recommendation Service, call (866) 205-6267, (202) 939-9434 or (202) 939-9470, or e-mail credit@ace.nche.edu. The mailing address is: American Council on Education, College Credit Recommendation Service (CREDIT), One Dupont Circle, NW, Washington, DC 20036-1193. The Web site address is: www.acenet.edu.

Similar evaluations are conducted by the Board of Regents of the University of the State of New York under the program title, The National Program on Noncollegiate Sponsored Instruction. These credit recommendations and descriptions are published online at <http://www.nationalponsi.org>. To contact the National PONSI Program office, call (518) 486-2070 or e-mail NATPONSI@Mail.NYSED.gov. The mailing address is: The National Program on Noncollegiate Sponsored Instruction, The University of the State of New York, Education Building Addition, Room 975, 89 Washington Ave., Albany, NY 12234.

Students may use these credit recommendations toward their degree at Thomas Edison State College if they successfully complete the course(s) during the timeframe of the credit recommendation, e.g., January 2000 – present means that anyone taking the course in this timeframe would be eligible for the credit recommendation. At Thomas Edison State College, courses may be accepted into any part of the degree, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable courses from any one source.

To see if courses taken have been recommended for credit:

1. Start by reviewing the list (on Pages 136-140) of organizations that have current ACE College Credit Recommendation Service evaluated courses. To find out which specific courses have been evaluated, go to the ACE Web site at www.acenet.edu/nationalguide/.

Students may also want to check with their human resources or training office at work, or the office where they have taken professional or training courses.

2. If you know your organization had courses evaluated by ACE College Credit Recommendation Service, but are not on the list or on the ACE Web site, please call the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202) 939-9470.

How to Convert American Council on Education (ACE) Credit Recommendations into College Credit

To be awarded college credit for the ACE credit recommendations, students must first establish a record of these courses with the ACE Registry in Washington, D.C. This may be done in one of two ways: access the ACE online Transcript System at <https://www.acenet.edu/transcripts> or contact the ACE Call Center at (866) 205-6267, (202) 939-9434 or (202) 939-9470 to request a student registration packet. Once a record is established, request an ACE transcript to be sent to the College.

How To Initiate a Thomas Edison State College Transcript

If you are not a degree seeking student at Thomas Edison State College and wish to have your credit recommendations placed on a Thomas Edison State College transcript, you must:

1. Establish your record at the ACE Registry (see paragraph above) and request an ACE transcript be sent to Thomas Edison State College.
2. Complete and submit the Nondegree Services Application with the required fee. This application is located on the College Web site at <http://www.tesc.edu/students/support/pdf/NondegreeServiceApp.pdf>, or call the Office of Admissions at (888) 442-8372 or via e-mail at info@tesc.edu to request a Nondegree Services Application be mailed to you.

If Courses Have Not Been Evaluated, You May Consider Prior Learning Assessment (PLA)

If the courses completed have not been evaluated by College Credit Recommendation Service but students want to capitalize on the learning, they should consider Prior Learning Assessment (PLA). PLA helps students define and demonstrate both their formal and informal college-level learning in terms of college courses. (See the Prior Learning Assessment (PLA) section of this Thomas Edison State College Catalog on page 102.)

If You Have Questions or Need Assistance with College Credit Recommendation Service Courses

contact the Office of Corporate-Higher Education Programs, Thomas Edison State College at (609) 633-6271 or via e-mail at corpinfo@tesc.edu.

Degree Completion Options Through Other Institutions

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

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

Barron's Educational Series, Inc.
250 Wireless Blvd.
Hauppauge, NY 11788
(800) 645-3476
www.barronseduc.com

Bears' Guides
Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(510) 559-1600
(800) 841-BOOK
www.degree.net

Peterson's Guides
P.O. Box 67005
Lawrenceville, NJ 08648
For telephone orders contact:
Non-New Jersey residents: (800) 338-3282
New Jersey residents: (609) 896-1800
www.petersons.com

The Princeton Review
42 Broadway, Ste. 1927
New York, NY 10004
(888) 500-PREP
www.princetonreview.com

**Other Independent Study and
Distance Education Courses**

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

Classroom Study

Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State College degree program. Since there is no limit to the number of colleges students may attend, they often find a greater variety of courses available to them. Many students find a classroom experience extremely satisfying as a complement to other methods of earning credit.

NOTES:

UNDERGRADUATE

ACADEMIC POLICIES

Undergraduate Admissions Policy

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

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

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

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

Thomas Edison State College is an Equal Opportunity/Affirmative Action institution, in compliance with Title VII of the Civil Rights Act of 1964, Title XII of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act of 1974 and other applicable laws and regulations.

New Jersey Transfer and Acceptance Policy

(Full Faith and Credit)

The New Jersey Commission on Higher Education has a policy which guarantees admission to a state college to a graduate with an associate in arts or associate in science degree from any New Jersey county or community col-

lege or Thomas Edison State College. This policy applies to Thomas Edison State College students who have completed an associate in arts or an associate in science degree and transfer to another New Jersey state college to complete a baccalaureate degree. Students must meet the degree requirements of the specific program in which they enroll; these requirements are determined by the respective state colleges.

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

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

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

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

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

Degree Requirements

Thomas Edison State College awards degrees which reflect the general content of an American education. As part of the 120 credit requirement for the baccalaureate degree, foreign citizens will be required to complete a minimum of 30 credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 credits for the associate degree programs.

Enrollment of foreign students residing outside the United States will be restricted as described below.

International students are not eligible for enrollment in the following programs:

- ▶ Bachelor of Science in Health Sciences (BSHeS)
- ▶ Bachelor of Science in Human Services (BSHS)
- ▶ Bachelor of Science in Nursing (BSN)
- ▶ Associate in Science in Public and Social Services (ASPSS)

In the degree programs listed below, if professional credits are more than 10 years old, a Demonstration of Currency (DOC) is required.

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

Sequential Course Work

With the exception of English Composition I and II, if a student has successfully completed a second course of sequential courses, he/she does not have to complete the first course. Please note that the reference to “sequential courses” means that knowledge of the second course is reliant on knowledge of the first course such as Calculus I and II. Students do, however, have to complete the minimum number of credits in each area to fulfill graduation requirements.

Course Repeat Policy

Students may repeat, without limitation, a course for the purpose of raising the course grade. Only the highest grade will be calculated in the GPA. All passing grades will appear on the official transcript.

Students must also adhere to any repeat policy standards established by their school or specific method of earning credit.

Duplication of Credit

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

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

Evaluation of Transcripts and Credentials

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

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

A review for acceptance of credits will be made each time enrolled students submit new credentials from other colleges and programs to the Office of the Registrar.

Thomas Edison State College Transcripts

All credits evaluated by the College will appear on the transcript.

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

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

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

Thomas Edison State College credits will be identified by the title of the course, credits, grade and term completed. Courses with a grade of F, W (Withdrawn), IF (Incomplete Failure), NC (No Credit) or E (Extension) will not be transcribed.

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

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

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

(Note: Thomas Edison State College expects to implement the policies on the transcript format changes and the grade point average that are published in this *Catalog* during the first half of the 2007-2008 academic year. Please check www.tesc.edu for updates regarding a specific implementation date.)

Procedure for Having Official Documentation Submitted

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education (ACE), licenses/certificates listed in the Thomas Edison State College *Catalog*, standardized tests and examinations. Documents not included above should be retained by a student until after enrollment for possible submission if Prior Learning Assessment (PLA) is attempted.

1. Transcripts from all regionally accredited colleges that were attended must be sent by the college attended directly to the Office of the Registrar at Thomas Edison State College. When requesting a transcript, students should provide their former college with: maiden name or former name, student ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State College. A transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.
2. Military documents, licenses and/or certificates should be photocopied, certified by a notary public to be a true copy and mailed by the student to the

Office of the Registrar. Military personnel in the Army, Navy and Marines should submit an AARTs or SMART transcript. Coast Guard and Army National Guard members should have an official transcript forwarded from their respective institutes. College transcripts will be accepted (if available) directly from a Military Education Office. For details, refer to the Military Training Programs and Schools section of this *Catalog*.

3. Training programs reviewed and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service must be submitted on an ACE Registry transcript. To have an ACE transcript sent to the College, call (202) 939-9434 or e-mail creditatace@nce.edu.
4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.
5. The College will accept credit recommendations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Educational Credential Evaluators, Inc. (ECE), World Educational Services, Inc. (WES), and Educational Perspectives, nfp. (EP). An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas may use all methods available to U.S. students for completing their degree requirements. See Page 122 for more information.
6. Students who have other licenses/certificates should submit photocopies, certified by a notary public to be true copies, to the Office of the Registrar. In certain circumstances Thomas Edison State College will accept the certification of a commissioned officer in the United States Armed Forces in lieu of a notary public's signature. See www.tesc.edu for specific instructions if you wish to submit documents certified by a commissioned officer.

Certification of Good Academic and Financial Standing

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

Written requests for letters of recommendation for admission to graduate schools should be addressed to the dean of the school in which the student is enrolled.

For certifications relative to financial aid/loans, written requests should be made to the director of the Office of Financial Aid & Veterans' Affairs.

International Student Policies

American-Earned Credits

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a Thomas Edison State College baccalaureate degree, and at least 15 additional U.S. college credits to earn an associate degree. All other conditions that apply to local students will apply to international students as well.

Eligibility

Foreign citizens interested in becoming undergraduate students will be eligible for enrollment if they have, at a minimum, scored 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

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

Thomas Edison State College recognizes the discipline necessary to complete a self-directed program of study. An external degree institution for adults, the College issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language consider their higher education options before enrolling with the College.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

International Credit Policy

Testing

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

United States and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State College. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Students requesting approval must also submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for the examination if English is not the official language of their country of citizenship. Examinations are mailed via overnight express service, and students are responsible for all mailing costs and proctoring fees. Thomas Edison State College reserves the right to approve the proctoring arrangement.

Prior Learning Assessment (PLA)

United States and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. These students must submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA if English is not the official language of their country of citizenship; have completed 24 college-level credits prior to the time of application, at least 6 credits of which are in English composition; and have a thorough understanding of the additional time and costs associated with this process (postage, phone calls, etc.).

Guided Study, Online Courses, e-Pack® Courses

American citizens and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online courses or e-Pack® courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State College and the willingness to absorb additional costs for sending course and examination materials. All tests must be proctored by a full-time faculty member or an aca-

demic dean at an approved American university abroad, or with an approved DANTES, CLEP or TOEFL test administrator at an official DANTES, CLEP or TOEFL test site. Prior to registering for a Guided Study course, online course or e-Pack® course, students living outside the United States must contact the Office of Test Administration to have a test proctor approved. Students are responsible for all mailing or other transport costs and proctoring fees. *Military and diplomatic personnel and their families who have APO/FPO addresses are exempt from this restriction.* United States military personnel are expected to take examinations through the education officer at a military base.

Transfer Credit

An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

International Credit Evaluations

The College will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

- ▶ American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Education Services
One DuPont Circle, NW
Suite 520
Washington, D.C. 20036-1135
(202) 296-3359
www.aacrao.org/international/
- ▶ Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.ece.org
- ▶ World Educational Services, Inc. (WES)
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
(212) 966-6311
www.wes.org
- ▶ Educational Perspectives, nfp. (EP)
P.O. Box 618056
Chicago, IL 60661-8056
(312) 421-9300
www.edperspective.org

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the

amount and type of credit to be awarded based on the evaluations provided by these agencies. An enrolled student may transfer a maximum of 90 credits from international institutions. Foreign students in the United States on student (F-1) visas can use all methods available to U.S. students for completing their degree requirements.

Application and Enrollment Procedure for International Students

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

1. a completed Thomas Edison State College Application Form;
2. application fee (payment must be in U.S. dollars); and
3. a TOEFL score report sent directly to Thomas Edison State College from the Educational Testing Service.

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

Visas

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

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

Fees and Requests for Additional Information

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

Enrollment

Students are considered enrolled when they pay the Comprehensive Tuition Plan or the Enrolled Options Plan and Technology Services Fee. A student's enroll-

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

When students have received the Academic Program Evaluation showing how credits will apply to their degree program, they are urged to proceed with program planning and contact the Advisement Center, (888) 442-8372. The services of this Center are explained in full in the section, "Academic Advisement" (see Page 10 of this *Catalog*).

Should it become necessary to temporarily "stop-out," students are urged to officially request a Leave of Absence from the College. An explanation of this policy may be found under the heading, "Leave of Absence and Readmission" (see on Pages 125-126 of this *Catalog*).

Note: Students are considered enrolled in the School of Nursing when they pay the appropriate fees and submit the documents required for admission. Enrollment continues as long as at least 3 credits are earned in each 12-month period.

Catalog Currency

Students must use the Thomas Edison State College *Catalog* that is in effect on the date of enrollment to determine graduation requirements. However, if students change their degree program or allow their enrollment to lapse; necessary graduation requirements will be required as listed in the *Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

Credit Banking

Credit Banking is available to individuals who wish to document college-level military experience, licenses, college proficiency examinations and college-level corporate training programs. To apply for Credit Banking, complete a Nondegree Services Application, which may be accessed on the College Web site at www.tesc.edu or request that a copy be mailed to you by calling the Office of Admissions toll free at (888) 442-8372.

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

institution's academic policy will allow transfer of each credit. Credit will not be transcribed in cases of obvious or apparent duplication.

Credit Banking students who later decide to enroll at Thomas Edison State College should file an application for admission and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree. Credit Banking is not available for foreign credentials nor is credit given for courses taught.

Change of Records

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

Keeping Records Current

A student's demographic information should be kept current at all times. Such information can only be changed on the written request of the student. Students are responsible for updating their information on iTESC® or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, e-mail address, telephone and/or degree.

Change of Program/ Degree Status

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

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

Score Reports

TECEP® examination results are not awarded a letter grade. They are transcribed on a pass/fail basis only and therefore are not calculated into the student's GPA. The minimum score required to pass each TECEP® examination is listed on its individual test description at the online address shown below in "Test Description Information." After testing, students will receive a score that indicates whether or not they passed. Please note that TECEP® examination results may not be given out over the telephone or e-mail. This is in keeping with the Family Educational Rights and Privacy Act of 1974.

Transcript Fee

This fee is charged for each transcript (official or student copy) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

Refund Policy

Enrollment Tuitions: If a student requests a refund to terminate enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar. See the *Registration Bulletin* for the course tuition refund policy.

Nonrefundable Tuition and Fees

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

Nonenrolled Students

Nonenrolled students use services at the College and pay for them on a per-service fee basis. Nonenrolled students may take Thomas Edison State College courses, TECEP® examinations and Prior Learning Assessment (PLA) courses by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Comprehensive Tuition, the Annual Enrollment Tuition or the School of Nursing Tuition. The College also offers nondegree services such as Credit Banking.

Military Fees

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

Undergraduate Tuition and Fee Definitions

The tuition and fees are adjusted on July 1 each year. Information on tuition and fees is available to students through the College Web site at www.tesc.edu or through the College's *Guide to Tuition and Fees* brochure. Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the College Web site.

Tuition and fees are subject to change without prior notice.

Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The Application Fee extends for six months from the date of application. Applicants who do not enroll during this period of eligibility will have to reapply to the College before enrolling.

Comprehensive Tuition Plan

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

This tuition covers all administrative costs associated with a Thomas Edison State College education except the Graduation Fee, Course Extension Fee, TECEP® Rescheduling Fee, Transcript Fee, Late Course Registration Fee and Took Final Exam After Term End Fee or textbooks. Students may take up to 12 credits per term for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition although a refundable deposit is required of students ordering the materials from MBS Direct, the College's textbook supplier. (See the College's *Registration Bulletin* for details or go to <http://direct.mbsbooks.com/tesc.htm>.)

Enrolled Options Plan

Some undergraduate students may not require the full complement of credit-earning options and student services covered under the Comprehensive Tuition Plan. For those students who want or need to choose only certain components of the plan, the College offers the Enrolled Options Plan. With this option, students are required to pay the Annual Enrollment Tuition and the Technology Services Fee. Payment of this tuition component entitles students to a full year of College services, including academic advisement and program planning. The initial payment of this tuition provides students with a complete review of all the academic credentials they present to the College upon application. This evaluation will be the basis for the student's program plan and student advisement services. Students may then choose what College credit-earning methods they require and will be charged for each option.

Technology Services Fee

This fee provides for the student services that are delivered through technologies and supports the maintenance and replacement of electronic hardware used to deliver these services. *Unless they choose the Comprehensive Tuition alternative, students must pay the fee along with the Annual Enrollment Tuition before they can receive College services.*

Credential Review Fee for BSN Degree Students

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

Late Re-Enrollment Fees

A late fee is charged if a student does not pay the Comprehensive Tuition or Annual Enrollment Tuition within 30 days of his/her anniversary date. A student's anniversary date is the first year date that payment of either the Comprehensive Tuition or Annual Enrollment Tuition is received by the College. If a student does not re-enroll within 90 days of his/her anniversary date, he/she will have to reapply and pay all first-time student fees.

Graduation Fee

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

Leave of Absence and Readmission

Leave of Absence

If it is necessary for an enrolled student to "stop out" at the end of his/her enrollment year, it is to the student's advantage to request an official Leave of Absence from the College. A student may request a Leave of Absence from the College for a one-year period by filling out the Leave of Absence Form and returning it to the Office of the Bursar with the processing fee. The request may also be made in writing if the student does not have the form. It is to a student's advantage to wait until the enrollment fee is ready to expire before requesting a Leave of

Absence (LOA) as the enrollment fee is due again upon returning from LOA. Requesting an LOA does not entitle a student to an enrollment fee refund.

The Leave of Absence should be requested if the student does not plan, for any reason, to pay the Annual Enrollment Tuition. Being on a leave of absence from your degree program does NOT automatically withdraw you from your course enrollments. If you are currently enrolled in Thomas Edison State College courses, TECEP® examinations or portfolios, you must continue to work on them and adhere to all deadlines. If you are unable to continue with your courses, TECEP® examinations or portfolios, you must withdraw from them in accordance with the instructions given in your materials in addition to filing for a leave of absence.

A student who requests a Leave of Absence may, within one year, become active by notifying the Office of the Registrar, paying the appropriate enrollment fees and completing the degree requirements for the year of his/her enrollment.

Readmission

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

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

Students returning to the School of Nursing from Leave of Absence will need to submit the Re-enrollment From Leave of Absence Form with appropriate fees.

Students returning to the School of Nursing from Inactive Status will need to submit the Re-enrollment from Inactive Form with appropriate fees.

Readmission of Thomas Edison State College Graduates

Graduates of the College who return for a second degree must fill out an application for admission and pay only the current Annual Enrollment Tuition.

Degree Requirements for Returning Students

Enrolled students who officially request a Leave of Absence from the College and re-enroll within a one-year period may complete the degree requirements that were in effect at the time of their initial enrollment if they con-

continue in the same degree. If they re-enroll in a different degree, they will be required to complete the degree requirements in effect at the time of re-enrollment.

Enrolled students who do not officially request a Leave of Absence from the College and re-enroll will be required to complete the degree requirements in accordance with academic policies in effect at the time of re-enrollment.

Degree Requirements for Returning Undergraduate Students

Students who officially request a Leave of Absence from the College and re-enroll within a one-year period may complete the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they re-enroll in a different degree, they will be required to complete the degree requirements in effect at the time of re-enrollment.

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

Two Areas of Study Within One Degree

Students may complete up to two areas of study within one baccalaureate degree. No more than 9 credits that are used in the first area of study may be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met.

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

Award of Degrees

First Associate Degree

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

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

First Baccalaureate Degree

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

Second Associate and Baccalaureate Degree

The following criteria are for students who have received one associate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second associate degree, or if they have received one baccalaureate degree at Thomas Edison State College or another regionally accredited institution and wish to earn a second baccalaureate degree:

1. Students must complete a minimum of 15 additional credits for a second associate degree and 30 additional credits for a second baccalaureate degree beyond the date all prior degrees were completed.
2. Students must select an option which is significantly different from their previous degree(s).
3. Students must complete all requirements for the degree as listed in the current Thomas Edison State College *Catalog*.
4. Course work used to fulfill requirements for a previous associate degree major or any other undergraduate, advanced or professional degrees may not be used to fulfill requirements for the second associate degree option or a second baccalaureate degree area of study. The College will not award a third baccalaureate degree.

GRADUATE

WAYS TO EARN CREDIT

- ▶ **Online Thomas Edison State College courses**
- ▶ **Transfer previously earned graduate credits**

Ways to Earn Graduate Credit

- ▶ **ACE (American Council on Education) Credit Assessment**

Thomas Edison State College will award graduate credit for courses that have been evaluated by the American Council on Education (ACE) and have a credit recommendation made at the graduate level. Credit earned at the graduate level from evaluated corporate training may be used to satisfy elective program requirements only and may not be substituted for core program requirements except in cases where a specific programmatic agreement exists.

- ▶ **Credit for Courses Taught**

Students in Graduate Programs at Thomas Edison State College may petition to earn credit if they have taught graduate-level courses for which they have not earned credit.

- ▶ **Military Credit**

Thomas Edison State College will award graduate credit for those military service schools that have been evaluated by the Office of Educational Credit and Credentials of the American Council on Education for credit recommendation at the graduate level. Credit earned at the graduate level from military training or experience may be used to satisfy elective program requirements only and may not be substituted for core program except in cases where a specific programmatic agreement exists.

- ▶ **Prior Learning Assessment (PLA)**

Enrolled graduate students may apply to earn credit for any course required by the degree. Portfolios for Thomas Edison State College courses will be developed based on the stated learning outcomes. For other approved electives, matriculated students may present course descriptions from graduate courses offered at other regionally accredited colleges or universities as a basis for earning credit through prior learning. This policy may be limited by external accrediting bodies or by the nature of the course.

Nonmatriculated graduate students may earn up to nine (9) credits through prior learning assessment. Nonmatriculated students may use any graduate course offered by Thomas Edison State College as the basis for completing their prior learning assessment.

- ▶ **Professional Certificate Licensures**
- ▶ **Independent Study Programs**

GRADUATE

ACADEMIC POLICIES

All policies for students in Graduate Programs, and the procedures that accompany them, are included in the *Policy and Procedure Handbook*, which is available online in the Graduate Student Center section of Blackboard. A copy also may be obtained by calling the Office of Graduate Studies. Note: Students in the School of Nursing should refer to the policies that pertain to them in the School of Nursing section of the *College Catalog*.

Academic Probation

Candidates who fall below a 3.0 average will be placed on academic probation.

Admissions

Admission to the program is competitive and based on a quantitative and qualitative assessment. Students are assessed according to the following:

- ▶ Candidates must have three to five years of appropriate experience. MSHRM applicants should have at least three years of exempt-level experience. MSM applicants should have managerial or supervisory experience. MALS candidates should have professional, managerial or significant volunteer experience.
- ▶ Candidates must have an earned undergraduate degree from a regionally accredited college or university in the United States or from a recognized foreign institution.
- ▶ Foreign students must submit TOEFL scores of at least 550 for the written exam, 213 for the computer exam or 79 on the Internet-based exam.
- ▶ Candidates must submit an official transcript from the college or university where their undergraduate degree was earned.
- ▶ Candidates must complete the essay portion of the application.
- ▶ Candidates must submit at least two Letters of Recommendation from individuals able to attest to their ability to complete a graduate degree. At least one should be from a person who has supervised the applicant.
- ▶ Candidates must submit a recent resume.
- ▶ Candidates are required to have the following basic computer skills: ability to access the Internet and experience with/knowledge about sending e-mail.

The Admissions Committee reviews the application to assess the fit between the program and the applicant's goals, the appropriateness of the applicant's experience and the applicant's potential for success.

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of the institution. Conversely, the College maintains sole discretion for determining those students who would not benefit appropriately from the learning and educational processes of the institution.

Residency Requirements

Students are not required to live in New Jersey to enroll in Graduate Programs at Thomas Edison State College.

Enrollment

Graduate students are considered "enrolled" when they have been accepted into the graduate program and have registered for their first course.

- a. Date of Enrollment. The date of enrollment is defined as the first day of class for the first semester they start taking courses as a matriculated student. As long as students continue to take courses, they are enrolled. This status may change if they become inactive or take a leave of absence.
- b. Catalog in Effect. Graduate students must use the catalog that was in effect on the date of enrollment to determine graduation requirements. If students become inactive and re-enrolls, graduation requirements will be those listed in the catalog in effect at the time of re-enrollment.
- c. Time Frame for Completion. Students enrolling in a graduate program at Thomas Edison State College are expected to complete the program within two years, but may, at the discretion of the director of the Office of Graduate Studies, take up to seven years from the date of first enrollment. To go beyond this time frame, students must petition the Office of Graduate Studies in writing. Additional course work may be required to authenticate currency of knowledge.
- d. Deferred Enrollment. A graduate student who has been accepted may defer enrollment for one term. This request for deferment must be done in writing.

Transfer Credit Policy

Students may transfer in graduate-level work earned at any regionally accredited college or university in the United States. The grade received must be a B or better. When the grade received is P for Pass or CR for Credit, the institution must equate it to a B or better. *The transfer credit may only be used to satisfy program electives.*

Auditing Graduate Courses

Graduate courses at Thomas Edison State College may be audited. A student wishing to audit a graduate course(s) must make his/her intentions clear in writing to the Office of Graduate Studies prior to registering. Students will register and pay the full tuition. A grade of AU will be awarded.

NOTES:

Thomas Edison State College Undergraduate Courses

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

BUSINESS AND MANAGEMENT

ACC-101.....Principles of Financial Accounting
ACC-102.....Principles of Managerial Accounting
ACC-201.....Intermediate Accounting I
ACC-202.....Intermediate Accounting II
ACC-303.....Cost Accounting
ACC-401.....Advanced Accounting
ACC-411.....Auditing
ACC-421.....Federal Income Taxation
BUE-101.....Personal Finance for 2000
and Beyond
BUS-101.....Introduction to Business
BUS-161.....Business Mathematics
BUS-421.....Business Policy
CIS-107.....Computer Concepts and
Applications
CIS-301.....Management Information Systems
CIS-351.....Software Engineering
FIN-301.....Principles of Finance
LAW-201.....Business Law
MAN-230.....Introduction to Entrepreneurship
MAN-301.....Principles of Management
MAN-311.....Organizational Behavior*
MAN-331.....Human Resources Management
MAN-372.....International Management
MAN-373.....Managerial Communications
MAN-432.....Small Business Management
MAR-301.....Introduction to Marketing
MAR-306.....Creating and Implementing the
Electronic Enterprise
MAR-310.....Principles of Sales
MAR-335.....New Product Development
and Marketing
MAR-441.....Marketing with Electronic Media

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

MAR 479.....Applied Marketing Practices
OPM-301.....Introduction to Operations
Management
OPM-411.....Total Quality Management
OPM-415.....Logistics
OPM-420.....Supply Chain Management

ELECTRICAL/ELECTRONIC

ELE-211.....DC Circuits
ELE-212.....AC Circuits

ENERGY UTILITY TECHNOLOGY

EUT-302.....Gas Combustion
EUT-309.....Gas Distribution
EUT-401.....Regulatory Policy and Procedure
EUT-402.....Applied Economic Analysis
EUT-403.....Safety Management
EUT-404.....Programmable Logic Controllers

HUMAN SERVICES

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

HUMANITIES

ART-100.....A World of Art
ART-166.....Art History I
ART-167.....Art History II
COM-120.....Introduction to Mass
Communications I
COM-121.....Introduction to Mass
Communications II
COM-209.....Public Speaking

COM-335.....Elements of Intercultural
Communication

ENG-201.....Technical Writing

ENG-298.....Jane Austen: Pride and Prejudice

ENG-393.....One Writer's Vision: Jane Austen

FIL-110American Cinema

HUM-101Humanities I

HUM-102.....Humanities II

JOU-352News Writing

LIT-102.....Introduction to Modern English
and American Literature II

LIT-111.....American Literature I

LIT-112.....American Literature II

LIT-202.....Literary Roots of Western Culture

LIT-221.....Introduction to Children's Literature

LIT-291.....Analysis and Interpretation
of Literature

LIT-301.....Advanced American Literature I

LIT-302.....Advanced American Literature II

LIT-331.....African Encounters

PHI-286.....Contemporary Ethics

PHI-384.....Ethics and the
Business Professional

PHO-101.....Introduction to Photography

REL-275.....Introduction to Islam

REL-405.....Introduction to World Religions

REL-406.....Eastern Religions

REL-407.....Western Religions

SPA-101.....Elementary Spanish I

SPA-102.....Elementary Spanish II

SPA-103.....Elementary Spanish III

NATURAL SCIENCES/MATHEMATICS

AST-101.....Introductory Astronomy

BIO-101.....Introductory Biology

BIO-208.....The Science of Nutrition

CHE-101.....Survey of Chemistry

CHE-111.....General Chemistry I

CHE-112.....General Chemistry II

COS-101.....Introduction to Computers

COS-116.....C Programming

COS-213.....C++ Programming

COS-231.....Assembly Language

COS-241.....Data Structures

COS-330.....Computer Architecture

COS-352.....Operating Systems

COS-451Artificial Intelligence

EAS-101.....General Earth Science

ENS-314.....Global Environmental Change

GEO-151.....Physical Geology

GER-412Biological Aspects of Aging

MAT-115.....Intermediate Algebra

MAT-119.....Quantitative Business Analysis

MAT-121.....College Algebra

MAT-128.....Precalculus for Business

MAT-129.....Precalculus for Technology

MAT-231.....Calculus I

MAT-232.....Calculus II

MAT-270.....Discrete Mathematics

PHY-111.....Physics I

PHY-112.....Physics II

STA-201.....Principles of Statistics

NURSING (Undergraduate and Graduate Courses)

NUR-340.....Nursing Informatics

NUR-416.....Health Assessment

NUR-418.....Research in Nursing

NUR-428.....Leadership and Management
in Nursing

NUR-441.....Community Health Nursing

NUR-500.....Seminar in Clinical Competence

NUR-501.....Emerging Trends in
Healthcare Technology

NUR-529.....Health Policy

NUR-530.....Evidence Based Nursing Practice

NUR-600.....Nursing Leadership in a
Global Community

NUR-611.....Conflict Resolution

NUR-612.....Healthcare Finance for Nursing

NUR-621.....Instructional Technology for
Nurse Educators

NUR-622.....Independent Study in
Instructional Technology
NUR-630.....Theoretical Foundations and
Instructional Strategies in
Nursing Education
NUR-700.....Curriculum Theory and
Development in Nursing
Education
NUR-710.....Testing, Assessment
and Evaluation
NUR-720.....Nursing Education Seminar
and Onground Practicum
NUR-730.....Nursing Education Seminar
and Online Practicum
HPS-200Statistics for the Health Professions

SOCIAL SCIENCES

AOJ-102.....Introduction to Criminal Justice
AOJ-303.....White Collar Crime
AOJ-381.....Victimology and Criminal Behavior
AOJ-484.....Public Policy, Crime and
Criminal Justice
ANT-101.....Introduction to Anthropology
ARC-101.....Introduction to Western Archaeology
ECO-111.....Macroeconomics
ECO-112.....Microeconomics
ECO-490.....International Economics
HIS-101.....Western Civilization I
HIS-102.....Western Civilization II
HIS-113.....American History I
HIS-114.....American History II
HIS-210.....American Civil Rights Movement
HIS-235.....American Civil War
HIS-261.....Introduction to Chinese History
and Culture
HIS-301.....African History and Culture
HIS-302.....The Renaissance:
Origins of the Modern West
HIS-310.....The Middle East
HIS-356.....War and American Society
POS-110.....American Government
POS-310.....Constitutional Issues
PSY-101.....Introduction to Psychology

PSY-211.....Developmental Psychology
PSY-300.....Thanatology: An Understanding of
Death and Dying
PSY-317.....Worlds of Childhood
PSY-322.....Research in Experimental
Psychology
PSY-331.....Introduction to Counseling
PSY-350.....Abnormal Psychology
PSY-352.....Psychology of Personality
PSY-360.....Organizational Theory
PSY-361.....Organizational Behavior*
PSY-363.....Industrial Psychology
PSY-370.....Introduction to Social Psychology
PSY-379.....Social Psychology
SOC-101.....Introduction to Sociology
SOC-210.....Marriage and the Family
SOC-242Juvenile Delinquency
SOC-291Criminology
SOC-315.....Social Gerontology
SOC-322.....Dealing with Diversity
SOC-361.....Complex Organizations
SOC-362.....Sociology of Work
SOC-376.....Women and Social Action
SOC-384.....Gangs
SOC-387.....Modern Sociological Foundations
SOC-417.....Contemporary Sociological Theory
SOS-110.....Living in the Information Age
SOS-150.....Self-Assessment and
Career Exploration
SOS-304.....Drugs and Society
SOS-320.....Management of Stress and Tension
SOS-440.....Terrorism
SOS-492.....Research Methods in the
Social Sciences

NUCLEAR ENGINEERING TECHNOLOGY

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

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

Prior Learning Assessment (PLA) Standard Courses

The following are Standard Prior Learning Assessment (PLA) courses offered online at Thomas Edison State College. Students may also set up Individualized PLA courses by choosing an appropriate description from among thousands to be found on the College Web site through the PLA course description database at www.tesc.edu/plasearch.

ADMINISTRATION OF JUSTICE

AOJ-115Report Writing for Police
AOJ-244Narcotics Identification and Investigation
AOJ-281Police Instructor Development
AOJ-341Interviewing and Interrogating

BUSINESS AND MANAGEMENT

ACC-121Payroll Taxes
BUS-212Records Management
BUS-311Business in Society
BUS-421Business Policy
CIS-107Computer Concepts and Applications
CIS-301Management Information Systems
CIS-320System Analysis and Design I
HRM-366Training Administration
MAN-301Principles of Management
MAN-373Managerial Communications
MAR-310Principles of Sales

CHILD DEVELOPMENT SERVICES

CDS-110Creative Arts for Preschool Children
CDS-210Introduction to Early Childhood Education
CDS-212Pre-Kindergarten Methods
CDS-352Parent Involvement in Daycare

COMPUTER APPLICATIONS

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

ELECTRICAL TECHNOLOGY

ELE-212AC Circuits
ELE-321Control of Industrial Motors

ENGINEERING TECHNOLOGY

ELD-201Digital Electronics

HOTEL MANAGEMENT

HMM-140Introduction to the Hospitality Industry

HUMANITIES

ART-101Drawing I
COM-209Public Speaking
COM-330Interpersonal Communication
ENG-201Technical Writing
ENG-216Business Letter and Report Writing
ENG-217Business Letter and Report Writing II
ENG-231Fiction Writing
ENG-243Writing Poetry I
JOU-280Public Relations Writing and Editing
JOU-393Desktop Publishing
MUS-128Piano Pedagogy
MUS-160Elementary Piano I
MUS-161Elementary Piano II
MUS-168Guitar I
MUS-182Music History I
MUS-183Music History II
PHO-101Introduction to Photography
REL-201Women in Religion
REL-229Principles of Christian Faith
REL-296The Nature of the Bible
SPA-301Advanced Spanish I
SPA-302Advanced Spanish II
SPA-327Advanced Conversation I

HUMAN SERVICES

HEA-195First Aid

HEA-198Cardio-Pulmonary Resuscitation

LIBRARY SCIENCE

LIS-101Introduction to Library Resources

NATURAL SCIENCES

COS-101.....Introduction to Computers

COS-191.....Visual BASIC

COS-283.....UNIX

EAS-131.....Elements of Meteorology

NUCLEAR ENGINEERING TECHNOLOGY

NUC-342Radiological, Reactor &
Environmental Safety

NUC-351.....Nuclear Instrumentation
and Control

PHY-271Nuclear Physics

REAL ESTATE

REE-103.....Real Estate Principles/Practices I

REE-104.....Real Estate Principles/Practices II

SOCIAL SCIENCES

PSY-300.....Thanatology: An Understanding of
Death and Dying

PSY-334.....Psychology of Sport

PYT-396.....Coaching Theory & Techniques

SOC-305.....Crisis Intervention

SOC-316Child Abuse/Maltreatment

SOC-322Dealing with Diversity



Current ACE/College Credit Recommendation Service Participating Organizations*

This is a current list of organizations as of May, 2007. For a complete list of past and current organizations, go to the Web site of the American Council on Education (ACE) at www.acenet.edu or call ACE at: (202) 939-9434 or 9470. Within each organization only specific courses have been evaluated and, therefore, carry the ACE credit recommendations. Note: For students to receive ACE credit recommendations, they must have taken the specific course(s) during the effective dates that an organization was a participating organization.

AchieveGlobal, Draper, Utah

Allied Business Schools, Inc.
Laguna Hills, Calif.

AMC Logistics Leadership Center
(formerly *School of Engineering and Logistics*), Texarkana, Texas

American Academy of Nutrition,
College of Nutrition,
Knoxville, Tenn.

American Bankers Association

American Conference of
Audioprosthology, Fairborn, Ohio

**American Educational Institute,
Inc., Basking Ridge, N.J.**

American Health Information
Management Association,
Chicago, Ill.

American Health Science
University

American Institute for Chartered
Property Underwriters, Insurance
Institute of America

American Management
Association (AMA)

American Military University
Manassas Park, Va.

American Society of Military
Comptrollers, Alexandria, Va.

American Society of Safety
Engineers, Des Plaines, Ill.

America's Community Bankers
Washington, D.C.

Anheuser-Busch Companies, Inc.
St. Louis, Mo.

Applied Professional Training
Appraisal Institute, Chicago, Ill.

Appraisal School
Woodland Hills, Calif.

**Armenian National Education
Committee, New York, N.Y.**

Art Instruction Schools, Inc.
Minneapolis, Minn.

Asia Pacific Center for
Security Studies

ASM International

**Bergen County Law & Public
Safety Institute-Police,
Fire & EMS Academies
Mahwah, N.J.**

Berlitz International, Inc.
Coral Gables, Fla.

Bisk Education, Inc.
Tampa, Fla.

BOMI Institute
(*Building Owners and
Managers Institute*) Arnold, Md.

Boston University

Bridgepoint Education, Inc.
(formerly *Charter Learning*)

Business Management Research
Associates (BMRA), Fairfax, Va.

Calhoon MEBA Engineering
School, Easton, Md.

California College for Health
Sciences, National City, Calif.

Campus Group International
Education Services, Inc.

Capstone Institute of Mortgage
Finance, Inc.

The Catholic Distance University
(formerly *Catholic Home Study
Institute*), Hamilton, Va.

**Center for Financial Training
Atlantic States, Inc., Norwich,
Conn.**

Center for Financial Training,
Regional New York, Inc.

Certified Employee Benefit
Specialist Program
Brookfield, Wisc.

Certified Medical Representatives
Institute, Inc., Roanoke, Va.

Citigroup
Hagerstown, Md.

Colgate-Palmolive Company

*The listings in bold print are sponsors evaluated by Thomas Edison State College.

College for Financial Planning,
Inc., Greenwood Village, Colo.

**Commerce Bank N. A.
Mount Laurel, N.J.**

Computer Institute
Rockville, Md.

**COPE Institute
New York, N.Y.**

**Corporate College Services, Inc.
Mountainside, N.J.**

Corporation for Long-Term Care
Certification, Inc.

Credit Union National Association
Madison, Wis.

**Curves International, Inc.
Waco, Texas**

DaimlerChrysler Manufacturing
Technical Training Services

Dale Carnegie & Associates, Inc.
Houston, Texas

Dana Corporation, Toledo, Ohio

Defense Logistics Training Center

Defense Security Service Academy
Linthicum, Md.

Defense Threat Reduction Agency
Washington, D.C.

Delaware Department of Education

Delta Air Lines
Atlanta, Ga.

Disabled American Veterans
Structured and Continuing
Training Program,
Washington, D.C.

Eastern Oklahoma
Technology Center

**Eastern Regional Public Safety
Institute (a division of Bernstein
& Associates, Inc.), Miami, Fla.**

Education Direct, Scranton, Pa.

Educational Institute of the
American Hotel & Lodging
Association

Educational Resources, Inc.
Dulles, Va.

Educational Services Institute
(see ESI International)

Effective Growth Training
Corporation

Emergency Management Institute
(see National Emergency Training
Center [EMI])

Enhanced Training Opportunities
Program, Inc., Itasca, Ill.

ESI International (ESI),
Arlington, Va.

Executive 2000, Inc.,
Irvine, Calif.

**Faith Builders Educational
Programs, Guys Mills, Pa.**

Federal Aviation Administration
(FAA) Academy
Oklahoma City, Okla.

Federal Aviation Administration
(FAA) Center for Management
Development (CMD)
Palm Coast, Fla.

Federal Judicial Center
Washington, D.C.
Federal Market Group,
Manassas, Va.

Felde Publications and Programs
San Clemente, Calif.

Fidelity Investments

Fire and Rescue Training Institute,
University of Missouri

Fire Department of New York City
Brooklyn, N.Y.

First Energy Nuclear Operating
Company, Shippingport, Pa.

**Foundation for Educational
Administration-New Jersey
EXCEL Program, Monroe
Township, N.J.**

Foundation of Real Estate
Appraisers
Orange, Calif.

General Motors University
Warren, Mich.

Georgia Fire Academy
Forsyth, Ga.

Graduate School of Banking at
Colorado, University of Colorado
Boulder, Colo.

Great Plains Technology Center
Lawton, Okla.

Hacienda La Puente Adult
Education
Hacienda Heights, Calif.

Hampton Group, Inc.
Denver, Colo.

Hane Training, Inc., or
Hane Industrial Training,
Terre Haute, Ind.

Harry Lundeberg
(see Seafarers Harry Lundeberg
School of Seamanship)
St. Louis, Mo.

**Hawthorne Caballeros Drum &
Bugle Corps, Hawthorne, N.J.**

Healthy Children Project, Inc.
(formerly Healthy Children 2000
Project, Inc.), Sandwich, Mass.

HMSHost, (formerly Host Marriott Services) **Trenton, N.J.**

HoHoKus-Hackensack School of Business and Medical Sciences, Hackensack, N.J.

HoHoKus RETS-Nutley School of Business, Medical and Technical Sciences (formerly RETS Institute), Nutley, N.J.

HoHoKus School of Business and Medical Sciences, Ramsey, N.J.

Holtz Learning Centers, Ltd., Woodbine, N.J.

Home Depot, The
Atlanta, GA

IBM Corporation

ICS Learning Systems
(see Education Direct)

Illinois Fire Service Institute
University of Illinois
Champaign, Ill.

Immigration and Naturalization Service, Federal Law Enforcement Training Center (see Leadership Development Center)

Independent Electrical Contractors, Inc., Alexandria, Va.

Institute for Guided Studies
(formerly Montessori Associates), Gray, Ga.

Institute for Nuclear Medical Education, Boulder, Colo.

Institute of Management and Production
Kingston, Jamaica, W.I.

Insurance Educational Association
San Francisco, Calif.

Interagency Training Center
Fort Washington, Md.

International Association of Bridge, Structural, Ornamental & Reinforcing Ironworkers

International Association of Fire Fighters, Washington, D.C.

International Association of Heat & Frost Insulators & Asbestos Workers

International Association of Machinists and Aerospace Workers
Hollywood, Md.

International Correspondence Schools (see Education Direct)

International Institute for Learning

International Training Institute for the Sheet Metal and Air Conditioning Industry,
Alexandria, Va.

Jamaican Institute of Management
Kingston, Jamaica, W.I.

JR Electronics and Pneumatics Corporation, San Juan, Puerto Rico

Kepner-Tregoe, Inc. Princeton, N.J.

Laborers AGC
Pomfret Center, Conn.

Lado Teaching English as a Foreign Language (TEFL) Certificate Program (Lado International College),
Washington, D.C.

Land Rover University
Lanham, Md.

Language Matters, Inc.
King, N.C.

Leadership Development Center, Department of Homeland Security (formerly U.S. Dept. of Justice, Immigration & Naturalization LDC)

Learning Tree International
Reston, Va.

Long & Foster Realtors, Inc.
Fairfax, Va.

Management Concepts, Inc.
Vienna, Va.

Maryland Fire and Rescue Institute
University of Maryland
College Park, Md.

Maryland State Department of Education, Baltimore, Md.

Massachusetts Bankers Association, Inc., Boston, Mass.

Massachusetts Office of the Inspector General, Boston, Mass.

McDonald's Corporation
Oakbrook, Ill.

McKissock, Inc.

Missouri Tech (formerly MOTECH College of Engineering)
St. Louis, Mo.

Mortgage Bankers Association of America, Washington, D.C.

Mortgage-Education.com

Motion Institute of Industrial Education, Birmingham, Ala.

MWR Academy
Falls Church, Va.

NASA Academy of Program and Project Leadership
Wallops Island, Va.

National Board for Professional Teaching Standards

**The listings in bold print are sponsors evaluated by Thomas Edison State College.*

| | | |
|---|--|---|
| National Center for Montessori Education, Sonoma, Calif. | New Jersey Department of Corrections Sea Girt, N.J. | Professional Development Solutions, Inc., Project Management College |
| National Certified Public Manager Consortium, Athens, Ga. | New Jersey Department of Personnel, Human Resource Development Institute Trenton, N.J. | Project Management Leadership Group |
| National Child Care Association Conyers, Ga. | | Project Mentors, Inc., Atlanta, Ga. (see Novations Project Management) |
| National Cryptologic School Fort Meade, Md. | New Jersey Office of Emergency Management, Hamilton, N.J. | RAPT Foundation, Inc Perth Amboy, N.J. |
| National Education Training Group (see NETg) | New Jersey Regional Council of Carpenters/Joint Apprenticeship Training Committee, Kenilworth, N.J. | Real Estate WebSchool Marietta, Ga. |
| National Emergency Training Center (EMI), Washington, D.C. | New York State Academy of Fire Science, Montour Falls, N.Y. | RETS Institute (re-named HoHoKus RETS-Nutley School of Business, Medical and Technical Sciences) |
| National Emergency Training Center (NFA), Emmitsburg, Md. | Newark School of Theology, Newark, N.J. | RTM STAR Center Dania, Fla. |
| National Fire Academy (see National Emergency Training Center-NFA) | Noblefields School of Real Estate San Francisco, Calif. | SAM Group, The Edison, N.J. |
| National Geospatial-Intelligence Agency (National Imagery & Mapping Agency), Fort Belvoir, Va. | Nonproliferation and National Security Institute Albuquerque, N.M. | Sanford Brown Institute (formerly <i>Ultrasound Diagnostic Schools</i>) |
| National Joint Apprenticeship and Training Committee for the Electrical Industry Upper Marlboro, Md. | Northwest Procurement Institute, Inc., (NPI, Inc.) Edmonds, Wash. | SBC Center for Learning San Ramon, Calif. |
| National Weather Service Training Center, Kansas City, Mo. | Novations Project Management (formerly Project Mentors, Inc.) | Screenwriters Group Chicago, Ill. |
| Naval Facilities Contracts Training Center (see U.S. Naval Facilities Acquisition Center for Training) | Offshore Sailing School, Ltd. Fort Myers, Fla. | Scuba Schools International |
| Navy Personnel Command, Child Development Training Program | PADI International, Inc. Rancho Santa Margarita, Calif. | Seafarers Harry Lundeberg School of Seamanship, Paul Hall Center for Maritime Training and Education Piney Point, Md. |
| NETg, Naperville, Ill. | Paychex, Inc., Rochester, N.Y. | Seminary Extension Nashville, Tenn. |
| New Horizons Computer Learning Centers, Inc., Santa Ana, Calif. | PC Age, Edison, N.J. | Simi Valley Adult School and Career Institute, Simi Valley, Calif. |
| New Jersey Council for the Humanities, Trenton, N.J. | Pennsylvania School of Muscle Therapy, Ltd., Wayne, Pa. | Six Sigma Qualtec Tempe, Ariz. |
| | PJA School, Upper Darby, Pa. | |

SkillPath Seminars and Human Resources Council

SkillSoft Corporation
Nashua, N.H.

Software Technology Group
San Jose, Calif.

**South Jersey Career Center
Hammonton, N.J.**

Southern Baptist Seminaries
(see Seminary Extension)

Southern California Water
Company, Employee Development
University San Dimas, Calif.

St. Louis Police Academy
St. Louis, Mo.

**Starting Points for Children, Inc.
Jersey City, N.J.**

Synergistics Training, LLC
Rochester, N.Y.

TechSkills

Telecommunications Research
Associates, St. Marys, Kan.

TestOut! Corporation
Pleasant Grove, Utah

Texas Engineering Extension
Service

The Vickie Milazzo Institute
(a division of Medical-Legal
Consulting Institute, Inc.)

TRANE, LaCross, Wis.

UAW-DaimlerChrysler Technical
Training Center, Detroit, Mich.

UAW-GM Center for Human
Resources, Auburn Hills, Mich.

Ultrasound Diagnostic Schools
(See Sanford-Brown Institute)

**United Association of
Journeyman and Apprentices of
the Plumbing and Pipefitting
Industry of the US & Canada**

Union Pacific Railroad Company
Omaha, Neb.

United Nations Institute for
Training and Research,
New York, N.Y.

U. S. Army Community and Family
Support Training Center
(see MWR Academy)

U.S. Army Defense Ammunition
Center, Training Directorate
McAlester, Okla.

U.S. Army
Management Staff College

U.S. Army Materiel Command (see
AMC Logistics Leadership Center)

U.S. Army Materiel Development
and Readiness Command (see
AMC Logistics Leadership Center)

U.S. Army Safety Center
Mesquite, Texas

U.S. Department of Agriculture
Graduate School
Washington, D.C.

U.S. Department of Agriculture
National Finance Center
New Orleans, La.

U.S. Department of Defense
Security Institute (see Defense
Security Service Academy)

U.S. Department of Energy
National Training Center (NTC)

U.S. Naval Facilities Acquisition
Center for Training
Port Hueneme, Calif.

U.S. Office of Personnel
Management, Aurora, Colo.

U.S. Postal Service Employee
Development (*formerly U.S. Postal
Service, Corporate Training &
Development*), Washington, D.C.

U.S. Postal Service Supply
Management, Washington, D.C.

University of St. Thomas
Minneapolis, Minn.

Vanguard Schools (see Real Estate
WebSchool)

Verizon Communications
Brooklyn, N.Y.

Virginia State Police Academy
Richmond, Va.

Wackenhut Corporation
Palm Beach Gardens, Fla.

Wackenhut Services, Inc.-
Savannah River Site, Aiken, S.C.

Walt Disney World® Resort
Lake Buena Vista, Fla.

Western CUNA Management
School
Rancho Cucamonga, Calif.

Westinghouse Savannah River
Company, Aiken, S.C.

Wisconsin Electric Power
Company (Nuclear Management
Co.)
Two Rivers, Wis.

Wisconsin Public Service
Corporation
(Nuclear Management Co.)
Green Bay, Wis.

Zaidner Institute-Ma'alot
Yerushalayim College
Jerusalem, Israel

Zenger-Miller, Inc.
(see AchieveGlobal)

**The listings in bold print are sponsors evaluated by Thomas Edison State College.*

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

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

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The Academic Council is designed to promote and maintain the quality of the College's academic offerings and to facilitate the work of the College in achieving its mission and goals. The Academic Council has been delegated authority to review and make recommendations to the Board of Trustees on matters concerning the academic policies and programs of the College.

In meeting this obligation, the Academic Council is responsible for making recommendations concerning: the nature of degrees, academic program structure, content for general education standards, guidelines for areas of study, concentrations and specializations, distance learning, academic integrity, the evaluation of courses, student learning, methods of earning credit and issues related to academic standing.

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

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ACADEMIC CENTER
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(609) 292-0078

KELSEY BUILDING & TOWNHOUSES
101 W. State St.
Trenton, NJ 08608-1176
(609) 633-1400

KUSER MANSION/WATSON INSTITUTE
315 W. State St.
Trenton, NJ 08608-1176
(609) 292-5629

CANAL BANKS BUILDING
221 Hanover St.
Trenton, NJ 08608-1176
(609) 292-0078



KELSEY BUILDING & TOWNHOUSES

FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH

- Take the New Jersey Turnpike South to exit 7A, exiting the Turnpike to take Interstate 195 West. Follow the Directions "From the East" below.

FROM THE EAST

- Follow 195 West toward Trenton, following signs for Route 29 North-Capital Complex/Lambertville. Stay on Route 29 North; follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

Or

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.

FROM THE CALHOUN STREET EXIT:

To the ACADEMIC CENTER and CANAL BANKS BUILDING

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & TOWNHOUSES

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the KUSER MANSION/ WATSON INSTITUTE

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

FROM U.S. ROUTE 1, NORTH OR SOUTH

- Take Route 1 North to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street.*

To the ACADEMIC CENTER and CANAL BANKS BUILDING

- Make a right at the first light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Banks Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & TOWNHOUSES

- Make a right at the second light onto West State Street.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the KUSER MANSION/ WATSON INSTITUTE

- Make a right at the second light onto West State Street. Continue on West State Street through one traffic light (Calhoun Street).
- Make the second left after the traffic light into the driveway of the parking lot.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

FROM PENNSYLVANIA AND DELAWARE

- If you are coming from Pennsylvania or Delaware, take Interstate 95 North over the Delaware River at the Scudders Falls Bridge.
- Take Route 29 South to Trenton. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.

FROM THE CALHOUN STREET EXIT:

To the ACADEMIC CENTER and CANAL BUILDING

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State College's Academic Center is located at 167 W. Hanover St.
- Thomas Edison State College's Canal Building is located at 221 W. Hanover St.

To the KELSEY BUILDING & TOWNHOUSES

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State College's Kelsey Building and Townhouses are located at 101 W. State St.

To the KUSER MANSION/ WATSON INSTITUTE

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State College's Kuser Mansion and The John S. Watson Institute for Public Policy are located at 315 W. State St.

**Willow Street becomes Barrack Street south of West State Street.*

PARKING

KELSEY BUILDINGS & TOWNHOUSES

Metered parking is usually available near the Kelsey Building and Townhouses. Handicapped parking is available directly across the street on West State Street.

ACADEMIC CENTER

Metered parking is usually available near the Academic Center. Handicapped parking is available in front of the building.

CANAL BANKS BUILDING

Street parking is usually available near the Canal Banks Building. The building is ADA compliant. Handicapped parking is available.

KUSER MANSION

Parking is available behind the building. Handicapped parking is available next to the main entrance.

DIRECTIONS TO THOMAS EDISON STATE COLLEGE BY PUBLIC TRANSPORTATION

- If you wish to take public transportation to Thomas Edison State College, the Trenton train station is served by Amtrak and New Jersey Transit from locations north and south, by SEPTA from Philadelphia, and various bus routes.
- Taxis are available at Trenton station to Thomas Edison State College, which is less than three miles away.
- To return to the Trenton station, taxi services may be called from the College.



KUSER MANSION/WATSON INSTITUTE



CANAL BANKS BUILDING



ACADEMIC CENTER

Index

| | | | | | |
|---|---------|---|--------|---|----------------|
| Academic Advisement | 10 | Bachelor of Science in Applied Science and Technology..... | 24-33 | Policy on Grading..... | 96 |
| Academic Programs..... | 5 | Bachelor of Science in Business Administration..... | 68-72 | Policy on Residency Requirement | 97 |
| Accounting | 70 | Bachelor of Science in Health Sciences..... | 34-36 | Policy on Residency for Tuition and Enrollment Purposes | 97 |
| Accreditation..... | 6 | Bachelor of Science in Human Services..... | 56-60 | Policy on Active Student Status | 97 |
| ADA (Americans with Disabilities Act) | 94, 98 | Bachelor's to Master's Program | 9 | Policy on Students with Disabilities..... | 94, 98 |
| Administration of Justice..... | 45, 58 | Biology..... | 42, 51 | Policy on Graduation | 98 |
| Advanced Imaging Sciences | 36 | Biomedical Electronics..... | 20, 28 | Commencement..... | 6 |
| Advanced Placement Program | 108 | Board of Trustees | 141 | Communications | 52 |
| Air Traffic Control..... | 20, 27 | BSN-MSN Degree Program | 82 | Community Services | 58 |
| Allied Dental Concentration..... | 36 | Child Development Services | 45, 58 | Computer Information Systems | 70 |
| Alpha Sigma Lambda..... | 99 | Civil and Construction Engineering Technology | 21 | Computer Science | 42, 52 |
| Alumni Association..... | 100 | Civil Engineering Technology | 28 | Computer Science Technology..... | 21, 28 |
| American Council on Education (ACE) Evaluations | 114-115 | CLEP (College-Level Examination Program)..... | 106 | Construction | 29 |
| Anthropology..... | 51 | Clinical Laboratory Science..... | 21, 28 | Coordinated Dietetic Program..... | 36 |
| Architectural Design..... | 20, 27 | Clinical Trials Management Graduate Certificate | 38 | Corporate and Business Training Programs..... | 114 |
| Arnold Fletcher Award | 99 | College-Wide Policies | 92 | Credit Banking..... | 123 |
| Art | 51 | Policy on Academic Integrity and Values | 92 | Criminal Justice..... | 52 |
| Associate in Arts | 40 | Policy on Code of Conduct | 94 | Cytotechnology..... | 29 |
| Associate in Applied Science | 17 | Policy on Acceptable Use of Technology | 94 | DANTES | 107 |
| Associate in Science in Applied Science and Technology | 18-24 | Policy on Appeals and Waivers | 94 | Defense Language Institute (DLI)..... | 108 |
| Associate in Science in Natural Sciences and Mathematics..... | 41-42 | Policy on Equal Opportunity/ Affirmative Action | 94 | Degree Completion Options Through Other Institutions..... | 115-116 |
| Associate in Science in Public and Social Services..... | 43-46 | Policy on Degree Requirements | 94 | Demonstration of Currency..... | 19, 26, 67, 69 |
| Associate in Science in Business Administration | 66-67 | Policy on Drug Prevention | 94 | Dental Hygiene..... | 29 |
| Aviation Flight Technology..... | 29, 36 | Policy on Family Educational Rights and Privacy Act of 1974 (FERPA) | 96 | Directions to Thomas Edison State College | 162-164 |
| Aviation Maintenance Technology..... | 20, 28 | | | Duplication of Credit..... | 119 |
| Bachelor of Arts..... | 47-55 | | | e-Pack® | 101 |
| | | | | Earning Your Degree | 7 |
| | | | | Earning Credit | 9 |

| | | |
|---|---|---|
| Economics.....52 | Public Service Leadership.....77 | Limitation on Physical Education Activity Credits.....110 |
| Electrical Technology.....29 | Graduate Programs..... | Limitation of Credits in One Subject Area.....48 |
| Electronics Engineering Technology.....22, 29 | 9, 38, 62-64, 74-77, 79-80, 82-83 | Manufacturing Engineering Technology.....23, 31 |
| Emergency Disaster Services.....45, 58 | Graduate Ways to Earn Credit.....127 | Marine Engineering Technology.....23, 31 |
| Energy Utility Technology.....30 | Guided Study.....102 | Marketing.....72 |
| Engineering Graphics.....22, 30 | Health and Nutrition Counseling.....59 | Master of Arts in Educational Leadership.....62 |
| English.....52 | Health Services.....59 | Master of Arts in Liberal Studies.....63-64 |
| Entrepreneurship.....70 | Health Services Administration..59 | Master of Science in Human Resources Management.....74-75 |
| Environmental Sciences.....22, 30 | Health Services Education.....59 | Master of Science in Management.....76 |
| Environmental Studies.....53 | Health Services Management and Education.....36 | Master of Science in Nursing.....82 |
| Equal Opportunity Statement....94 | Health Services Technology.....30-31 | Mathematics.....42, 54 |
| Family Educational Rights and Privacy Act of 1974.....96 | Heavin School of Arts and Sciences.....39-64 | Mechanical Engineering Technology.....23, 32 |
| Finance.....70 | History.....53 | Medical Imaging.....23, 32 |
| Financial Aid.....10-12 | History of the College.....5 | Mental Health and Rehabilitative Services.....60 |
| Financial Institution Management.....71 | Honor Societies/Awards.....99 | Mentors.....5, 149-160 |
| Fire Protection Science.....22-30 | Horticulture.....22, 31 | Military Education and Training Programs.....110-111 |
| Fitness and Wellness Services....46 | Hospital Health Care Administration.....71 | Music.....54 |
| Foreign Language.....53 | Hospitality Management.....71 | Natural Sciences/Mathematics....49 |
| Foreign Service Institute (FSI).....108 | Humanities.....49 | New York University Proficiency Testing in Foreign Language.....108 |
| Forestry.....22, 30 | Human Resources Management/ Organizational Management.....71 | Nondestructive Testing Technology.....23, 32 |
| General Management.....71 | International Business.....71-72 | Nuclear Engineering Technology.....24, 32 |
| Gerontology.....46, 59 | Journalism.....53 | Nuclear Medicine Technology.....24, 32 |
| Governance.....141 | Labor Studies.....54 | Nurse Educator Certificate Program.....83 |
| Grade Point Average.....96 | Laboratory Animal Science....23, 31 | |
| Grading.....96 | Learning Outcomes Assessment.....13 | |
| Graduate Academic Policies.....128-129 | Legal Services.....46, 59 | |
| Graduate Certificates | Liberal Studies.....54 | |
| Clinical Trials Management....38 | Library Resources.....6, 12 | |
| Homeland Security.....64 | Licenses and Certificates Honored.....112-113 | |
| Human Resources Management.....77 | | |
| Online Learning and Teaching.....64 | | |
| Organizational Leadership.....77 | | |

| | | |
|--|--|---|
| Ohio University Examinations.....109 | Social Services Administration.....60 | International Credit Policies.....121-122 |
| Online Courses101 | Social Services for Special Populations.....46, 60 | Enrollment122-123 |
| Operations Management.....72 | Sociology.....55 | Catalog Currency123 |
| Perfusion Technology.....33 | Statement of Mission and Purpose3 | Credit Banking123 |
| Philosophy54 | Students.....5 | Change of Records123 |
| Photography54-55 | Student's Role in Institutional Outcomes Assessment.....13 | Keeping Records Current123 |
| Political Science.....55 | Students with Disabilities.....94, 98 | Change of Program/ Degree Status123 |
| Prior Learning Assessment (PLA)102 | Surveying.....24, 33 | Score Reports123 |
| Prior Learning Assessment (PLA) Standard Courses134-135 | TECEP® Examinations (Thomas Edison State College Examination Program)....103-105 | Transcript Fee124 |
| Programs Recommended for College Credit by the American Council on Education (ACE)114 | Testing Information102-103 | Refund Policy124 |
| Psychology55 | Theater Arts.....55 | Nonrefundable Tuition and Fees.....124 |
| Public Administration.....72 | The New Jersey State Library6, 12 | Nonenrolled Students.....124 |
| Radiation Protection.....24, 33 | Thomas Edison State College Undergraduate Courses ..131-133 | Military Fees124 |
| Radiation Therapy.....24, 33 | Thomas Edison State College Staff142-148 | Undergraduate Tuition and Fee Definitions124-125 |
| Real Estate.....72 | Transfer Credit Policies109-110 | Leave of Absence and Readmission125 |
| Recreation Services.....46, 60 | Undergraduate Academic Policies118-126 | Degree Requirements for Returning Undergraduate Students126 |
| Religion55 | Admissions Policy118 | Two Areas of Study Within One Degree126 |
| Respiratory Care.....24, 33 | New Jersey Transfer and Acceptance Policy118-119 | Award of Degrees126 |
| RN-BSN Degree Program80-82 | Course Repeat Policy119 | Unit of Credit96 |
| RN-BSN/MSN Nurse Educator Degree Program80 | Evaluation of Transcripts and Credentials.....119 | VALE.....6, 12 |
| School of Applied Science and Technology16-38 | Thomas Edison State College Transcripts119-120 | Veterans' Benefits11 |
| School of Business and Management65-77 | Procedure of Having Official Documentation Submitted120 | Welcome from the President.....4 |
| School of Nursing.....78-86 | Certification of Good Academic and Financial Standing.....120-121 | Undergraduate Certificates |
| School of Professional and Continuing Studies87-89 | International Student Policies121 | Accounting73 |
| Second Associate and Baccalaureate Degree126 | | Computer-Aided Design.....37 |
| Servicemembers Opportunity Colleges (SOC)111 | | Computer Information Systems73 |
| Social Sciences.....50 | | Computer Science61 |
| Social Services.....46, 60 | | Dental Assistant37 |
| | | Electronics.....37 |
| | | Finance73 |

| | |
|---|---------|
| Fitness and Wellness..... | 61 |
| Human Resources Management | 73 |
| Imaging Sciences | 37 |
| Labor Studies | 61 |
| Marketing | 73 |
| Operations Management | 73 |
| Public Administration | 73 |
| Undergraduate Ways to Earn Credit | 101 |
| Ways to Earn Credit | 101 |
| Prior Learning Assessment (PLA) | 102 |
| Course Options | 101-102 |
| Testing Options | 102-103 |
| Transfer Credit Policy On Previously Earned College Credits..... | 109 |
| Policy on Foreign Transcript Evaluations for International Students | 109 |
| Transfer Credits from Two-Year Colleges..... | 110 |
| Limitation on Physical Education Credits | 110 |
| Acceptance of Credits from Graduate Programs..... | 110 |
| Credit for Teaching College-Level Courses | 110 |
| Military Education and Training Programs..... | 110 |
| Licenses and Certificates Honored | 112 |
| Programs Recommended for College Credit by the American Council on Education (ACE) | 114 |
| Degree Completion Options Through Other Institutions | 115 |

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