2018/2019

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UNDERGRAD

Undergraduate Catalog

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THOMAS EDISON STATE UNIVERSITY

contents

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

Content for this *Catalog* was current as of July 1, 2018. While every effort has been made to ensure the accuracy of the information contained in this publication, the University reserves the right to make changes without prior notice. The *Catalog* is not a contract, but rather it is a guide for the convenience of our students. The University reserves the right to change or withdraw areas of study and courses or eliminate departments or programs, without notice. The University also retains the discretion to change fees, registration, graduation and other rules affecting the student body, at any time.

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

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

message *from the* president

Choosing to finish your education as an adult is an admirable and bold commitment.

Students like you are often faced with consistent demands of your time and talent, forever competing with your desire to complete your education. Often it's hard to simply take the first step.

But, at Thomas Edison State University, our mission is at the heart of what we do – providing flexible, high-quality, collegiate learning opportunities for self-directed adults.

Inside our *Undergraduate Catalog* you'll find the academic policies and procedures that will guide your experience at the University, providing details and requirements for each of the undergraduate degree and certificate programs we offer. This *Catalog* also includes pertinent information about the learning outcomes and objectives you will achieve once you have completed your program of study as well as information about each of our Schools: the School of Applied Science and Technology, the Heavin School of Arts and Sciences, the School of Business and Management, the W. Cary Edwards School of Nursing and the John S. Watson School of Public Service.

I am honored to welcome you to the University community and look forward to supporting you in reaching your educational goals.

To your success,

Merodie A. Hancock, PhD
President

2018-2019 Academic Calendar

TERM	JULY 2018	AUG. 2018	SEPT. 2018	OCT. 2018	NOV. 2018	DEC. 2018
Registration Dates	May 18 - June 16, 2018	June 22 - July 14, 2018	July 20 - Aug. 11, 2018	Aug. 17 - Sept. 15, 2018	Sept. 21 - Oct. 13, 2018	Oct. 19 - Nov. 11, 2018
Late Registration	June 17 - July 1, 2018	July 15 - Aug. 5, 2018	Aug. 12 -26, 2018	Sept. 16 - 23, 2018	Oct. 14 - Nov. 4, 2018	Nov. 12 - Dec. 2, 2018
Course Transfer Period	July 6, 2018	Aug. 10, 2018	Aug. 31, 2018	Sept. 28, 2018	Nov. 9, 2018	Dec. 7, 2018
Deadline for 100% tuition refund	July 1, 2018	Aug. 5, 2018	Aug. 26, 2018	Sept. 23, 2018	Nov. 4, 2018	Dec. 2, 2018
Term Start Date	July 2, 2018	Aug. 6, 2018	Aug. 27, 2018	Sept. 24, 2018	Nov. 5, 2018	Dec. 3, 2018
Deadline for 75% tuition refund	July 8, 2018	Aug. 12, 2018	Sept. 2, 2018	Sept. 30, 2018	Nov. 11, 2018	Dec. 9, 2018
Deadline for 50% tuition refund	July 15, 2018	Aug. 19, 2018	Sept. 9, 2018	Oct. 7, 2018	Nov. 18, 2018	Dec. 16, 2018
Deadline for 25% tuition refund	July 22, 2018	Aug. 26, 2018	Sept. 16, 2018	Oct. 14. 2018	Nov. 25, 2018	Dec. 23, 2018
End of 6 week lab term	Aug. 12, 2018	Sept. 16, 2018	Oct. 7, 2018	Nov. 4, 2018	Dec. 16, 2018	Jan. 13, 2019
Midterm exam week for select 12 week courses	Aug. 6 - 12, 2018	Sept. 10 - 16, 2018	Oct. 2 - 7, 2018	Oct. 29 - Nov. 4, 2018	Dec. 10 - 16, 2018	Jan. 7 - 13, 2019
Final exam week for select courses	Sept. 17 - 23, 2018	Oct. 22 - 28, 2018	Nov. 12 - 18, 2018	Dec. 10 - 16, 2018	Jan. 21 - 27, 2019	Feb. 18 - 24, 2019
Term ends	Sept. 23, 2018	Oct. 28, 2018	Nov. 18, 2018	Dec. 16, 2018	Jan. 27, 2019	Feb. 24, 2019
Final grades available	Oct. 2, 2018	Nov. 6, 2018	Nov. 27, 2018	Dec. 24, 2018	Feb. 5, 2019	March 5, 2019

TERM	JAN. 2019	FEB. 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019
Registration Dates	Nov. 16 - Dec. 15, 2018	Dec. 21, 2018 - Jan. 12, 2019	Jan. 18 - Feb. 9, 2019	Feb. 15 - March 16, 2019	March 22 - April 13, 2019	April 19 - May 11, 2019
Late Registration	Dec. 16 - Dec. 31, 2018	Jan. 13 - Feb. 3, 2019	Feb. 10 - March 3, 2019	March 17 - March 31, 2019	April 14 - May 5, 2019	May 12 - June 2, 2019
Course Transfer Period	Jan. 5, 2019	Feb. 8, 2019	March 8, 2019	April 5, 2019	May 10, 2019	June 7, 2019
Deadline for 100% tuition refund	Dec. 31, 2019	Feb. 3, 2019	March 3, 2019	March 31, 2019	May 5, 2019	June 2, 2019
Term Start Date	Jan. 1, 2019	Feb. 4, 2019	March 4, 2019	April 1, 2019	May 6, 2019	June 3, 2019
Deadline for 75% tuition refund	Jan. 7, 2019	Feb. 10, 2019	March 10, 2019	April 7, 2019	May 12, 2019	June 9, 2019
Deadline for 50% tuition refund	Jan. 14, 2019	Feb. 17, 2019	March 17, 2019	April 14, 2019	May 19, 2019	June 16, 2019
Deadline for 25% tuition refund	Jan. 21, 2019	Feb. 24, 2019	March 24, 2019	April 21, 2019	May 26, 2019	June 23, 2019
End of 6 week lab term	Feb. 10, 2019	March 17, 2019	April 14, 2019	May 12, 2019	June 16, 2019	July 14, 2019
Midterm exam week for select courses	Feb. 4 - 10, 2019	March 11 - 17, 2019	April 8 - 14, 2019	May 6 - 12, 2019	June 10 - 16, 2019	July 8 - 14, 2019
Final exam week for select courses	March 18 - 24, 2019	April 22 - 28, 2019	May 20 - 26, 2019	June 17 - 23, 2019	July 22 - 28, 2019	Aug. 19 - 25, 2019
Term ends	March 24, 2019	April 28, 2019	May 26, 2019	June 23, 2019	July 28, 2019	Aug. 25, 2019
Final grades available	April 2, 2019	May 7, 2019	June 4, 2019	July 2, 2019	Aug. 6, 2019	Sept. 3, 2019

Section 1

Methods of Learning and Earning Credit

ABOUT OUR COURSES

www.tesu.edu/academics/catalog/About-Our-Courses

The course lists and descriptions contained in this *Catalog* cite the offerings beginning with the July 2018 semester. It is occasionally necessary, and the University retains the right, to withdraw, modify or add courses to the existing list during the academic year without prior notice. For updates on course offerings, visit *www.tesu.edu/courses* or call (609) 777-5680.

For many courses, students have options regarding the method of learning.

Which option students choose will determine how they correspond with their mentor, how they deliver assignments and how they receive graded assignments in return. In the case of online courses, the choice involves a commitment to an interactive, web-based format, with the opportunity to communicate with other students enrolled in the course and to take advantage of web resources pertinent to the course. In the case of *e*-Pack® courses, students choose to prepare independently for an examination that will assess their understanding of the course material. Guided study and prior learning assessment (PLA) have been most successful with motivated, independent students.

Additionally, students may register for courses offered by other regionally accredited colleges, independent study and distance education courses or traditional classroom courses.

UNDERGRADUATE COURSE OPTIONS

Most courses are offered every semester, but there are exceptions such as nursing courses, which are offered four times a year. For updates, please visit *www.tesu.edu/courses*.

Students may preview online syllabi — and get detailed information on individual TECEP® examinations — at the University website. Go to *www.tesu.edu/courses* and select the appropriate area. Students choose the course in which they are interested. If students do not see a specific course listed under prior learning assessment (PLA), Guided Study, TECEP®, *e*-Pack® or online, they will know that the course is not offered in that format.

New courses, particularly online courses, will be added to Thomas Edison State University offerings throughout the year. Visit the University website for updates. To ensure that a course satisfies the students specific degree requirements, the students should confirm with an academic advisor. PLA options that allow students to earn credit for what they already know are available for almost every course, with the exception of Capstone courses.

EP = *e*-Pack® (12 weeks)

GS = Guided Study (12 weeks)

NU = Nursing (12 weeks)

NG = Nursing Graduate (12 weeks)

OL = Online (most are 12 weeks)

PA = Portfolio Assessment (single course, 12-week process)

PF = Portfolio Assessment (PLA-100/PLA-200 process)

SD = Self-Directed (12 weeks)

TE = TECEP® Examination

COURSE ENGAGEMENT

Students attending Thomas Edison State University are expected to participate and fully engage in all academically related activities. Examples of these activities include making submissions to online discussion boards, communicating within the class lounge forum, dialoguing with mentors within the private mentor forum, submitting assignments, and completing exams and quizzes when due. Students must review course calendars for the timing and types of submissions expected.

NOTE: Merely logging into or viewing courses does not constitute academic engagement.

The University will periodically review student progress and engagement during each term. Failure to sign into a course and complete scheduled course work on time may result in an adjustment or termination of federally sponsored financial support, such as Military Tuition Assistance, Veterans Education Benefits or other Title IV Financial Aid (grants and loans). Such decertification or adjustments may lead to cancellation of benefits or recoupment by the sponsoring agency for any monies paid to students (or to the University on student's behalf) for enrolling in these courses, including tuition, fees, housing allowance and book stipends. Such cancellation or recoupment does not negate the student's financial obligation to the University; they may be held responsible for all charges incurred for the courses in which they are enrolled.

System Requirement: If students plan to register for OL, EP, PA, PF, NU, NG or SD, they should see About Online Courses for minimum system requirements.

ABOUT GUIDED STUDY COURSES

www.tesu.edu/academics/catalog/Guided-Study-Courses

OVERVIEW

Guided Study courses allow independent learning in a structured 12-week format. In Guided Study courses, a student's understanding of the subject matter presented in the course materials will be assessed through the assignments submitted to the mentor and through examinations or final projects. Most Guided Study courses include a midterm and a final examination or final project. The mentor will assign a grade for the course based on all assignments and the examinations, according to the formula described in the Course Manual. Zero is assigned for each assignment not completed.

Guided Study (GS) courses allow independent learning in a structured format with the guidance and feedback of a mentor. Designed to be completed in a 12-week semester, each Guided Study course includes a detailed week-by-week calendar or schedule that will guide students through reading, writing and viewing assignments.

Mentors, assigned by the University, formally assess academic progress through written assignments and proctored examinations. Mentors are available for consultation by telephone or email. Once students are registered for a Guided Study course, an online account will be set up that will enable the student to connect to myEdison®, the University's online course management system. This site may be accessed at *www2.tesu.edu/myedison/*. The University will email the student a log on ID and password with the registration confirmation. When students register for courses, they should provide the University with an accurate, preferred email address so that they may receive this important information in time to begin their course work.

STUDENT PROFILE

Guided Study is recommended for independent study students who enjoy reading and writing for courses in a structured environment with minimal direction from a mentor. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role. Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant. Students enrolled in Guided Study courses must submit assignments via an assignment link in their myEdison® course space. Students who have legitimate reasons for not being able to use computers or access the internet may contact the University for special consideration. Students whose circumstances may require alternative arrangements should call the Center for Disability Services at (609) 984-1141, ext. 3415, to request accommodations. The Center for Disability Services will determine if such accommodations are warranted. Please note that email will no longer be acceptable as a means of submitting assignments.

ABOUT ONLINE COURSES

www.tesu.edu/academics/catalog/Online-Courses

Online courses require the completion of assignments, examinations and final projects and also require participation in online discussions. The number of assignments varies from course to course. However, courses may have as few as three long assignments or many shorter assignments. Online courses usually include graded online discussion forums. Online courses include examinations, assignments and online discussions. Zero is assigned for each assignment and discussion not completed.

OVERVIEW

Online courses include all courses with the OL, NU or NG suffix in the course code. Online courses put the student in contact with fellow students and mentors using the internet, allowing participation in public course discussions as well as private collegial discussions.

Once students are registered for an online course, an online account will be set up that will enable the student to connect to myEdison®, the University's online course management system. This site may be accessed at *www2.tesu.edu/myedison/*.

The University will email the student a log on ID and password with the registration confirmation. When students register for courses, they should provide the University with an accurate, preferred email address so that they may receive this important information in time to begin their course work. It is recommended that students verify their student records online via Online Students Services before their course begins.

Students registering for online courses are expected to have experience and proficiency using a computer, browsing the web, and sending and receiving internet mail. A valid email address is required to register for an online course.

STUDENT PROFILE

Online courses are recommended for distance learning students who enjoy reading, writing and participating in course discussions in an asynchronous, interactive, online environment. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role. Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant. To see what courses are offered online, visit *www.tesu.edu/courses*.

SYSTEM REQUIREMENTS:

Operating System*:

- Windows 7 or higher
- MacOS 10.8 or higher

Browser*:

- Firefox or Chrome recommended
- Edge/Internet Explorer and Safari may have limited functionality for some of our tech and media tools.

Internet Connection (required):

High-speed connection is recommended. Speeds below 10 Mbps may cause slower loading times for video-heavy courses.

Peripherals for Video Related Activities:

- Webcam recommended
- Headphones with built-in microphone recommended
- Some courses may require additional hardware. Details on these will be included in those specific courses.

Software:

- All students receive a Thomas Edison State University email account that provides free access to G Suite for Education.

*Some course tools may require browser plugins or other free software to be installed. More information is provided in those courses.

Mobile:

- Many of the University's technology platforms are optimized for tablet and mobile experiences.

**Some course tools may require browser plugins or other free software to be installed. More information is provided in those courses. Note that operating systems, browsers, plugins and other software should be kept up-to-date for security purposes and to ensure proper functionality.*

For technical (computer) questions relating to online courses, call (609) 777-5680.

PREVIEW SITE

Students may preview any online syllabus by going to the University website at *www.tesu.edu/courses*. Select a course of interest to view the course description and information on the formats in which it is offered. If the course is offered in an online format, students will see a Preview the Online Syllabus link at the bottom of the webpage. A preview provides a view of the syllabus, including the course objectives and assignments — and shows what books and other course materials are required. Please note that the contents of the actual online course may differ from the preview due to updates or revisions.

COURSE STRUCTURE

Designed to be completed in a 12-week semester, each online course includes a detailed week-by-week assignment schedule (accessible at the online course site) that guides students through reading and writing assignments and other course activities. During the semester, students submit assignments to a mentor and participate in asynchronous course discussions. Mentors facilitate student discussions, providing guidance and focus for the class, grade assignments, discussions and examinations, and submit final grades. There is no specific time when one must be logged on for the class discussion; thus, students can maintain the flexibility of independent learning.

However, those who wish may engage in informal discussions with classmates, providing real opportunities to exchange ideas and enhance the informal aspects of learning. Mentors are available for consultation by email or telephone. Most courses require a textbook (and perhaps a published study guide) and may require readings and media components. Self-assessment tests and exercises often are incorporated into the course materials. A few courses have computer disks containing additional information and exercises. Mentors formally assess academic progress through written assignments, participation in course discussions and proctored and nonproctored examinations or some other form of comprehensive assessment.

MIDTERM AND FINAL EXAMS

Most online courses have two exams: a midterm taken in Week 7 and a final taken in Week 12. The midterm exam is usually an online, proctored assessment taken via the Online Proctor Service (OPS) and it typically covers material from the first half of the course. The final is usually an online, proctored assessment taken via the OPS and it typically covers material from the second half of the course. Students register through the OPS to select a test appointment during the official exam weeks. Some courses have a final paper or project in lieu of a final exam.

ABOUT NURSING ONLINE COURSES

www.tesu.edu/academics/catalog/Nursing-Online-Courses

Online courses offered by the W. Cary Edwards School of Nursing include all those listed in the nursing section with an NU (undergraduate nursing) or NG (graduate nursing) suffix as well as Women's Health (HEA-305-OL), Men's Health (HEA-306-OL), Statistics for the Health Professions (HPS-200-OL) and Management of Stress and Tension (SOS-320-OL).

These courses are similar to all other online courses offered by the University in that they are independent learning courses with online mentors; they include asynchronous participation in online group discussions, they require access to a computer and a familiarity with specified software, and they require current email addresses for students to be contacted and given access to courses. HEA- 305-OL, HEA-306-OL, HPS-200-OL and SOS-320-OL are offered on the University's monthly course schedule.

Assessment of learning in the courses offered by the W. Cary Edwards School of Nursing occurs via written assignments submitted online and participation in asynchronous online group discussion. The courses are highly interactive, with the focus on a community of learners in a collaborative learning process. Undergraduate nursing courses require participation in the online discussions a minimum of three times a week on at least two different days; graduate nursing courses require participation in the online discussions a minimum of three times a week on three different days. There are no proctored examinations for the nursing courses.

In addition to the minimum system requirements for all online courses offered by the University, the NU and NG (graduate nursing) online courses require access to, and a familiarity with, PowerPoint software, and selected NG courses and Statistics for the Health Professions (HPS-200-OL) require access to, and a familiarity with, Excel software. MSN students should have access to a webcam for selected courses. In addition to the technical support provided by the University, the nursing courses have additional technical support imbedded, and the students are further supported by the School's distance learning specialists.

Nursing students are advised to familiarize themselves with the course information provided on the website, in the course syllabi and in the online course platform as some policies for the online nursing courses differ from those for the online courses offered by the University.

Selected courses have prerequisites and advisories that are noted in the section on course descriptions. Students are responsible for knowing their degree requirements, the prerequisites and advisories for the courses needed, and for registering for the correct courses and meeting the prerequisites and advisories prior to registration. Students who schedule courses without having satisfied the prerequisites will be denied access to the course, possibly incurring financial withdrawal penalties. Enrolled students should refer to the specific remaining requirements for their program to ensure registering for the correct courses. The NU and NG online courses are designed for students enrolled in the BSN and MSN degree and the graduate certificate programs, and are restricted to RNs. RNs not enrolled in the W. Cary Edwards School of Nursing may take a maximum of two nursing courses, as a nonmatriculated student, prior to enrollment unless restricted by the established prerequisites.

The W. Cary Edwards School of Nursing reserves the right to reassign students to different course sections as necessary to balance class size and provide for a quality online educational experience for all students. Every effort will be made to accommodate course selections made during regular registration periods, adding sections and/or seats, if necessary.

During late registration and beyond, open seats will be filled, but no additional seats or new sections will be added. Students are urged to familiarize themselves with the University's policies on Academic Integrity and Honesty.

STUDENT PROFILE

Online courses are recommended for distance learning students who enjoy reading, writing and participating in course discussions in an asynchronous, interactive, online environment. Mentors are available to assist and provide feedback as necessary, but they do not assume a tutoring role. Flexible policies allow students who are unexpectedly challenged by schedule, personal, medical or family constraints to extend the semester when circumstances warrant. To see what courses are offered online, visit *www.tesu.edu/courses*.

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**Some course tools may require browser plugins or other free software to be installed. More information is provided in those courses. Note that operating systems, browsers, plugins and other software should be kept up-to-date for security purposes and to ensure proper functionality.*

ABOUT *e*-PACK® COURSES

www.tesu.edu/academics/catalog/e-Pack-courses

NOTE: This option is not approved for Financial Aid or Veterans' Benefits.

The University's *e*-Pack® courses are delivered online for students who are interested in a completely independent mode of study. *e*-Pack® courses offer ungraded chapter quizzes throughout the course, with a final examination that ends the course work. Upon receiving a passing score on the final examination, credit is awarded, but no letter grade is assigned.

OVERVIEW AND STUDENT PROFILE

e-Pack® (EP) courses are designed for independent distance learners who want the structure of a semester-based course, but do not require mentor guidance and do not wish to complete written assignments. Each course is designed around a textbook and a series of short online multiple-choice quizzes. After studying a section of the textbook, the student takes an online quiz and receives an immediate score as well as information telling which questions were answered correctly or incorrectly. The quiz scores do NOT count toward the course grade; they are only used to help the student prepare for the final exam. Students may take each quiz as many times as they want until they are confident they have learned the material. A particularly flexible feature of *e*-Pack® courses is that students can study and take the quizzes at their own pace, within the semester framework. The course results are based on a comprehensive final exam that must be taken by the end of the semester. In order to earn credit, the student must receive a passing score on the proctored final exam, which tests the subject material covered in all of the quizzes. Another advantage of *e*-Pack® courses is that the final exam may be scheduled before the end of the semester, allowing students to work more rapidly and earn credits more quickly.

REGISTRATION FOR *e*-PACK® COURSES

To register for an *e*-Pack® course, complete a Course Registration Form or register via Online Student Services. Students use the EP suffix to indicate that they are registering for the *e*-Pack® version of the course. *e*-Pack® courses are designed to be completed in a 12-week semester. Within one week of registering, the student will be sent a confirmation letter and course information. Once registered for an *e*-Pack® course, an online account will be set up for the student to connect to myEdison®, the University's online course management system. This site may be accessed at *www2.tesu.edu/myedison/*. To see what *e*-Pack® courses are offered online, visit *www.tesu.edu/courses.*

The University will email the student a logon ID and password with the registration confirmation. When students register for courses, they should provide the University with an accurate, preferred email address so that the student may receive this important information in time to begin course work. It is recommended that students verify their student records online via Online Student Services before their course begins.

ABOUT PRIOR LEARNING ASSESSMENT

www.tesu.edu/academics/catalog/Prior-Learning-Assessment

NOTE: This option is not approved for Financial Aid or Veterans' Benefits.

OVERVIEW

Prior learning assessment (PLA) refers to a range of methods by which students who have acquired college-level knowledge and skills outside of a college classroom can earn college credits for that knowledge.

PLA operates on the philosophy that college-level learning, no matter how it is gained, warrants consideration for credit. It doesn't matter where students learned it, as long as students can demonstrate that they know it. Nearly any area of learning can be converted into college credit as long as it is corresponds to what is taught in a course at a regionally accredited college or university.

Thomas Edison State University has already helped thousands of adults earn credits based on their college-level knowledge acquired beyond the classroom, saving them countless in-class hours that would have covered material they already know.

ABOUT TECEP® EXAMS

www.tesu.edu/academics/catalog/TECEP-Exams

NOTE: This option is not approved for Financial Aid or Veterans' Benefits.

The Thomas Edison Credit-by-Examination Program (TECEP®) offers students the opportunity to earn college credit by taking exams rather than courses. TECEP® is a credit-by-exam program specifically designed to allow students to demonstrate the college-level knowledge they have gained through job experience, personal interests and activities, or independent study.

Flexibility is the major advantage of earning credit through testing. Therefore, students can review and prepare at their own pace and register for the exam when they are ready. Another significant advantage of testing is its affordability.

OVERVIEW

Each TECEP® exam is developed by subject matter specialists who teach college courses in the exam's subject area. Most contain multiple-choice questions; some include short-answer questions and essays and others feature other methods of assessment such as video submissions. For each exam, the test developers create a test description, available on the University website, containing information to help students prepare for their TECEP®. All exams except one are worth 3 credits.

TECEP® exams are available to anyone who is interested, whether or not they are enrolled at Thomas Edison State University. Enrolled students can earn credit by passing any TECEP® exam, but, as with any course, should check to ensure that the exam will fulfill their degree requirements. Students who are enrolled elsewhere should check with their own institutions to ensure that TECEP® credits will be accepted.

For comprehensive information about TECEP® exams, their test descriptions and testing policies see the TECEP® section of the University website.

STUDENT PROFILE

TECEP® exams are recommended for highly independent learners who are comfortable studying in a nonstructured environment.

ABOUT PORTFOLIO ASSESSMENT

www.tesu.edu/academics/cal/portfolio-assessment

One of the most popular ways to earn credit for prior learning is through portfolio assessment. Students can articulate their knowledge and demonstrate their expertise in any number of subjects through the portfolio process. Students who have a broad range of knowledge in areas not covered by TECEP® exams or documented through Academic Program Reviews can develop portfolios in an almost unlimited number of subjects.

Credit for portfolio is based on the course-equivalent knowledge one acquires as a result of learning experiences including:

> full- or part-time jobs
> prior independent research
> training programs or in-service courses
> volunteer work
> cultural and artistic pursuits
> hobbies and recreational pastimes
> community or religious activities
> study abroad

To facilitate the process, currently the University offers a pair of online courses including PLA-100 Introduction to Prior Learning Assessment (1 credit, four weeks) and PLA-200 Introduction to Portfolio Development (2 credits, eight weeks).

The PLA-100 course is intended to offer a broad perspective on the subject of prior learning assessment, covering information on the concept of lifelong learning, topics such as Bloom's Taxonomy and the definition of "college-level learning," and discussing the many approaches to earning credit for prior learning.

PLA-200 focuses on portfolio development and assessment, identifying potential portfolio credits, writing, uploading the portfolio to the student's personal Google site and registering portfolios for assessment.

Most students who intend to earn credit through the assessment of their portfolios begin by registering for PLA-200. Information on this course can be found at *www.tesu.edu/degree-completion/pla-100-and-pla-200.* (Note that PLA-100 is not required for the process but provides a good deal of very beneficial information to those considering earning credit for prior learning.)

In the PLA-200 course, students learn how to:

- identify credit course descriptions that align with their prior learning. Course activities are designed to facilitate this process;
- propose courses to an advisor to determine applicability toward their degree. Early in the term the student submits a Declaration of Intent listing the proposed portfolios;
- identify learning outcomes and how best to address them;
- develop the contents of their portfolio(s). Students will learn how to progress from an outline to a completed portfolio; and
- upload and register their portfolio(s) for assessment.

With the completed portfolio uploaded to their personal Google site (created through the course) students can then register the portfolio for assessment, for review by a subject matter expert (SME).

Once the portfolio is registered, the SME will review the portfolio and determine whether or not credit is to be granted.

PORTFOLIO ASSESSMENT POLICIES AND PROCEDURES

1. It is recommended that students enrolled in Thomas Edison State University check with the Office of Academic Advising to be certain that all selected courses for which they intend to earn credit via PLA are applicable to their degree program before registering for them. Students enrolled in other institutions should make sure that credits earned through PLA will apply toward their degree programs before registering for PLA at Thomas Edison State University.

2. Course descriptions from colleges other than Thomas Edison State University may not be used as a basis for a portfolio if Thomas Edison State University has an equivalent course in its PLA Course Description Database.

3. Because the portfolio narrative typically requires substantial writing, it is strongly advised that students attempt portfolios only after they have fulfilled the requirements for English Composition I and II with a grade of C or better.

4. The range of human knowledge is virtually limitless. It is important for students to remember, however, that the University can only assess knowledge based on courses taught at regionally accredited colleges and in subject areas for which subject matter experts can be located. Every effort is made to find mentors in the student's area of expertise, but, occasionally, no such mentor can be located, so PLA may not be pursued.

5. The University reserves the right to deny credit for any PLA portfolio that does not meet the standards set by the University.

6. The University cannot award duplicate credit for both a portfolio and a course that cover essentially the

same content. PLA students need to work closely with their academic advisors early in the process to avoid duplication of content when selecting their course descriptions. It is not unusual for courses from different institutions with different titles to cover the same content.

7. Physical education courses, student teaching, cooperative study, practicum courses, English Composition I and II, stand-alone lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process are not eligible for the portfolio process.
8. Even when a PLA is completed early, the grade will not be issued until the end of the semester except for compelling reasons such as a graduation audit or to meet requirements for retaining employment.

SINGLE COURSE, 12-WEEK PORTFOLIO COURSES

For students who perhaps only need a few credits, who have limited knowledge of a subject or who wish to have structured guidance through a process, the Single-Course, 12-Week Portfolio course may be an option. The information below is intended for those students who only intend to do one Single-Course, 12-Week PLA portfolio for 3 credits.

With Single-Course, 12-Week portfolio courses, students work with a mentor to determine what materials are appropriate to demonstrate college-level knowledge of the course content and outcomes. These courses require that the mentor approve credit based on prearranged criteria. No letter grade is assigned when credit is earned for PLA. To earn credit through the portfolio process, students select a course in the subject in which they plan to demonstrate college-level knowledge. The student will demonstrate college-level knowledge of this subject by creating a PLA electronic portfolio. The student has one 12-week semester in which to complete the PLA portfolio. The narrative and supporting documentation compiled during the portfolio process will serve to demonstrate college-level knowledge and the value it has in the academic world. Such documentation can include evidence of learning gained from a wide variety of sources, but these are some of the most common sources used for prior learning assessment:

- full or part-time jobs
- prior independent research
- training programs or in-service courses
- volunteer work
- cultural and artistic pursuits
- hobbies and recreational pastimes
- community or religious activities
- study abroad
- professional credentials such as licenses or industry certifications

If a student chooses to complete a Single-Course, 12-Week Portfolio course, and has made certain the course fits into his/her degree requirements, the student will need to propose the course by completing the Prior Learning Assessment Proposal Form.

The form is available at *www.tesu.edu/studentforms*. Students may also submit the PLA Proposal Form electronically by going to *https://forms.tesu.edu/plaproposal.php*. A PLA advisor will determine whether the portfolio proposed can be approved and activated. Once the proposed course has been approved, a course section will be created. The student will receive notification of the course code via email indicating that he/she is cleared to register for the portfolio section. At that point, the student can register as he/she would for any other Thomas Edison State University course.

The student will also receive confirmation of the registration from the Office of the Registrar. This communication will contain information about accessing the online portfolio course via myEdison®.

It is important for the student to start this proposal process at least two weeks prior to the end of the registration period for a given semester, so that a mentor may be identified before the registration period ends. Until the University can identify a qualified mentor to work with the student, he/she may not be able to enroll for the portfolio course during the semester desired.

Once the semester begins, the student may contact the mentor and begin to follow the timeline provided in the Assignments section of the course.

ONCE THE STUDENT IS IN THE COURSE

A. Describe What the Student Knows and How He/She Learned It.

After reviewing the course description and learning outcomes set out in the myEdison® portfolio section, the student will create a portfolio by writing a narrative that describes the college-level learning and addresses the subject area content as defined by the learning outcomes. The student will also explain how the knowledge was acquired and introduce the materials being provided as evidence. This narrative, which may vary in length and format depending on the subject area, is developed under the guidance of the mentor and is the forum for demonstrating to the mentor that the student possesses sufficient college-level knowledge to warrant credit for the subject.

B. Provide Evidence of the Student's Knowledge.

In the portfolio, the student will assemble a compilation of material that documents the student's knowledge of the course content and outcomes. Evidence submitted is not limited to written documents such as a resume or an annotated bibliography, but can also include video and audio clips as well as scanned documents.

Examples may include a performance evaluation, certificates, samples of the student's work, and letters of verification from employers or others who have firsthand knowledge of the student's abilities, or any other material that constitutes evidence of the student's learning.

C. Put it All Together.

After the student has registered for a Single-Course, 12-Week Portfolio Course, interacted with the mentor to write

an appropriate narrative and collected sufficient evidence to prove the student's knowledge of the course, the PLA portfolio is complete and ready for final assessment. If a piece of evidence is not conducive to electronic transmission, the student may mail it to the mentor, but only copies should be sent, as evidence cannot be returned.

NOTE: Upper-division or graduate nursing PLA Portfolio Proposal Forms will be reviewed by the W. Cary Edwards School of Nursing prior to approval.

THE ASSESSMENT OF YOUR PORTFOLIO

Each PLA portfolio is assessed by a mentor to determine whether the student's knowledge of the subject and his/her ability to demonstrate competency for each of the course's corresponding learning outcomes is comparable to a college-level grade of C or better.

If it is, the mentor will award a grade of credit (CR). The student will not receive a letter grade.

If the mentor decides that more information is needed to make a grade determination, the student may be asked to submit additional evidence, take an examination or be interviewed. The latter practices are often used in cases where students have acquired knowledge of a subject that cannot readily be documented.

If the student's knowledge is judged to be insufficient, the mentor will award a grade of no credit (NC).

At the end of the 12-week semester, the student will receive a grade report, within the same time frame as for any other course at Thomas Edison State University. If the individual is a student at another school, he/she should request in writing from the Office of the Registrar that a Thomas Edison State University transcript be sent to the home institution.

The only limit to the number of credits a student may earn through portfolio is that English Composition I and II cannot be taken as portfolio courses, but there are TECEP® exams for both of those subjects. In a few cases, students have earned enough PLA credits to fulfill almost all of their degree requirements.

EARNING CREDIT FOR MILITARY TRAINING AND EDUCATION

www.tesu.edu/degree-completion/Military-Training

The University will grant credit for those military service schools that have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the armed forces currently on active duty should submit Joint Services Transcript (JST). Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) 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 University. 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 University. Members of the reserves or National Guard should contact their units for any necessary documentation.

In certain circumstances Thomas Edison State University will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. To submit documents certified by a commissioned officer, download the Commissioned Officer Notary Public form located on the Student Forms page.

FOR STUDENTS IN THE ARMY

Army personnel and veterans should request that a copy of their Joint Services Transcript (JST) be sent directly to the Office of the Registrar. Transcripts may be ordered electronically at *https://jst.doded.mil/.*

The JST program will provide a transcript for any service school, MOS or CLEP®/DSST®/ECE examination listed that has been passed and carries American Council on Education (ACE) credit recommendations. The data can go back as far as 1976, but data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. It is recommended that Army personnel review the JST online for accuracy prior to submission to the University for credit review.

Please visit *www.tesu.edu/military/army/index* for application and enrollment procedures.

FOR STUDENTS IN THE ARMY NATIONAL GUARD

Army National Guard personnel and veterans should request that a copy of their Joint Services Transcript (JST) be sent directly to the Office of the Registrar. Transcripts may be ordered electronically at *https://jst.doded.mil/.*

The JST program will provide a transcript for any service school, MOS or CLEP®/DSST®/ECE examination listed that has been passed and carries American Council on Education (ACE) credit recommendations. The data can go back as far as 1976, but data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. It is recommended that Army personnel review the JST online for accuracy prior to submission to the University for credit review.

Please visit National Guard Application Guidelines for application procedures.

FOR STUDENTS IN THE NAVY

Navy personnel and veterans may request a copy of their Joint Service Transcript (JST) be sent directly to the Office of the Registrar. The JST can be requested at *https://jst.doded.mil/.*

The JST program will provide a transcript for any service school, rating, NEC or CLEP®/DSST®/ECE examination listed that has been passed and carries American Council on Education (ACE) credit recommendations. The data can go back as far as 1976, but data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. It is recommended that Navy personnel review the JST online for accuracy prior to submission to the University for credit review.

For application and enrollment procedures, please visit *www.tesu.edu/military/navy/index.*

FOR STUDENTS IN THE MARINES

Marine personnel and veterans may request a copy of their Joint Service Transcript (JST) be sent directly to the Office of the Registrar. The JST can be requested at *https://jst.doded.mil/.*

The JST program will provide a transcript for any service school, rating, NEC or CLEP®/DSST®/ECE examination listed that has been passed and carries American Council on Education (ACE) credit recommendations. The data can go back as far as 1976, but data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. It is recommended that Marines review the JST online for accuracy prior to submission to the University for credit review.

For application and enrollment procedures, please visit *www.tesu.edu/military/marines/index.cfm.*

FOR STUDENTS IN THE COAST GUARD

Coast Guard personnel and veterans may request a copy of their Joint Service Transcript (JST) be sent directly to the Office of the Registrar. The JST can be requested at *https://jst.doded.mil/.*

The JST program will provide a transcript for any service school, rating, NEC or CLEP®/DSST®/ECE examination listed that has been passed and carries American Council on Education (ACE) credit recommendations. The data can go back as far as 1976, but data older than 1994 may be missing or incomplete. The older the data, the greater the chance something could be missing. It is recommended that Coast Guard personnel review the JST online for accuracy prior to submission to the University for credit review.

For application and enrollment procedures, please visit: *www.tesu.edu/military/coast-guard/index.*

FOR STUDENTS COMPLETING METC OR GWU HEALTH SCIENCES

CCAF will issue and forward transcripts to colleges and universities for students receiving consolidated training at METC, including Air Force, Army, Navy, Coast Guard and Marine Corps. All service members who complete training at the George Washington School of Medicine & Health Sciences should request that a copy of their transcript be forwarded to the Office of the Registrar. Transcripts may be ordered electronically at *https://jst.doded.mil/.*

SERVICEMEMBERS OPPORTUNITY COLLEGES

Thomas Edison State University is a long standing member of the Servicemembers Opportunity Colleges (SOC). More than 1,900 colleges and universities hold membership in SOC, an organization that actively promotes articulation between members to assure service members and their families transferability of credits between institutions.

Thomas Edison State University is also one of approximately 80 member institutions that comprise the SOC network. The SOC network works closely with the military to map military training to degree programs through a SOC agreement.

Even though service members and their families may be stationed in several locations during their military career, they are assured their credits will transfer to other SOC colleges enabling them to complete degrees from regionally accredited colleges and universities, including Thomas Edison State University.

When service members and their families from the Army, Navy, Marines, National Guard or Coast Guard apply to Thomas Edison State University, the University provides to both the student and to SOC an agreement form and a copy of the Academic Evaluation, which shows the credits applied toward the degree and the credits needed to complete the degree. All applicants and enrolled service members and their families have access to the advisement staff through telephone, email, letters and individual appointments.

Army Education Offices, Navy College Offices as well as Coast Guard and Marine Education Service Offices have the SOC publications, which lists the member colleges and the degree programs included in their network. All Thomas Edison State University degree programs are available to all service members and their families, in addition to those listed in the SOC publications.

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 (CCAF), which has received regional accreditation by North Central Association. Transcripts from CCAF are accepted by Thomas Edison State University.

To learn more, visit, *www.soc.aascu.org.*
Learn more about our programs for members of the United States military.

EARNING CREDIT FOR PROFESSIONAL TRAINING

www.tesu.edu/degree-completion/Professional-Training-Programs

Thomas Edison State University can help students finish a degree faster by awarding college credit for professional training programs and credentials they have successfully completed through their professional careers.

Students may be able to earn credit for a number of professional credentials or training programs known as "noncollegiate learning experiences". These include many professional licenses and certifications; apprenticeships, and work-based courses taken through corporations, government agencies, professional associations or unions; that have been evaluated for college credit by the University's Office for Assessment of Professional and Workplace Learning or an institutional member of the Consortium for the Assessment of College Equivalency (CACE). The University also accepts credit recommendations for reviews completed by the National College Credit Recommendation Service (National CCRS) of the Board of Regents of the University of the State of New York, or by the American Council on Education's College Credit Recommendation Service (CREDIT) program. To learn more visit *www.tesu.edu/academics/cal/apr*.

The University is also a member of the Registered Apprenticeship College Consortium (RACC) that gives an opportunity for students who have completed a registered apprenticeship from one of the member programs to transfer assessed program credits. Students can access a list of participating registered apprenticeship programs as well as learn more about the RACC at *www.doleta.gov/oa/racc.cfm*.

At Thomas Edison State University, students may apply these credits to any part of a degree program, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable credits from any one source, and provided they successfully complete the reviewed learning experience and submit appropriate documentation.

For professional credentials, this documentation is frequently a notarized copy of the license or certification and a current renewal card where appropriate. Additional documentation may be required. For Thomas Edison State University-assessed credentials, complete and submit the University's Cover Sheet for Student Submission of TESU-Assessed Credentials with the documentation.

Access this cover sheet at: *www.tesu.edu/current-students*

OFFICE FOR ASSESSMENT OF PROFESSIONAL AND WORKPLACE LEARNING

The mission of the Office for Assessment of Professional and Workplace Learning (OAPWL) is to expand access to higher education to adult learners by creating a pathway from workplace and other non-college training to a college education.

OAPWL assesses prior learning on a programmatic rather than individual basis, evaluating courses, licenses, certifications, apprenticeships and exams offered by corporations, government agencies, labor unions, career schools and professional associations to determine college-level learning and awards credit for the college-level learning acquired through the completion of those programs.

These evaluations are known as Academic Program Reviews (APR). APRs determine whether learning experiences offered outside of traditional academic settings provide college-level learning and can be applied as credit to an academic program at the University. Depending on the outcome of an APR, individuals who complete a learning experience that was assessed can earn credit at Thomas Edison State University. Since APRs and their parameters are continually updated, see *www.tesu.edu/apr* for the most up-to-date information on these reviews.

To contact OAPWL, call (609) 633-6271 or *apr@tesu.edu*.

STUDENT APR REQUESTS

Due to the resources OAPWL devotes to each APR, an APR is intended to benefit a substantial population of students rather than a single or limited number of students. Therefore, APR requests are not accepted from individual students, nor are APRs performed for an individual. Individuals are encouraged to refer training sponsors or credential issuers to OAPWL, or speak with the appropriate school dean if they believe a review has the potential to benefit a large number of students. Students are also encouraged to seek alternate methods to earn credit, as appropriate.

STUDENT TRANSCRIPTS FOR APRS ("SOURCE DOCUMENTS")

In order to be able to award appropriate APR credits, a student's record of the reviewed learning experience must be captured on an official document from the sponsor of the learning experience. At the University, this document is known as the "source document" for an APR. The acceptable source document is determined during the review process and kept as part of the review record.

Those interested in enrolling at Thomas Edison State University to utilize APR credit should choose the link to their specific learning experience from the APR list at *www.tesu.edu/apr* and follow the instructions on submitting documentation to the University. All documents must be submitted to:

Office of the Registrar
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608

Students who wish to create a transcript of their reviewed learning experience(s) for use with an employer or elsewhere should submit a Nondegree Services Application for Individual Learning Account or contact the Office of Admissions and Enrollment Servicces at (609) 777-5680 or *admissions@tesu.edu*.

APR AMENDMENT IMPACT ON STUDENTS

APRs are updated at least annually to be certain credit awards remain contemporary to the learning. Sometimes these updates result in an amendment to the terms of the original APR report. Students are subject to the APR policies in place when the University receives their source documents. Therefore, in cases where an amendment retroactively changes a source document or credit award, students awarded credit within the retroactively changed period will not be negatively impacted by the change.

In cases where an amendment alters the acceptable source document of official student record (i.e., transcript or verification of successful completion), students will have a 30-day grace period from the date that the amendment is formally announced to staff and posted online, during which time credit will be granted for the previously acceptable documentation. In addition, if it is noted in the University's student record that University staff requested the previously acceptable documentation, credit will be granted as long as the student is still engaged from the time the initial request for the documentation was made. If the student goes inactive from applicant or enrolled status prior to documentation being received, the University will no longer accept the previously acceptable documentation.

In cases where an amendment alters a credit award, including the amount, effective date, and/or University course number, students will have a 30-day grace period from the date that the amendment is formally announced to staff and posted online, during which time credit will be granted for the previously acceptable award. In addition, if it is noted in the University's student record that University staff advised the student regarding the previous credit award, the previous credit will be granted as long as the student is still engaged from the time the initial request for the credit award or source document was made. If the student goes inactive from applicant or enrolled status prior to the source document being received, the University will no longer award the previous credit.

AMERICAN COUNCIL ON EDUCATION (ACE) AND NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE (NCCRS)

Thomas Edison State University accepts the credit recommendations of the American Council on Education (ACE) CREDIT and the National College Credit Recommendation Service (National CCRS). The list of programs, licenses and certifications reviewed by these services are constantly being updated.

ACE credit recommendations are published online at *www2.acenet.edu/credit/?fuseaction=browse.main*.

National CCRS credit recommendations are published online at *www.nationalccrs.org/ccr/home.html*.

Please refer to the ACE National Guide to College Credit for Workforce Training. The University will also accept ACE recommendations for military training and experience as published in its online Guide to the Evaluation of Educational Experience in the Armed Services.

The limit of ACE and National CCRS credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree.

To be awarded college credit for ACE credit recommendations and create an ACE transcript to be sent to a college, students must first establish a record of their courses or exams with the American Council on Education in Washington, D.C. Students can contact ACE at:

American Council on Education
College Credit Recommendation Service (CREDIT)
One Dupont Circle NW
Washington, DC 20036-1193
(202) 939-9434 • *credit@ace.nche.edu.*

Students may access the ACE online Transcript System.

To use ACE credit recommendations at Thomas Edison State University for enrollment, students should have an ACE transcript sent to:

Office of the Registrar
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608

Students may also use an ACE transcript to create a Thomas Edison State University transcript for use at another college by submitting a Nondegree Services Application for Individual Learning Account or by contacting the Office of Admissions and Enrollment Services at (609)777-5680 (select option 2) or *admissions@tesu.edu*.

The application should then be submitted to the Office of the Registrar, at the address listed above.

Similar evaluations are conducted by the Board of Regents of the University of the State of New York under the National College Credit Recommendation Service (NCCRS). These credit recommendations and descriptions are published online at *www.nationalccrs.org*. To contact the National CCRS program office:

New York NCCRS Education Department
Education Building Addition
89 Washington Avenue
Albany, NY 12234
(518) 486-2070
nccrs@nysed.gov

ABOUT SELF-DIRECTED COURSES

OVERVIEW

Self-directed (SD) online courses provide an opportunity for students to learn independently. Like our *e*-Pack® courses, these courses allow students the freedom to move through independently at a pace they control. Students are given all of the tools needed to complete the course without supervision. Therefore, self-directed courses foster a self-reliant learning experience where students work through the content provided in the course completely autonomously. Self-directed courses are structured on a 12-week format and delivered entirely online. Students earn credit in self-directed courses by completing each of the modules in the course.

REGISTRATION FOR SELF-DIRECTED COURSES

Students register for a self-directed course via Online Student Services. Students use the SD suffix to indicate that they are registering for a self-directed course. Currently, the University offers one self-directed course, TES-100 Cornerstone: Lifelong Learning Strategies. The course will be offered in the University's Moodle Learning Management System accessed via the myEdison® student portal. Please refer to the myEdison®/Course Access page for login information and instructions. Please note that a student's course(s) will appear in the myEdison® portal on the Friday before the term starts. Until then, the courses will not be visible, but students can confirm the upcoming schedule in Online Student Services under "Academic Profile."

When students register for courses, they should provide the University with an accurate, preferred email address so that they may receive this important information in time to begin course work. It is recommended that students verify their student records online via Online Student Services before the course begins.

ABOUT NCPACE COURSES

Thomas Edison State University participates in the Navy College Program for Afloat College Education (NCPACE) program. The program allows students to continue their education while deployed and without reliable, consistent internet access. Courses associated with the NCPACE programs are known as NCPACE courses.

CURRENT NCPACE COURSES:

- APS-402 Applied Quality Management
- BIO-208 Science of Nutrition
- COM-330 Interpersonal Communication
- CTR-212 Programmable Logic Controllers
- EAS-201 The Science of Natural Disasters
- ENG-201 Technical Writing
- HIS-301 African History and Culture
- HIS-356 War and American Society
- MAN-331 Human Resources Management
- MAT-231 Calculus I
- MAT-232 Calculus II
- PHI-384 Ethics and the Business Professional
- PSY-300 Thanatology: An Understanding of Death and Dying
- PSY-350 Abnormal Psychology
- PSY-352 Psychology of Personality
- REL-406 Eastern Religions

NOTE: Students who have taken a NCPACE course with Thomas Edison State University must still apply to the school to pursue a degree program.

NOTE: ALL COURSES ARE NOT AVAILABLE IN ALL FORMATS. SEE PAGE 59 FOR DETAILS.

ACC-101: PRINCIPLES OF FINANCIAL ACCOUNTING *(3 credits)*

Provides a basic level of knowledge in recording business transactions, summarizing business activities, and preparing, interpreting and utilizing financial statements.

Advisory: Working knowledge of Microsoft Excel is required.

ACC-102: PRINCIPLES OF MANAGERIAL ACCOUNTING *(3 credits)*

Emphasizes the information managers need to make decisions and the types of analyses appropriate to each decision. Includes such topics as budgeting, cost accounting systems and cost profit relationships.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting, with a grade of C or better, to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ACC-201: INTERMEDIATE ACCOUNTING I *(3 credits)*

Intermediate Accounting I is the first of a two-course sequence in financial accounting. Topics covered include accounting theory, a review of the accounting cycle, financial statements, time value of money, current assets and operational assets. This course is essential for students who wish to pursue a major in accounting.

Advisory: Working knowledge of Microsoft Excel is required.

ACC-202: INTERMEDIATE ACCOUNTING II *(3 credits)*

Intermediate Accounting II is the second of a two-course sequence (ACC-201: Intermediate Accounting I is the other) in financial accounting. Accounting methods and procedures under Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) will be covered in detail. Topics covered include investments, current liabilities and contingencies, bonds and long-term notes, leases, accounting for income taxes, pensions, shareholders' equity, earnings per share, share-based compensation, accounting errors and the statement of cash flows. This course is essential for students who wish to pursue a major in accounting.

Advisory: Working knowledge of Microsoft Excel is required.

ACC-303: COST ACCOUNTING *(3 credits)*

This course explores the world of cost accounting. It reviews the nature and calculation of costs associated with delivering products and services. Fundamental analytical tools that are utilized for cost accounting are explored, and students assess how cost information can be used to make managerial decisions. Throughout this course, students will participate in discussions with others enrolled in the course.

Advisory: It is advisable to have completed ACC-201 Intermediate Accounting I, with a grade of C or better, in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

System Requirement: This course requires access to a computer with Microsoft Word or a compatible word-processing program; Microsoft Excel or a compatible spreadsheet program.

ACC-401: ADVANCED ACCOUNTING I *(3 credits)*

This course provides a review of both the concepts and technical issues associated with more advanced accounting topics. Complex consolidated financial statements are addressed in detail, from both the perspective of internal company expansion and external business combinations, such as acquisitions. The course also explores accounting for international operations and foreign exchange translations. Finally, the course outlines the role of the Security and Exchange Commission and government regulation of accounting transactions as well reporting rules for nonprofit organizations.

Advisory: It is advisable to have completed ACC-201 Intermediate Accounting I, with a grade of C or better, in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ACC-402: ADVANCED ACCOUNTING II *(3 credits)*

This is the second semester of a two-semester sequence of courses covering advanced accounting techniques and issues. Topic coverage in Advanced Accounting II will include an in-depth review of interim and segmental reporting for businesses as well as partnership accounting from initial formation to liquidation. In addition, this course will also cover governmental and not-for-profit accounting in detail as well as fiduciary accounting for estates and trusts, and debt restructuring. Related pronouncements from the Financial Accounting Standards Board and the Governmental Accounting Standards Board will be introduced during the course.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-201 Intermediate Accounting I, with a grade of C or better, to succeed in this course. It is also advisable to have successfully completed ACC-401 Advanced Accounting I or its equivalent. Students are responsible for making sure they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ACC-411: AUDITING *(3 credits)*

This course provides students with the foundation needed to develop the skills required of an auditor. It focuses on the tools and processes necessary to complete an audit and includes a review of references and resources available on the internet. The course provides familiarity with the skills necessary for auditors to make sound judgments and recommendations. Students review the auditing process in which substantive

evidence is obtained and evaluated, and learn to develop and apply the tests necessary to document conclusions and position effectively and efficiently.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting, and ACC-102 Principles of Managerial Accounting, with grades of C or better, in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ACC-415: ADVANCED AUDIT *(3 credits)*

Advanced Audit provides an in-depth analysis of current auditing issues, especially those involved in completing the audit: auditors' reporting responsibilities; internal control over reporting for public companies; the requirements of the Sarbanes-Oxley Act; and auditing of information technology systems. In addition, the course focuses on compliance concepts and techniques, detailed attestation and review services, and the professional judgment process model for auditing financial statements. Recognized standards, such as the International Auditing Standards (IAS) and the Generally Accepted Government Auditing Standards (GAGAS), are discussed in detail.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-411 Auditing, with a grade of C or better, to succeed in this course. Students are responsible for making sure they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ACC-421: FEDERAL INCOME TAXATION *(3 credits)*

This course covers federal income tax structure as it pertains to individuals, partnerships and corporations.

Advisory: It is advisable to have completed ACC-101 Principles of Financial Accounting, and ACC-102 Principles of Managerial Accounting, with grades of C or better, in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Working knowledge of Microsoft Excel is required.

ANT-101: INTRODUCTION TO ANTHROPOLOGY *(3 credits)*

This course studies culture as the expression of human values, behavior and social organization in its diverse forms throughout the world, both past and present. Attempts to demonstrate the inherent logic in each culture in terms of problem solving and adapting to the environment.

AOJ-101: INTRODUCTION TO LAW ENFORCEMENT *(3 credits)*

This course examines the history and heritage of law enforcement, the criminal justice system in the United States and its contemporary police system, the organization and management of police, and constitutional law and legal precedents.

AOJ-102: INTRODUCTION TO CRIMINAL JUSTICE *(3 credits)*

This is an introductory course in criminal justice that offers an overview of the entire criminal justice system. The focus is on the administration of police, court and correctional agencies and the decision-making points from the initial investigation or arrest by police to the eventual release of the offender and his/her re-entry into society. The emphasis is on the dynamic relationships between the various elements in the system as well as special problem areas.

AOJ-111: INTRODUCTION TO CORRECTIONS *(3 credits)*

Students will examine historical and contemporary correctional practices in this course. Theoretical concepts of the criminal sanction will be introduced, along with institutional rehabilitation and community-based corrections. Various correctional settings and approaches are discussed including topics such as punishment, probation, the prison community and parole. Students will also explore the role of community resources in treating the noninstitutionalized offender, i.e., through halfway houses, alternative programs, and work and study release.

AOJ-280: FORENSIC SCIENCE *(3 credits)*

This course presents a comprehensive introduction of the application of science concepts to criminal investigation. Key topics covered include the importance of the crime scene and the collection and analysis of both physical and biological evidence. In addition to the textbook readings and lecture notes, this course employs analysis of actual criminal cases through written assignments and discussions.

AOJ-303: WHITE-COLLAR CRIME *(3 credits)*

This course explores the nature and problems of white-collar crime, including its historic roots, causal factors in American life and society, white-collar criminal activities, the problems of corruption and graft, the economic impact of the criminal activities and the development of strategies to control and prosecute white-collar criminals.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-358: COURTS AND CRIMINAL PROCEDURES *(3 credits)*

This course provides a thorough understanding of criminal law concepts and procedures, beginning with their historical basis in the Constitution. Students will examine the complex relationship between public order (crime control) and individual rights (due process). They will trace the flow of a criminal case from the time the crime is committed all the way to the U.S. Supreme Court, identifying key players, their roles, their interrelationships and the critical decisions they make. Throughout, students will examine criminal procedure in relation to landmark court decisions.

AOJ-381: VICTIMOLOGY AND CRIMINAL BEHAVIOR *(3 credits)*

This course will focus on the criminal event from both the perspective of victims and the motives of offenders. It will examine victimization patterns, typologies, lifestyles, causal factors, consequences and the treatment of victims by the criminal justice system. Students will identify preincident warning signs,

learn about techniques used to defuse immediate danger and learn about strategies used to prevent future harm.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory Administration of Justice course.

AOJ-484: PUBLIC POLICY, CRIME AND CRIMINAL JUSTICE *(3 credits)*

This course provides a review and analysis of intergovernmental relations involved in forming and implementing criminal justice policies, laws and procedures. The course emphasizes the development of quantitative and qualitative information used to analyze and formulate policy.

Advisory: To be successful in this course, students should have earned 6 credits in Administration of Justice or have comparable knowledge and experience.

APS-100: MEDICAL TERMINOLOGY *(1 credit)*

This is an introductory course to familiarize students with everyday medical terminology used by healthcare and medical professionals. It is structured to provide students with the entry-level knowledge needed to advance into various careers in the medical field. The class will stress word parts, word structure, word analysis and pronunciation of terms. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be covered. Specific medical words and word parts will be reviewed as they pertain to the musculoskeletal, lymphatic/immune, cardiovascular, respiratory, digestive, urinary, nervous, integumentary, endocrine, vision, hearing and reproductive systems. Students do not require a medical background prior to enrolling.

APS-289: RADIATION SAFETY OFFICER *(3 credits)*

This exam tests the knowledge that is needed for an individual to serve as a radiation safety officer (RSO) at a non-medical radioactive material license facility. It focuses on the subjects required to meet the classroom provisions of 10 CFR 33.15. Topics include radiation fundamentals, health risks, regulations, licensing, regulatory enforcement, external and internal dosimetry, shielding, radiation protection, ALARA, instruments, use of X-ray equipment, radiation surveys, statistics, quality assurance, DOT shipment/receipt of radioactive materials, program management, record keeping, emergency response and inspections.

APS-295: ASSOCIATE CAPSTONE *(3 credits)*

The Associate Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study.

APS-302: CUSTOMER SERVICE A PRACTICAL APPROACH *(3 credits)*

This course presents the principal concepts and current trends in the customer service industry. Particular areas of concentration involve defining customer service and identifying its challenges, employing the problem-solving process, formulating a customer service strategy, coping with challenging customers, retaining customers and measuring performance. Students will analyze the significant elements of customer service and apply effective customer service principles.

APS-400: OCCUPATIONAL HEALTH AND SAFETY *(3 credits)*

This course provides analysis and solution components for technology leaders to identify potential issues and plan solutions. The content includes roles of the technical leaders in environmental, health and safety management; quantitative problem solving and units of measure; application of OSHA regulations; and development of solutions specific to the learners field of applied science and technology.

APS-401: CURRENT TRENDS AND APPLICATIONS *(3 credits)*

This course is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the technical area of study. Students apply the knowledge in the assessment of the potential impact of a current trend or incremental change influencing a discipline, while recommending an action plan or additional investigation.

APS-402: APPLIED QUALITY MANAGEMENT *(3 credits)*

This course provides students with the knowledge and techniques required to improve product quality and process efficiency by identifying and measuring production process variability that, if not successfully addressed, leads to inconsistent product quality, costly wastage, nonstandardization and other reliability and productivity problems. This course introduces basic quality management concepts and definitions, and builds on that knowledge to explore Statistical Process Control (SPC) based quality improvement techniques as a means to diagnose, reduce and eliminate causes of variation and to assist in process improvement, production control, production planning and decision making. A brief review of the fundamentals of statistics and probability and their applications in quality management is provided and various measurement and control techniques — for example charts for variables and attributes — are presented.

ART-100: A WORLD OF ART *(3 credits)*

A World of Art is an art appreciation course that covers the sweep of Western art from its earliest sources to its most recent developments. The course covers a range of media that have defined visual art over time: painting and sculpture; architecture and decorative arts; photography and drawing; mixed media; and assemblage and installation art. This course demonstrates ways that the visual arts have echoed the human experience across the ages. A key theme is the way that art reflects both continuity with previous tradition and transformation as artists continually create something

new. Course content is drawn from the Teaching Company's "Art Across the Ages" course by Professor Ori Z. Soltes.

ART-166: HISTORY OF WESTERN ART I *(3 credits)*
History of Western Art I examines the greatest works of the Western visual tradition, highlighting issues of social content, form and iconography. The course is a survey of Western European art and architecture from antiquity to 1600 CE. The course provides an excellent introduction and general overview of the seminal works of Western art. The social, political and philosophical influences on the art and architecture are also examined. Students will gain a knowledge and appreciation of the great works, their artists and the cultures that produced them.

ART-167: HISTORY OF WESTERN ART II *(3 credits)*
The History of Western Art II is a survey of Western art and architecture from the 1600s to the present day. Students will learn about the artists, architects and social, political and historical events and figures that formed the history of European and American art and architecture of this period. Various trends and art periods, from Baroque through Pop art, are examined and discussed. The great masterworks, from *Night Watch* to the *Guernica*, are studied and compared. This course is an excellent introduction to modern art and a good complement to the History of Western Art I (ART-166).

AST-101: INTRODUCTORY ASTRONOMY *(3 credits)*
This course explores the broad range of concepts and principles in astronomy, placing emphasis on the scientific evidence that astronomers use to support their conclusions. The origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe will be covered in this course.

AVF-303: AVIATION SAFETY *(3 credits)*
This course examines contemporary safety issues directly affecting the aviation industry. Primary focus is on safety developments and accident prevention strategies. Additional topics include: safety regulations, accident investigation, accident causation models and human factors, various safety developments in the air and on the ground, aviation security and aviation safety management programs.

AVF-472: AIRPORT MANAGEMENT I *(3 credits)*
Airport Management I provides an introduction to airport operations and the myriad of responsibilities that airport managers face on a day-to-day basis. This course presents airport expansion in the historical context along with the impact airports have on the environment. Students are introduced to the regulatory aspect as well as the operational requirements affecting air travelers on a day-to-day basis.

AVF-474: AIRPORT MANAGEMENT II *(3 credits)*
Airport Management II examines airport planning and design, financial management and marketing. Airports are continually evolving so airport executives must be cognizant of the needs of the public and demonstrate knowledge, skills and expertise to properly fulfill these needs. Fiscal responsibility combined with sensible planning is the airport executive's responsibility. Students are introduced to the financial aspect as well as the planning requirements affecting airports in the present and future.

AVT-301: AIRLINE MANAGEMENT *(3 credits)*
This course provides an introduction to the various administrative aspects of airline planning and management. It examines subjects pertaining to historical developments, route network design, product offering and pricing strategy, fleet planning, scheduling, and financing operations and growth.

AVT-305: AIRLINE MARKETING AND CUSTOMER SERVICE *(3 credits)*
This course will provide students with an in-depth knowledge of the components of airline marketing and customer service. Areas covered include market segmentation, product planning, communications and social media, loyalty, corporate sales and distribution, and customer service strategies. This course will utilize a combination of discussion forums, written assignments, exams and a final project.

AVT-306: CREW RESOURCE MANAGEMENT *(3 credits)*
This course examines and develops the cognitive, organizational, management and interpersonal skills of the student that are necessary to lead a crew and manage a flight within a complex organized aviation environment.

BIO-101: INTRODUCTORY BIOLOGY *(3 credits)*
Designed for non-science majors, this course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers - in addition to a general introduction to the nature of life – chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology.

Advisory: This course may not be used as the first semester of a two-semester sequence. It does not meet the biology area of study general biology requirement.

BIO-208: THE SCIENCE OF NUTRITION *(3 credits)*
This introductory course is intended to provide accurate and scientifically sound information on human nutrition. Topics covered include food choices; the digestive system; metabolism; the effects of carbohydrates, fats and proteins on health; nutrition in various stages of the life cycle; vitamins and minerals; and the effect of diet in the presence of diabetes and cardiovascular disease.

System Requirement: Students taking BIO-208-GS/OL are required to purchase the software Diet Analysis Plus.

BIO-211: ANATOMY AND PHYSIOLOGY I WITH LAB *(4 credits)*

This course provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: skeletal, muscle, nervous and sensory. The course begins with an introduction of how molecules are organized to form cellular organelles; how the organelles function together to form the smallest living unit, the cell; and how cells are organized into tissues, which combine to form organs. Animal dissection is required.

BIO-212: ANATOMY AND PHYSIOLOGY II WITH LAB *(4 credits)*

This course provides a survey of the structure and function of the human body with an emphasis on normal anatomy and physiology, and physiological processes of the following systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive. The course includes overviews of development, genetics and inheritance. Animal dissection is required.

BIO-251: INTRODUCTION TO MICROBIOLOGY WITH LAB *(4 credits)*

The goal of Introduction to Microbiology with Lab is to help students make the connections between microbiology and the world, whether the student is considering entering the healthcare field or not. Fundamental concepts in microbiology, as well as the relationship of microorganisms to disease and epidemiology, will be discussed. This course will also include a lab with emphasis on bacteria, including preparation, use of selective and differential media, and using aseptic techniques.

BIO-310: MAN'S BEST FRIEND: THE BIOLOGY AND BEHAVIOR OF DOGS *(3 credits)*

Dogs and humans have been working and playing together for as long as 30,000 years. This course provides a comprehensive overview of the most critical components of a successful human-animal relationship, and requires students to synthesize what they learn about biology and behavior. This is accomplished by first examining the origin of the relationship between humans and dogs, and follows the development of the dog from the first stages of domestication through present day by including the dog's physiology, structure, reproduction and genetics. Next, developmental behavior of the dog is examined from birth to adulthood as well as breed specific behaviors. Learning process and principles of training are also investigated through several common behavior problems and their solutions. Health, disease and nutrition are also discussed.

BPS-495: BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES CAPSTONE *(3 credits)*

The Bachelor of Science in Professional Studies Capstone provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis of a student's undergraduate academic career. The student selects a professional area of interest related to her or his career and engages in an activity leading to a research project. The culminating report is reflective of comprehensive competencies gained in undergraduate studies and demonstrates a student's knowledge of the outcomes of the Bachelor of Science in Professional Studies degree.

BUS-101: INTRODUCTION TO BUSINESS *(3 credits)*

This course outlines a concise overview of the world of business. Emphasis is placed on the following topics: economics and economic systems; ownership; risk; production; finance and the financial system; marketing; human resources; how to form a union; and the effect of government in business. The primary objective is to introduce students to the world of business and formulate an opportunity to define and apply the language of business to various endeavors in which businesses operate.

BUS-161: BUSINESS MATHEMATICS *(3 credits)*

This course presents a practical approach to the use of mathematics in business. Topics include mathematical applications in finance, retailing and business accounting.

Advisory: This course will not satisfy the liberal arts mathematics requirement. The course does not require previous mathematics course work but does assume mathematics literacy.

BUS-210: QUANTITATIVE SKILLS FOR BUSINESS *(3 credits)*

Quantitative Skills for Business applies a reasoning and analytic approach to the theories, tools and models associated with numerical decision making. Applying an application-driven modality for learning, the course presents empirically-oriented, data-driven scenarios. Scrutinizing these cases assists students in honing both their professional and consumer decision-making skill sets. Topics include formulating and presenting management information, statistical analysis, quality control and quality management, decision making under uncertainty, project management and financial decision making. This course is also designed to measure a student's competency in quantitative reasoning/literacy, one of the institutional learning outcomes.

BUS-311: BUSINESS IN SOCIETY *(3 credits)*

This exam is an analysis of the interrelationships and influences among business, society and government. It takes a stakeholder approach to focus on how social and governmental forces have changed the role of business and have influenced managerial decision making. It examines the impact that external factors such as governmental regulation, legal rulings and how the changing expectations regarding the social obligations of business have influenced consumer, employee, community, ethical and international relationships.

BUS-421: BUSINESS ADMINISTRATION CAPSTONE *(3 credits)*

Business Administration Capstone is a senior-level course that focuses on the development and implementation of strategy as a means to success in business. This course integrates concepts and applications from various functional areas of business. Relying heavily on case studies, the focus is on how managers engage in strategic thinking, planning, analysis and execution to gain a sustained competitive advantage in the marketplace.

Advisory: It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance, MAN-210 Principles of Management, MAR-201 Principles of Marketing, ACC-101 Principles of Financial Accounting, ACC-102 Principles of Managerial Accounting, ECO-111 Microeconomics and ECO-112 Macroeconomics with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

CHE-101: SURVEY OF CHEMISTRY *(3 credits)*

Developed for non-science majors, this course presents chemical facts, principles and theories through practical applications, illustrations and experiments. De-emphasizes mathematical problem solving.

Advisory: This course does not meet the chemistry area of study General Chemistry requirement. It will not satisfy the chemistry requirement for Natural Sciences or Applied Science and Technology degree programs.

CHE-111: GENERAL CHEMISTRY I *(3 credits)*

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the first of a two-semester general chemistry sequence, students explore the structure of the atom the molecules that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course aims to explain not only the abstract concepts of chemistry but also how those concepts are understood in real-life contexts.

Advisory: This course does not contain a lab component. Students who need a Chemistry I course with lab should enroll in CHE-121 Chemistry I with Lab.

CHE-112: GENERAL CHEMISTRY II *(3 credits)*

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the second of a two-semester general chemistry sequence, the emphasis is on chemical equilibrium, acid/base chemistry and energy changes in chemical reactions. This course also focus on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course hopes to explain not only the abstract concepts of chemistry but also how individuals come to know and understand those concepts in real life contexts.

Advisory: This course does not contain a lab component. Students who need a Chemistry II course with lab should enroll in CHE-122.

CHE-121: GENERAL CHEMISTRY I WITH LAB *(4 credits)*

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the first of a two-semester general chemistry sequence with labs, students explore the structure of the atom, the molecules that form from atoms and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course aims to explain not only the abstract concepts of chemistry but also how those concepts are understood in real-life contexts.

CHE-122: GENERAL CHEMISTRY II WITH LAB *(4 credits)*

Chemistry is a science that deals with the composition, structure and properties of substances and with the transformations that they undergo. It is the "study of change." In this course, the second of a two-semester general chemistry sequence with labs, the emphasis is on chemical equilibrium, acid-base chemistry and energy changes in chemical reactions. The courses focuses on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules. Through practical examples and applications, the course aims to explain not only the abstract concepts of chemistry but also how those concepts are understood in real-life contexts.

Advisory: It is advisable to have knowledge in a course equivalent to CHE-121 General Chemistry I with a grade of C or better to succeed in this course.

CHE-128: GENERAL CHEMISTRY I LAB *(1 credit)*

General Chemistry Labs I is a 1-credit, six-week course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry I.

Advisory: This is a six- week lab course. This should be taken by students who already have the knowledge equivalent to a 3 credit general Chemistry I course. This course cannot be taken concurrently with CHE-111 Students who need a Chemistry course with a lab should enroll in CHE-121 Chemistry I with Labs.

CHE-129: GENERAL CHEMISTRY II LAB *(1 credit)*

General Chemistry II Lab is a 1-credit, six-week course that requires students to complete laboratory experiments that illustrate principles studied in General Chemistry II.

Advisory: This is a six-week lab course. This should be taken by students who already have the knowledge equivalent to a 3-credit general Chemistry II course. This course cannot be taken concurrently with CHE-112. Students who need a chemistry course with a lab should enroll in CHE-122 Chemistry II with Lab.

CIS-107: COMPUTER CONCEPTS AND APPLICATIONS *(3 credits)*

This course provides an overview of computers, focusing on historical development; hardware; application software; communications; internet use; how to purchase, install and maintain a computer; information systems; system analysis and design; programming; careers in the computer field; security, ethics and privacy issues; and multimedia. The "laboratory" portion of the course features the use of Microsoft Office and Windows.

CIS-301: MANAGEMENT INFORMATION SYSTEMS *(3 credits)*

This course provides an overall picture of information systems in the conduct of business. Covers the organization and management of a networked enterprise, the infrastructure of information technology, the necessary support systems for the digital company, and the building and managing of information systems in a global business environment.

CIS-311: DATABASE MANAGEMENT *(3 credits)*

This course provides students with fundamental concepts of databases and Database Management Systems (DBMS). It offers terminology, conceptual approaches and practical approaches when designing and implementing different database types. Students will learn design considerations and solutions with a DBMS, using various industry standards and models available. Analytical and problem-solving skills will be strengthened. The material also includes common tools and techniques utilized to optimize performance and secure the database and related resources. Other topics covered include: Entity Relationship Diagrams (ERD); Structured Query Language (SQL); Information and Decision Making; and Data Normalization.

CIS-320: SYSTEM ANALYSIS AND DESIGN I *(3 credits)*

Systems Analysis and Design provides students with concepts of the analysis and design processes and allows students to use industry standard methodology and framework to develop business information systems. The course combines terminology with conceptual and practical approaches to designing and implementing business systems. Analytical and problem-solving skills are developed through a modern integrated, structured approach. Predictive and adaptive approaches to systems development life cycle (SDLC) using an iterative approach are covered. The course contains the entire analysis and design process from conception through implementation, including training and support, system documentation and maintenance, and relevant project management techniques. Tools and techniques to optimize performance and secure the system are introduced. Tools that optimize performance and secure the system include SDLC, Unified Process (UP), Extreme Programming (XP) and Scrum.

CIS-351: SOFTWARE ENGINEERING *(3 credits)*

This course immerses the student in the process of software engineering, which involves identifying the components of a software system, breaking complex components into smaller and more manageable abstract pieces, and modeling the entire system. These tasks help software teams better handle the design, planning and development of software systems. Students will be exposed to a variety of techniques used to plan and model software applications. They will also learn about strategies used to gather user input and develop software.

Advisory: Students are strongly encouraged to have successfully completed an introductory programming course such as COS-116-OL (C Programming) or COS-213-OL (C++ Programming) before taking this course.

CMP-202: FOUNDATION OF INFORMATION TECHNOLOGY *(3 credits)*

This course provides an overview of the fundamental ideas and principles behind information systems. The course approaches traditional computer concepts from a managerial perspective geared to the requirements of businesses and organizations. Within this context, students use case studies to analyze and discuss design concepts and approaches to managing information and implementing technology solutions. The course introduces students to the role of information systems in business, society and private life, to the role of critical decision makers and to important decision support tools. It further addresses core ethical issues, principles and procedures. Students are expected to develop critical-thinking as well as analytical and problem-solving skills.

CMP-354: NETWORK TECHNOLOGY *(3 credits)*

This course provides students with the fundamental concepts of data communications. This course teaches practical approaches when designing and implementing a network environment of varying sizes. It includes an analysis of the physical and logical aspects of the network infrastructure and the various industry standards and models available. The material also consists of the common tools and techniques utilized to optimize the performance and secure the core network components and resources. Throughout this course, students will develop and build their analytical and problem-solving skills. Specific topics covered include: network architectures; topologies; media and devices; protocols; and servers and security.

COM-100: COMMUNICATION THEORY *(3 credits)*

This course surveys the current body of Communication Theory literature. Students examine theories applied in the study of mass media and human communication. Communication theories pertain to interpersonal, group and mass communication and, therefore, provide a framework for analyzing media texts and the everyday experience of human communication.

COM-120: INTRODUCTION TO MASS COMMUNICATIONS I *(3 credits)*

This course explores the nature and history of how complex organizations produce public messages. The course examines the development of mass media after the invention of the printing press, the telegraph and telephone, and photography. It also examines the relationship between mass communication and culture as well as the historical and cultural significance and impact of the media.

COM-121: INTRODUCTION TO MASS COMMUNICATIONS II *(3 credits)*

This course investigates how technological advances in electronic media have changed the way complex organizations produce public messages. The course examines changes in the broadcast industry brought about by the invention of television and changes in the commercial networks brought about by the expansion of service providers. The course looks at how various media professions shape mass media messages, and it evaluates the effects of industry regulation. Finally, the course assesses the impact of mass communications on the global village and examines the media's influence on the way people think and behave.

Advisory: It is advisable to have knowledge in a course equivalent to COM-120 Introduction to Mass Communications I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

COM-209: PUBLIC SPEAKING *(3 credits)*

This course focuses on the skills necessary for effective public speaking: organizing materials, selecting appropriate content, developing a comprehensive outline, integrating visual aids effectively and using an appropriate style of delivery. Students learn the principles of public speaking and critical thinking including the discovery and evaluation of arguments and evidence, organization, style, audience analysis and adaptation, speech composition and presentation skills. This course prepares students to develop professional presentations in the increasingly diverse workplace.

System Requirements: Students should be able to submit digital recordings electronically.

COM-210: 210 PUBLIC RELATIONS THOUGHT AND PRACTICE *(3 credits)*

This TECEP® tests concepts taught in a one-semester course in public relations. Topics include: the foundation ideas and fundamental concepts of contemporary public relations practice; studies of public opinion formation, influence and measurement; techniques of communication and journalism that effectively reach large audiences; and management skills required to plan and execute a successful public relations program.

COM-265: COMMUNICATION IN THE DIGITAL AGE *(3 credits)*

This course offers an undergraduate-level study of digital media with emphasis on the uses of textual and visual media in digital spaces, such as websites, blogs, podcasts and wikis. The course examines how digital media is extending the capabilities of traditional media and how digital media is altering the societal landscape. It investigates how digital technologies are changing the economic realities associated with media. This course provides opportunities for students who are interested in digital publication and those interested in theories of digital composition and rhetoric.

COM-330: INTERPERSONAL COMMUNICATION *(3 credits)*

This course examines the process of interpersonal communication from various perspectives, including dyadic interactions, how we perceive others, listening skills, emotions, language and nonverbal communications. Interpersonal communication investigates subjects related to daily human interaction such as intimacy, deception, conflict and conflict resolution.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling.

COM-335: INTERCULTURAL COMMUNICATION *(3 credits)*

This course presents a theoretical and practical approach to the study of intercultural communication. The course focuses on the many elements and processes involved in the sending and receiving of messages across cultures. The aim of the course is to increase sensitivity to and understanding of intercultural differences and similarities leading to more effective communication. The course covers basic concepts, principles and practical skills for improving communication between persons from different ethnic, racial, religious and cultural backgrounds.

Advisory: This is an upper-level communications course. Students should have knowledge equivalent to an introductory communications course before enrolling..

COM-339: THE STORY OF HUMAN LANGUAGE *(3 credits)*

This course examines how language is created, acquired and utilized. Topics examined in this course include the origin of language, differences between animal and human language, sound and word formation, language acquisition, verbal and nonverbal utilization, and its regional, social and cultural variations. These topics are fundamental to a greater understanding of human language and its use and origins. Lastly, this course provides an essential foundation for advanced courses in linguistics.

COS-101: INTRODUCTION TO COMPUTERS *(3 credits)*

Introduction to Computers provides students with a broad, general introduction to hardware and software fundamentals, productivity software, graphics, digital media, multimedia, database applications, networking, the internet, and security and privacy issues as well as an introduction to object-oriented programming using the Visual Basic programming language.

System Requirement: Windows XP operating system; personal internet access; an internet browser like Netscape 8.1 or Internet Explorer 5.5 or higher; Microsoft Visual Basic 2010 (Express Edition recommended); and word processing software.

Note: This course requires that students use Visual Studio 2012 software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

COS-111: INTRODUCTION TO PROGRAMMING *(3 credits)*

This course is an introduction to computer programming that aims to develop fundamental programming skills, using Java as the teaching language. Topics include data types, control structures, arrays, object-oriented design, abstraction, encapsulation, algorithms, documentation, testing and debugging..

COS-116: C PROGRAMMING *(3 credits)*

This course explains how to write, debug and run programs in C language. The course includes discussions of algorithms, data types, arithmetic, assignments, relation and repetition. Functions, arrays, pointers, character strings, structures and files are used.

Advisory: It is advisable to have completed an introduction to computer programming course or to have equivalent programming experience.

System Requirement: Students must have regular access to a computer with C compiler software either on a Windows or MS-DOS computer or on a Macintosh with PC emulation or with SoftPC installed. A C compiler is not supplied by the University and must be acquired by the student prior to or at the start of the course. It is not possible to proceed through the course without a C compiler. The compiler should be a full implementation of the ANSI standard for C. An ANSI C++ compiler may be used because C is a supported subset in a C++ compiler. Complete documentation is required to handle compiler variants and operational problems.

COS-205: PYTHON PROGRAMMING *(3 credits)*

Python Programming enables students to implement fundamental principles of modern programming using the Python programming language and problem-solving techniques related to computing.

COS-206: R PROGRAMMING *(3 credits)*

This course introduces essential concepts and techniques of programming in the R computer programming language. It covers R variables, data types, arithmetic and logical operations, environments, functions, flow control and loops. The course also discusses using R to get, clean and transform data, which is a critical step in any data analysis project. Upon completion of this course, students should be able to set up an R programming environment and perform common R programming tasks.

COS-213: C++ PROGRAMMING *(3 credits)*

This course explores C++ programming in the context of procedure and object-oriented software development. It covers writing, compiling and running programs in the C++ language. This course offers students a platform and direction to enhance their C++ knowledge, experience and skills.

Advisory: It is advisable to have knowledge in a course equivalent to COS-116 Programming with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

System Requirement: Students will need regular access to a computer with C++ compiler software and may use the compiler that is provided with the course textbook or may use a compiler they already have.

COS-231: ASSEMBLY LANGUAGE *(3 credits)*

This course provides an introduction to the study of the basic structure and language of machines. Topics include basic concepts of Boolean algebra, number systems, language, addressing techniques, data representation, file organization, symbolic coding and assembly systems, use of macros, batch operation and job handling.

Advisory: It is advisable to have computer programming experience.

COS-240: OPERATING SYSTEMS *(3 credits)*

This course concentrates on the design and function of the operating systems of multiuser computers. Topics include time sharing methods of memory allocation and protection, files, CPU scheduling, input/output management, interrupt handling, process synchronization, deadlocking and recovery, and design principles.

Advisory: Knowledge in a course equivalent to COS-241 Data Structures with a grade of C or better is required to succeed in this course. It is highly recommended that students have completed COS-330 Computer Architecture or equivalent or have experience with C or UNIX. Students are responsible for making sure that they have the necessary knowledge.

COS-241: DATA STRUCTURES
(3 credits)

This course involves an investigation of various data structures, including stacks, queues, lists and trees, and searching and sorting techniques.

Advisory: Students taking this course will need access to a computer and compiler software and will be required to do programming in C++. Experience in C++ programming is advisable.

COS-330: COMPUTER ARCHITECTURE *(3 credits)*

This course covers the nature and limitations of computers. The CPU is covered in detail, including processor, control and memory design. Data path design and the ALU — both fixed and floating-point arithmetic — are covered. The course also includes pipeline and super scalar processing. Finally, the I/O system is studied in some detail.

Advisory: It is advisable to have completed two computer science courses prior to enrolling in this course.

COS-451: ARTIFICIAL INTELLIGENCE *(3 credits)*

This course provides an introduction to how artificial intelligence (AI) methods solve problems that are difficult or impractical to solve with other methods. The focus of the course is on learning how to determine when an AI approach is appropriate for a given situation, being able to select AI method and implementing it. AI methods will be chosen from heuristic search and planning algorithms, formalisms for knowledge representation, and reasoning techniques and methods applicable to expert systems and games.

Advisory: Students should be familiar with computer hardware and software as provided in an introductory computer science course, and they should have the sophistication of understanding material as demonstrated by successfully completing courses such as discrete math, discrete structures or computer architecture, or having similar practical experience. It is recommended, but not required, to have taken a course in computer programming. However, the course will not require programming.

CTR-211: ELECTRONIC INSTRUMENTATION AND CONTROL *(3 credits)*

This course focuses on the study of automatic testing of electronic devices, electronic instrumentation and control, physical properties and their measurement, industrial electronic circuit applications, interfacing process variables, motor control and servosystems, numeric control systems, programmable controllers and industrial robots.

Advisory: It is advisable to have completed courses in electric circuits, electronic devices and digital electronics.

CTR-212: PROGRAMMABLE LOGIC CONTROLLERS
(3 credits)

Programmable Logic Controllers studies the development of the PLC, its components and operation, common methods of programming the PLC and its applications in industry. The course is designed for students in a technical curriculum or occupation who have not had previous knowledge of or experience with PLCs and who need to develop the requisite background and skills in PLC programming to further their education and careers.

CYB-120: INTRODUCTION TO CYBERSECURITY
(3 credits)

Introduction to Cybersecurity provides an introductory study of cybersecurity terminology, principles and technologies. Fundamental topics covered include cyber-threats and vulnerabilities, information security frameworks, network infrastructure security, wireless network security, cryptography, defense in depth security strategy, information security policy and security management. The goal is to develop a foundation for further study in cybersecurity.

CYB-220: DEFENSIVE SECURITY *(3 credits)*

Defensive Security studies securing networks from the network administrator's perspective. Topics include network security, data and host security, compliance and operation security, access control, identity management and cryptography. The aim is to assess cybersecurity risks to networks, evaluate and select appropriate technologies, and apply prevention and detection strategies to defend networks.

CYB-221: FIREWALLS AND PERIMETER SECURITY
(3 credits)

Firewalls and Perimeter Security studies the design and implementation of network perimeter security. Topics covered include threat vectors and vulnerability assessment, encapsulation at open system interconnection (OSI), firewall rule bases, web application and database firewalls, firewall assessment, border routers, intrusion detection and prevention, securing the operating systems and services, baseline audits, forensics, logging, encryption, authentication, wireless, network access control and security tools.

CYB-320: ETHICAL HACKING *(3 credits)*

Ethical Hacking is designed to provide the skills and knowledge needed to secure organizational information assets from cyberattacks in a proactive manner. The course examines hacking tools and techniques used by security professionals and ethical hackers to protect computer networks. It includes topics such as attack vectors, intrusion detection, honey pots, penetration testing, cryptography and steganography, user rights and privileges, security baseline analyzers, physical security and operational security.

CYB-321: DIGITAL FORENSICS TECHNIQUES AND PRACTICES *(3 credits)*

Digital Forensics Techniques and Practices explores foundational concepts, tools, and techniques of digital forensics investigations and investigates the violations of company policies, loss of proprietary information and cybercrimes from a forensics perspective. The goal is to employ appropriate forensic response techniques to support investigations of cyberincidents involving various digital technologies; apply forensic best practices to the collection, handling and analysis of digital evidence; and report technical and investigative findings in an accurate and ethical manner.

CYB-420: CRITICAL INFRASTRUCTURE SECURITY *(3 credits)*

Critical Infrastructure Security studies important cybersecurity principles and tools related to critical infrastructure. The course investigates and applies digital security frameworks to various types of utility networks and systems such as information technology (IT), industrial control systems (ICS), supervisory control and data acquisition (SCADA) systems, grids and distributed networks.

CYB-422: CYBERSECURITY POLICIES, PROGRAMS AND COMPLIANCE *(3 credits)*

Cybersecurity Policies, Programs and Compliance examines the application of cybersecurity frameworks, standards, and best practices to enterprise-level policies, plans and programs. The course also explores formulating security policies and plans, assessing regulatory and ethical aspects of cybersecurity, developing performance metrics for cybersecurity programs and planning audits of compliance practices and processes.

CYB-440: MOBILE FORENSICS *(3 credits)*

Mobile Forensics provides an overview of mobile forensics investigation and tools. Topics include mobile forensics procedures and principles, related legal issues, mobile platform internals, bypassing passcode, rooting or jailbreaking process, logical and physical acquisition, data recovery and analysis and reporting. The course provides in-depth coverage of both iOS and Android platforms. Students participate in laboratory and hands-on exercises using current digital forensics tools and techniques.

CYB-441: NETWORK FORENSICS *(3 credits)*

Networks Forensics investigates networks from a digital forensics perspective. It explores application of techniques used in forensic investigations to collect and analyze information from computer networks in response to network intrusions and includes analysis of network traffic, identification of threats and vulnerabilities, and evaluation of effects on the system.

CYB-450: CLOUD COMPUTING *(3 credits)*

Cloud Computing examines frameworks and techniques used to design, develop and implement cloud-computing systems. Emphasis is on applied and project-based learning approach to set up Windows-based clouds using client portals, servers, virtual machines and the accompanying network infrastructure.

CYB-451: CLOUD SECURITY AND PRIVACY *(3 credits)*

Cloud Security and Privacy provides an in-depth study of the security and privacy of cloud computing systems. Topics include cloud-computing models, security risks associated with data and computation outsourcing, threat model and cloud-based security controls and measures. The course also addresses the development of an audit to ensure operational integrity and protection of customer data in cloud-based resources and examines internet of things (IoT) in the context of cloud security and privacy.

CYB-495: CYBERSECURITY CAPSTONE *(3 credits)*

Cybersecurity Capstone is a project driven study with an emphasis on integration and application of cybersecurity knowledge and skills gained throughout the program. The aim is to examine the architecture of a complex system, identify significant vulnerabilities and threats and apply appropriate security technologies and methods to ensure the overall security of the system. Advanced cybersecurity principles and best practices are applied to develop a comprehensive cyberdefense program for a enterprise against cyber threats.

DSI-200: ANALYZE THIS! INTERPRETIVE DATA ANALYSIS *(3 credits)*

Analyze This! Interpretive Data Analysis critically appraises how data is visualized, analyzed, computed, modeled and applied to answer questions. This course develops critical-thinking skills to solve real-world problems in an applied setting using data visualization, pattern recognition, human perception and understanding of statistical concepts in a nonmathematical framework.

EAS-101: GENERAL EARTH SCIENCE *(3 credits)*

In General Earth Science students discover what Earth is made of, what its history has been and "how it works." The course explains what went into making our planet as well as how it has changed and transformed in the 13.7 billion years since the Big Bang. Students will be introduced to Earth's structure, the elements that make it up and such by-products of the planet's ceaseless activity as earthquakes and volcanoes. The course also covers Earth's oceans as well as its atmosphere and climate. Course content is drawn from the Teaching Company's course "How the Earth Works" presented by Dr. Michael E. Wysession.

EAS-131: INTRODUCTION TO METEOROLOGY *(3 credits)*

Bringing together geography, chemistry, physics and other scientific disciplines, the course will cover topics including meteorological elements, air masses, synoptic, regional and local scale weather systems; severe weather; meteorological observation, instrumentation and forecasting; aviation weather; agricultural meteorology; and air pollution, global warming, climate change and renewable energy applications.

EAS-201: THE SCIENCE OF DISASTERS *(3 credits)*

Designed both for professionals working in the field and for students seeking a science elective, this course focuses on developing a scientific understanding of the causes and mechanisms of common natural disasters. The perspective is global and historical while focusing on contemporary events and potential for catastrophe. The emphasis of the course is on earthquakes, volcanic activities, flooding and severe storms, and the consequent secondary disasters they

can trigger. The course also addresses some of the social, economic and political ramifications of these events.

ECO-111: MACROECONOMICS *(3 credits)*

This course deals with the economy as a whole. Includes the meaning and measurement of the gross domestic product, the effects of government expenditure and taxation, causes of inflation and unemployment, government deficit and debt, and international trade and the balance of trade.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-112: MICROECONOMICS *(3 credits)*

This course deals with the economic behavior of individuals and companies. Includes supply and demand, elasticities, consumer behavior, competition and the labor market.

Advisory: It is advisable that students have 3 credits of college-level mathematics.

ECO-490: INTERNATIONAL ECONOMICS *(3 credits)*

This course examines in depth the basic principles of international economics, providing perspective on the growing global economic interdependence among nations. Includes strategic trade policy, exchange rate forecasting and environmental regulatory policies, among other topics.

Advisory: To be successful in this course, students should have earned 6 credits in economics or have comparable knowledge and experience.

EDM-300: CONCEPTS OF EMERGENCY MANAGEMENT *(3 credits)*

Concepts of Emergency Management addresses the historical background of emergency management in the United States including significant laws and policies such as HSPD-5, HSPD-8, the National Flood Insurance Act of 1968 and the Stafford Act. The course examines all phases of the emergency management cycle (preparedness, mitigation, response and recovery) as well as various Federal Emergency Management Agency (FEMA) approaches to threats and responses, including the all-hazards approach and the incident command system (ICS). Other aspects of emergency response, such as emergency support functions, are also addressed.

EGM-211: STATICS *(3 credits)*

Statics is a branch of the science of mechanics that deals with bodies at rest. The course focuses on the following basic concepts: force and force systems; coplanar force systems; concurrent force systems; spatial force systems; and their combinations. For various force systems, two key issues will be emphasized: the resultant of a force system and the equilibrium of a force system. The concepts of moment of a force and torque will then be discussed. In addition, the concepts of centroids, centers of mass and moments of inertia will be presented. A special type of force, frictional force, will be discussed. Application examples to engineering and technical areas will be demonstrated.

EGM-321: THERMODYNAMICS *(3 credits)*

This course investigates the basic properties and behavior of thermodynamic systems. Topics include temperature, pressure, work and heat, and heat transfer. The laws of thermodynamics ideal with gas equation, calorimetric, thermal processes and entropy will be covered. Fundamental thermodynamic principles are applied to the analysis of heat engines, generation facilities and refrigeration cycles.

EGM-323: HEAT TRANSFER *(3 credits)*

This course focuses on heat transfer by modes of conduction, convection and radiation, including the fundamental principles of heat transfer and radiation and application to the solution of industrial heat transfer problems.

EGM-331: FLUID MECHANICS *(3 credits)*

This course covers fundamental fluid statics, including manometer, forces on submerged surfaces and Archimedes' principle. Details of the course include one-dimensional incompressible flow; conservation laws and application to flowing systems, cavitation, impulse-momentum problems, vanes; and pipe flows, laminar analyses, turbulent flows with emphasis on calculation of fluid properties. Other topics include one-dimensional compressible flow; conservation laws; specialization to isentropic situation; and nature of speed of sound. Applications including effects of area change, converging and diverging nozzles, choking phenomena's and normal shock waves.

ELC-201: ELECTRONIC COMMUNICATION SYSTEMS *(3 credits)*

This is a comprehensive course in AM, FM and single-sideband communication systems and an introduction to digital transmission. The course is designed to familiarize students with transmitters, receivers, modems, noise analysis, information theory, pulse modulation, sampling, coding, multiplexing and other signal processing techniques used in commercial broadcasting and data transmission systems.

Advisory: It is advisable to have completed courses in basic algebra and trigonometry as well as basic electronics including transistors.

System Requirement: Windows 2000/XP/Vista/7/8

Note: This course requires that students use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

ELD-302: DIGITAL ELECTRONICS *(3 credits)*

Digital Electronics is a course of study in applied digital logic using electronic digital circuits. Students will learn about digital electronic fundamentals including number systems, logic gates, Boolean algebra, logic families circuit design, flip-flops, combinational and synchronous logic circuit design, logic minimization techniques (Karnaugh maps, Quine-McCluskey), counters, shift registers, encoders and decoders, multiplexors and demultiplexors and interfacing and microprocessors.

System Requirement: Windows 2000/XP/Vista/7/8.

Note: This course requires that students use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

ELD-311: MICROPROCESSORS *(3 credits)*

This course covers the principles and applications of microprocessors, including hardware and software, interfacing, assembly language programming and microprocessor-based systems. Eight-, 16- and 32-bit microprocessor technology and features are presented. This course includes a lab.

ELD-400: ADVANCED MICROPROCESSORS *(3 credits)*

This course covers microprocessor architecture and register organization, multiprogramming, process scheduling and synchronization, and multitasking. Memory management and privileged machine states are also covered as are 32-bit machines and reduced architectures, including the RISC approach and MIPS.

ELE-211: DC CIRCUITS *(3 credits)*

This course covers the fundamental concepts of electricity, batteries, DC series, parallel and complex circuits, electrical conductors, electromagnetism and magnetic circuits, and DC electrical indicating instruments.

Advisory: Proficiency in a course equivalent to at least MAT-115 Intermediate Algebra is needed to succeed in this course.

System Requirement: Windows 2000/XP/Vista/7/8.

Note: This course requires that students use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

ELE-212: AC CIRCUITS *(3 credits)*

Covers an introduction to alternating current, inductance, capacitance, inductive and capacitive reactance, fundamental AC circuitry and single phase transformer.

Advisory: Knowledge of basic DC circuits (or a course equivalent to ELE-211 DC Circuits) and an understanding of trigonometric functions (or proficiency in a course equivalent to at least MAT-129 Precalculus) is needed to succeed in this course.

System Requirement: Windows 2000/XP/Vista/7/8.

Note: This course requires that students use NI Circuit Design Suite software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

ELT-306: SOLID STATE DEVICES AND CIRCUITS *(3 credits)*

This course focuses on analysis and design considerations for electronic amplifiers and power supplies using semiconductor devices, including Class A amplifiers using bipolar transistors will be analyzed with an emphasis on frequency response, power dissipation and efficiency.

ELT-307: LINEAR AND INTEGRATED CIRCUITS *(3 credits)*

This course studies operational amplifiers and their use in linear systems, such as inverting and noninverting amplifiers, comparators, comparators with hysteresis and signal generators.

ELT-308: INDUSTRIAL ELECTRONICS *(3 credits)*

Industrial Electronics is the study of devices, circuits and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic and computer equipment. Includes presentation of programming schemes.

ELT-490: ELECTRONICS ASSESSMENT/CAREER PLANNING *(3 credits)*

This course is an in-depth, student-centered activity that requires electronics engineering technology self-diagnostic assessment, the integration of research in current electronics employment, the development of a comprehensive curriculum vitae, practical career planning, interviewing strategies and the application of advanced math concepts to electronics engineering technology situations. Students will participate in career-focused activities that include building a curriculum vitae or professional resume and knowing how to interview successfully. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, ELE-211 DC Circuits, ELE-212 AC Circuits, ELT-306 Solid State Devices and Circuits, ELT-307 Linear and Integrated Circuits, ELD-302 Digital Electronics, ELD-311 Microprocessors and ELC-201 Electronics Communications Systems. Please note: Prior to registering for this course students are required to schedule an academic advising appointment. Instructions on how to schedule an appointment are located on our website http://www.tesu.edu/current-students/Make-Advising-Appointment.cfm . Questions should be addressed to the School of Applied Science and Technology at appliedscienceandtech@tesu.edu *or by calling (609) 984-1130, ext. 3195.*

ELT-495: ELECTRONICS ENGINEERING TECHNOLOGY CAPSTONE *(4 credits)*

The Electronics Engineering Technology Capstone is an in-depth, student-centered activity that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned to a specific project. The project will identify a real-world electronics engineering technical problem, issue, event, developing technology or case study in which the student will conduct research by exploring, evaluating and theorizing a solution in a final paper. On successful completion of the course, students will

have met the learning outcomes of the BS degree program in Electronic Systems Engineering Technology.

Prerequisite: Completion of Electronics Assessment/Career Planning (ELT-490).

ENC-101: ENGLISH COMPOSITION I *(3 credits)*

This course emphasizes basic expository writing skills that enhance the skills needed for academic and business writing. Includes essay writing.

ENC-102: ENGLISH COMPOSITION II *(3 credits)*

The course presents expository writing skills that expand upon skills learned in English Composition I. Emphasizes research-paper writing.

Advisory: It is advisable to have knowledge in a course equivalent to ENC-101 English Composition I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

ENG-201: TECHNICAL WRITING *(3 credits)*

This course focuses on developing the skills needed to communicate effectively in the workplace. Provides strategies for writing clear and concise reports, proposals and correspondence, and explores the principles of good design and how to use visuals in documents. Satisfies the humanities general education requirement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling. Students cannot earn credit for both ENG-201 and ENG-202.

ENG-202: TECHNICAL COMMUNICATION *(3 credits)*

Technical Communication is designed for students to develop skills that will enable them to produce clear and effective technical documents within multiple media with the consideration of ethical and legal issues. In particular, this course will teach students how to successfully articulate and communicate necessary information through explicit and concise writing. While the emphasis of this course will be on writing, oral communication will form an important component of the course as well. Additionally, Technical Communication focuses on the workplace and the needs of a professional rather than an academic setting and the needs of a student.

Advisory: Students cannot earn credit for both ENG-201 and ENG-202.

ENG-205: HISTORY OF THE ENGLISH LANGUAGE *(3 credits)*

History of the English Language encompasses an overview of the derivation, alterations, influences and significance of the English language throughout the world. The course traces English language from its roots through its earliest written words up until the present day. While completing the work of the course, students will gain an understanding of the chronology of changes that have affected the English language. They will explore fundamental changes in the English language regarding morphology, phonology, syntax, semantics and vocabulary. Additionally, students will examine changes in the grammar and sounds of Old and Middle English throughout the centuries. Students will also analyze social, cultural and historical forces influencing the English language.

ENG-298: JANE AUSTEN: PRIDE AND PREJUDICE *(1 credits)*

Jane Austen: Pride and Prejudice is a course that focuses on the novel by Austen and the ways in which she expressed her concerns and preoccupations with the changes that occurred in her time. These changes included: the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students will have an opportunity to extend their critical and analytical abilities by assessing those issues and their influence on Austen's central characters.

ENG-393: ONE WRITER'S VISION: JANE AUSTEN *(3 credits)*

Exploring three of Jane Austen's novels, this course emphasizes the ways in which the author expresses her concerns about the changes that were occurring in her time — specifically, the changes involving the status of women; the interconnection between marriage, money and love; and the relationship between social status and wealth. Students use their critical and analytical skills by assessing those issues and their influence on Austen's central characters.

Advisory: Students should please consider carefully whether they want to register for ENG-393-OL, which is a 3-credit course, or ENG-298-OL, which is a 1-credit course that requires students to read only one of the three novels required in the former. It is not possible to earn credit for both of these courses, either by registering simultaneously or by registering for one and then for the other at a future date. This is an upper-level literature course. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

ENS-314: GLOBAL ENVIRONMENTAL CHANGE *(6 credits)*

This course covers the fundamentals of global environmental science and the ecological principles necessary to understand the factors required to maintain ecological stability and preserve worldwide resources. There are six themes considered: the biosphere; population growth; energy; resources; biodiversity; and worldwide resources.

Advisory: This is an upper-level course. Students should have the knowledge equivalent to one science course.

ENS-360: ENVIRONMENTAL SUSTAINABILITY AND SOCIAL JUSTICE *(6 credits)*

This course is designed to enhance the student's awareness of global sustainability and of the relationship between sustainability and social justice issues. Students will analyze the principles of sustainability and relate them to their understanding of environmental science and U.S. environmental policy. Biodiversity, population growth, extinction and resource use are just a few of the topics that students will view in a sustainable and socially

equitable context. This course will provide students with the background required for developing strategies for a sustainable and just future.

ETH-210: ENVIRONMENTAL ETHICS *(3 credits)*
This TECEP® explores the concept of environmental ethics, a philosophy that extends the ethical concepts traditionally applied to human behavior to address the entire natural world. Topics include: history of environmental ethics, the idea of environmental justice and how our views about the natural world have changed over time.

ETH-230: ETHICS IN A DIGITAL AGE *(3 credits)*
This course introduces central ethical issues of digital media, ranging from computers and the internet to mobile phones. Student will be exposed to issues from a global perspective, introducing ethical theories from multiple cultures. The material will allow student to acquire a global perspective on the central ethical issues of digital media, including privacy, copyright, pornography and violence, and the ethics of cross-cultural communication online.

EUT-302: GAS COMBUSTION *(3 credits)*
This course provides students with the fundamentals of gas combustion, including knowledge and skills to diagnose combustion problems and make the proper adjustments to obtain complete combustion at the rated input using standard tools.

EUT-309: GAS DISTRIBUTION *(3 credits)*
Gas Distribution provides the students with the basics of the exploration, production, transmission and delivery of natural gas. Topics include history and scope of the natural gas industry, the construction and maintenance of the delivery system, regulatory requirements and the pressure regulation for transmission, distribution and commercial and residential systems. Safety for the customer, community and the infrastructure is stressed.

EUT-401: REGULATORY POLICY AND PROCEDURES *(3 credits)*
This course provides learners with an understanding of regulatory policies and procedures in the electric and natural gas energy utilities. Electric utility operations consist of producers and delivery organizations responsible for transmission and distribution to customers. Natural gas operations include well drilling, transportation pipelines, storage and local distribution organizations. Course topic areas will include types of utilities, natural utility monopolies versus deregulation, decisions involving socioeconomic responsibilities and profitability, and the impact of current trends on utilities.

EUT-402: APPLIED ECONOMIC ANALYSIS *(3 credits)*
This course provides learners with an understanding of the utility regulatory economics necessary for understanding rate structuring, applications of economic principles for the operation of regulated and nonregulated utility operations, and economic analysis characteristics for financial operations.

FDR-440: FUNDRAISING FOR NONPROFITS *(3 credits)*
This course actively engages students in mastering the concepts and tools needed to help nonprofit organizations achieve their mission and objectives through well-established fundraising techniques. Students will learn how to assess an organization's fundraising capabilities, conduct prospect research, conduct an annual fund drive, solicit grants from corporations and foundations, cultivate and secure major gifts, design planned giving instruments to meet the needs of donors, carry out a capital campaign, and set up information technologies to track fundraising efforts and assist with the stewardship of gifts. The course emphasizes applications, and students will complete a fundraising plan during the semester for a specific organization of their choosing.

Advisory: Students will need access to Microsoft PowerPoint in order to produce their final project.

FIL-110: AMERICAN CINEMA *(3 credits)*
For more than a century, audiences around the world have learned about America by watching American motion pictures. American Cinema is an introduction to the history and language of this most influential art form. Filmmaking involves both art and craft (industry), and a deeper understanding of each creates a more critical viewer. Films, as with any artistic creation, are reflections of the culture in which they are created; they are also a reaction to change and an expression of people's relationship to the world around them. In this course, students will study the significance of the invention of the motion picture camera, the rise of the studio system, the Hollywood Style and the production of popular genres such as the Western, the comedy, the combat film and horror films/science fiction. Even a casual moviegoer's experience is deepened by a greater understanding of and appreciation for the technical and social makeup of American cinema

FIN-301: PRINCIPLES OF FINANCE *(3 credits)*
This course provides an introduction to financial management and the business environment in which financial decision makers function. Emphasizes analytical tools and their use in solving financial problems.

Advisory: It is advisable to have knowledge in a course equivalent to ACC-101 Principles of Financial Accounting with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-314: SMALL BUSINESS FINANCE *(3 credits)*
This course examines the application of basic financial management techniques focuses on the financial aspects of starting and running a business (100 or more employees). The core financial aspects of business entrepreneurship and problems encountered by those starting and running a small

business are covered through the discussion of financial topics including working capital management, time value of money, financial statements, small business administration programs succession planning, financing options and alternative solutions to commonly discovered problems. Case studies are used to illustrate a macro overview and micro approach in developing and meeting company objectives.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in a course equivalent to FIN-301 Principles of Finance with a grade of C or better to succeed in this course. Students are responsible for making sure they have the necessary knowledge.

FIN-321: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT *(3 credits)*

Security Analysis and Portfolio Management presents an overview of investments with a focus on asset types, financial instruments, security markets and mutual funds. The course provides a foundation for students entering the fields of investment analysis or portfolio management. This course examines portfolio theory, debt and equity securities, and derivative markets. It provides information on sound investment management practices, emphasizing the impact of globalization, taxes and inflation on investments. It also provides guidance in evaluating the performance of an investment portfolio.

Advisory: This is an upper-level course. It is advisable to have completed FIN-301 (Principles of Finance), either MAT-119 (Quantitative Business Analysis) or MAT-128 (Pre-Calculus for Business) and STA-201 (Principles of Statistics) with grades of C or better in order to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIN-331: FINANCIAL INSTITUTIONS AND MARKETS *(3 credits)*

This course examines financial institutions and systems as well as the relationship of U.S. capital markets to global markets. This involves the effects of interest rates and asset demand including stocks, bonds, options and futures, and their fundamental relationships within the financial market structure. The course analyzes the efficiency of financial markets and the role of central banks (especially the Federal Reserve System); in addition, the course examines the conduct of monetary policy to determine its effect on financial markets. Emphasis is given to the bond, stock and money markets, and their relationship to the management of financial institutions and financial regulations. The functions of the mutual fund industry, insurance companies and pension funds are discussed and evaluated for risk and ethical considerations.

FIN-334: INTERNATIONAL FINANCE *(3 credits)*

International Finance analyzes the way that the monetary and economic environments (as influenced by exchange rates and foreign investment) affect multinational enterprise. The course examines capital flows, trade deficits and international investments to determine their effects on international trade. The course also evaluates futures and options in currency swaps in order to determine their effects on purchasing power parity, the international marketplace and multinational business enterprise.

FIN-382: RISK MANAGEMENT *(3 credits)*

Risk Management presents an overview of the measurement and management of risks in modern financial institutions. The course begins with a review of topics, such as the efficient frontier and capital asset pricing model (CAPM) that serve as a basis for understanding risk-return analysis. The course then moves on to examine various tools used in measuring and analyzing risks, placing emphasis on value at risk (VaR) approaches. This course also discusses off-balance-sheet items such as loan commitments and securitization and examines the role of regulators in controlling such risks. As a foundation for understanding financial crises, the course describes the U.S. mortgage market, asset-backed securities (ABSs) and collateralized debt obligations (CDOs). Finally, the course evaluates the benefits of scenario analysis and stress testing.

Advisory: This is an upper-level finance course. It is advisable to have knowledge in FIN-301 Principles of Finance, MAT-119 Quantitative Business Analysis or MAT-121 College Algebra, and STA-201 Principles of Statistics with grades of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

FIT-190: FIRST AID, CPR, SAFETY *(3 credits)*

This course provides a basic course in safety concepts and accident prevention as they apply to exercise settings. Liability issues and insurance issues will be explored. Students will be required to demonstrate successful completion of a basic Cardiopulmonary Resuscitation (CPR) course and a standard first aid course. Current certification in each of these areas is required.

Advisory: For one assignment, students will need a digital camera or a 35mm camera and access to a film processing service providing digitization of 35mm film or to a scanner. This assignment requires access to an exercise facility.

FIT-211: KINESIOLOGY *(3 credits)*

Areas of study include the examination of internal and external forces that act on the human body during movement, exercise and athletics; a study of the scientific principles of body mechanics, including general anatomy and physiology; and the interaction of the neuromuscular system with movement.

Advisory: Students must have ability to create videos that can be uploaded to the online course site.

FIT-230: INDIVIDUAL ASSESSMENT OF FITNESS AND WELLNESS *(3 credits)*

This course will allow students who are interested in careers in the fitness industry to obtain skills in fitness assessment. Students will learn how to design personalized physical fitness plans for clients with varying levels of fitness and wellness.

Advisory: It is advisable to have knowledge in a course equivalent to BIO-101 Introductory Biology or BIO-211/212 Anatomy and Physiology I and II with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. Students will need

a video recorder and blank videotapes and will need regular access to a well-equipped fitness center. Students will do lab activities on a volunteer participant (who they must find) and videotape the activity. Plan to deliver final project via the U.S. Postal Service.

System Requirement: Excel or another graphing program is needed for assignment.

FIT-250: PRINCIPLES AND PROGRAMS OF FITNESS AND WELLNESS *(3 credits)*

This course provides an introduction to theories of physical fitness, the effects of exercise on humans, concepts of wellness, specific methods to improve physical fitness, research bases of the application of techniques and a review of the variety of equipment and resources that these programs utilize. Reviews services available for achieving and maintaining physical fitness and wellness. Explores multicultural approaches to concepts of physical fitness and wellness.

Advisory: This course requires access to an exercise facility.

FIT-280: EXERCISE AND NUTRITION FOR SPECIAL POPULATIONS *(3 credits)*

This course is explores the basic nutrition and physical fitness needs of older people, women, the disabled, those who are pregnant and other special populations. Differentiation between conditions that need referral and specialized services and conditions that can be treated in a regular setting is essential.

Advisory: This course requires access to an exercise facility.

GEO-151: PHYSICAL GEOLOGY *(3 credits)*

This course acquaints the student with how earthquakes, active volcanoes and other geologic formations and processes relate to the theory of plate tectonics. The history of the theory of plate tectonics also illustrates how the scientific process works and how scientists propose hypotheses, gather evidence, discard ideas and modify them to support existing knowledge. The course stresses that Earth continues to evolve and that its future depends on our actions today.

GER-312: BIOLOGICAL ASPECTS OF AGING *(3 credits)*

The aging process is one that we all must experience whether it is our own life or that of a loved one. This course is a comprehensive overview of the common and uncommon physical and psychosocial changes associated with aging. Factors that are believed to cause or influence the aging process, various theories of aging, common physiological changes, age-related pathologies, long-term care, death, dying and grieving are also explored.

Advisory: This is an upper-level course. Students should have the knowledge equivalent to one biology course.

GLB-301: GLOBAL ISSUES AND SOCIETY *(3 credits)*

What will the world look like in 2025? This course examines the impact of The Seven Revolutions that are major forces at work shaping the world today: world population growth; scarce global resources; advancing technology and its diffusion, the flow of information and knowledge; global economic integration; the nature and mode of conflict; and the challenges of governance. Students will be exposed to multiple academic fields of study. Students will develop both a comprehensive understanding of some of the major global issues and a heightened appreciation for how diverse topics are interrelated. The purpose of this course is to educate and encourage the development of globally competent citizens and leaders.

Advisory: To be successful in this course, students should have earned 6 credits in the social sciences.

GOG-230: WORLD GEOGRAPHY *(3 credits)*

Focusing on the processes of globalization, this course provides an opportunity to explore all of the world's major regions, examining the similarities, differences and inter-relationships among places caused by their historic, economic, cultural and political geographies.

HCM-307: PRINCIPLES OF HEALTHCARE MANAGEMENT *(3 credits)*

Principles of Healthcare Management presents the foundation principles and dynamics of healthcare management, the healthcare system, and basic concepts and skills in administration. You will analyze the institutional, social, and political forces in the field of healthcare, and topics include fundamentals of management in modern healthcare. This course is an introduction for you to the healthcare stakeholders in a variety of settings as well as key health and medical terms. You will examine professional behaviors, such as setting goals and managing time, as well as the attitudes and motivation required for success as a healthcare manager.

HCM-308: HEALTHCARE LEGAL AND ETHICAL CONSIDERATIONS *(3 credits)*

The rapidly evolving healthcare system presents the healthcare administrator with complex challenges and risks. Healthcare administrators must be able to assess external and internal healthcare policies in order to improve organizational design and delivery of healthcare services. Healthcare Legal and Ethical Considerations focuses on the laws and regulations developed by policymakers that impact the healthcare organizations. Students review key laws that govern patient care delivery, employee relations, contracts, and fraud. Also examined are the ethical underpinnings and principles that healthcare organizations and administrators follow in the delivery of services to patients.

HEA-305: WOMEN'S HEALTH *(3 credits)*

This course explores what women and men need to know about women's bodies and women's health. Personal, family, cultural, community and societal influences are analyzed for their impact on the physical and emotional health of women. Emphasis on human sexuality is addressed in discussion related to body image and intimacy. Health risk

identification, health promotion, health maintenance and treatment alternatives are examined. Men are encouraged to participate in the course to add perspective and gain a more in-depth understanding of women. Open to all undergraduate University students.

HEA-306: MEN'S HEALTH *(3 credits)*

This course explores the societal, economic, cultural and gender influences that shape men's health beliefs and practices. Common health problems and strategies effective in promoting men's health and well-being are explored. Reflection on the positive outcomes of healthy men at home, at work and in society is threaded throughout this course. Open to all undergraduate University students.

HIS-101: WESTERN CIVILIZATION I *(3 credits)*

This course surveys the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the emergence of a European civilization that was distinct from the classical world on whose foundations it was partly built, this course traces the major developments in the formation of Western civilization to the final defeat of Napoleon in 1815. The course synthesizes various approaches to the telling of history by focusing on political as well as social events. Integrating such diverse disciplines as religion, government and economics, it aims to provide a foundation of knowledge that will allow students to better understand the origins of social, political and religious institutions of the present day.

HIS-102: WESTERN CIVILIZATION II *(3 credits)*

This course is the second semester of a two-semester survey of the history of Western societies, institutions and ideas, and the impact they have had on global culture over time. Starting with the Industrial Revolution it traces the major developments in Western civilization from emergence of an industrial society to modern times, offering a broad overview of events that played an important role in shaping western thought, culture and tradition as we know them today.

HIS-113: AMERICAN HISTORY I *(3 credits)*

This course focuses on the origin and growth of the United States from 1492 to 1865. Examines the social, economic and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

HIS-114: AMERICAN HISTORY II *(3 credits)*

This course focuses on the transformation of the United States from 1877 to the present, from its reconstruction after the Civil War to its emergence as a world leader.

HIS-126: WORLD HISTORY FROM 1600 TO PRESENT *(3 credits)*

This TECEP® tests content covered in a one-semester course in early modern and modern world history. It focuses on the major economic, political, social, cultural and technological trends during this time period and their impact on world societies. Topics include: the emergence of modern nation-states; the economic/technological interactions between Western and non-Western societies; changes in social/cultural ideas about religion and state; and the growth of physical/virtual networks of information exchange.

HIS-210: AMERICAN CIVIL RIGHTS MOVEMENT *(3 credits)*

This course examines the impact of the civil rights movement of the 20th century on American society. Offers a comprehensive history of the people, stories, events and issues in the struggle for social justice in the United States.

HIS-235: AMERICAN CIVIL WAR *(3 credits)*

This course examines the Civil War – its causes, the reasons the North won and the assassination of Abraham Lincoln – featuring both the generals and enlisted men on the battlefields, and the politicians and families on the home front.

HIS-261: INTRODUCTION TO CHINESE HISTORY AND CULTURE *(3 credits)*

This course provides an insight into the Chinese people, their history and the challenges they face – political, social, economic and cultural – in their search for a Chinese pattern of modernity.

HIS-301: AFRICAN HISTORY AND CULTURE *(3 credits)*

This course examines the history and evolution of Africa's geography, people and societies, including the impact of external influences. Identifies and explores geographic and climactic processes and the ecological context in which they occurred.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-306: AFRICAN AMERICAN HISTORY *(3 credits)*

This course will survey African American history from precolonial Africa through the present. It will introduce students to key concepts in African American history from early beginnings in indigenous Africa through the transatlantic slave trade, the Civil War, emancipation, Reconstruction, the civil rights era and into the present. The course will highlight major social events and processes, individuals and ideas, documents and social programs to chart the social and communal outcomes, past and present positions, and future implications for African Americans.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-310: THE MIDDLE EAST *(3 credits)*

This course examines factors such as geography, religion, culture and politics that have influenced the course of Middle Eastern history and continue to influence events today.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-356: WAR AND AMERICAN SOCIETY *(6 credits)*

War and American Society focuses on the various ways in which America has dealt with war and the changes that have taken place in American society as a result of war. The course considers the following wars: the Revolutionary War, the War of 1812, the Mexican War, the Civil War, the Spanish-American War, World War I, World War II, the Korean War, the Vietnam War, the Persian Gulf War, the wars in Afghanistan and Iraq, and the "war on terror." A major emphasis is placed on the humanities approach, addressing war and American society from historical, literary, artistic and philosophical perspectives.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory history course.

HIS-379: HISTORICAL METHODS *(3 credits)*

This course will provide students with an in depth knowledge of the theory and methods of historical interpretation. Particular attention will be devoted to research strategies, writing practices, handling primary and secondary sources, and the analysis of historiography.

HIS-425: DIALOGUES ON THE EXPERIENCE OF WAR: WAR AND REINTEGRATION *(6 credits)*

Dialogues on the Experience of War: War and Reintegration focuses on the various ways in which Americans have dealt with war and its effects on service members. A major emphasis is placed on the humanities, addressing war and the trauma associated with it from historical, literary and philosophical perspectives.

HLS-355: CRITICAL THINKING FOR HOMELAND SECURITY *(3 credits)*

This course offers an overview of critical thinking and its applications in the homeland security context. The focus is on essential elements of thought, asking the right questions, uncovering fallacies in reasoning and statistical misrepresentations. Evidence evaluation in a homeland security setting is featured with several examples interpreting real-world information.

Advisory: This is an upper-level course. Students should have knowledge and skills in critical thinking.

HLS-398: INTEGRATING PUBLIC SAFETY AND HOMELAND SECURITY *(3 credits)*

The protection and safety of the public and property involves many and varied public and private organizations. Depending upon the government structure, operational agencies and policies may or may not be congruous and the results are illustrated in performance effectiveness of public safety agencies. This course will provide an overview of the various functions of public safety and emergency management, the relationship to homeland security and how they work together to effectively serve the common good.

HLS-410: COUNTERTERRORISM: CONSTITUTIONAL AND LEGISLATIVE ISSUES *(3 credits)*

This course explores various legal aspects of terrorism and counterterrorism, including counterterrorism practices since Sept. 11, 2001. The course examines the tools used in the fight against terrorism, such as the USA PATRIOT Act, U.S. intelligence agencies, law enforcement agencies and tribunals. The course also discusses the legal and ethical impact of the "war on terrorism" on the civil liberties of U.S. citizens and noncombatants.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-420: HOMELAND SECURITY: PREPAREDNESS, PREVENTION AND DETERRENCE *(3 credits)*

This course focuses on how strategic planning, incident control systems and intelligence techniques combine to provide the necessary foundation for anti-terrorism and emergency preparedness. Topics covered include infrastructure protection, National Incident Management System, threat and vulnerability assessments, information sharing, resource planning and other issues relating to terrorism prevention and deterrence.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-429: PROTECTING THE HOMELAND: RESPONSE AND RECOVERY *(3 credits)*

This course focuses on processes, procedures and available resources in responding to and guiding recovery from disaster events. Topics covered include planning, leadership, technology, information gathering, coordination, communication and other issues relating to response and recovery from disaster and terrorism scenarios.

Advisory: To be successful in this course, students should have earned 6 credits in homeland security or have comparable knowledge and experience.

HLS-498: HOMELAND SECURITY CAPSTONE *(3 credits)*

This course is designed to provide students with an opportunity to demonstrate the knowledge and skills that they have acquired in their academic program. Students will be guided through a process that includes self-reflection on their studies within the discipline of Homeland Security and Emergency Management and the selection of a topic that will become the basis of their paper. That paper will demonstrate a critical examination and evaluation of their selected issue(s); students will incorporate key terms, concepts and issues, and historical and current theoretical

concepts of their topic area into their final paper. Students will produce a final paper that truly reflects the depth and breadth of the knowledge acquired while completing their Bachelor of Science degree in Homeland Security and Emergency Management requirements at Thomas Edison State University.

Advisory: This is an upper-level course to be taken upon completion of all other BS degree in Homeland Security and Emergency Management requirements.

HPS-200: STATISTICS FOR THE HEALTH PROFESSIONS *(3 credits)*

The focus of this course is on exploring the statistical methods used in health professions. Students review parametric and nonparametric techniques and explore the purpose, assumptions, selection and interpretation of descriptive and inferential statistics. As part of the course, students use MS Excel to organize and analyze data sets.

Advisory: Students are required to have access to Microsoft Excel software preferably running on a Windows platform or have the capability of saving Excel files in PC-readable format.

Notes: Open to all undergraduate University students, this course meets the Quantitative Literacy requirement for BSN students and satisfies the statistics prerequisite for NUR-418 - Research in Nursing and NUR-530-NG Evidence-Based Nursing Practice in the MSN degree program at Thomas Edison State University. This course cannot be used as a graduate nursing elective.

HUM-101: INTRODUCTION TO THE HUMANITIES I: PHILOSOPHICAL THOUGHT *(3 credits)*

This course examines the question: How do we live a meaningful life? Drawing from a range of Western philosophers, the course examines the basic tension between the Greco-Roman tradition of secular humanism and the traditions of theistic religion (Judaism, Christianity and Islam). Students will absorb and digest philosophical ideas from Plato, sacred texts (the Bible and the Quran), Karl Marx, Friedrich Nietzsche, Jean-Paul Sartre, Viktor E. Frankl and Simone Weil, among others. Course content consists of a series of half-hour video lectures along with text readings. Throughout, the course challenges students to consider and reconsider what constitutes a meaningful life. This course is based on the course "Philosophy, Religion, and the Meaning of Life" from the Teaching Company.

HUM-102: INTRODUCTION TO THE HUMANITIES II: DRAMA, POETRY AND NARRATIVE *(3 credits)*

This course surveys classics of Western literature in their cultural context. The course is divided into three parts, each focused on one of the genres featured in the course title. The first section of the course considers the sweep of drama from its earliest religious and ritual context (Oedipus the King) to works that reflect a culture adrift from its moorings (Waiting for Godot). The second section presents poetry as a "rediscovering of common experience," beginning with William Shakespeare's sonnets and moving through William Blake, Walt Whitman, Emily Dickinson, Robert Frost and Adrienne Rich. In the third part of the course, a survey of narrative literature, students read and discuss authors such as Charles Dickens, Emily Brontë, Herman Melville, Franz Kafka and Alice Walker.

HUM-103: INTRODUCTION TO THE HUMANITIES III: MUSIC *(3 credits)*

This course discusses and helps students appreciate representative works of Western music in relation to their historical contexts. The course takes a three pronged approach. First, it examines the historical, social, political and religious environments that shaped the composers under study and their musical styles. Second, it focuses on certain representative works as examples of their times and as objects of art unto themselves. Finally, it develops listening skills and a musical vocabulary that allows students to isolate and identify certain types of musical phenomena. Students will emerge from the course with an expanded appreciation of the language of music. Course content is drawn from the Teaching Company's "How to Listen to and Understand Great Music" by Dr. Robert Greenberg.

HUM-104: INTRODUCTION TO THE HUMANITIES IV: FINE ARTS AND ARCHITECTURE *(3 credits)*

This course surveys the great works of Western painting, sculpture and architecture from 800 A.D. to the mid-20th century. These works are examined within the political, religious and social context of their time, allowing students to understand both why the artwork was created by the artist and how it was at the same time a response to a particular set of historical circumstances. Students will emerge from the course with a better grasp of how to view art with both understanding and enjoyment. Course content is drawn from the Teaching Company's "A History of European Art" by Professor William Kloss.

HUS-101: INTRODUCTION TO HUMAN SERVICES *(3 credits)*

This course provides a broad overview of the human services field. Students will be introduced to the social problems addressed by human service workers as well as to typical practice settings and techniques. Introduction to Human Services will help students understand the qualities and skills required of workers in this field while encouraging students to look at their own characteristics to help determine their ideal role. Students will gain a perspective on the history of the field as well as the issues that typically arise in the areas of law, ethics, values and human diversity. The course also discusses group work, program planning and tips for recognizing burnout and managing stress.

HUS-295: ASSOCIATE-LEVEL HUMAN SERVICES CAPSTONE *(3 credits)*

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. In this course students apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student

will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Associate in Arts in Human Services degree program.

Advisory: Only students matriculated in the Associate in Arts in Human Services degree program may enroll in this course. Students must also have completed all required courses before enrolling in the Capstone course.

HUS-495: BACHELOR-LEVEL HUMAN SERVICES CAPSTONE *(6 credits)*

The course is an in-depth, student-centered experience that requires the integration of theory and practical experience. Students will apply the skills and techniques they have learned as well as their knowledge of agencies and culturally diverse client populations to a specific project. The project will identify an issue, problem, information gap or creative endeavor in which the student will explore, research, evaluate and theorize in a final paper. On successful completion of the course, students will have met the learning outcomes of the Bachelor of Science in Human Services degree program.

Advisory: Only students matriculated in the Bachelor of Science in Human Services degree program may enroll in this course. Students must also have completed all required and professional track courses before enrolling in the Capstone course.

ITS-130: DATABASE FUNDAMENTALS *(3 credits)*

Database Fundamentals examines the fundamental concepts and applications of database systems. Topics include relational database components, database queries, structured query language (SQL), the database life cycle, logical database design using normalization, physical database design, data and process modeling, online transaction processing (OLTP), online analytical processing (OLAP) and extensible markup language (XML). The course explores security concepts and controls to protect databases against cyberattacks.

ITS-140: INTRODUCTION TO NETWORKING *(3 credits)*

Introduction to Networking addresses the architecture, structure, functions, components and models of the internet and other computer networks. It uses open systems interconnection (OSI) and transmission control protocol (TCP) layered models to examine the roles of protocols and services at the application, transport, network, data link and physical layers and includes principles and structure of internet protocol (IP) addressing and the fundamentals of Ethernet concepts, media and operations. The course also examines the application of network security controls and countermeasures against cyberattacks.

ITS-150: COMPUTER PROGRAMMING I *(3 credits)*

Computer Programming I focuses on fundamental concepts terminology and developing simple computer programs. Topics include programming nomenclature, program specification, algorithm development, analysis, problem solving and implementation of computer programming. The course presents the principles of structured programming using the Python language. In addition, students apply best practices to develop secure programming.

ITS-160: FUNDAMENTALS OF MODERN OPERATING SYSTEMS *(3 credits)*

Fundamentals of Modern Operating Systems introduces core concepts of modern operating systems. Topics include operating systems (OS) nomenclature, OS types, kernels, program execution, memory management, multitasking, device management, virtualization, scheduling, and interaction between computers and the services provided by operating systems hardware. The course also examines key cybersecurity concepts and techniques as applied to modern operating systems.

ITS-231: DATABASE PROGRAMMING *(3 credits)*

This course is a database technology course focused on database programming. Topics include the relational data model, structured query language (SQL) data definition language (DDL), data control language (DCL), data manipulation language (DML) commands, database programming, event triggers, stored procedures, query plans and query optimization techniques.

ITS-240: ROUTING AND SWITCHING FUNDAMENTALS *(3 credits)*

Routing and Switching Fundamentals is an introduction to the architectures, components and operation of routers and switches and includes analysis, configuration, verification and troubleshooting of the primary routing protocols such as RIPv1, RIPv2, EIGRP and OSPF. The course explores a comprehensive theoretical and practical approach to learning the technologies and protocols needed to design and implement a converged switched network.

ITS-261: LINUX *(3 credits)*

Linux addresses fundamentals of the Linux operating system. Topics include system installation and configuration, basic system administration, system updates, network services configuration, printer configuration, system services and scripting. Students also analyze Linux's security models to protect information from unauthorized access.

ITS-363: WINDOWS DESKTOP AND SERVER CONFIGURATION *(3 credits)*

Windows Server Configuration provides the core knowledge and skills necessary to install and configure Windows Server Infrastructure in an enterprise environment. This course offers in-depth coverage of active directory domain services, networking configuration, server virtualization, virtual machines, windows firewall configuration and security policies.

JOU-352: NEWS WRITING *(3 credits)*

This course is an overview of journalistic techniques such as news gathering, interviewing, feature writing, editorial writing, and writing for print and broadcast. Students will gain understanding of the differences in methods of presenting these styles through a consideration of the ethical and legal implications..

LAW-201: BUSINESS LAW *(3 credits)*

This course introduces the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders and judicial decisions will be addressed. The law of contract, sales and agency will be covered in detail while a distinction is drawn between traditional and online versions of each. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored.

LDR-305: FOUNDATIONS OF LEADERSHIP *(3 credits)*

This course provides a broad framework for understanding and practicing leadership within multiple contexts or situations. It examines leadership from the perspective of the leader as individual, the leader in interaction with followers, and the leader and followers interacting in specific contexts. In addition, the course examines issues such as leadership ethics and social responsibility, power and politics, conflict resolution, knowledge management and cultural diversity. Students will have the opportunity to assess their leadership skills and to put into practice what they learn during the course.

LDR-324: LEADERS IN HISTORY *(3 credits)*

This course focuses on historical perspectives on leadership: first, on real leaders over thousands of years who demonstrated leadership within multiple contexts (including politics, reform movements, diplomacy, military, business, church, sports and art); second, on writers/scholars/leaders from different historical eras and contexts who wrote about leadership and whose writings provide a means of understanding leaders acting in history. Together, these two elements of the course will reinforce each other and provide students with the opportunity to reflect on links between leadership practices and leadership concepts across a broad spectrum of world history. The course introduces a diverse group of historical leaders: both men and women; leaders of different races and ethnicities; and persons of different national/cultural backgrounds.

LDR-345: LEADING ORGANIZATIONAL CHANGE *(3 credits)*

This course builds on the ideas introduced in Foundations of Leadership (LDR-305), strengthening the framework of the practice of leadership. Leading Organizational Change provides an in-depth exploration of the leader's primary role in organizational change and develops skills and tools that can be put to use in real leadership practice. Each student will have the opportunity to examine and discuss the leader's role, to consider how the leader can inform real or simulated change practice, and to reflect on how the leader plays a role in the success of any change initiative regardless of complexity. During this course the student engages in linking leadership theory used in Foundations of Leadership with the challenge of successfully navigating the process of implementing change initiatives.

Advisory: This course is best taken after LDR-305 Foundations of Leadership.

LDR-419: NONPROFIT LEADERSHIP *(3 credits)*

This course provides students with comprehensive knowledge and approach to nonprofit leadership and management. The course covers areas essential to effective leadership in today's nonprofit organization including governance, director and board responsibilities, social responsibility, strategic planning, fund development, financial accountability, human resources and volunteer management. Woven through the course are the three key themes of social responsibility and leadership, multisector collaboration, and service and careers in the nonprofit sector. Coupled with traditional areas of nonprofit leadership and management, these themes create the innovative educational aspects of this course.

LDR-422: LEADERSHIP IN A GLOBAL ENVIRONMENT *(3 credits)*

This course focuses on effective leadership by addressing the human side of business in multinational and multicultural organizations. The course covers a broad variety of leadership situations, leader attributes and leadership issues that arise from group processes, and the ways in which individuals influence and interact with one another in multicultural settings and separated by location.

LDR-435: LEADERSHIP PRACTICUM *(3 credits)*

This course offers a Practicum experience for students who have studied leadership in the School of Business and Management. It is the terminal course in the leadership studies area, and its intent is to let students make use of what they have learned about leadership. That is, it provides an opportunity to apply that learning to professional contexts in which they are currently involved – at work or otherwise – through a carefully designed project. In addition, the course requires that each student act as a leadership consultant (working as a member of a consulting team) to other students in the class, advising them on their leadership projects through both informal advice and formal, written critiques.

Advisory: Students must complete LDR-305 Foundations of Leadership, LDR-324 Leaders in History and LDR-345 Theories of Leadership or their equivalences prior to enrolling in this course.

LIB-312: FROM HANSEL AND GRETEL TO THE HUNGER GAMES: AN EVOLUTION OF CHILDREN'S AND YOUNG ADULT LITERATURE *(3 credits)*

This course provides a history of the portrayal of violence and more in juvenile entertainment, including literature and movies. How did utopia become dystopia? How did juvenile literature evolve from myths, fairy tales and books such as *Alice in Wonderland* to graphic novels and young adult fiction such as *The Hunger Games*? This course examines a collection of representative texts from the earliest example to contemporary works of fiction for young readers in order to study the impact it has on children and societal cultural values.

LIB-320: THE MUSIC OF WAR AND PEACE *(3 credits)*
The Music of War and Peace examines music through the lens of war. From the patriotic songs written during the Civil War to songs of remembrance performed in the aftermath of 9/11, music has always been greatly affected by conflict. This course connects compositions and songs to their societal functions, unearths their cultural genealogies and looks at how music has been used throughout history. The music analyzed in this class inspired soldiers, started riots, calmed angry nations, served as propaganda, sent secret messages and forced governments to censor and imprison their composers. From this course, students will learn how to analyze, reveal and explain the societal function of different music either inspired by or used during war.

Note: This course is an interdisciplinary general education offering and does not require prior knowledge of music.

LIB-342: ONLINE OBSESSIONS: DETERMINING AND DEALING WITH DIGITAL DEPENDENCY *(3 credits)*
This course will study online obsessions including internet, mobile phone and video game addictions. The emphasis will be placed on a comprehensive biopsychosocial framework. Throughout, attention will be given to the impact of age and cultural factors and the idea that usage is a matter of choice. Intervention strategies will be included to obtain therapeutic information, support recovery and prevent relapse. Students will develop theoretical understanding, self-awareness and strategies for treatment. Other factors that contribute to electronic addiction will also be examined.

LIB-360: THE ETHICS AND POLITICS OF WAR *(3 credits)*
The Ethics and Politics of War provides students with a historical perspective on the involvement of world powers, including the United States, in various global and local conflicts. Both the political underpinnings and the social effects of this involvement are examined from the vantage point of philosophical and political theories of war, ethics and social justice in the Western intellectual tradition. Students will assess these theories and examine their application in a variety of settings, analyzing their ethical consequences and their effect on history

LIB-495: LIBERAL ARTS CAPSTONE *(3 credits)*
This course provides engagement in a student-centered, content-related learning experience that serves as a summary and synthesis of courses in a student's undergraduate academic career. Students select an area of interest related to their academic studies and engage in an activity leading to a research project, creative project or applied project reflective of comprehensive knowledge gained in undergraduate studies and demonstrate their knowledge of the outcomes of the Bachelor of Arts degree.

Advisory: Students should have completed or be near to completing all of their degree requirements before enrolling in this course.

LIT-202: LITERARY ROOTS OF WESTERN CULTURE *(3 credits)*
This course introduces and explores literary works that have had a great influence on the culture of the Western Hemisphere.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-205: AMERICAN LITERATURE I *(3 credits)*
This course introduces the major works of American writers of the last half of the 19th century: Edgar Allan Poe, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville and Walt Whitman. Emphasis is on the Romantic movement.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-206: AMERICAN LITERATURE II *(3 credits)*
This course introduces the major works of American writers of the late 19th century to the mid-20th century: Mark Twain, Henry James, F. Scott Fitzgerald, Ernest Hemingway and Zora Neale Hurston. Emphasis is on the literary movement known as Realism. In addition, this course discusses literary techniques used by writers and reading strategies.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-221: INTRODUCTION TO CHILDREN'S LITERATURE *(3 credits)*
This course examines the history and diversity of children's fiction and nonfiction through examination of a variety of recommended works. Also suggests criteria for selecting and evaluating alternative books.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-291: ANALYSIS AND INTERPRETATION OF LITERATURE *(3 credits)*
This course examines the literary elements of character, plot and symbolism through both traditional and contemporary works of short fiction, poetry and drama. Includes the perspectives of critics and noted authors.

Advisory: Students should have successfully completed English Composition I and II prior to enrolling.

LIT-301: ADVANCED AMERICAN LITERATURE I *(3 credits)*
This course is an in-depth study of early American literature. It begins with the study of Native American literature and the literature of the early explorers and settlers, and it ends with an examination of works that explore issues of race and freedom at the time of the American Civil War. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-302: ADVANCED AMERICAN LITERATURE II *(3 credits)*

This course is an in-depth study of American literature from the late 1800s to the present. It begins by examining the regional realism reflected in late 19th-century writing and ends by critically addressing the search for identity that is characteristic of much of today's writing. The course involves analysis and synthesis of readings as well as a significant amount of writing. Students write a documented research paper as a Capstone project.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of (MLA) Modern Language Association style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-331: AFRICAN ENCOUNTERS *(3 credits)*

This upper-level course examines several autobiographies written by authors from South Africa, Zimbabwe and Nigeria. Students study how these African and South African writers use autobiography to explore and define their individual life experiences as well as the collective life experiences of a community. Students are expected to use their critical-thinking and analytical skills as they examine the components of autobiography, the internal and external encounters of each author, and the political and social dimensions of the authors' experiences.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

LIT-460: NON-WESTERN LITERATURE *(3 credits)*

This course is designed to help students gain familiarity with values and issues from non-Western cultures. The term non-Western literature generally refers to writings by people in any culture or country except those of Western Europe, Ancient Greece and the United States. Literature can immerse a reader in another's mind, allowing the reader to live a different life through the writer's imagination. The unfamiliar context of the non-Western writer may challenge a Western reader in this regard. The course will cover both post-colonialism and feminist thought, examining each through non-Western eyes. At least one Western work will be introduced in each case, allowing students to contrast a typical Western point of view with the views and issues of non-Western cultures. A third major course topic is literature in translation. We are fortunate to be able to read works of literature that date back thousands of years, but few of us can read them in their original languages. This part of the course will look at issues concerning the translation of thoughts and ideas (specifically religious experiences) from one culture to another.

Advisory: This is an upper-level literature class. Students should be familiar with the vocabulary and conventions of literary analysis as well as the correct use of Modern Language Association (MLA) style documentation. Before enrolling in an upper-level literature course, students are strongly encouraged to complete English Composition II and one or more introductory literature courses and/or have equivalent knowledge.

MAN-210: PRINCIPLES OF MANAGEMENT *(3 credits)*

This course provides an introduction to the study of essential principles and practices in business management. It focuses on skills involved in planning, staffing, directing, organizing and decision making in a business environment.

MAN-230: INTRODUCTION TO ENTREPRENEURSHIP *(3 credits)*

This course explores and relates the four drivers of enterprise development – market opportunity, mindset, product and service concepts (the "offer"), and resources and growth management – as they apply across industries, sectors, markets and regions.

MAN-311: ORGANIZATIONAL BEHAVIOR *(3 credits)*

This course examines individual behavior within an organizational setting and the relationship of an individual and his/her personality, perceptions, motivation with the tasks assigned, groups interacted with management and the dynamics of the orgawwn.

Advisory: This subject may be classified as either social sciences (PSY-361) or business (MAN-311) depending on the degree program.

MAN-331: HUMAN RESOURCES MANAGEMENT *(3 credits)*

An upper-level undergraduate course that focuses on human resources as the dynamic foundation for organizational competitiveness.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-210 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-372: INTERNATIONAL MANAGEMENT *(3 credits)*

This course emphasizes business behavior and organization in various cultures, and compares and contrasts their operating principles and strategies with those practiced by firms in the United States.

Advisory: It is advisable to have knowledge in a course equivalent to MAN-210 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAN-373: MANAGERIAL COMMUNICATIONS *(3 credits)*

Managerial Communications is an upper-level undergraduate course that explores key theories and strategies of contemporary organizational communications. It recognizes

that challenges exist for creating and implementing effective communication both inside organizations – between individuals and groups, and outside organizations – with markets, partners and influential third parties.

MAN-376: LEADERSHIP COMMUNICATION *(3 credits)*
An introduction to the study and practice of leadership from a communication perspective. Particular focus on understanding leading as a symbolic process. Examination of communication concepts and skills that increase a leader's effectiveness in a variety of leadership contexts (small group, organization, community and society) and in dealing with issues of culture, gender, ethics, crisis and leader development. Students will assess and develop their leadership communication styles, behaviors and skills, and apply course concepts to real-world settings.

MAN-415: CHANGE MANAGEMENT *(3 credits)*
This course provides students with an introduction to principles of managing change in organizations including different thinking styles regarding change management, and the basic principles that apply to any complex change process and practical application on how to work with individuals, teams and organizations to master change. The course provides students with knowledge of change and the change process, an understanding of the challenges to change, models to follow to manage change, and communication strategies regarding change and consolidating change into the organization.

MAN-425: ADVANCED ORGANIZATIONAL MANAGEMENT *(3 credits)*
This course addresses the role of organizational culture in enabling the successful leader to be the architect of organizational change. From a leader's perspective, the course examines organizational culture including creation of organizational values, alignment of vision and goals, creating an ethical organizational culture and succession planning. It also discusses the role of culture in introduction of new strategies, how to enable open communication for empowerment and the role of organizational culture in implementing change.

MAN-432: SMALL BUSINESS MANAGEMENT *(3 credits)*
This course provides an understanding of the tools entrepreneurs require to compete effectively in business. Accounting, marketing, finance and management of human resources are important considerations of this course.

MAN-435: PROJECT MANAGEMENT *(3 credits)*
Project Management provides the foundation and framework for managing projects to assure completion within budget, schedule and performance specifications. The course begins by introducing the role of project management and elements of effective project leadership. Within the modules, students are introduced to principles and tools for managing project scope, risk and cost. The course also introduces project evaluation and control methods, keys to future project success.

MAR-201: INTRODUCTION TO MARKETING *(3 credits)*
This course provides an introduction to marketing as it relates to contemporary living and society's changing needs. Topics include consumer markets, planning and forecasting, and wholesaling and retailing.

MAR-306: CREATING AND IMPLEMENTING THE ELECTRONIC ENTERPRISE *(3 credits)*
This course explores the theories and practices to achieve effective marketing of products and services utilizing the internet and other related digital technology. The course recognizes that electronically driven commerce is an evolving realm, one that encourages an approach to the challenges and opportunities of electronic enterprise from a problem-solving viewpoint. The course will use business cases and student-conducted research to explore the dynamic relationships between the electronic enterprise and the e-commerce marketplace. The course will also examine the broad reach of electronic enterprise, covering both public and nonprofit organizations and private corporations.

Advisory: This may be classified as either a marketing or a management course, depending on how it best fits the student's program.

MAR-310: PRINCIPLES OF SALES *(3 credits)*
This course presents the principles of selling and the role of the professional salesperson in the marketing process.

MAR-321: MARKETING COMMUNICATIONS *(3 credits)*
This TECEP® emphasizes marketing communications topics such as the marketing environments, integrated marketing communications, promotion venues including personal selling, sales promotion, point of purchase sales promotion, internet and social media promotion, along with the marketing concepts that shape these topics. Subjects include: evaluation of the marketing environments; finding, penetrating and managing markets; utilization and application of marketing mix components and identification of societal and relationship strategies; and communications, concepts, strategies and variables of promotion venues such as internet marketing communications, sponsorship, product differentiation and product positioning.

MAR-322: SALES MANAGEMENT *(3 credits)*
The role of sales management in marketing. Principles and practices in planning, organizing and controlling the sales force. Selection, training, compensating, supervising and motivating salespeople.

MAR-323: ADVERTISING *(3 credits)*
This test focuses on the role, importance and applications for advertising as an element in the marketing communications (marcom) mix of the larger product-price-place promotion marketing mix. Consisting of advertising, sales promotion, packaging, branding, point-of-purchase, public relations, word-of-mouth and event-and cause-oriented

communications, marcom mix elements combine to enhance brand equity and implement social, legal, ethical, economic, creative and media aspects of integrated marketing communications (IMC) programs.

MAR-335: NEW PRODUCT DEVELOPMENT AND MARKETING *(3 credits)*

This course focuses on the development of new products and the launch of these products as part of an overall product portfolio. It includes branding and promotional strategies, product assessment and redesign, and other key product decisions that support corporate revenue strategies. The critical themes of this course are the new product development process and the application of theory to practical business situations.

System Requirement: This course requires access to a computer with Microsoft Office for word processing, spreadsheets and presentations.

MAR-411: MARKETING RESEARCH *(3 credits)*

This course provides a comprehensive and practical overview of fundamental marketing research methods emphasizing an applied application approach, providing an understanding of hypothesis statements, the survey process, data analysis, conclusions and presentation of research results relevant to management decision making.

MAR-441: MARKETING WITH DIGITAL AND SOCIAL MEDIA *(3 credits)*

Technology has transformed the ways that marketers must approach operations, channels and customers. Marketing professionals must look beyond current e-business fads to understand the fundamentals that will distinguish marketing leaders in the future. The focus will be on using the internet for marketing, including how to drive new sales and how to dovetail customer support and service activities. Marketing with Digital and Social Media will examine the history of the internet, the basic technology involved in the architecture, the impact of technology on marketing, how to use the web as a marketing tool, how to determine and segment markets, how the internet fits into an integrated marketing strategy and how to apply these concepts to the student's present work, small business or future occupational needs. This course also explores the contribution of social media marketing and social media websites as they relate to the marketing efforts of businesses.

Advisory: It is advisable to have completed MAR-306 Creating and Implementing the Electronic Enterprise or MAR-201 Introduction to Marketing or a course in marketing management.

MAR-479: APPLIED MARKETING PRACTICES *(3 credits)*

This course brings together marketing theory and practical experience from work-related experiences. The course provides students with opportunities to apply knowledge and experience to "real world" situations by completing a portfolio including an industry analysis and marketing plan. Each student will identify a new product or service idea, develop a business plan, test it in the marketplace, incorporate consumer responses and reactions, and devise a full product launch and marketing strategy campaign.

System Requirement: Students taking MAR-479 are required to purchase the software "Marketing Plan Pro."

Note: This course requires that students use Marketing Plan Pro software, which is a Windows-based product and will not run on Macs. Students can run this software and other Windows software on a Mac using Apple's Boot Camp technology or third-party virtualization tools like Parallels or VMWare Fusion. These tools make it possible to run Mac OSX and a Windows operating system side by side. This solution will require a Windows license.

MAT-105: APPLIED LIBERAL ARTS MATHEMATICS *(3 credits)*

This course offers a broad-based overview of mathematics intended for non-math majors. The course emphasizes problem solving modeled on real-life applications and satisfies competency requirements for graduation and transfer. Topics include number systems, solution of basic algebraic problems, interpretation of statistical data and calculations involving geometric objects.

MAT-115: INTERMEDIATE ALGEBRA *(3 credits)*

The course affords a transition between elementary algebra and college algebra, and provides a solid foundation in the basic algebraic concepts, including linear equations and inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, parabolas and systems of linear equations.

Advisory: It is advisable to have completed elementary algebra.

MAT-119: QUANTITATIVE BUSINESS ANALYSIS *(3 credits)*

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. BSBA and ASBA students are recommended to take MAT-119 or MAT-121.

MAT-121: COLLEGE ALGEBRA *(3 credits)*

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-115 Intermediate Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge. BSBA and ASBA students are recommended to take MAT-119 or MAT-121.

MAT-129: PRECALCULUS *(3 credits)*

This course prepares students for courses in calculus and higher mathematics and for courses in science and technology where knowledge of precalculus is required. Topics include exponential and logarithmic functions and equations; trigonometric functions, identities and equations; applications of trigonometry; systems of equalities and inequalities; series and sequences; and analytic geometry.

Advisory: it is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge.

MAT-231: CALCULUS I *(4 credits)*

This is an intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and the area between curves.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-129 Precalculus with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAT-232: CALCULUS II *(4 credits)*

This is an intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three dimensional analytic geometry and vectors, and partial derivatives.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-231 Calculus I with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAT-270: DISCRETE MATHEMATICS *(3 credits)*

This course provides tools for formal reasoning with a particular focus on applications in computer science, although no knowledge of programming is required. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), partial order and equivalence relations, Boolean algebra, switching circuits, and graphs and trees.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

MAT-301: HISTORY OF MATHEMATICS *(3 credits)*

This course surveys the historical development of mathematics. Mathematical pedagogy, concepts, critical thinking and problem solving are studied from a historical perspective. The course aims at serving the needs of a wide student audience as well as connecting the history of mathematics to other fields such as the sciences, engineering, economics and social sciences. The course explores the major themes in mathematics history: arithmetic, algebra, geometry, trigonometry, calculus, probability, statistics and advanced mathematics. The historical development of these themes is studied in the context of various civilizations ranging from Babylonia and Egypt through Greece, the Far and Middle East, and on to modern Europe. Topics covered include ancient mathematics, medieval mathematics, early modern mathematics and modern mathematics.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-321: LINEAR ALGEBRA *(3 credits)*

This course provides the basics and applications of matrix theory and linear algebra. Emphasis is given to topics that will be useful in other disciplines, including vector spaces, linear transformations, inner products, matrix representations, binary and quadratic forms, eigenvectors and functions of matrices.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-331: CALCULUS III *(3 credits)*

Calculus III is an intensive, higher-level course in mathematics that builds on Calculus II. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers. The course uses technology as a means of discovery for numerical, graphical and analytical solutions to problems. It also emphasizes communication skills and requires students to interpret, describe, discuss, justify and conjecture as they search for solutions to problems. Real-life applications provide links with students' everyday life. Topics covered include indeterminate forms, vector algebra and calculus in the plane and 3-space, analytic space geometry, multivariable functions, partial derivatives, gradients and real-world problems.

Advisory: It is advisable to have knowledge equivalent to MAT 231 Calculus I and MAT 232 Calculus II in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-332: CALCULUS IV *(3 credits)*

Calculus IV is an intensive, higher-level course in mathematics that builds on Calculus II and III. The course aims at serving the needs of a wide student audience, including students in engineering, mathematics, the physical and life sciences, and economics. It is constructed around multiple focal points with the intention of helping students become creative and efficient problem solvers. This course focuses on the calculus of real- and vector-valued functions of one and several variables. Topics covered include infinite

sequences and series, convergence tests, power series, Taylor series, and polynomials and their numerical approximations. Applications of multiple integrals and integral transformations in two and three dimensions are also covered. It also discusses topics of vector integral calculus such as line and surface integrals, theorems of Green, Gauss and Strokes, and their applications to the physical sciences. This course also provides an introduction to first-order and second-order differential equations.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to Calculus I, II and III in order to succeed in this course.

MAT-351: MATHEMATICAL MODELING *(3 credits)*

This course is designed to be a bridge between the study of mathematics and the application of mathematics to various fields. It provides an overview of how the mathematical pieces of an applied problem fit together. This course also presents an investigation of meaningful and realistic problems encompassing many academic disciplines including management, economics, ecology, environmental science, sociology and psychology. Mathematical modeling is the process of creating a mathematical representation of some phenomenon in order to gain a better understanding of that phenomenon. The main goal of this course is to learn how to make creative use of some mathematical tools, such as difference equations, ordinary and partial differential equations, and numerical analysis, to build a mathematical description of realistic problems. This includes models dealing with traffic flow, communications, energy, air pollution, currency transfer, ecosystems, inheritance, populations, bargaining and decision making.

Advisory: It is advisable to have knowledge equivalent to Calculus II and familiarity with Excel or other software like Mathlab in order to succeed in this course.

MAT-361: COLLEGE GEOMETRY *(3 credits)*

Geometry presents a formal and fundamental development of neutral and Euclidean geometry with an emphasis on valid arguments. Non-Euclidean geometry will also be investigated. The course begins with a thorough review of geometry, including using synthetic and algebraic approaches, and continues with a selection of more advanced topics. Topics covered include two- and three-dimensional shapes, proving triangles congruent or similar, quadrilaterals, circles, plane geometry and non-Euclidean geometry.

Advisory: It is advisable to have knowledge equivalent to at least one college-level math course in order to succeed in this course. Students are responsible for making sure they have this knowledge.

MAT-401: MATHEMATICAL LOGIC *(3 credits)*

Logic is often defined as the analysis of methods of reasoning. The mathematical logic is the study of mathematical reasoning and proof. This course starts off with the introduction to propositional calculus, the basics to the course; then it focuses on the first-order logic and model theory. Topics covered include the metatheorems dealing with the properties of soundness, completeness, decidability and consistency. The final part of the course is about formal number theory.

Advisory: This is an upper-level mathematics course. It is advisable to have knowledge equivalent to 6 credits of upper-level (300/400) courses in mathematics in order to succeed in this course.

MUS-220: MUSIC HISTORY I *(3 credits)*

Music History I examines the history of Western music through 1750, stressing the origin and evolution of musical forms and musical styles and the important composers from each of the time periods from antiquity through the Baroque. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

MUS-221: MUSIC HISTORY II *(3 credits)*

Music History II examines the history of Western music from the Classical Period through the present day, stressing the origin and evolution of musical forms and musical styles and the important composers since 1750. The student will also be placing this knowledge in the broader cultural context of each period.

Advisory: An ability to read music is a requirement for this course.

NEG-401: NEGOTIATIONS AND CONFLICT MANAGEMENT *(3 credits)*

This exam tests content covered in a one-semester course. It focuses on the conceptual framework of negotiations as practiced in the public and private sectors. Topics include: concepts, processes, strategies and ethical issues related to negotiations; the theory, processes and practices of negotiation, conflict resolution and relationship management in a variety of situations; effective versus ineffective strategies; and patterns of negotiation and conflict resolution in multicultural contexts.

NUC-238: RADIATION ANALYSIS LABORATORY *(3 credits)*

This course provides general information that a student will need to prepare for work in a radiologically controlled area. It describes radiation and contamination, their health effects; their sources; how they are monitored, controlled and measured; personal responsibilities; and how to work safely in areas where they are found.

NUC-303: NUCLEAR PHYSICS FOR TECHNOLOGY *(3 credits)*

This course provides students with fundamental concepts of atomic and nuclear physics, nuclear reactor physics and nuclear reactor operations. It includes a background in atomic and nuclear physics, nuclear reactions and elementary particle interactions as well as the theory of nuclear reactor design for steady state and transient conditions, reactor control and reactor operations.

NUC-331: PRIMARY REACTOR SYSTEMS *(3 credits)*

This course examines the design, components and operations of the nuclear reactor systems with focus on PWR and BWR. Topics covered include reactor coolant system; core design and control; reactor vessel and internals; reactor coolant pumps; pressurizer and relief systems; and steam generators. The course also covers chemical column control system, boron recycle system, spent fuel and cooling system, fuel handling, reactor servicing, component cooling water, liquid radwaste and gaseous radwaste. In addition, it provides students with opportunities to use nuclear reactor plant simulator software for hands-on learning experience of nuclear power reactor operations.

NUC-342: RADIOLOGICAL, REACTOR AND ENVIRONMENTAL SAFETY *(3 credits)*

This course provides basic concepts and applications in health physics and environmental aspects of nuclear power generation. The topics covered include the biological effects of radiation; dose-rate evaluation; radiation monitoring; radiological safety, reactor effluents and radioactive waste disposal; regulations governing radiation exposure and the release of radioactivity into the environment; and the environmental impact of nuclear power plants.

NUC-351: NUCLEAR INSTRUMENTATION AND CONTROL *(3 credits)*

This course encompasses the principles of operation of various types of instruments in the nuclear industry to measure temperature, pressure, level, flow, position and radiation. The student will gain a broad range of working knowledge of temperature, pressure, level and flow sensors, position indicators, radiation detectors and control systems. Component theory and design, system hardware and integrated operation as applied to commercial nuclear systems will be explored.

NUC-365: REACTOR FUNDAMENTALS *(3 credits)*

This course is a study of fundamentals associated with neutron properties and behavior in light water reactors. Course content includes mass-energy relationships, binding energy, radioactivity, neutron reactions with matter, neutron cross sections, flux, neutron reaction rates, fissionable and fissile fuels, fission reaction, neutron production, neutron life cycle, four-factor and six-factor formula, the effect of reactivity on neutron multiplication, neutron flux and reactor power, reactivity, subcritical multiplication, prompt and delay neutron factors and neutron sources. The course topics also include reactor period, reactivity coefficients, control rod worth, fission product poisons, fuel burn up and decay heat removal when the reactor is shut down.

NUC-380: NUCLEAR RULES AND REGULATIONS *(3 credits)*

This course examines national and international guidance organizations and the United States government rules and regulations that govern the protection of workers, the environment and the public from both radioactive materials and machine produced radiation, throughout their life cycles. With the objective of presenting as holistic a regulatory picture as possible, the focus will be on the regulations that originate from the following agencies: Nuclear Regulatory Commission; Occupational Safety and Health Administration; Environmental Protection Agency; Department of Transportation; and the Food and Drug Administration. The regulations of each agency will be accessed and analyzed with the emphasis on "real world" regulatory compliance scenarios.

Note: Students registered for Radiation Protection and Health Physics area of study courses are expected to have math skills at college-level algebra or higher.

NUC-402: NUCLEAR MATERIALS *(3 credits)*

Nuclear Materials is a study of materials used in nuclear engineering applications. It is designed to provide an understanding of atomic bonding; crystalline and noncrystalline structures; diffusion; failure analysis and prevention; kinetics; mechanical and thermal behavior; phase diagrams; ceramics; polymers; composites; and materials used in engineering designs. The course also includes descriptions of characteristic properties and methods conducting common tests and interpreting results.

NUC-412: RADIATION BIOPHYSICS *(3 credits)*

This covers the interaction of radiation with living organisms, examining in detail the chemical changes caused by that interaction.

Advisory: It is advisable to have NRRPT Certification or courses in nuclear physics and radiation biology and a working knowledge of calculus, physics, chemistry and biology.

NUC-413: RADIATION INTERACTIONS *(3 credits)*

This course studies the interaction of charged particles with matter.

Advisory: It is advisable to have knowledge in a course equivalent to NUC-412 Radiation Biophysics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

NUC-490: NUCLEAR TECHNOLOGY ASSESSMENT/ CAREER PLANNING *(3 credits)*

Nuclear Technology Assessment/Career Planning is an in-depth, student-centered activity that requires the integration of current nuclear employment, nuclear technology self-assessment resulting in the development of a comprehensive vitae, practical career planning and interviewing strategies and applied advanced math applications to nuclear engineering technology situations. Students will research real-world nuclear employment and participate in career focused activities that includes building a professional resume and knowing how to interview successfully. This includes seeking a job, a promotion and/or moving to a new skill area.

Prerequisites: Completion of MAT-231 Calculus I, MAT-232 Calculus II, PHY-115 Physics I, PHY-116 Physics II, CHE-121 Chemistry I, NUC-303 Nuclear Physics for Technology, EGM-321 Thermodynamics, EGM-323 Heat Transfer,

EGM-331 Fluid Mechanics, NUC-365 Reactor Fundamentals, NUC-331 Primary Reactor Systems, NUC-351 Nuclear Instrumentation and Control, NUC-412 Radiation Biophysics or NUC-413 Radiation Interaction or NUC-342 Radiological, Reactor and Environmental Safety, ELE-211 DC Circuits or ELE-212 AC Circuits, NUC-402 Nuclear Materials and NUC-358 Radiation Safety Laboratory.

Please note: Prior to registering for this course students are required to schedule an academic advising appointment. Instructions on how to schedule an appointment are located on our website http://www.tesu.edu/current-students/Make-Advising-Appointment.cfm .

NUC-495: NUCLEAR ENERGY ENGINEERING TECHNOLOGY CAPSTONE *(4 credits)*

The Nuclear Energy Engineering Technology Capstone is an online portfolio development experience that requires students to recap past academic, professional and personal learning experiences and use the accumulated information learning statements that directly relate to the BS degree in Nuclear Energy Engineering Technology objectives. The learning statements must be supported by documented experiential evidence that demonstrates that the effective application of the learning supports that the objectives have been met. Students, under the guidance of a mentor, spend the semester developing learning statements and compile appropriate evidence.

Prerequisite: NUC-490 Nuclear Technology Assessment/Career Planning

NUR-320: INTRODUCTION TO PROFESSIONAL NURSING *(7 credits)*

In this course, students are introduced to the profession of nursing. The theoretic constructs of the metaparadigm of nursing serve as a basis for role development and understanding the practice of nursing. Health promotion, disease prevention, safety and quality of care provide a context for the practice of evidence-based nursing. This course is designed to be taken concurrently with NUR-328 and NUR-342. This course is campus based with a clinical component and is only open to Accelerated 2nd Degree BSN Program students.

NUR-328: HEALTH ASSESSMENT AND HEALTH PROMOTION *(3 credits)*

This course introduces the student to the process of systematic and comprehensive health data collection and assessment. Emphasis is placed on strategies for interpersonal communication, skillful examination techniques and data validation. Culturally and age appropriate health promotion and disease prevention activities are explored. This course is designed to be taken concurrently with NUR-320 and NUR-342. This course is campus based with a clinical component and is only open to Accelerated 2nd Degree BSN Program students.

NUR-342: ADVANCING NURSING PRACTICE *(3 credits)*

This course creates a foundation for achieving the BSN educational outcomes and for transitioning to baccalaureate nursing practice. As such, it provides a broad overview of professional practice and patient outcomes issues including professional practices standards, educational requirements in nursing, evidence-based care, health information technology and population-focused care. The course applies both ethical principles and models of cultural competence to nursing education and practice; in addition, students begin the development of a learning portfolio that will serve as a means to reflect on and validate professional and academic achievements and growth throughout the program.

NUR-400: NURSING CARE ACROSS THE LIFESPAN *(8 credits)*

This course prepares the student with the knowledge, skills and attitudes required to provide safe, quality nursing care to the childbearing, childrearing and gerontological client. Family-centered care, including health education and advocacy, are emphasized as essential to ensure high-quality health outcomes. Nursing care for clients with selected altered health states are discussed with application to client-focused clinical practice. This course is designed to be taken concurrently with NUR-418 and NUR-531 and is only open to Accelerated 2nd Degree BSN Program students.

Prerequisite: Completion of NUR-320, NUR-328 and NUR-342. This course is campus based with a clinical component.

NUR-410: NURSING CARE OF VULNERABLE POPULATIONS *(8 credits)*

In this course, students are provided with the opportunity to examine the needs of individuals, families and populations who are experiencing vulnerability at the psychosocial and physiological level. Using the nursing process, students identify client learning needs and implement measures to decrease risk and facilitate health promotion, maintenance and restoration. Evidence-based practice and professional nursing standards are used to validate judgments and enhance critical thinking in the provision of safe, quality care. Professional role performance is broadened by caring for clients with complex health needs in a variety of acute and community-based settings. The course is designed to be taken concurrently with NUR-443 and NUR-529 and is only open to Accelerated 2nd Degree BSN Program students.

Prerequisite: Completion of NUR-400, NUR-418 and NUR-531. This course is campus based with a clinical component.

NUR-418: RESEARCH IN NURSING*(3 credits)*

This course provides an introduction to evidence-based nursing practice and research. Students will focus on the critical-thinking skills required to identify and appraise the best evidence available to support nursing practice. Emphasis is placed on the components of the research process and the professional nurse's role in application of research as well as subsequent improvement in healthcare.

Prerequisite: A course equivalent to HPS -200: Statistics for the Health Professions or STA -201: Principles of Statistics.

NUR-420: INTEGRATING ADVANCED NURSING CONCEPTS *(9 credits)*

In this course, students integrate advanced nursing concepts

and leadership principles to plan and implement care for clients with critical care needs. Contemporary issues related to professional nursing practice are analyzed for their impact on the client, nurse and the healthcare system. Assimilation into the professional nursing role is initiated with a final clinical transition experience designed to promote student independence and accountability through guidance and collaboration with nurse preceptors and other healthcare team members. Regular clinical hours may vary during this rotation. The student will work the same shifts as the assigned nurse preceptor. This course is designed to be taken concurrently with NUR-428, NUR-445 and NUR-582 and is only open to Accelerated 2nd Deree BSN Program students.

Prerequisite: Completion of NUR-410, NUR-443 and NUR-529.

NUR-428: LEADERSHIP AND MANAGEMENT IN NURSING* *(3 credits)*

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored.

Note: Credit may be earned for this course through the Leadership Exam option. Nurses who have leadership experience should contact their nursing advisor. The exam is open to experienced registered nurses with leadership experience.

NUR-443: PUBLIC HEALTH NURSING *(4 credits)*

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social scienceb as well as knowledge gained from previous learning, set the foundation for students to critically analyze the health of selected populations in a community. *Healthy People 2020* serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisites: Permission from a nursing advisor. All other nursing courses except NUR 445 and 6 credits of general education must be completed. Evidence of current unencumbered RN license and malpractice insurance should be sent to American Data Bank (ADB) prior to registration. www.tesunursingbackground.com

Note: The course requires completion of 60 Practice Experience hours (90 hours for students who reside in California to meet that state's public health certification requirements).

NUR-445: VALIDATING NURSING COMPETENCE *(3 credits)*

In this course, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-Portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. NUR-445, a Capstone course, is the final course in the BSN program.

NUR-516: ADVANCED HEALTH ASSESSMENT *(3 credits)*

Advanced Health Assessment is a course that builds on the nurses' prior physical assessment skills by focusing on theoretical and clinical knowledge required to complete an advanced health assessment across the lifespan. Emphasis is placed on health promotion, disease prevention and risk assessment.

NUR-529: HEALTH POLICY *(3 credits)*

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the issues and processes that shape health policy. Students, focusing on the core elements of health policymaking, examine how politics, ethics, economics and social variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

NUR-531: NURSING INFORMATICS: CONCEPTS AND ISSUES *(3 credits)*

Nursing Informatics combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses.

NUR-582: FINANCIAL MANAGEMENT IN NURSING PRACTICE *(3 credits)*

This course introduces nursing professionals to healthcare financing issues in diverse settings of nursing practice. Students will explore financial sources, analyze legislation and reimbursement mechanisms, evaluate business plans and learn to manage budgets. Students will also consider various approaches for analyzing the financial benefit, effectiveness and utility of clinical initiatives across diverse populations and clinical settings.

OPM-301: OPERATIONS MANAGEMENT *(3 credits)*

This course is focused on transforming inputs (labor, material and capital) through a value-added process to produce goods and services. The course covers the functional aspects of operations in terms of forecasting, system design, process selection, design of facility layouts and work systems, quality, inventory management, production scheduling, lean operations and project management within a domestic and global business environment.

Advisory: The online course requires access to a computer with Microsoft Excel and a DVD drive. It is advisable to have knowledge in a course equivalent to STA-201 Principles of Statistics and MAN-210 Principles of Management with a grade of C or better to succeed in this course. Students are responsible for ensuring that they have the required knowledge.

OPM-411: TOTAL QUALITY MANAGEMENT *(3 credits)*

This course explores the theories, concepts and techniques of total quality management (TQM). The course examines the origins of TQM and how its techniques and tools can be properly integrated into both for-profit and not-for-profit organizations. Specific topics discussed in the course are the impact of quality on profitability, Lean operations, Six Sigma, global effectiveness, quality culture and employee empowerment.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-415: LOGISTICS *(3 credits)*

This course focuses on the corporate functions of demand and supply management, inventory control, warehousing and transportation and, in particular, how these functions are changing to accommodate the integration and coordination of activities in a global supply chain.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-301 Operations Management and CIS-301 Management Information Systems with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

OPM-420: SUPPLY CHAIN MANAGEMENT *(3 credits)*

This course discusses the seamless flow of information and goods from the suppliers' suppliers to the customers' customers in the context of profits based on common goals, shared resources and mutually beneficial relationships. Course stresses the ways that corporate and national boundaries become transparent to the movement of goods and services.

Advisory: It is advisable to have knowledge in a course equivalent to OPM-411 Total Quality Management and OPM-415 Logistics with a grade of C or better to succeed in this course. Students are responsible for ensuring they have the required knowledge.

PHI-130: INTRODUCTION TO CRITICAL REASONING *(3 credits)*

The aim of this course is to give students the opportunity to acquire critical-thinking tools to analyze and evaluate knowledge claims. Students will acquire the skills to develop a critical attitude to cultural stereotypes and biases through readings, web resources journal assignments and self-check assessments. Critical-reasoning tools are crucial to making informed decisions so that when students are faced with difficult situations in their professional or private lives, they will be able to make appropriate reasoning choices. The skills and knowledge students obtain in the course, Critical Reasoning, can also assist them with studies of other disciplines, such as psychology, history, English, political science, communication science, healthcare, development studies, sociology and public administration.

PHI-286: CONTEMPORARY ETHICS *(3 credits)*

This course examines contemporary ethical conflicts using a case study approach. Provides students with the intellectual tools needed to analyze moral dilemmas.

PHI-370: PHILOSOPHY OF RELIGION *(3 credits)*

This course explores the philosophical issues involved with religion as a universal human phenomenon. Topics include definitions of religion, proofs for the existence of God, the nature and variety of religious experience, the immortality of the soul, the problem of evil, the relation between religion and ethics, and the relation between science and religion. The course examines the philosophy of religion from a multicultural perspective. It includes readings from the most influential religious traditions.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHI-383: ETHICAL ISSUES IN CRIMINAL JUSTICE *(3 credits)*

This course will provide an in-depth analysis of the ethical principles and standards of conduct relevant for those working in law enforcement, the court system and corrections. Through the use of published material and case studies, this course will examine traditional and nontraditional criminal justice practices such as fidelity to office, discretion, covert operations, deadly force, affirmative action, political involvement, plea bargaining, sentencing, incarceration and the death penalty.

PHI-384: ETHICS AND THE BUSINESS PROFESSIONAL *(3 credits)*

This course prepares students to meet the ethical demands facing employees in modern organizations. Places emphasis on equipping participants with the concepts, strategies and skills needed to improve ethical performance. Students will assess and develop their ability as ethical decision makers.

Advisory: This is an upper-level philosophy course. Students should have knowledge equivalent to an introductory philosophy course before enrolling.

PHI-475: BIOMEDICAL ETHICS *(3 credits)*

Biomedical Ethics is an exploration of complex contemporary ethical problems from the fields of biomedicine, healthcare and environmental studies. Students will apply classical and contemporary ethical and moral theories, along with the principles of scientific integrity, to a range of problems such as human experimentation and informed consent, end-of-life issues, reproductive technology, genetic privacy, abortion, resource allocation and the responsibilities of humans toward their environment. Case studies will play an integral role in the evaluation of these topics. Students will be asked to think critically about these issues, and they will be required to make and defend principled moral judgments in their written assignments.

PHO-101: INTRODUCTION TO PHOTOGRAPHY *(3 credits)*

Develops the skills needed to use photography effectively and confidently. The course emphasizes visual awareness. Students examine the work of professional photographers and use the internet to create and share photo albums of their exercises and to interact frequently with other participants.

Advisory: For the online course students will need either a digital SLR camera or a 35mm film SLR camera that allows manual control of shutter speed, aperture and focusing distance. Whether students use a digital camera or 35mm camera, the camera needs to be "adjustable," that is, it must have, at minimum, the option of manually selecting the shutter speed, aperture and focusing distances. Automatic cameras are acceptable as long as students can override the aforementioned automatic features and control them manually. Generally, this will entail having a single-lens reflex (SLR or D-SLR) camera with manual controls and interchangeable lenses (a normal lens is sufficient). Fully automatic or point-and-shoot cameras without manual capabilities are not acceptable for this course. Expect to use about 10 rolls of 24-exposure 35mm color negative film. In addition to the cost of film, students will need access to a film processing service providing digitalization of processed 35mm film.

PHY-111: PHYSICS I *(3 credits)*

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

Advisory: This course does not contain a lab component. Students who need a Physics I course with lab should enroll in PHY-115 Physics I with Lab. It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PHY-112: PHYSICS II *(3 credits)*

Physics II is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics.

Advisory: This course does not contain a lab component. Students who need a Physics II course with lab should enroll in PHY-116 Physics II with Lab. It is advisable to have knowledge in a course equivalent to PHY-111, Physics I and MAT-121 College Algebra, with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PHY-115: PHYSICS I WITH LAB *(4 credits)*

Physics I with Lab is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics I with Lab requirement.

PHY-116: PHYSICS II WITH LAB *(4 credits)*

Physics II with Lab is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light and optics. This course includes a laboratory.

Advisory: It is advisable to have knowledge in a course equivalent to PHY-111 Physics I and MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge. This course meets the area of study Physics II with Lab requirement.

PHY-128: PHYSICS I LAB *(1 credit)*

Physics Lab I is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics I.

Advisory: This is a six-week lab course. It should be taken by students who already have the knowledge equivalent to a 3-credit general physics I course. This course cannot be taken concurrently with PHY-111. Students who need a Physics I course with lab should enroll in PHY-115, Physics I with Lab.

PHY-129: PHYSICS LAB II *(1 credit)*

Physics Lab II is a 1-credit course that requires students to complete laboratory experiments that illustrate the principles studied in Physics II.

Advisory: This is a six week lab course. This should be taken by students who already have the knowledge equivalent to a 3-credit general physics II course. This course cannot be taken concurrently with PHY-112. Students who need a Physics II course with a lab should enroll in PHY-116 Physics II with Lab.

PLA-100: INTRODUCTION TO PRIOR LEARNING ASSESSMENT *(1 credit)*

This course introduces the concept of prior learning assessment (PLA) – how learning gained from work and life experiences could potentially earn college credit – and covers learning styles, PLA options that can lead to college credit at Thomas Edison State University and factors leading to program success. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge. By successfully completing this course, students will have a good understanding of the next steps to take and the ways PLA can expedite degree completion.

Advisory: It is recommended that all students who are interested in pursuing portfolio development and prior learning assessment take this course, unless they have already successfully completed a PLA course. Success in this course will depend partly on how well the student expresses him/herself. Therefore, students are strongly advised to have taken ENC-101 and ENC-102 (or their equivalents) before taking this orientation to prior learning assessment.

PLA-200: INTRODUCTION TO PORTFOLIO DEVELOPMENT *(2 credits)*

This course builds upon the knowledge and reflection acquired in PLA-100, Introduction to Prior Learning Assessment. This course will help students identify courses and subject areas that best match their selected college-level knowledge base. Students will plan each segment of their portfolio and will use course objectives to create a detailed outline. This outline will delineate topics for development based upon the knowledge, theoretical understanding, and applied learning retrieved from work, community and personal experiences. As a result of this course, students will be prepared to complete their written portfolio.

Advisory: This course is required for students who are hoping to earn credit through the portfolio process. Success in this course will depend partly on how well the student expresses him/herself. Therefore, students are strongly advised to have taken ENC-101 and ENC-102 (or their equivalents) before taking this orientation to prior learning assessment.

POS-101: INTRODUCTION TO POLITICAL SCIENCE *(3 credits)*

This TECEP® tests concepts taught in a one-semester course in political science. Topics include: political and governmental structures, functions and processes; political behavior; public law and public policy; and political values or philosophies.

POS-110: AMERICAN GOVERNMENT *(3 credits)*

This course explores the development and nature of American political culture, constitutional and structural arrangements, policymaking processes and sources of conflict and consensus.

POS-282: INTRODUCTION TO COMPARATIVE POLITICS *(3 credits)*

This exam tests content covered in a one-semester course in comparative politics. It focuses on the public sphere of politics and power relations and the comparison of types of government and political systems. Topics include: basic concepts in social science, comparative political theory and methodology; the nature of the state and comparisons of authoritarian, totalitarian and democratic state forms; the concept of democracy and democratization; the institutional features of government and governance; how variables shape outcomes in politics; ideology and government policy processes; and a comparison of government structure across regions. This exam also assesses how these concepts apply to representative countries around the world.

POS-310: CONSTITUTIONAL ISSUES *(3 credits)*

This course examines critical constitutional issues, including capital punishment, abortion and affirmative action. Covers, among other issues, landmark U.S. Supreme Court cases that have helped define the Bill of Rights.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory political science course.

POS-315: INTERNATIONAL RELATIONS I *(3 credits)*

This course reviews paramount events and processes that have shaped global international relations in the modern era. Since the complex practice of international politics is studied through an extensive variety of methods, principles and conceptual approaches, the course is designed to familiarize student with the most common ones in the field. The purpose of this intellectual pursuit is to enhance students' capacity to analytically and systematically explore relevant domestic and international developments.

POS-420: CONFLICT IN INTERNATIONAL RELATIONS *(3 credits)*

In tandem with burgeoning globalization and economic cooperation, modern international relations continue to be characterized by strife and violence, perhaps to an unprecedented degree. Conflict in International Relations examines the sources responsible for international strife and their effect by exploring the dynamics of conflict and aggression among individuals, groups, states and in the international system. Issues to be studied include the causes of war, politics of revolutionand insurgency, the logic of terrorism and the nuclear predicament – as explained by current and past theorists and practitioners. The latter part of the course reviews possible mechanisms for managing international conflicts and perhaps even reducing them to a minimum.

Advisory: To be successful in this course, students should have earned 6 credits in political science or have comparable knowledge and experience.

PSG-101: THEORETICAL FUNDAMENTALS OF POLYSOMNOGRAPHY *(3 credits)*

This course will provide a history and overview of the polysomnographic (PSG) discipline. It will, in conjunction with related clinical courses, cover the fundamentals of PSG: roles, ethics and professional behavior; basic sleep physiology; basic PSG related equipment; and the basic therapeutic interventions for patients suffering sleep disorders.

PSG-102: INSTRUMENTATION THEORY *(3 credits)*

This course provides an overview of the basic electrical principles involved in polysomnographic (PSG) recording. The course covers, in detail, issues related to patient safety, operation of PSG equipment, recording specifications involved in data acquisition, troubleshooting of recording equipment and patient documentation.

PSG-103: POLYSOMNOGRAPHY SCORING *(3 credits)*

This course provides a solid foundation in the principles, techniques and concepts related to polysomnographic scoring. The course covers the fundamental concepts of sleep staging, arousal recognition and scoring, and event scoring for respiratory, limb and cardiac events, and outlines the standard scoring practices currently in use.

Advisory: It is strongly recommended that students successfully complete (PSG-200) Clinical Fundamentals of Polysomnography and (PSG-105) Clinical Patient Management or have prior polysomnographic clinical experience before registering for this course.

PSG-104: SLEEP DISORDERS *(3 credits)*

Sleep Disorders provides students a solid foundation in the classification, evaluation and differential diagnosis of sleep and arousal disorders. The course covers the classification of sleep disorders into appropriate categories, diagnostic criteria, essential and associated features, and polysomnographic evaluation of sleep disorders. It also reviews the most common sleep and arousal disorders in adults and children, focusing on those disorders evaluated using polysomnography or other objective clinical measures.

Advisory: It is recommended that students successfully complete PSG-101 Theoretical Fundamentals of Polysomnography before taking this class.

PSG-105: THERAPEUTIC INTERVENTIONS AND CLINICAL PATIENT MANAGEMENT *(4 credits)*

This course is the second of two blended courses (online and clinical) in which the learner studies (online) and applies (clinical) the concepts and techniques of patient care and management.

Prerequisite: PSG-200 Clinical Fundamentals of Polysomnography must be successfully completed before taking this course.

PSG-200: CLINICAL FUNDAMENTALS OF POLYSOMNOGRAPHY *(6 credits)*

This course is a blended course (online and clinical) in which the learner studies (online) and applies (clinical) the fundamental concepts and techniques of polysomnography.

Prerequisites: PSG-101 Theoretical Fundamentals of Polysomnography must be successfully completed before taking this course. Prior to beginning this course, students must pass a drug screen, a criminal background check and a required health screen.

PSG-295: POLYSOMNOGRAPHY CAPSTONE *(3 credits)*

The Polysomnography Capstone (PSG-295) prepares and develops students' skills for a career as a Polysomnographic Technologist. The course teaches techniques to implement various concepts in the related technological field and to expand one's understanding of the field by providing evidence of written communication skills that are necessary for clinical practice in the professional healthcare setting. The course is designed to provide knowledge in area of identification, in-depth analysis and synthesis of current technology, and application of knowledge to the clinical domain. The course is designed to synthesize and expand on concepts and techniques already learned in the PSG program, and to include the most current advances in the field.

PSY-101: INTRODUCTION TO PSYCHOLOGY *(3 credits)*

This course provides a broad general introduction to psychology and examines its basic subject matter, its approaches to gathering and evaluating evidence about the causes and correlates of behavior, and the ways psychological knowledge can be applied to improve the quality of individual and community life.

PSY-211: DEVELOPMENTAL PSYCHOLOGY *(3 credits)*

Developmental Psychology introduces the theories, methods and research findings associated with the study of the human life span. The course examines the developmental process from birth through old age.

PSY-270: PSYCHOLOGY OF WOMEN *(3 credits)*

This TECEP® assesses material covered in a one-semester course in the psychology of women. It focuses on developmental and topical approaches to important facets of women's lives. Topics include general concepts and research methods, stereotypes, the life cycle, gender, work, love relationships, health and aging.

PSY-300: THANATOLOGY: AN UNDERSTANDING OF DEATH AND DYING *(3 credits)*

This course provides an introduction to the concept of death in society. It is designed to help students understand the many dimensions of death and to become empathetic and effective caregivers.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-317: WORLDS OF CHILDHOOD *(3 credits)*

This course looks at child development in context, showing that the intersecting worlds of family, neighborhood, school and culture are no less important than biology in understanding the growth of children.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-322: RESEARCH IN EXPERIMENTAL PSYCHOLOGY *(3 credits)*

An introduction to the research methods used by experimental psychologists, this course provides examples of research studies from a variety of areas of experimental psychology and offers an understanding of the knowledge these studies have produced.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-331: INTRODUCTION TO COUNSELING *(3 credits)*

This course offers a discussion of the theories and techniques of counseling, with an emphasis on developing listening, attending and observational skills.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-350: ABNORMAL PSYCHOLOGY *(3 credits)*

This course explores the complex causes, manifestations and treatments of common behavioral disorders.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-352: PSYCHOLOGY OF PERSONALITY *(3 credits)*

This course surveys major theoretical approaches to the study of personality. Students explore concepts regarding the basic components of personality, processes underlying behavior and methods of research. Both scientific discoveries and personal insights are explored.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-360: ORGANIZATIONAL THEORY *(3 credits)*

This course explores organizational structures, processes and outcomes and also examines the history of organizational theory through the words and ideas of major theorists.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course.

PSY-363: INDUSTRIAL PSYCHOLOGY *(3 credits)*

Industrial Psychology emphasizes the application of psychological theories and research to staffing and development functions.

Advisory: It is advisable to have knowledge in a course equivalent to PSY-101 Introduction to Psychology or SOC-101 Introduction to Sociology with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

PSY-370: SOCIAL PSYCHOLOGY I *(3 credits)*

This course introduces the field of social psychology, its theories and its research methods and findings.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course. Credit is not given for both PSY-370 and PSY-379.

PSY-374: PHYSIOLOGICAL PSYCHOLOGY *(3 credits)*

Physiological Psychology provides an introduction into the biological basis of behavior. This course explores the structure and function of the nervous system and its relationship to behavior, emotion and cognition. Students examine how this system regulates our levels of wakefulness, sleep and emotional expression. Topics include neural anatomy, sensory and motor systems, learning and memory, cognition, emotion, sleep and psychological disorders. The relationship of the mind with psychological disorders such as addiction, depression, Autism and schizophrenia are also studied.

PSY-379: SOCIAL PSYCHOLOGY *(6 credits)*

Social Psychology explores how humans think and behave in social situations. The course examines concepts such as perception, thinking, evaluating the social world and application of social psychology to legal and health environments.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory psychology course. Credit is not given for both PSY-370 and PSY-379.

PSY-400: HISTORY AND SYSTEMS OF PSYCHOLOGY *(3 credits)*

History and Systems of Psychology provides an overview of the prominent figures, developments and ideas that shaped the history of psychology as an academic discipline. Theoretical viewpoints such as psychodynamic, Gestalt, behavioral and cognitive psychology are examined in terms of their scientific antecedents, philosophical foundations and sociocultural determinants.

REL-275: INTRODUCTION TO ISLAM *(3 credits)*

This course provides a comprehensive introduction to Islam as a religion, a civilization, a world culture, a human community and a political entity. It covers the entire period from the rise of Islam in the seventh century down to the present day. Touches on religious studies, history, sociology and philosophy.

REL-405: WORLD RELIGIONS *(3 credits)*

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism and Shinto as well as the western religions of the Book: Judaism, Christianity and Islam.

Advisory: This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-406: EASTERN RELIGIONS *(3 credits)*

This course provides a detailed examination of the major expressions of Asiatic religions, with special attention to Hindu, Buddhist, Jain, Confucian, Taoist and Shinto traditions. Samples of key texts drawn from the sacred writings of each tradition will be examined.

Advisory: This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

REL-407: WESTERN RELIGIONS *(3 credits)*

Judaism, Christianity and Islam receive detailed attention in the course, together with new religious movements. Samples of key texts drawn from the sacred writings of each tradition will be examined.

Advisory: This is an upper-level religious studies course. Students should have knowledge equivalent to an introductory course in religious studies.

RPT-260: RADIATION DETECTION AND INSTRUMENTATION *(3 credits)*

This course analyzes the multidimensional aspects of choosing, utilizing and maintaining a radiation protection instrument program. Students will explore the basic theories associated with the instrumentation, and the need to programmatically care and control for the equipment. Learners evaluate the foundational tenets of the legal aspects of these devices and their role in nuclear, personnel and public safety.

RPT-270: INTRODUCTION TO NUCLEAR ENGINEERING TECHNOLOGY AND RADIATION HEALTH PHYSICS *(3 credits)*

This course provides a comprehensive introduction to radiation health physics and the role of physics professionals in the field of radiation protection/health. Radiation protection applications in connection with nuclear power generation as well as the nuclear fuel cycle, research, government, industry, medicine, emergency preparedness and the environment are covered. Students will learn the fundamental tenets of radiation health physics that they can apply when advancing their education and pursuing a potential career in this broad field.

Note: Students registered for Radiation Protection and Health Physics area of study courses are expected to have math skills at the college-level algebra or higher.

RPT-271: RADIATION BIOLOGY *(3 credits)*

This course analyzes the multidimensional aspects of understanding and minimizing the effects of radiation on humans. Students will explore the basic theories associated with radiation exposure and the need to programmatically assess and minimize the potential biological insult. Learners evaluate the foundational tenets of the legal aspects of radiation exposure and the role it plays in personnel and public safety.

RPT-272: RADIATION ECOLOGY *(3 credits)*

Radiation Ecology examines the major sources of radioactivity together with the pathways that expose people and the environment to radioactive material.

RPT-275: INTRODUCTION TO RADIATION GENERATING DEVICES *(3 credits)*

This course will study the safe use of radiation generating devices. The focus is on how to operate these devices in a safe manner and in compliance with the state and federal regulations and the guidelines promulgated by recognized governing agencies and committees. Course topics covered include radiation generation, emission and the devices that produce radiation, including units of measure, dosage levels, exposure levels, background levels, ALARA and protection methods.

RPT-280: RADIOACTIVE SHIPPING, PACKAGING AND TRANSPORTING *(3 credits)*

This course is designed to enable workers to meet the training requirements of the U.S. Department of Transportation (DOT) as specified by 49 CFR 172 Subpart H; the Nuclear Regulatory Commission (NRC) as specified by 10 CFR 71.5; and the International Air Transport Association (IATA).

Prerequisite: RPT-270, Introduction to Nuclear Engineering Technology and Radiation Health Physics. This course focuses on the specific regulations that need to be followed when shipping, packaging, and transporting radioactive materials.

RPT-490: RADIATION PROTECTION/HEALTH PHYSICS ASSESSMENT/CAREER PLANNING *(3 credits)*

Radiation Protection/Health Physics Assessment/Career Planning is an in-depth, student-centered course that requires the integration of research in current radiation protection/health physics employment. It includes: a radiation protection/health physics technology self-assessment; practical career planning; development of a comprehensive curriculum vitae (CV); interviewing strategies; and application of advanced math applications to radiation protection/health physics technology situations. Students will participate in career-focused activities that include building a professional CV and demonstration of successful interviewing techniques. The knowledge and skills acquired in this course are directly applicable to students who are seeking a job, a promotion or movement to a new skill area.

RPT-495: RADIATION PROTECTION/HEALTH PHYSICS CAPSTONE *(4 credits)*

Radiation Protection/Health Physics Capstone is an in-depth, student-centered activity that requires the integration of theory and practical experience in the field of radiation protection/health physics technology. Students will apply the skills and techniques they have learned to a specific project. The project will identify a real-world radiation protection/health physics technical problem, issue, event, developing technology or case study. Students will conduct research by exploring, evaluating and formulating a solution in a final paper. On successful completion of the course, students will demonstrate having met the learning outcomes of the BS degree program in NET/Radiation Protection.

Prerequisite: RPT-490 Radiation Protection/Health Physics Assessment/Career Planning.

SOC-101: INTRODUCTION TO SOCIOLOGY *(3 credits)*

This course examines the broad range of human social relationships and structures and the many forces – historical, cultural and environmental – that shape them.

SOC-210: MARRIAGE AND THE FAMILY *(3 credits)*

This course explores the various approaches to studying the family. Also covers the varieties of family forms, the family life cycle and some problems facing U.S. families.

SOC-242: JUVENILE DELINQUENCY *(3 credits)*

This course provides an analysis of the environmental and internal factors that influence or determine delinquent behavior. Various biosocial, psychological and sociological theories are presented to help explain the actions of individual juvenile offenders. The prevention and treatment of delinquent behavior is examined by focusing on the roles of parents/guardians, school, church, police, business community, community agencies, and the juvenile justice and correctional system.

SOC-291: CRIMINOLOGY *(3 credits)*

This course focuses on the sociological analysis of criminal behavior and the criminalization process and provides a systematic study of criminal and delinquent behavior in the U.S. including variations, ramifications, explanations, measures of control and treatment. Topics include the field of criminology; crime in the modern world, basic locations of crime; major deviations, violence and vocational patterns; juvenile delinquency; addiction; crimes of violence; criminal careers and organized crime; white-collar crime; critical issues in crime causation; nature of punishment and trends in punishment; and law enforcement: police, courts and the penal code.

SOC-315: SOCIAL GERONTOLOGY *(3 credits)*

This course provides an understanding of the processes of aging, examines old age as a stage of life and discusses the impact of aging on society and of society on aging.

SOC-322: CULTURAL DIVERSITY IN THE UNITED STATES *(3 credits)*

This course examines racial, ethnic, sexual, religious and other minority groups in American society. It explores the impact of law and policy on these groups and promotes an understanding of individuals from diverse backgrounds.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-361: COMPLEX ORGANIZATIONS *(3 credits)*

This course introduces students to the foundations of complex organizations and the challenges of organizational life in modern society. The course will examine several important topics including, but not limited to, the history and function of complex organizations, institutional power and culture, and issues of communication and diversity. Complex Organizations will help students to apply organizational concepts to the workplace and in their everyday lives.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-362: SOCIOLOGY OF WORK *(3 credits)*

Sociology of Work examines the workplace from a sociological viewpoint to analyze the historical and modern-day workplace. A sociohistorical view toward the world of work is studied; this includes foundational scholarship as well as the way modern work has evolved over the years. Technological and social organizational changes that gave rise to modern forms of manufacturing, wage labor and labor unions are explored. The role of key social variables of race, class and gender play in the modern-day workplace is also examined. Finally, this course addresses contemporary debates regarding the amount of time people spend at work, including the struggle for a balance between work and family obligations.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-376: WOMEN AND SOCIAL ACTION *(3 credits)*

This course examines the impact that gender stereotypes and barriers have on women's lives and how they intersect with other systems such as age, class, disability, ethnicity, race, religion and sexual orientation.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-384: GANGS *(3 credits)*

This course examines the most salient and contemporary issues in the study of gangs in American society that include the prevalence, structures, norms and behaviors exhibited by gang members. It explores why and how gangs form, conditions of membership, and effects on members and society. Gang proliferation, race and gender issues, and the relationship between gangs and violence and drugs are also examined. The design and effectiveness of prevention, intervention and suppression policies and programs developed in response to this phenomenon are assessed.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-387: MODERN SOCIOLOGICAL FOUNDATIONS *(3 credits)*

Provides a foundation for an in-depth analysis of social structures. Using the enduring constants of sociological theory such as macro versus micro analysis, agency versus structure, consensus versus conflict and cultural versus economic factors, the course guides students through the study of the classical formulations of modern sociological theory by examining the works of Karl Marx, Max Weber, Emile Durkheim and Talcott Parsons.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOC-417: CONTEMPORARY SOCIOLOGICAL THEORY *(3 credits)*

This course explores recent and contemporary sociological theories in an effort to help students understand how society functions. It examines the theories of George Simmel, George Herbert Mead, Anthony Giddens, Jürgen Habermas and Pierre Bourdieu, providing students with the opportunity to explore and compare the sociological ideas of these theorists. The course also considers the concept of a shift from modernity to postmodernity in sociological theory in order to provide students with the opportunity to critically examine the thrust of sociological theory in the present day. Students will be expected to critically examine whether/how the theories relate to real-world situations and events.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory sociology course.

SOS-110: LIVING IN THE INFORMATION AGE *(3 credits)*

Living in the Information Age is designed especially for students who are reentering academic study after a considerable hiatus in their formal schooling. Through interactive instructional software programs - MyFoundationsLab™ and Credo Information Literacy courseware – students evaluate and strengthen your academic skills in writing and information literacy. In addition, through the use of different types of computer technology and by completing course activities, students learn about the ways in which computer technology has changed and is still changing education, work, society and daily life. Learning activities include reading articles on technical subjects written for general audiences as well as writing essays and discussing topics ranging from future careers to internet privacy.

SOS-150: SELF-ASSESSMENT AND CAREER EXPLORATION *(3 credits)*

Based on the National Occupational Information Coordination Committee (NOICC) guidelines for adult competencies, this course is designed to help participants meet the suggested competencies for self-knowledge, educational and occupational exploration, and career planning.

SOS-304: DRUGS AND SOCIETY *(3 credits)*

This course examines the physiological, psychological and sociological impact of substance use and abuse on individuals and on society. It includes current and historical approaches to treatment and prevention of substance abuse as well as pertinent legal and ethical issues.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-320: THE MANAGEMENT OF STRESS AND TENSION *(3 credits)*

This course describes a multifaceted approach to the management of stress and tension. The problem and nature of stress is presented as a multidimensional phenomenon. The psychosocial, occupational, bioecological and personality/behavioral causes of stress are examined. Students identify, discuss and critique stress reduction resources and techniques. Through self-assessment exercises, students analyze stress factors in their own life and, using the self-assessment methods studied, develop a personal stress management plan. Open to all undergraduate University students.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-360: GAMES PEOPLE PLAY: GAME THEORY IN LIFE, BUSINESS AND BEYOND *(3 credits)*

Games People Play presents the fundamentals of game theory and applies the principles of this field of study to daily life. Game theory is defined as the scientific study of strategic, interactive decision making among rational individuals. Understanding game theory can help people make better decisions in their own lives and better understand the behavior and decisions of others. This course shows game theory at work in daily life, business and world affairs. Along the way, students are introduced to some of game theory's greatest minds, including John von Neumann, John Nash and Kenneth Arrow.

SOS-370: CHALLENGES IN U.S. AND GLOBAL PUBLIC HEALTH *(3 credits)*

This course introduces students to domestic and international health policy. The course explores public and private forums in which health policy is formulated and within which the politics of healthcare operate. It examines a range of contemporary issues in U.S. healthcare and the legislative and political mechanisms that shape those issues and focuses on how health issues relate to globalization, immigration and migration and how health policy and foreign policy decisions in the developed world influence health policy and healthcare delivery in the developing world.

SOS-425: DELIBERATIVE DEMOCRACY AND SOCIAL ACTION *(6 credits)*

Deliberative Democracy and Social Action offers students a comprehensive inquiry into the process of deliberative democracy and the practice of civic action. It provides a critical overview of the theoretical basis for democracy as well as a historical-evolutionary perspective on the topic. Students gain insight into how democratic theories withstand contemporary institutional challenges as they apply governance theory to current events and seek viable solutions. Students also investigate how deliberative democracy and civic action work at the local, state, national and international levels, examining the challenges that emanate from a rapidly globalizing international environment. Deliberative Democracy and Social Action also encourages students to apply their knowledge in order to become more responsible citizens of their nation and their world.

SOS-440: TERRORISM *(3 credits)*

This course covers the phenomenon of terrorism as explored along thematic and chronological lines that focus mainly on the American experience and perspective. The course delves into the evolution of terrorism, its impact on U.S. domestic and foreign policies, some pertinent international dimensions and the prospects for nonconventional terrorism in the future.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SOS-450: ETHICS IN THE SOCIAL SCIENCES *(3 credits)*

Ethics in the Social Sciences begins with an introduction to moral theory, then surveys research regulation and research ethics, uses of authorship, plagiarism, peer review, data ownership and stewardship. Also examined is human subjects research and informed consent; research using live animals; and the clinician-patient relationship. Case studies are derived from anthropology, sociology and psychology.

SOS-492: RESEARCH METHODS IN SOCIAL SCIENCES *(3 credits)*

An introduction to the research methods used in the social sciences. The course provides examples of research studies that employ a variety of research techniques, and it fosters an understanding of the knowledge these studies have produced.

Advisory: This is an upper-level course. Students should have knowledge equivalent to an introductory course in social sciences.

SPA-101: ELEMENTARY SPANISH I *(3 credits)*

Elementary Spanish I is designed for students with little or no knowledge of the Spanish language. It focuses on the development of the four basic language skills: listening, speaking, reading and writing. In addition, students course will develop an appreciation of the Hispanic culture throughout this course through readings, forum discussions and a group cultural project.

Advisory: This course is not recommended for students who have previously taken a Spanish language course.

SPA-102: ELEMENTARY SPANISH II *(3 credits)*

Elementary Spanish II is designed for students who have completed SPA-101 or its equivalent. Throughout this course, students will continue developing competence in the four basic communication skills: writing, reading, speaking and listening. They will also gain knowledge of various aspects of Spanish and Latin American cultures and will participate in authentic interactions with native Spanish speakers in the U.S. and abroad to explore cultural topics. Students will make comparisons across languages and cultures and will recognize the ways in which Spanish extends beyond the classroom and into the global community. The goal of this course is to prepare students for "real-life" communication in Spanish. Please note that this goal does not imply that students are expected to speak like a native, nor should they expect to speak fluent Spanish after this semester of study.

SPA-103: ELEMENTARY SPANISH III *(3 credits)*

Elementary Spanish III is designed for students who have completed SPA-101 and SPA-102 or its equivalent. Throughout this course, students will continue developing competence in the four basic communication skills: writing, reading, speaking, and listening. They will also gain knowledge of various aspects of Spanish and Latin American cultures and will participate in authentic interactions with native Spanish speakers in the U.S. and abroad to explore cultural topics. Students will make comparisons across languages and cultures and will recognize the ways in which Spanish extends beyond the classroom and into the global community. The goal of this course is to prepare students for "real-life" communication in Spanish. Please note that this goal does not imply that students are expected to speak like a native, nor should they expect to speak fluent Spanish after this semester of study.

STA-201: PRINCIPLES OF STATISTICS *(3 credits)*

An introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations.

Advisory: It is advisable to have knowledge in a course equivalent to MAT-121 College Algebra with a grade of C or better to succeed in this course. Students are responsible for making sure that they have the necessary knowledge.

TES-100: CORNERSTONE: LIFELONG LEARNING STRATEGIES *(1 credit)*

Cornerstone: Lifelong Learning Strategies is a 1-credit, self-directed course focusing on the learning process, University policies and academic strategies needed to guide the student along the path of obtaining a degree from Thomas Edison State University. This self-directed course provides a core foundation of the institution's procedures and resources to help the student navigate not only the online learning environment, but the process toward earning a degree. This course imparts practical tips and strategies for lifelong learning, helping students succeed regardless of where they are in their educational journey.

UNDERGRADUATE COURSE DELIVERY OPTIONS

www.tesu.edu/academics/catalog/Undergraduate-Course-Delivery-Options

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
ACC-101	Principles of Financial Accounting	x	x	x	x
ACC-102	Principles of Managerial Accounting	x	x	x	x
ACC-201	Intermediate Accounting I		x		
ACC-202	Intermediate Accounting II		x		
ACC-303	Cost Accounting		x		
ACC-401	Advanced Accounting I		x		
ACC-402	Advanced Accounting II		x		
ACC-411	Auditing		x		
ACC-415	Advanced Audit		x		
ACC-421	Federal Income Taxation		x	x	
ANT-101	Introduction to Anthropology		x		
AOJ-101	Introduction to Law Enforcement		x		
AOJ-102	Introduction to Criminal Justice		x		
AOJ-111	Introduction to Corrections		x		
AOJ-280	Forensic Science		x		
AOJ-303	White-Collar Crime		x		
AOJ-358	Courts and Criminal Procedures		x		
AOJ-381	Victimology and Criminal Behavior		x		
AOJ-484	Public Policy, Crime and Criminal Justice		x		
APS-100	Medical Terminology		x	x	
APS-289	Radiation Safety Officer			x	
APS-295	Associate Capstone		x		
APS-302	Customer Service a Practical Approach		x		
APS-400	Occupational Health and Safety		x		
APS-401	Current Trends and Applications		x		
APS-402	Applied Quality Management		x		
ART-100	A World of Art		x		
ART-166	History of Western Art I	x	x		
ART-167	History of Western Art II	x	x		
AST-101	Introductory Astronomy	x	x		
AVF-303	Aviation Safety		x		
AVF-472	Airport Management I		x		
AVF-474	Airport Management II		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
AVT-301	Airline Management		x		
AVT-305	Airline Marketing and Customer Service		x		
AVT-306	Crew Resource Management		x		
BIO-101	Introductory Biology		x		
BIO-208	The Science of Nutrition	x	x	x	x
BIO-211	Anatomy and Physiology I with Lab		x		
BIO-212	Anatomy and Physiology II with Lab		x		
BIO-251	Introduction to Microbiology with Lab		x		
BIO-310	Man's Best Friend: The Biology and Behavior of Dogs		x		
BPS-495	Bachelor of Science in Professional Studies Capstone		x		
BUS-101	Introduction to Business	x	x	x	
BUS-161	Business Mathematics	x	x		
BUS-210	Quantitative Methods for Decision Makers		x		
BUS-311	Business in Society			x	
BUS-421	Business Administration Capstone	x	x		
CHE-101	Survey of Chemistry		x		
CHE-111	General Chemistry I		x		
CHE-112	General Chemistry II		x		
CHE-121	General Chemistry I with Lab		x		
CHE-122	General Chemistry II with Lab		x		
CHE-128	General Chemistry I Lab		x		
CHE-129	General Chemistry II Lab		x		
CIS-107	Computer Concepts and Applications	x	x	x	
CIS-301	Management Information Systems		x		
CIS-311	Database Management		x		
CIS-320	System Analysis and Design I		x		
CIS-351	Software Engineering		x		
CMP-202	Foundation of Information Technology		x		
CMP-354	Network Technology		x	x	
COM-100	Communication Theory		x		
COM-120	Introduction to Mass Communications I	x	x		
COM-121	Introduction to Mass Communications II	x	x		
COM-209	Public Speaking		x		
COM-210	Public Relations Thought and Practice			x	
COM-265	Communication in the Digital Age		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
COM-330	Interpersonal Communication		x		
COM-335	Intercultural Communication		x		
COM-339	The Story of Human Language		x		
COS-101	Introduction to Computers	x	x		
COS-111	Introduction To Programming		x		
COS-116	C Programming	x	x		
COS-205	Python Programming		x		
COS-206	R Programming		x		
COS-213	C++ Programming	x	x		
COS-231	Assembly Language	x	x		
COS-240	Operating Systems	x	x		
COS-241	Data Structures	x	x		
COS-330	Computer Architecture	x	x		
COS-451	Artificial Intelligence		x		
CTR-211	Electronic Instrumentation and Control		x		
CTR-212	Programmable Logic Controllers		x		
CYB-120	Introduction to Cybersecurity		x		
CYB-220	Defensive Security		x		
CYB-221	Firewalls and Perimeter Security		x		
CYB-320	Ethical Hacking		x		
CYB-321	Digital Forensics Techniques and Practices		x		
CYB-420	Critical Infrastructure Security		x		
CYB-422	Cybersecurity Policies, Programs and Compliance		x		
CYB-440	Mobile Forensics		x		
CYB-441	Networks Forensics		x		
CYB-450	Cloud Computing		x		
CYB-451	Cloud Security and Privacy		x		
CYB-495	Cybersecurity Capstone		x		
DSI-200	Analyze This! Interpretive Data Analysis		x		
EAS-101	General Earth Science		x		
EAS-131	Introductory Meteorology		x		
EAS-201	The Science of Disasters		x		
ECO-111	Macroeconomics	x	x		
ECO-112	Microeconomics	x	x	x	
ECO-490	International Economics	x	x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
EDM-300	Concepts of Emergency Management		x		
EGM-211	Statics		x		
EGM-321	Thermodynamics		x		
EGM-323	Heat Transfer		x		
EGM-331	Fluid Mechanics		x		
ELC-201	Electronic Communication Systems		x		
ELD-302	Digital Electronics		x		
ELD-311	Microprocessors		x		
ELD-400	Advanced Microprocessors		x		
ELE-211	DC Circuits		x		
ELE-212	AC Circuits		x		
ELT-306	Solid State Devices and Circuits		x		
ELT-307	Linear and Integrated Circuits		x		
ELT-308	Industrial Electronics		x		
ELT-490	Electronic Assessment/Career Planning		x		
ELT-495	Electronics Engineering Tech Capstone		x		
ENC-101	English Composition I	x	x	x	
ENC-102	English Composition II	x	x	x	
ENG-201	Technical Writing	x	x	x	
ENG-202	Technical Communication		x	x	
ENG-205	History of the English Language		x		
ENG-298	Jane Austen: Pride and Prejudice		x		
ENG-393	One Writer's Vision: Jane Austen		x		
ENS-314	Global Environmental Change	x	x		
ENS-360	Environmental Sustainability and Social Justice		x		
ETH-210	Environmental Ethics			x	
ETH-230	Ethics in a Digital Age		x		
EUT-302	Gas Combustion		x		
EUT-309	Gas Distribution		x		
EUT-401	Regulatory Policy and Procedures		x		
EUT-402	Applied Economic Analysis		x		
FDR-440	Fundraising for Nonprofits		x		
FIL-110	American Cinema	x	x		
FIN-301	Principles of Finance	x	x		
FIN-314	Small Business Finance		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
FIN-321	Security Analysis and Portfolio Management		x	x	
FIN-331	Financial Institutions and Markets		x	x	
FIN-334	International Finance		x		
FIN-382	Risk Management		x		
FIT-190	First Aid, CPR, Safety		x		
FIT-211	Kinesiology		x		
FIT-230	Individual Assessment of Fitness and Wellness		x		
FIT-250	Principles and Programs of Fitness and Wellness		x		
FIT-280	Exercise and Nutrition for Special Populations		x		
GEO-151	Physical Geology	x	x		
GER-312	Biological Aspects of Aging		x		
GLB-301	Global Issues and Society		x		
GOG-230	World Geography		x		
HCM-307	Principles of Healthcare Management		x		
HCM-308	Healthcare Legal and Ethical Considerations		x		
HEA-305	Women's Health		x		
HEA-306	Men's Health		x		
HIS-101	Western Civilization I	x	x		
HIS-102	Western Civilization II	x	x		
HIS-113	American History I	x	x		
HIS-114	American History II	x	x		
HIS-126	World History From 1600-Present			x	
HIS-210	American Civil Rights Movement	x	x		
HIS-235	American Civil War	x	x		
HIS-261	Introduction to Chinese History and Culture	x	x		
HIS-301	African History and Culture	x	x		
HIS-306	African American History		x		
HIS-310	The Middle East		x		
HIS-356	War and American Society	x	x		
HIS-379	Historical Methods		x		
HIS-425	Dialogues on the Experience of War: War and Reintegration		x		
HLS-355	Critical Thinking for Homeland Security		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
HLS-398	Integrating Public Safety and Homeland Security		x		
HLS-410	Counterterrorism: Constitutional and Legislative Issues		x		
HLS-420	Preparedness: Prevention and Deterrence		x		
HLS-429	Protecting the Homeland: Response and Recovery		x		
HLS-498	Homeland Security Capstone		x		
HPS-200	Statistics for the Health Professions		x		
HUM-101	Introduction to the Humanities I: Philosophical Thought		x		
HUM-102	Introduction to the Humanities II: Drama, Poetry and Narrative		x		
HUM-103	Introduction to the Humanities III: Music		x		
HUM-104	Introduction to the Humanities IV: Fine Arts and Architecture		x		
HUS-101	Introduction to Human Services		x		
HUS-295	Associate-Level Human Services Capstone		x		
HUS-495	Bachelor-Level Human Services Capstone		x		
ITS-130	Database Fundamentals		x		
ITS-140	Introduction to Networking		x		
ITS-150	Computer Programming I		x		
ITS-160	Fundamentals of Operating Systems		x		
ITS-231	Database Programming		x		
ITS-240	Routing and Switching		x		
ITS-261	Linux		x		
ITS-363	Windows Desktop and Server Configuration		x		
JOU-110	Introduction to News Reporting			x	
JOU-352	News Writing	x	x		
LAW-201	Business Law		x		
LDR-305	Foundations of Leadership		x		
LDR-324	Leaders in History		x		
LDR-345	Leading Organizational Change		x		
LDR-419	Nonprofit Leadership		x		
LDR-422	Leadership in a Global Environment		x		
LDR-435	Leadership Practicum		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
LIB-312	From Hansel and Gretel to the Hunger Games: An Evolution of Children's and Young Adult Literature		x		
LIB-320	The Music Of War and Peace		x		
LIB-342	Online Obsession: Determining and Dealing with Digital Dependency		x		
LIB-360	The Ethics of War and Peace		x		
LIB-495	Liberal Arts Capstone	x	x		
LIT-202	Literary Roots of Western Culture		x		
LIT-205	American Literature I		x		
LIT-206	American Literature II		x		
LIT-221	Introduction to Children's Literature	x	x		
LIT-291	Analysis and Interpretation of Literature		x		
LIT-301	Advanced American Literature I		x		
LIT-302	Advanced American Literature II		x		
LIT-331	African Encounters		x		
LIT-460	Non-Western Literature		x		
MAN-210	Principles of Management		x		x
MAN-230	Introduction to Entrepreneurship		x	x	
MAN-311	Organizational Behavior		x		x
MAN-331	Human Resources Management	x	x		x
MAN-372	International Management	x	x		
MAN-373	Managerial Communications	x	x	x	
MAN-376	Leadership Communication		x		
MAN-415	Change Management		x		
MAN-425	Advanced Organizational Management		x		
MAN-432	Small Business Management		x		
MAN-435	Project Management		x		
MAR-201	Introduction to Marketing	x	x	x	x
MAR-306	Creating and Implementing the Electronic Enterprise		x		
MAR-310	Principles of Sales		x		
MAR-321	Marketing Communications			x	
MAR-322	Sales Management			x	
MAR-335	New Product Development and Marketing		x		
MAR-411	Marketing Research		x		
MAR-441	Marketing with Digital and Social Media		x	x	
MAR-479	Applied Marketing Practices		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
MAT-105	Applied Liberal Arts Mathematics		x	x	
MAT-115	Intermediate Algebra		x		
MAT-119	Quantitative Business Analysis		x		
MAT-121	College Algebra	x	x	x	
MAT-129	Precalculus	x	x		
MAT-231	Calculus I	x	x		
MAT-232	Calculus II	x	x		
MAT-270	Discrete Mathematics	x	x		
MAT-301	History of Mathematics		x		
MAT-321	Linear Algebra		x		
MAT-331	Calculus III		x		
MAT-332	Calculus IV		x		
MAT-351	Mathematical Modeling		x		
MAT-361	College Geometry		x		
MAT-401	Mathematical Logic		x		
MUS-220	Music History I		x		
MUS-221	Music History II		x	x	
NEG-401	Negotiations and Conflict Management			x	
NUC-238	Radiation Analysis Lab		x		
NUC-303	Nuclear Physics for Technology		x		
NUC-331	Primary Reactor Systems		x		
NUC-342	Radiological, Reactor and Environmental Safety		x		
NUC-351	Nuclear Instrumentation and Control		x		
NUC-365	Reactor Fundamentals		x		
NUC-380	Nuclear Rules and Regulations		x		
NUC-402	Nuclear Materials		x		
NUC-412	Radiation Biophysics		x		
NUC-413	Radiation Interactions		x		
NUC-490	Nuclear Technology Assessment/ Career Planning		x		
NUC-495	Nuclear Energy Engineering Technology Capstone		x		
NUR-320	Introduction to Professional Nursing		onground		
NUR-328	Health Assessment and Health Promotion		onground		
NUR-342	Advancing Nursing Practice		x		
NUR-400	Nursing Care Across the Lifespan		onground		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
NUR-410	Nursing Care of Vulnerable Populations		onground		
NUR-418	Research in Nursing		x		
NUR-420	Integrating Advanced Nursing Concepts		onground		
NUR-428	Leadership and Management in Nursing		x		
NUR-443	Public Health Nursing		x		
NUR-445	Validating Nursing Competence		x		
NUR-516	Advanced Health Assessment		x		
NUR-529	Health Policy		x		
NUR-531	Nursing Informatics: Concepts and Issues		x		
NUR-582	Financial Management in Nursing Practice		x		
OPM-301	Operations Management		x	x	
OPM-411	Total Quality Management		x		
OPM-415	Logistics		x		
OPM-420	Supply Chain Management		x		
PHI-130	Introduction to Critical Reasoning		x	x	
PHI-286	Contemporary Ethics		x		
PHI-370	Philosophy of Religion		x		
PHI-383	Ethical Issues in Criminal Justice		x		
PHI-384	Ethics and the Business Professional	x	x		
PHI-475	Biomedical Ethics		x		
PHO-101	Introduction to Photography		x		
PHY-111	Physics I		x		
PHY-112	Physics II		x		
PHY-115	Physics I with Lab	x	x		
PHY-116	Physics II with Lab	x	x		
PHY-128	Physics I Lab		x		
PHY-129	Physics II Lab		x		
PLA-100	Introduction to Prior Learning Assessment		x		
PLA-200	Introduction to Portfolio Development		x		
POS-101	Introduction to Political Science			x	
POS-110	American Government		x		
POS-282	Introduction to Comparative Politics			x	
POS-310	Constitutional Issues	x	x		
POS-315	International Relations I		x		
POS-420	Conflict in International Relations		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
PSG-101	Theoretical Fundamentals of Polysomnography		x		
PSG-102	Instrumentation Theory		x		
PSG-103	Polysomnography Scoring		x		
PSG-104	Sleep Disorders		x		
PSG-105	Theoretical Interventions and Clinical Patient Management		x		
PSG-200	Clinical Fundamentals of Polysomnography		x		
PSG-295	Polysomnography Capstone		x		
PSY-101	Introduction to Psychology	x	x		x
PSY-211	Developmental Psychology	x	x		x
PSY-270	Psychology of Women			x	
PSY-300	Thanatology: An Understanding of Death and Dying	x	x		x
PSY-317	Worlds of Childhood	x	x		
PSY-322	Research in Experimental Psychology	x	x		x
PSY-331	Introduction to Counseling	x	x		x
PSY-350	Abnormal Psychology	x	x	x	x
PSY-352	Psychology of Personality		x		
PSY-360	Organizational Theory	x	x		
PSY-363	Industrial Psychology				x
PSY-370	Social Psychology I				x
PSY-374	Physiological Psychology		x		
PSY-379	Social Psychology	x	x		
PSY-400	History and Systems of Psychology		x		
REL-275	Introduction to Islam		x		
REL-405	World Religions	x	x		
REL-406	Eastern Religions	x	x		
REL-407	Western Religions	x	x		
RPT-260	Radiation Detection and Instrumentation		x		
RPT-270	Introduction to Nuclear Engineering Technology and Radiation Health Physics		x		
RPT-271	Radiation Biology		x		
RPT-272	Radiation Ecology		x		
RPT-275	Introduction to Radiation Generating Devices		x		

COURSE ID	COURSE TITLE	GUIDED STUDY COURSE	ONLINE COURSE	TECEP EXAM	E-PACK COURSE
RPT-280	Radioactive Shipping, Packaging and Transporting		x		
RPT-490	Radiation Protection/Health Physics Assessment/Career Planning		x		
RPT-495	Radiation Protection/Health Physics Capstone		x		
SOC-101	Introduction to Sociology	x	x	x	x
SOC-210	Marriage and the Family	x	x	x	x
SOC-242	Juvenile Delinquency		x		
SOC-291	Criminology		x		
SOC-315	Social Gerontology	x	x		x
SOC-322	Cultural Diversity in the United States	x	x		
SOC-361	Complex Organizations	x	x		
SOC-362	Sociology of Work		x		
SOC-376	Women and Social Action		x		
SOC-384	Gangs		x		
SOC-387	Modern Sociological Foundations		x		
SOC-417	Contemporary Sociological Theory		x		
SOS-110	Living in the Information Age		x		
SOS-150	Self Assessment and Career Exploration		x		
SOS-304	Drugs and Society		x		
SOS-320	The Management of Stress and Tension		x		
SOS-360	Games People Play: Game Theory in Life, Business and Beyond		x		
SOS-370	Challenges in U.S. and Global Public Health		x		
SOS-425	Deliberative Democracy and Social Action		x		
SOS-440	Terrorism				
SOS-450	Ethics in the Social Sciences		x		
SOS-492	Research Methods in Social Sciences		x		
SPA-101	Elementary Spanish I		x		
SPA-102	Elementary Spanish II		x		
SPA-103	Elementary Spanish III		x		
STA-201	Principles of Statistics	x	x	x	x
TES-100	Cornerstone: Lifelong Learning Strategies		x		

ACCELERATED 2ND DEGREE BSN PROGRAM

www.tesu.edu/academics/courses/Nursing-Courses

PROGRAM DESCRIPTION

The Accelerated 2nd Degree BSN Program (Accelerated Program) is a full-time 12-month Bachelor of Science in Nursing (BSN) degree program that educates prelicensure students who already have earned a bachelor's degree in another area of study, to enter the profession of nursing as beginning practitioners. Candidates are required to have previously earned all general education requirements prior to being accepted into the program. The 120-credit Accelerated Program includes 60 credits of professional nursing completed both online and on-campus at Thomas Edison State University. A criminal background check, drug screen, health and immunization verification, malpractice and health insurance, and CPR certification are required upon acceptance.

Graduates of the Accelerated Program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in all states in the United States. Satisfactory performance on the NCLEX-RN as prescribed by the respective state results in the graduate being known as a registered nurse (RN). Success on the NCLEX-RN in any state entitles the RN to apply for licensure in every other state.

The policies stated here apply only to students enrolling in the Accelerated Program with degree requirements effective July 1, 2018. Due to the distinct nature of the program, many policies that apply to other W. Cary Edwards School of Nursing students do not apply to students in this program. Please check the Accelerated 2nd Degree BSN Program website or with the BSN advisor with any questions.

Graduates of this program will receive 9 graduate nursing credits included in the BSN degree requirements. Students will be eligible to apply to the MSN program only after they have earned the BSN degree and have successfully passed the NCLEX-RN. The 9 credits (grade of B or better) will be accepted as transfer credit upon admission to the MSN program.

ADMISSION TO THE PROGRAM

Applicants to the Accelerated 2nd Degree BSN Program must have the following:

- A bachelor's degree (non-nursing) from a regionally accredited college or university completed prior to acceptance.
- An earned cumulative GPA of 3.0 or better in the previous degree.
- All science prerequisites completed within five years prior to the date of acceptance.
- A grade of B or better in all science and statistics prerequisite courses.
- A grade of B or better in any prior nursing courses.
- Completion of general education and nursing prerequisites prior to acceptance.
- The ability to meet all the Essential Requirements of the clinical program.
- A current resume.
- A personal statement that includes why the student wants to be a nurse and why the student should be accepted into the program.
- Two signed letters of recommendation on letterhead (academic and professional).
- An in-person interview, scheduled by invitation.
- For students of foreign universities, all transcripts must be evaluated by an approved agency. The complete agency list can be found on the Accelerated Program website at *www.tesu.edu/2degreeBSN*. An official course-by-course evaluation must be submitted with the application.
- Written and Oral Test of English as a Foreign Language (TOEFL) if native language is not English. A minimum score of 600 (paper-based test), 250 (computer-based test) or 100 (internet-based test) is required. Scores should be sent directly from ETS (Educational Testing Service). Photocopied and faxed documents may not be used.
- The W. Cary Edwards School of Nursing has the discretion to require a nursing applicant to take the TOEFL, regardless of native language, if there is concern about the applicant's ability to communicate in English.
- Have proficiency in using a computer, browsing the web and sending and receiving email including attachments.

PROGRAM REQUIREMENTS

The Accelerated 2nd Degree BSN Program requires a minimum of 120 credits:

- 60 credits in general education and nursing prerequisites earned prior to acceptance.
- 60 credits in W. Cary Edwards School of Nursing credits.
- The 60-credit nursing requirement includes 35 credits of campus-based courses including clinical experiences and 25 credits of online nursing courses. All nursing courses will be completed through the W. Cary Edwards School of Nursing. These courses will be taken as a full-time student and cannot be taken out of sequence. Because of the rigorous and accelerated nature of the program, outside employment is strongly discouraged.

Accelerated 2nd Degree BSN Program Nursing Prerequisite Requirements

		Credits
Introduction to Psychology		3
Developmental Psychology/Lifespan		3
Anatomy and Physiology I with Lab*		4
Anatomy and Physiology II with Lab*		4
Microbiology with Lab*		4
Chemistry*		3
Nutrition*		3
Ethics		3
Introduction to Sociology		3
Statistics*		3
CAMPUS-BASED COURSES		**35**
NUR-320	Introduction to Professional Nursing	7
NUR-328	Health Assessment and Health Promotion	3
NUR-400	Nursing Care Across the Lifespan	8
NUR-410	Nursing Care of Vulnerable Populations	8
NUR-420	Integrating Advanced Nursing Concepts	9
ONLINE COURSES		**25**
NUR-342	Advancing Nursing Practice	3
NUR-418	Nursing Research	3
NUR-428	Leadership and Management in Nursing	3
NUR-443	Public Health Nursing	4
NUR-445	Validating Nursing Competence	3
NUR-529	Health Policy**	3
NUR-531	Nursing Informatics: Concepts and Issues**	3
NUR-582	Financial Management in Nursing Practice**	3
TOTAL		**60**

**Grade of B or better is required, taken within five years of acceptance.*

***Three graduate courses, NUR-529: Health Policy; NUR-531: Nursing Informatics Concepts and Issues; and NUR-582: Financial Management in Nursing Practice will be completed by all BSN degree students as part of the professional nursing requirements. These 9 graduate credits may apply to the MSN degree requirements at Thomas Edison State University upon acceptance to that degree program. A grade of B or better is required in these courses for transfer. Accelerated 2nd Degree BSN Program students may apply to the MSN program after successful completion of the BSN program and passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN).*

EXAM PROGRAMS

www.tesu.edu/academics/catalog/Exam-Programs

Thomas Edison State University offers students the opportunity to earn credit for their prior college-level knowledge via hundreds of examinations.

All of the examinations reflect content areas that are commonly covered in courses that are taught in college classrooms. When students earn credit for 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 University offers its own credit-by-exam program called TECEP®.

The University also accepts credit from other credit-by-exam programs. Please see the list below.

Under appropriate circumstances, credit will also be recognized for examinations in programs no longer offered, such as the United States Armed Forces Institute (USAFI). In addition, the University serves as a testing center for students who are enrolled in independent study courses from other institutions.

Credit-by-exam options for Thomas Edison State University students:

- TECEP® - Thomas Edison Credit-by-Examination Program
- College-Level Examination Program (CLEP®)
- DSST® Program (formerly DANTES)
- New York University Foreign Language Proficiency Testing Program
- College Board Advanced Placement Program (AP)
- Defense Language Institute (DLI) Defense Language Proficiency Tests
- Foreign Service Institute (FSI)

COLLEGE BOARD ADVANCED PLACEMENT PROGRAM (AP)

www.tesu.edu/academics/catalog/AP-Tests

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 University will grant up to 6 credits per exam for AP examinations for which a score of 3 or better has been awarded. Students should request that official score reports for these examinations be sent to the Office of the Registrar by contacting the AP Program at:

Advanced Placement Program (AP)
P.O. Box 6671
Princeton, NJ 08541-6671
(609) 771-7300

ABOUT TECEP® EXAMS

www.tesu.edu/academics/catalog/TECEP-Exams

Note: This option is not approved for Financial Aid or Veterans' Benefits.

The Thomas Edison Credit-by-Examination Program (TECEP®) offers students the opportunity to earn college credit by taking exams rather than courses. TECEP® is a credit-by-exam program specifically designed to allow students to demonstrate the college-level knowledge they have gained through job experience, personal interests and activities, or independent study.

OVERVIEW

Each TECEP® exam is developed by subject matter specialists who teach college courses in the exam's subject area. Most contain multiple-choice questions; some include short-answer questions and essays and a few feature other methods of assessment. Along with each exam, the test developers create a test description, available on the University website, containing information to help students prepare for their TECEP®. All exams except one are worth 3 credits.

TECEP® exams are available to anyone who is interested, whether or not they are enrolled at Thomas Edison State University. Enrolled students can earn credit by passing any TECEP® exam, but should check to ensure that the exam will fulfill their degree requirements. Students who are enrolled elsewhere should check with their own institutions.

Flexibility is the major advantage of earning credit through testing. The University recognizes that students who choose this method begin with different levels of knowledge of the test subject and take different amounts of time to prepare. Therefore, students can study at their own pace and register for the exam when they are ready. Another significant advantage of testing is its inexpensive cost.

For comprehensive information about TECEP® exams and their test descriptions and testing policies, see the TECEP® section of the University website at *www.tesu.edu/TECEP*.

STUDENT PROFILE

TECEP® exams are recommended for highly independent learners who are comfortable studying in a nonstructured environment.

LISTING OF TECEP® EXAMS

English Composition
- English Composition I (ENC-101-TE)
- English Composition II (ENC-102-TE)

Humanities
- Public Relations Thought and Practice (COM-210-TE)
- Technical Writing (ENG-201-TE)
- Technical Communication (ENG-202-TE)
  (Only available through online testing)
- Environmental Ethics (ETH-210-TE)
- Introduction to News Reporting (JOU-110-TE)
- Music History II (MUS-221-TE)
  (Only available through online testing)
- Introduction to Critical Reasoning (PHI-130-TE)

Social Sciences
- Microeconomics (ECO-112-TE)
- World History from 1600 to Present (HIS-126-TE)
- Introduction to Political Science (POS-101-TE)
- Introduction to Comparative Politics (POS-282-TE)
- Psychology of Women (PSY-270-TE)
- Abnormal Psychology (PSY-350-TE)
- Introduction to Sociology (SOC-101-TE)
- Marriage and the Family (SOC-210-TE)

Natural Sciences/Mathematics
- The Science of Nutrition (BIO-208-TE)
- Applied Liberal Arts Mathematics (MAT-105-TE)
- College Algebra (MAT-121-TE)
- Principles of Statistics (STA-201-TE)

Business and Management
- Principles of Financial Accounting (ACC-101-TE)
- Principles of Managerial Accounting (ACC-102-TE)
- Federal Income Taxation (ACC-421-TE)
- Introduction to Business (BUS-101-TE)
- Business in Society (BUS-311-TE)
- Computer Concepts and Applications (CIS-107-TE)
- Security Analysis and Portfolio Management (FIN-321-TE)
- Financial Institutions and Markets (FIN-331-TE)
- Introduction to Entrepreneurship (MAN-230-TE)
- Managerial Communications (MAN-373-TE)
- Introduction to Marketing (MAR-201-TE)
- Marketing Communications (MAR-321-TE)
- Sales Management (MAR-322-TE)
- Negotiations and Conflict Management (NEG-401-TE)
- Operations Management (OPM-301-TE)

Computer Science Technology
- Network Technology (CMP-354-TE)

Applied Science and Technology
- Medical Terminology (APS-100-TE)
- Radiation Safety Officer (APS-289-TE)

CLEP - COLLEGE-LEVEL EXAMINATION PROGRAM

www.tesu.edu/academics/catalog/CLEP-College-Level-Exam-Program

Thomas Edison State University awards credit for CLEP examinations, which have been reviewed and recommended for college credit by the American Council on Education (ACE) for specific date ranges.

Prior to registering for an examination, students are urged to refer to the current CLEP website to confirm that the examination they are interested in taking is still active and the number of credits being recommended for successful completion: *www.collegeboard.com/clep.*

Students can find a CLEP test center along with more detailed information on the examinations and study materials at:

CLEP
P.O. Box 6600
Princeton, NJ 08541-6600
(800) 257-9558
www.collegeboard.com/clep

Students who wish to have their score reports sent to Thomas Edison State University should provide the official college code, 2748, at the time of testing.

NOTE: The five general examinations test what is usually taught in the first year of college and sometimes duplicate other credit students have earned. Refer to the academic policy on duplication of credit for additional explanation. The minimum score required to earn credit is equivalent to a letter grade of C, and scores resulting in credit recommendations will be posted on a TESU transcript as credit with no letter grade.

CLEP EXAM TITLE	TESU EQUIVALENCY		CREDITS
INTELLECTUAL AND PRACTICAL SKILLS			
English Composition			
College Composition (essay required)	ENC-101 ENC-102	English Composition I English Composition II	6
College Composition modular	ENC-101	English Composition I	3
Quantitative Literacy			
College Mathematics	MAT-102 MAT-103	General Math I General Math II	6
College Algebra	MAT-121	College Algebra	3
PreCalculus	MAT-129	PreCalculus	3
Calculus	MAT-231	Calculus I	4
Information Literacy			
Analyzing and Interpreting Literature *	LIT-291 LIT-292	Analysis and Interpretation of Literature AND Analysis and Interpretation of Literature II	6
CIVIC AND GLOBAL LEADERSHIP			
Diversity Intercultural Literacy			
Introductory Sociology	SOC-101	Introduction to Sociology	3
Civic Engagement			
American Government	POS-110	American Government	3
KNOWLEDGE OF HUMAN CULTURES			
Humanities			
American Literature *	LIT-205 LIT-206	American Literature I AND American Literature II	6
Analyzing and Interpreting Literature *	LIT-291 LIT-292	Analysis and Interpretation of Literature AND Analysis and Interpretation of Literature II	6
English Literature *	LIT-208 LIT-209	English Literature AND English Literature II	6
French Language	FRE-101 FRE-102 FRE-201	Beginning French I Beginning French II Intermediate French	6/9
German Language	GRM-101 GRM-102 GRM-201	Beginning German I Beginning German II Intermediate German	6/9
Humanities*	HUM-102 HUM-103	Introduction to Humanities II: Drama, Poetry and Narrative AND Introduction to Humanities III : Music	6
Spanish Language	SPA-101 SPA-102 SPA-201	Beginning Spanish I Beginning Spanish II Intermediate Spanish	6/9

** CLEP subject examination update. Thomas Edison State University has conducted an academic program review on this exam. Credit awarded for this exam will be considered TESU assessment credit, not TESU-CLEP credit, and will show on the official transcript under TESU assessment credit.*

CLEP EXAM TITLE	TESU EQUIVALENCY		CREDITS
Social Sciences			
American Government	POS-110	American Government	3
History of the United States I: Early Colonization to 1877	HIS-113	American History I	3
History of the United States II: 1865 to Present	HIS-114	American History II	3
Human Growth and Development	PSY-211	Developmental Psychology	3
Introduction to Educational Psychology	PSY-230	Introduction to Educational Psychology	3
Introductory of Psychology	PSY-101	Introduction to Psychology	3
Introductory Sociology	SOC-101	Introduction to Sociology	3
Principles of Macroeconomics	ECO-111	Macroeconomics	3
Principles of Microeconomics	ECO-112	Microeconomics	3
Social Sciences and History	SOS-101 SOS-102	Social Sciences and History I Social Sciences and History II	6
Western Civilization I: Ancient Near East to 1648	HIS-101	Western Civilization I	3
Western Civilization II: 1648 to Present	HIS-102	Western Civilization II	3
UNDERSTANDING THE PHYSICAL AND NATURAL WORLD			
Biology	BIO-111 BIO-112	General Biology I General Biology II	6
Chemistry	CHE-111 CHE-112	General Chemistry I General Chemistry II	6
Natural Sciences	NAS-101 NAS-102	Natural Sciences I Natural Sciences II	6
BUSINESS ADMINISTRATION			
Financial Accounting	ACC-101	Principles of Financial Accounting	3
Information Systems	COS-101	Introduction to Computers	3
Introductory Business Law	LAW-201	Business Law	3
Principles of Management	MAN-210	Principles of Management	3
Principles of Marketing	MAR-201	Principles of Marketing	3

DSST EXAMS

www.tesu.edu/academics/catalog/DSST

Please note that Thomas Edison State University awards credit for DSST examinations that have been reviewed and recommended for credit by the American Council on Education (ACE) for specific exhibit dates. Prior to registering for an examination, students are urged to refer to the current DSST website to confirm that the examination they are interested in taking is still active and it is worth the appropriate number of credits being recommended for successful completion: *www.getcollegecredit.com*.

Students who want more detailed information on the DSST program and study materials may contact:

Prometric
DSST Program
2000 Lenox Drive, 3rd floor
Lawrenceville, NJ 08648
Toll free (877) 471-9860
www.getcollegecredit.com

Students who wish to have their score reports sent to Thomas Edison State University should provide the official college code, 9001, at the time of testing.

NOTE: The minimum score required to earn credit is equivalent to a letter grade of C, and scores resulting in credit recommendations will be posted on a TESU transcript as credit with no letter grade.

DSST EXAM TITLE	TESU EQUIVALENCY		CREDITS
INTELLECTUAL AND PRACTICAL SKILLS			
English Composition			
Principles of Advanced English Composition	ENC-102	English Composition II	3
Oral Communication			
Principles of Public Speaking	COM-209	Public Speaking	3
Quantitative Literacy			
Math for Liberal Arts	MAT-105	Liberal Arts Math	3
Principles of Statistics	STA-201	Principles of Statistics	3
Information Literacy			
Technical Writing	ENG-201	Technical Writing	3
Introduction to World Religions	REL-277	Introduction to World Religions	3
CIVIC AND GLOBAL LEADERSHIP			
Diversity Intercultural Literacy			
General Anthropology	ANT-101	Introduction to Anthropology	3
Human/Cultural Geography	GOG-120	Introduction to Human Geography	3
Ethical Leadership			
Business Ethics and Society	BUS-302	Business Ethics in Society	3
Ethics in America	PHI-287	Ethics in America	3
KNOWLEDGE OF HUMAN CULTURES			
Humanities			
Art of the Western World	ART-166	Art of the Western World	3
Business Ethics and Society	BUS-302	Business Ethics in Society	3
Ethics in America	PHI-287	Ethics in America	3
Fundamentals of Counseling	COU-262	Fundamentals of Counseling	3
Introduction to World Religions	REL-405	Introduction to World Religions	3
Technical Writing	ENG-201	Technical Writing	3
Social Sciences			
General Anthropology	ANT-101	Introduction to Anthropology	3
Introduction to Law Enforcement	AOJ-101	Introduction to Law Enforcement	3
Criminal Justice	AOJ-102	Introduction to Criminal Justice	6
Human/Cultural Geography	GOG-120	Introduction to Human Geography	3
The Civil War and Reconstruction	HIS-252	Civil War and Reconstruction	3

DSST EXAM TITLE	TESU EQUIVALENCY		CREDITS
Lifespan Development Psychology	PSY-211	Developmental Psychology	3
A History of the Vietnam War	HIS-351	A History of the Vietnam War	3
Organizational Behavior	PSY-361	Organizational Behavior	3
Substance Abuse	SOS-303	Substance Abuse	3
History of the Soviet Union	HIS-386	Rise and Fall of the Soviet Union	3
UNDERSTANDING THE PHYSICAL AND NATURAL WORLD			
Astronomy	AST-101	Introduction to Astronomy	3
Computing Information Technology (formerly Introduction to Computing)	COS-101	Introduction to Computers *conditional review pending*	3
Environmental Science (formerly Environment and Humanity: Race to Save the Planet)	ENS-201	Environment and Humanity: Race to Save the Planet	3
Principles of Physical Science	NAS-131	Physical Science	3
Management Information Systems	CIS-301	Management Information Systems	3
Fundamentals of Cybersecurity	CIS-344	Computer Security	3
Fundamentals of College Algebra	MAT-115	Intermediate Algebra	3
BUSINESS ADMINISTRATION			
Introduction to Business	BUS-101	Introduction to Business	3
Business Mathematics	BUS-161	Business Math	3
Business Ethics and Society	BUS-302	Business Ethics in Society	3
Human Resource Management (formerly Personnel/Human Resources Management)	MAN-331	Human Resources Management	3
Management Information Systems	CIS-301	Management Information Systems	3
Principles of Finance	FIN-301	Principles of Finance	3
Principles of Supervision	MAN-201	Principles of Supervision	3
Organizational Behavior	PSY-361	Organizational Behavior	3
Money and Banking	ECO-322	Money and Banking	3
FREE ELECTIVES			
Foundations of Education	EDU-102	Foundations of Education	3
Health and Human Development	HEA-103	Health and Human Development	3
Personal Finance	BUE-101	Personal Finance	3
Physical Geology	GEO-151	Physical Geoplogy	3

NEW YORK UNIVERSITY PROFICIENCY TESTING IN FOREIGN LANGUAGE

www.tesu.edu/academics/catalog/NYU-Foreign-Language-Proficiency

The following college-level examinations in the New York University Foreign Language Proficiency Testing program are administered at Thomas Edison State University in Trenton, N.J., on an as-requested basis. Each examination tests four basic areas: comprehension of the spoken language; the written language in composition; translation from English into the language; and translation from the language into English. Up to 16 hours of credit may be earned, depending on the level of performance. Students may request the registration form from the Office of Test Administration by emailing *testing@tesu.edu* ONLY if they will be taking the exam at Thomas Edison State University in Trenton, N.J..

Students may also test at New York University or make arrangements to test at other locations by calling (212) 998-7030.

Afrikaans
Albanian
Arabic
Armenian
Bengali
Bosnian
Bulgarian
Cantonese
Catalan
Croatian
Czech
Danish
Dutch
Finnish
French
German
Greek (modern)
Gujarati
Haitian Creole
Hindi
Hungarian
Ibo
Icelandic
Indonesian
Irish
Italian
Japanese
Korean
Latin
Lithuanian
Malay
Mandarin (traditional and simplified characters)
Norwegian
Persian
Polish
Portuguese (Brazilian)
Punjabi
Romanian
Russian
Serbian
Slouck
Swahili
Swedish
Tagalog
Thai
Turkish
Ukrainian
Urdu
Vietnamese
Yiddish
Yoruba

NYU now offers Hebrew and Spanish exams in an online format only. For information on how to register for these exams, call NYU at (212) 998-7030.

DEFENSE LANGUAGE INSTITUTE (DLI) DEFENSE LANGUAGE PROFICIENCY TESTS

www.tesu.edu/academics/catalog/Defense-Language-Institute-Tests

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 contacting the DLI at:

Commandant, DLIFLG
Attn. Academic Records (transcripts)
Presidio of Monterey
Monterey, CA 93944-5006
(831) 242-5825
www.dliflc.edu

FOREIGN SERVICE INSTITUTE (FSI)

www.tesu.edu/academics/catalog/Foreign-Service-Institute

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 Arabic, Chinese, French, Russian and Spanish examinations have been evaluated in terms of college credit recommendations. For more information, visit *www.state.gov/m/fsi.*

TRANSFER CREDIT

www.tesu.edu/academics/catalog/Transfer-Credit

Thomas Edison State University will accept credit in transfer for courses completed at colleges and universities accredited by the six regional accrediting agencies recognized by the U.S. Department of Education as providing the accreditation and pre-accreditation ("candidacy status") to postsecondary degree-granting educational institutions.

- Middle States Commission on Higher Education
- Higher Learning Commission
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges

- Western Association of Schools and Colleges
  - Senior College and University Commission
  - Accrediting Commission for Community and Junior Colleges

In addition, the University offers a host of ways to earn credit for knowledge obtained in noncollegiate settings.

EXAMPLES INCLUDE:

- Courses and examinations approved through the National College Credit Recommendation Service (National CCRS) and the American Council on Education (ACE) College Credit Recommendation Service. The limit of National CCRS and ACE credits from a single source is 90 credits for a bachelor's degree and 45 credits for an associate degree.
- Military service schools as recommended by the American Council on Education.
- Licenses, certifications and programs of study approved by the Thomas Edison State University Undergraduate Council.
- Credit recommendations from a required course-by-course international credit evaluation completed by one of the following agencies: Academic Credentials Evaluation Institute, Inc. (ACEI); Center for Applied Research, Evaluations & Education, Inc.; Educational Credential Evaluators, Inc. (ECE); World Educational Services, Inc. (WES); SDR Educational Consultants; SpanTran Evaluation Services; and Transcript Research.
- Thomas Edison State University may accept in direct transfer college-level credits earned at institutions accredited by national accreditation associations that have developed formal articulation agreements with Thomas Edison State University. Articulation agreements are posted at *www.tesu.edu/current-students/academics/catalog/Transfer-credit.cfm* as required by the Higher Education Opportunity Act of 2008.
- College-level skills and knowledge acquired outside the classroom or through courses from nonaccredited institutions or institutions not reviewed by one of the aforementioned organizations may be validated through a variety of methods or testing options and/or through the Center for the Assessment of Learning at Thomas Edison State University.

Thomas Edison State University is covered by, and will strive to adhere to, the tenants of the Comprehensive Statewide Transfer Agreement adopted by New Jersey President's Council on Sept. 22, 2008. Students who wish more specific information concerning the transfer of credit should contact the University at *registrar@tesu.edu*; Attention: Director of Transfer Evaluations

ARTICULATION AGREEMENTS

Thomas Edison State University has entered into articulation agreements with many colleges and universities. An articulation agreement is a formal agreement or partnership between Thomas Edison State University and another institution of higher education. These articulation agreements determine which courses will transfer for degree credit or fulfill Thomas Edison State University course equivalencies.

Details on the terms of any Thomas Edison State University's current or historical articulation agreements should be referred to the Office of the Registrar at *registrar@tesu.edu*.

Thomas Edison State University also participates in the New Jersey Statewide Transfer Agreement. This agreement provides a statewide transfer agreement process to determine the transferability of courses to participating New Jersey colleges and universities. Participating institutions are listed at *www.njtransfer.org*.

DEGREE COMPLETION OPTIONS THROUGH OTHER INSTITUTIONS

Several of Thomas Edison State University's degree programs require course work that must be completed through other institutions or prior learning assessment (PLA). Students should read the specific information for earning credit in their chosen area of study to determine how to fulfill the individual degree requirements.

While most students are encouraged to utilize Thomas Edison State University methods of earning credit, they may select distance learning or classroom-based courses from a number of other institutions. Such institutions must be regionally accredited, and the courses selected must satisfy Thomas Edison State University degree requirements. It is the student's responsibility to ensure that courses taken through other institutions meet his/her degree requirements at Thomas Edison State University.

Thomas Edison State University allows students to make use of a number of independent study and distance education courses that are offered by regionally accredited colleges and universities throughout the United States. Students may make arrangements with the University's Office of Test Administration to have their independent study and distance education course examinations proctored by Thomas Edison State University. Students also may attend regionally accredited colleges in their own communities, transferring credits they earn to their Thomas Edison State University degree program.

TEXTBOOKS AND COURSE MATERIALS

www.tesu.edu/academics/catalog/Course-Materials

Students are responsible for acquiring all the textbooks and materials required for the courses they choose. The cost for course materials is not included in tuition and registration fees. Students will arrange payment directly with the textbook provider and may select any textbook provider that offers the books and materials they need for a particular course.

Many students choose to use MBS Direct for their course materials. If students choose to use MBS Direct, they may order textbooks (new and used) and materials by telephone, online by mailing the order form, which is accessible via the

Students Forms page on the University website.

Students may also find used textbooks through the Textbook Swap located in myEdison®, which is a forum designed to help students swap or sell textbooks for Thomas Edison State University courses and exams.

Whatever method students choose, they will need to supply the course codes of the Thomas Edison State University courses for which they have registered.

For a preview of what is required in a course, students may go to Course Offerings at *www.tesu.edu/courses,* select the course in which they are interested and choose Preview the Online Syllabus option.

Another way to learn what materials are required before students order is by going to the MBS Direct website. MBS Direct maintains a section on its website devoted to Thomas Edison State University. Students can see at a glance what materials are required for the courses they are taking, and they can calculate the cost. This information is also available through the MBS Direct call center at (800) 325-3252.

COURSE MANUALS

In online and Guided Study courses, the syllabus, handbook and specific course information are available when students logon to the course for which they are registered. Students will receive a password and username for courses with their registration confirmation. The *e*-Pack® courses do not require a course manual.

TEXTBOOKS

Most courses, except prior learning assessment (PLA), require textbooks.

STUDY GUIDES

Some courses may require a study guide.

MEDIA COMPONENTS

Some of the University's courses require the use of media in addition to other materials. Please contact MBS Direct to see which media components are necessary.

COMPUTER SOFTWARE

A few of the University's courses require the use of computer software.

Contact information for MBS Direct:

- MBS Direct telephone orders are taken through its call center at: (800) 325-3252.
- MBS Direct web orders are taken at: *www.mbsdirect.net* or by visiting *bookstore.mbsdirect.net/vbn/tesu.htm* .

Prior learning assessment (PLA) students do not need to purchase course materials or textbooks from MBS Direct. However, the course mentor may suggest readings and additional materials to support a student's electronic portfolio.

OPEN EDUCATIONAL RESOURCES

www.tesu.edu/academics/cal/open-education

Open Educational Resources (OER) are teaching, learning and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others. OER can include full courses, course materials, modules, textbooks, streaming videos, tests, software and any other tools, materials or techniques used to support access to knowledge. They have allowed academics, experts and content developers to create and disseminate educational materials often at a lower cost to students.

Thomas Edison State University supports the use of OER across many of its offerings. For instance, students can use OER to prepare for a TECEP® (all exams provide links to OER in the Test Description, and some include OER modules designed for specific topics). Students can also take open courses at providers like the Saylor Academy, OERu or Modern States and earn credit through a host of OER modalities. Several Thomas Edison State University courses are also available in OER format.

OER courses can be used in combination with students' prior learning to earn an entire certificate or degree. The First Year Foundations certificate is a 30-credit program that satisfies much of the general education requirements for most degree programs and can be completed entirely through open courses and prior learning assessments. Similarly, students who are motivated and self-directed can complete the Open Course Option Associates of Science in Business Administration through a similar process, at a significantly reduced cost versus taking traditional courses.

Finally, Thomas Edison State University is beginning to provide students with OER options in their traditional courses as well, as a substitute for expensive commercial textbooks. Check the course guide to see if a course is being offered "textbook free."

section 2

Degree Programs and Certificates

www.tesu.edu/academics/catalog/Degree-Programs-and-Certificates

The Degree Programs and Certificates section of this *Catalog* contains information on all degree programs and certificates offered by Thomas Edison State University. The section is organized into the following main categories:

UNDERGRADUATE DEGREES (ASSOCIATE AND BACHELOR'S)

Most associate degree programs are 60 credits; most bachelor's degree programs are 120 credits.

UNDERGRADUATE CERTIFICATES

Most undergraduate certificates are 18 credits; all certificates can be leveraged into degree programs offered at the University.

WHAT YOU CAN STUDY (AREA OF STUDY INDEX)

This is an index of all degree and certificate programs offered by the University.

DIFFERENT BY DESIGN

This chart lists all undergraduate and graduate programs based on how students can complete them, including programs that can be completed using only courses and exams offered by the University and those that require students to take courses at other regionally accredited institutions.

UNDERGRADUATE DEGREES

www.tesu.edu/academics/Undergrad-Degrees

ASSOCIATE DEGREE PROGRAMS

60 credits are needed to earn an associate degree. Most undergraduate certificates are 18 credits and those credits may be applied toward an associate degree at the University.

- Associate in Applied Science
- Associate in Arts
- Associate in Arts in Human Services
- Associate in Science
- Associate in Science in Business Administration
- Associate in Science in Natural Sciences and Mathematics
- Associate of Science

BACHELOR'S DEGREE PROGRAMS

Most bachelor degree programs require 120 credits. Most undergraduate certificates are 18 credits and those credits may be applied toward a bachelor's degree at the University.

- Bachelor of Arts
- Bachelor of Science (Data Science and Analytics)
- Bachelor of Science (Homeland Security and Emergency Preparedness)
- Bachelor of Science
- Bachelor of Science in Business Administration
- Bachelor of Science in Cybersecurity
- Bachelor of Science in Health Information Management
- Bachelor of Science in Health Sciences
- Bachelor of Science in Human Services
- Bachelor of Science in Medical Imaging Sciences
- Bachelor of Science in Nutrition and Dietetics
- Bachelor of Science in Nursing (RN to BSN/MSN)
- Bachelor of Science in Nursing (Accelerated 2nd Degree BSN)
- Bachelor of Science in Organizational Leadership
- Bachelor of Science in Professional Studies

ASSOCIATE IN APPLIED SCIENCE

		Credits
I. General Education Requirements		21
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		3
Diversity, Ethics **OR** Civic Engagement		
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		21
III. Electives		18
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**60 credits**

Degree Requirements

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

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

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

How Students Earn Credit in the Associate in Applied Science

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

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

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

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

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

Students may earn an Associate in Science degree in one of the following areas of study:

ASSOCIATE IN APPLIED SCIENCE

ADMINISTRATIVE STUDIES

	Credits
I. General Education Requirements	**21**
A. Intellectual and Practical Skills	12
• Written Communication 3	
• Oral Communication 3	
• Quantitative Literacy 3	
• Information Literacy 3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement	6
C. Knowledge of Human Cultures	6
D. Understanding the Physical and Natural World	3
II. Option	**21**
Administrative Studies	18
Associate Capstone	3
III. Electives	**18**
Cornerstone: Lifelong Learning Strategies (TES-100) 1	
Total	60 credits

ASSOCIATE IN APPLIED SCIENCE

APPLIED COMPUTER STUDIES

	Credits
I. General Education Requirements	**21**
A. Intellectual and Practical Skills	12
• Written Communication 3	
• Oral Communication 3	
• Quantitative Literacy 3	
• Information Literacy 3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement	3
C. Knowledge of Human Cultures	3
D. Understanding the Physical and Natural World	3
II. Option	**21**
Applied Computer Studies	18
Associate Capstone	3
III. Electives	**18**
Cornerstone: Lifelong Learning Strategies (TES-100) 1	
Total	60 credits

ASSOCIATE IN APPLIED SCIENCE

APPLIED ELECTRONIC STUDIES

	Credits
I. General Education Requirements	**21**
A. Intellectual and Practical Skills	12
• Written Communication 3	
• Oral Communication 3	
• Quantitative Literacy 3	
• Information Literacy 3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement	6
C. Knowledge of Human Cultures	6
D. Understanding the Physical and Natural World	3
II. Option	**21**
Applied Electronic Studies	18
Associate Capstone	3
III. Electives	**18**
Cornerstone: Lifelong Learning Strategies (TES-100) 1	
Total	60 credits

ASSOCIATE IN APPLIED SCIENCE

APPLIED HEALTH STUDIES

	Credits
I. General Education Requirements	**21**
A. Intellectual and Practical Skills	12
• Written Communication 3	
• Oral Communication 3	
• Quantitative Literacy 3	
• Information Literacy 3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement	6
C. Knowledge of Human Cultures	6
D. Understanding the Physical and Natural World	3
II. Option	**21**
Applied Health Studies	18
Associate Capstone	3
III. Electives	**18**
Cornerstone: Lifelong Learning Strategies (TES-100) 1	
Total	60 credits

ASSOCIATE IN APPLIED SCIENCE

AVIATION SUPPORT

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		3
Diversity, Ethics **OR** Civic Engagement		
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Aviation Support		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

CONSTRUCTION AND FACILITIES SUPPORT

		Credits
I. General Education Requirements		**21**
A.Intellectual and Practical Skills		12
• Written Communication	3	
•Oral Communication	3	
•Quantitative Literacy	3	
•Information Literacy	3	
B.Civic and Global Learning		6
Diversity, Ethics **OR** Civic Engagement		
C.Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Construction and Facilities Support		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

DENTAL HYGIENE

This is a joint program offered with the Rutgers School of Health Professions.

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

ASSOCIATE IN APPLIED SCIENCE

CRIMINAL JUSTICE

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

		Credits
I. General Education Requirements		**27**
A. Intellectual and Practical Skills		12
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
B. Civic and Global Learning		6
• Diversity	3	
• Ethics	3	
C. Knowledge of Human Cultures		6
D. Understanding the Physical and Natural World		3
II. Area of Study: Criminal Justice or Administration of Justice Studies		**21**
Introduction to Criminal Justice	3	
Introduction to Law Enforcement	3	
Introduction to Corrections	3	
Criminology	3	
Juvenile Delinquency	3	
Forensic Science	3	
Criminal Justice Elective	3	
III. Electives		**12**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

ELECTRICAL-MECHANICAL SYSTEMS AND MAINTENANCE

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement		3
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Electrical-Mechanical Systems and Maintenance		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

ENVIRONMENTAL, SAFETY AND SECURITY TECHNOLOGIES

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement		3
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Environmental, Safety and Security Technologies		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

MECHANICS AND MAINTENANCE

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement		3
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Mechanics and Maintenance		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

MILITARY TECHNOLOGY LEADERSHIP*

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning Diversity, Ethics **OR** Civic Engagement		3
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Military Technology Leadership		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

**For active-duty military and veterans only.*

ASSOCIATE IN APPLIED SCIENCE

MULTIDISCIPLINARY TECHNOLOGY*

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		3
Diversity, Ethics **OR** Civic Engagement		
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**21**
Multidisciplinary Technology		18
Associate Capstone		3
III. Electives		**18**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

ASSOCIATE IN APPLIED SCIENCE

POLYSOMNOGRAPHY

		Credits
I. General Education Requirements		**21**
A. Intellectual and Practical Skills		12
• Written Communication	3	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		3
Diversity, Ethics **OR** Civic Engagement		
C. Knowledge of Human Cultures		3
D. Understanding the Physical and Natural World		3
II. Option		**33**
Anatomy and Physiology I with Lab (BIO-211)	4	
Anatomy and Physiology II with Lab (BIO-212)	4	
Theoretical Fundamentals of Polysomnography (PSG-101)	3	
PSG Instrumentation Theory (PSG-102)	3	
Clinical Fundamentals of PSG (PSG-200)	6	
Therapeutic Interventions and Clinical Patient Management (PSG-105)*	3	
PSG Scoring (PSG-103)	3	
Sleep Disorders (PSG-104)	3	
Medical Terminology (APS-100)	1	
PSG Capstone (PSG-295)	3	
III. Electives		**6**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		60 credits

Degree Requirements

College Algebra or above	3
Introduction to Psychology **OR** Introduction to Sociology	3

**Clinical courses conducted at contracted sleep centers in accordance with performance checklists and results monitored by mentors.*

Candidates for the AAS in Polysomnography and Certificate in Polysomnography are required to complete two clinical experiences in addition to online courses. Candidates with Board of Registered Polysomnographic Technologist (RPSGT) are not required to complete clinical courses since they are granted based on RPSGT credentials. The University has partnerships in place with the following accredited clinical sites.

- Central New Jersey - The Center for Sleep Medicine at Capital Health, Hamilton, N.J.
- Long Island New York - St. Charles Sleep Disorders Center, Port Jefferson, N.Y.

Candidates outside of these listed geographic areas will be required to arrange their accredited PSG clinical experience site near their home. If clinical site cannot be located learners will not be able to complete the program.

Important Course Information

Students should work closely with their academic advisor before registering for any courses.

PSG-101: Theoretical Fundamentals of Polysomnography

- No prerequisite other than interest in polysomnography
- Course could be an elective for other allied health programs

PSG-102: PSG Instrumentation Theory

- Required completion or enrolled in PSG-101

PSG-200: Clinical Fundamentals of PSG
(only offered in the fall semester)

- Required completion of PSG-101 or equivalent experience in polysomnography
- Requires prearrangement of accredited clinical site that has contracted with TESU of clinical phase prior to registering
- Additional laboratory fee charged for this course
- Required completion of background check, CPR training, and physical examination prior to registration paid by learner through University contract vendor, American DataBank

PSG-103: PSG Scoring

- Required completion of PSG-200 or experience as a Registered Polysomnography Technologist (RPSGT)

PSG-104: Sleep Disorders

- No prerequisite other than interest in polysomnography
- Course could be an elective for other allied health programs

PSG-105: Therapeutic Interventions and Clinical Patient Management *(only offered in the spring semester)*

- Required completion of PSG-200
- Additional laboratory fee charged for this course
- Required completion of background check, same as PSG-105

PSG-295: Polysomnography Capstone

- Required completion of all PSG courses.

Note: Non-Registered Polysomnography Technologist required completing clinical courses of PSG-200: Clinical Fundamentals of PSG and PSG-105: Therapeutic Interventions and Clinical Patient Management MUST arrange for local clinical phase site on enrollment. Clinical sites MUST be accredited and willing to contract with Thomas Edison State University to ensure clinical experiences achieve program requirement as indicated by CAAHEP. Learner will pay an additional laboratory fee for PSG-200: Clinical Fundamentals of PSG and PSG-105: Therapeutic Interventions and Clinical Patient Management. Example: The Sleep Center at Capital Health in Hamilton, N.J., is an approved clinical site with laboratory fees of $960 for (PSG-200) Clinical Fundamentals of PSG and $640 for PSG-105: Therapeutic Interventions and Clinical Patient Management.

ASSOCIATE IN ARTS

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

		Credits
I. General Education Requirements		**40-42**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		12
D. Understanding the Physical and Natural World		4-6
II. Electives		**18-20**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**60 credits**

Degree Requirements

The Associate in Arts degree requires 60 credits: 40-42 credits in general education distribution and 18-20 credits of electives.

How Students Earn Credit in the Associate in Arts Degree

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

Note: Many courses may be appropriate for this degree. Students should work closely with the Office of Academic Advising to select the appropriate courses for degree completion.

ASSOCIATE IN ARTS IN HUMAN SERVICES

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

	Credits	
I. General Education Requirements		**42**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Cultural Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	12	
• Introduction to Sociology (SOC-101)	3	
• Introduction to Psychology (PSY-101)	3	
F. Understanding the Physical and Natural World	6	
II. Area of Study		**15**
Theoretical Foundation Course*	6	
Intervention Course*	3	
Client Population Course*	3	
Capstone Course (HUS-295)	3	
III. Electives		**3**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total	60 credits	

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

Required Courses

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

Degree Requirements

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

Learning Outcomes

Graduates of the Associate in Arts in Human Services degree will have the ability to:

- define key concepts in the area of study;
- identify theories of professional practice;
- explain the specific skills, techniques and agencies necessary to serve client populations; and
- explain cultural diversity as it relates to the field of human services.

ASSOCIATE IN SCIENCE

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

		Credits
I. General Education Requirements		**38**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	6	
D. Understanding the Physical and Natural World	8	
II. Area of Study		**21**
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**60 credits**

Degree Requirements

The Associate in Science degree requires 60 credits: 38 credits in general education and 21 credits in the area of study and electives.

How Students Earn Credit in the Associate in Science Degree

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

General Education Requirements

The 38-credit requirement in general education provides students with a broad background in humanities, social sciences and natural sciences/mathematics, and provides students with a foundation for the applied science and technology option.

Area of Study

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

Electives

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

Additional Degree Requirements

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

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

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

ASSOCIATE IN SCIENCE

AIR TRAFFIC CONTROL

	Credits
II. Area of Study	**21**
A. Aerodynamics	3
B. Meteorology	3
C. Air Traffic Control	3
• Airport Traffic Control	
• Enroute Traffic Control	
D. Air Traffic Control Electives	9
• Air Navigation Aids	
• Airport Traffic Control	
• Communication Procedures	
• Enroute Traffic Control	
• Facilities Operations and Maintenance	
• Flight Assistance Service	
• Navigation	
• Radar Fundamentals	
E. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

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

- *Certification:* FAA Control Tower Operator (CTO) or FAA Credential with Tower rating
- *How Students Earn Credit in the Option:* Students' options are completed by the FAA license.

ASSOCIATE IN SCIENCE

AVIATION FLIGHT TECHNOLOGY

	Credits
II. Area of Study	**21**
A. Private Pilot Ground	3
B. Commercial Pilot	12
C. Aviation Flight Technology Electives	3
• Private Pilot Flight	
• Instrument Pilot Ground	
• Aviation Meteorology	
• Aircraft Components	
• Avionics	
• Navigation	
• Airplane Transport Pilot	
• Multi-engine Rating	
• Flight Instructor	
• Flight Instrument Instructor	
• Multi-engine Instrument Instructor	
D. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

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

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

ASSOCIATE IN SCIENCE

AVIATION MAINTENANCE TECHNOLOGY

	Credits	
II. Area of Study		**21**
A. Theoretical Courses	6	
• Aerodynamics		
• Aircraft Electrical		
• Electrical Circuits (ELE-211 **OR** ELE-212)		
• Statics (EGM-211)		
• Strength of Materials		
• Fluid Mechanics		
• Thermodynamics		
• Materials Science		
B. Aviation Maintenance Electives	12	
• Power Plants, Gas Turbines		
• Power Plants Piston		
• Airframe Systems Basic		
• Airframe Systems Advanced		
• Instrumentation and Avionics		
• Metallic Structures		
• Nonmetallic Structures		
• Powerplant Accessories		
• Propellers and Trouble Analysis		
• Aircraft Structures		
• Communication Electronics		
• Flight Line Maintenance		
• Hydraulics and Pneumatics **OR** Fluid Pneumatics		
C. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

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

- *Certification:* FAA certificate as an Airframe and Powerplant Mechanic. Equivalent military training may be considered.
- *How Students Earn Credit in the Option:* Students' options are completed by the FAA licenses.

ASSOCIATE IN SCIENCE

BIOMEDICAL ELECTRONICS

	Credits	
II. Area of Study		**21**
A. DC Circuits	3	
B. AC Circuits	3	
C. Electronic Devices	3	
• Semiconductor Devices		
• Solid State Electronics		
D. Digital Electronics	3	
• Microprocessors		
• Digital Logic		
E. Biomedical Instrumentation	3	
• Medical Instrumentations		
• Physiological Equipment		
• X-Ray Equipment		
• Biomedical Electronics		
• Internship (up to 3 credits)		
F. Anatomy and Physiology	3	
G. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

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

- *How Students Earn Credit in the Option:* Students whose options are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their options.
- Biomedical electronics courses are transferred since they are not available at the University.
- All electives offered through TESU online courses.

ASSOCIATE IN SCIENCE

CLINICAL LABORATORY SCIENCE

	Credits
II. Area of Study	**21**
A. Microbiology	3
• Pathogenic Bacteriology	
B. Hematology	3
C. Immunohematology	3
• Blood Banking	
D. Clinical Chemistry	3
E. Clinical Practicum	3
F. Clinical Laboratory Electives	3
• Parasitolog	
• Mycology	
• Clinical Instrumentation	
• Immunology	
• Cytology	
• Histotechnology	
G. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

Intermediate Algebra	3
Chemistry I with Lab	4
Chemistry II with Lab	4

- *Certification: ASCP or AMT:* MLT or MT or NCA: CLS or CLT copy of original certificate and current renewal card.
- *How Students Earn Credit in the Option:* Students whose medical laboratory technology training was not completed in a college credit setting should have no difficulty earning credits by prior learning assessment (PLA) for their options, assuming current or recent employment using a variety of laboratory methods.
- Clinical courses are transferred since not available at the University.

ASSOCIATE IN SCIENCE

COMPUTER AND INFORMATION TECHNOLOGY

	Credits
II. Area of Study	**21**
A. Fundamentals of Information Technology	3
B. Network Technology	3
C. C++ Programming	3
D. Data Structures	3
E. Operating Systems	3
F. Computer Information and Technology Electives	3
G. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

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

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

ASSOCIATE IN SCIENCE

ELECTRICAL TECHNOLOGY

	Credits	
II. Area of Study		**21**
A. DC Circuits (ELE-211)	3	
B. AC Circuits (ELE-212)	3	
C. Digital Electronics (ELD-201)	3	
D. Electronic Devices	3	
• Solid State Theory		
• Basic Electronics		
• Semiconductor Devices		
E. AC/DC Machines	3	
• Electric Motors and Machines		
• Motors and Generators		
• Machinery and Transformers		
F. Electrical Motor Controls	3	
• Industrial Electronics		
• Electrical Power Distribution		
• Electric Power Generation		
• Electronic Instrumentation		
• Microprocessors		
• Electric Codes and Blueprint Reading		
• Programmable Logic Controllers (CTR-212)		
G. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

Computer Concepts (CIS-107) **OR** above	3
College Algebra	3
Physics I with Lab	4
Physics II with Lab	4

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

› TESU offers all of the courses online to complete this degree.

ASSOCIATE IN SCIENCE

ELECTRONICS ENGINEERING TECHNOLOGY

	Credits	
II. Area of Study		**21**
A. DC Circuits	3	
B. AC Circuits	3	
C. Digital Electronics	3	
D. Electronic Devices	3	
• Solid State Theory		
• Basic Electronics		
• Semiconductor Devices		
E. Microprocessors	3	
F. Electronic Engineering Technology Electives	3	
• Control Systems		
• Robotics		
• Electronic Instrumentation		
• Biomedical Electronics		
• Industrial Electronics		
• Electrical Design and Manufacturing		
• Avionics		
• Microwave and Infrared Principles		
• Radar and Navigation Systems		
G. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

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

› *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 colleges or universities.

› TESU offers all of the courses online to complete this degree.

ASSOCIATE IN SCIENCE

MEDICAL IMAGING

	Credits	
II. Area of Study		**21**
A. Radiation Physics	3	
B. Medical Imaging Electives	15	
• Radiology Department Administration		
• Health Care Delivery/ Health Care Administration		
• Nuclear Medicine Technology/ Radiation Therapy		
C. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

Intermediate Algebra	3
Physics I with Lab	4
Anatomy and Physiology I with Lab	4

› *Certification:* ARRT RT(R) or NJ license NJ-LRT(R) copy or original certification and current renewal card.
› *How Students Earn Credit in the Option:* License (earned after 1980) provides the credits necessary in the option.
› Medical imaging courses are not available at the University, but rather from certification, transfers or prior learning assessment.

ASSOCIATE IN SCIENCE

NUCLEAR ENGINEERING TECHNOLOGY

	Credits	
II. Area of Study		**21**
A. Nuclear Physics for Technology	3	
B. Thermodynamics **OR** Heat Transfer	3	
C. Fluid Mechanics	3	
D. Reactors	3	
E. Radiation Safety	3	
F. Nuclear Engineering Technology Electives	3	
G. Associate Capstone	3	
III. Electives		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	

Degree Requirements:

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

› *How Students Earn Credit in the Option:* Students who have completed Navy Basic Nuclear Power School or INPO assessed training, will have completed the courses for the option.
› TESU offers all of the courses online to complete this degree.

ASSOCIATE IN SCIENCE

RADIATION PROTECTION

	Credits
II. Area of Study	**21**
A. Nuclear Physics for Technology	3
B. Radiation Biology or Chemistry	3
C. Health Physics	3
• Radiation Safety	
• Health Physics	
• Radiation Protection	
D. Radiation Measurement	3
• Radiation Detection and Measurement	
• Nuclear Instrumentation and Measurement	
• Radiation Dosimetry	
E. Radiation Protection Electives	6
• Health Physics Techniques	
• Radiation Effects	
• Radiation Shielding	
• Radioactive Waste Control	
• ALARA Principles	
• Nuclear Radiation Fundamentals	
• Thermodynamics **OR** Heat Transfer	
• Radiation Biophysics	
• Radiation and Reactor Systems	
F. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

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

- *How Students Earn Credit in the Option:* Students who have completed NRRPT certification will have completed the option. Students who completed Navy Nuclear Power School and INPO Radiological Technician qualification will have completed most of the option.
- TESU offers all of the courses online to complete this degree.

ASSOCIATE IN SCIENCE

RADIATION THERAPY

	Credits
II. Area of Study	**21**
A. Radiation Physics	3
B. Radiation Therapy Electives	15
C. Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

Intermediate Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Anatomy and Physiology I	4

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

ASSOCIATE IN SCIENCE

TECHNICAL STUDIES

	Credits
II. Area of Study	**21**
21 credits from a single discipline or combinations from multiple disciplines in applied science and technology	18
Associate Capstone	3
III. Electives	**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1

Degree Requirements:

College Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4

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

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

The Associate in Science in Business Administration (ASBA) degree has a broad management core designed to ensure college-level competence in business and the arts and sciences. Some of the topics covered include the principles of management, marketing and financial accounting. The ASBA degree prepares students to make a seamless transition into a Bachelor of Science in Business Administration degree program.

		Credits
I. General Education Requirements		**39**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	3	
E. Mathematics	3	
II. Management Core		**18**
A. Financial Accounting	3	
B. Managerial Accounting	3	
C. Business Law	3	
D. Principles of Management	3	
E. Computer Concepts and Applications/ Introduction to Computers/CIS	3	
F. Introduction to Marketing	3	
III. Electives		**3**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Additional Electives	2	
Total		**60 credits**

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

Degree Requirements

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

General Education Requirements

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

Management Core

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

Electives

The elective category may be satisfied by almost any college credit. Cornerstone: Lifelong Learning Strategies (TES-100) is a 1-credit degree requirement. Academic policies should be reviewed for limitation of credits.

Open Course Option ASBA

The Open Course Option is a new degree pathway that allows students to complete the majority of an Associate in Science in Business Administration degree by taking free, open, online courses from the Saylor Academy that are aligned with the University's assessment program.

The option enables students to take open courses at no cost and then apply what they learned in those open courses by successfully completing a portfolio assessment or the University's credit-by-exam program, TECEP®. Some credits can also be earned by passing a College-Level Exam Program (CLEP) exam. Still others can be earned through Saylor's National College Credit Recommendation Service (NCCRS) and American Council on Education (ACE) credit exams, which have been evaluated and recommended for college credit. Students using the Open Course Option will also complete the University's new online prior learning assessment courses, PLA-100 and PLA-200 as well as some general education requirements through traditional courses.

The Open Course Option is primarily self-paced, so students can complete courses and assessments on their own schedule, independent from monthly semesters and deadlines.

ASSOCIATE IN SCIENCE IN NATURAL SCIENCES AND MATHEMATICS

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

Area of Study Biology

The Associate in Science in Natural Sciences and Mathematics degree in biology emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in biology. This 61-credit program develops an understanding of biological principles that underlie all living things, instills a sense of inquiry and sharpens analytical thinking skills.

		Credits
I. General Education Requirements		**44**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	8	
E. Mathematics	3	
II. Area of Study: Biology		**16**
III. General Education Elective Requirement		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**61 credits**

Area of Study Computer Science

The Associate in Science in Natural Sciences and Mathematics degree in computer science emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree program in computer science. This 61-credit program is designed for students who desire a strong liberal arts program combined with a solid foundation in computer science that can be completed entirely online.

		Credits
I. General Education Requirements		**44**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	8	
E. Mathematics	3	
II. Area of Study: Computer Science		**16**
III. General Education Elective Requirement		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**61 credits**

Note: Most courses in data processing are not considered to be in the liberal arts computer science category. Students should check with an advisor to determine if course can be approved as liberal arts computer science before registering for course.

Area of Study Mathematics

The Associate in Science in Natural Sciences and Mathematics degree in mathematics emphasizes general education and is designed to provide a basis for transfer into the Bachelor of Arts degree programs in mathematics or natural sciences/mathematics. This 61-credit program provides students with a basic mathematical background and the opportunity to further utilize their skills in the advanced study of mathematics.

		Credits
I. General Education Requirements		**44**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	8	
E. Mathematics	3	
II. Area of Study: Mathematics		**16**
III. General Education Elective Requirement		**1**
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
Total		**61 credits**

Degree Requirements

The Associate in Science in Natural Sciences and Mathematics degree requires 61 credits: 44 credits in the general education distribution and 16 credits in the area of study.

General Education Requirements

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

ASSOCIATE OF SCIENCE

Offered in conjunction with the Rutgers School of Health Professions.

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

Candidates for the program apply through Rutgers.

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

BACHELOR OF ARTS

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

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		12
D. Understanding the Physical and Natural World		4-7
E. General Education Electives		17-20
Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study Requirements (as required)		**30-60**
III. Electives (as required)		**0-27**
Total		120 credits

Degree Requirements:

- A minimum of 18 credits must be upper level (300 level or above).
- A student must complete a course in college-level math or higher.

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

BACHELOR OF ARTS

ANTHROPOLOGY

		Credits
II. Area of Study		**33**
A. Required Courses		**27**
• Physical Anthropology	3	
• Cultural Anthropology	3	
• Introduction to Archeology	3	
• Social Organization (Kinship)	3	
• New World Anthropology **OR** Old World Anthropology	3	
• Two Ethnography courses	6	
• Two Topics courses	6	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)	3	
C. Anthropology Electives		**3**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of cultural and physical anthropology;
- explain the principles of archaeology;
- describe the various components of social organizations;
- demonstrate knowledge of either new world or old world anthropology; and
- demonstrate awareness of the principles relating to ethnographic aspects of culture.

BACHELOR OF ARTS

ART

		Credits
II. Area of Study		**33**
A. Required Courses		**15**
• Art History Survey I and II	6	
At least one course in each of the following is required:		
• Two-Dimensional Design	3	
• Drawing	3	
• Painting	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)	3	
C. Art Electives		**15**
III. Electives		**27**

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

Learning Outcomes Objectives - Graduates will be able to:

- demonstrate knowledge of the history of art, including classical and folk art traditions throughout the world;
- compare and contrast various techniques of artistic expression, including painting, sculpture and new media; and
- analyze and interpret works of art and communicate effectively about art in writing and in speech.

BACHELOR OF ARTS

BIOLOGY

		Credits
II. Area of Study		**60**
A. Required Courses		**47**
• General Biology I with Lab	4	
• General Biology II with Lab	4	
• Cell Biology	3	
• Genetics	3	
• Microbiology	3	
• Precalculus	3	
• General Chemistry I with Lab	4	
• General Chemistry II with Lab	4	
• Organic Chemistry I with Lab	4	
• Organic Chemistry II with Lab	4	
• General Physics I with Lab	4	
• General Physics II with Lab	4	
• Liberal Arts Capstone	3	
B. Biology Electives		**13**
III. Electives		

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

Learning Outcomes Objectives – Graduates will be able to:

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

Note: Calculus is recommended but not required.

BACHELOR OF ARTS

COMMUNICATIONS

		Credits
II. Area of Study		**33**
A. Required Courses		**9**
• Communication Theory	3	
• Mass Communications I	3	
• Mass Communications II	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)	3	
C. Communications Electives		**21**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- apply communication concepts and theories to real world problems and issues within one or more communication industries;
- create messages adapted for the audience, context and purpose;
- critically analyze media messages;
- demonstrate communication technologies and techniques;
- apply ethical communication principles and practices; and
- synthesize research within the communications field using quantitative and qualitative methodologies.

Note 1: Courses in speech needed to prepare students for college-level studies CANNOT be accepted toward Thomas Edison State University degree requirements.

Note 2: Courses in "Speaking English" for foreign students or students with disabilities may be free electives or remedial courses (developmental). Course descriptions will need to be reviewed. If course is remedial (developmental), it CANNOT be accepted toward Thomas Edison State University degree requirements.

Note 3: Degree candidates for the Bachelor of Arts degree in Communications are advised to take Public Speaking (COM-209) in order to satisfy the General Education Oral Communications requirement.

BACHELOR OF ARTS

COMPUTER SCIENCE

		Credits
II. Area of Study		**39**
A. Required Courses		**18**
• Introduction to Programming	3	
• Data Structures	3	
• Calculus I	3	
• Discrete Math	3	
• Operating Systems	3	
• Computer Architecture	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Computer Science Electives		**18**
III. Electives		**21**

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

Learning Outcomes Objectives – Graduates will be able to:

- design and implement computer-based solutions applying computer science theory;
- apply critical-thinking skills to solve problems implemented in a computer programming language;
- communicate effectively with a range of audiences about information in computer science;
- apply the principles of software design to solve practical problems;
- operate as a team member to plan tasks, manage risks and produce deliverables on time;
- demonstrate knowledge of emerging technologies and their ethical and societal impacts related to computing; and
- analyze computer-based solutions at multiple levels of abstraction.

BACHELOR OF ARTS

CRIMINAL JUSTICE

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

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

Learning Outcomes Objectives – Graduates will be able to:

- consistent with the criteria established by the Academy of Criminal Justices Sciences (ACJS), apply concepts in areas of: administration of justice, corrections, criminological theory, law adjudication and law enforcement;
- communicate, both verbally and in writing, in a clear and professional manner;
- critically analyze and evaluate social science and criminal justice research, theories and policies; and
- employ ethical perspectives and judgment and apply principles of diversity in criminal justice practice.

BACHELOR OF ARTS

ENGLISH

		Credits
II. Area of Study		**33**
A. Required Courses		**12**
• Survey of Literature I and II	6	
• Non-Western Literature	3	
• Analysis and Interpretation of Literature	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. English Electives		**18**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate a thorough understanding of the origins of the English language and its evolution;
- apply the principles of composition, including rhetorical grammar and usage, critical thinking, basic principles of argumentation and the use of research methods and documentation skills;
- recognize and identify various genres in literature;
- identify literary devices, forms and elements;
- identify historical and cultural characteristics of literary genres; and
- discuss, critically, issues of gender, class, ethnicity, culture and the individuals that are present in literature.

Note: Students planning graduate work in literature should include period and genre courses in their area of study.

BACHELOR OF ARTS

ENVIRONMENTAL STUDIES

		Credits
II. Area of Study		**41**
A. Required Courses		**26**
(all must be included)		
• General Biology I with Lab	4	
• Introduction to Environmental Science	3	
• Earth's Resources	3	
• Geology with a Human Emphasis	3	
• General Chemistry I with Lab	4	
9 credits chosen from at least three of the following areas:	9	
• Anthropology of the Environment		
• Economics of the Environment		
• Environmental Psychology		
• Global Environmental Change		
• Philosophy/Environment		
• Politics of the Environment		
• Sociology/Environment		
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Environmental Studies Electives		**12**
III. Electives		**19**

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

Learning Outcomes Objectives – Graduates will be able to:

- define the human and natural phenomena that impact the environment;
- identify and analyze the technology and management strategies that prevent, control and remedy the human and natural phenomena that impact the environment;
- demonstrate and communicate knowledge of environmental, socioeconomic and political implications of human interactions with the environment;
- explain environmental problems, analyze risks to humans and the environment, and propose alternate solutions to remedy environmental problems; and
- demonstrate awareness of how the scientific method is applied in environmental studies research.

Note: Because this area of study is interdisciplinary, it must be planned closely with a BA degree program advisor.

BACHELOR OF ARTS

FOREIGN LANGUAGE

		Credits
II. Area of Study		**33**
A. Required Courses		**21**
• Intermediate Language I and II	6	
• Advanced Language I and II	6	
• History of Civilization	3	
• Major Writers/Masterpieces of Literature	6	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Foreign Language Electives		**9**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- present information, concepts and ideas in a foreign language to an audience of listeners or readers;
- translate and interpret a foreign language;
- engage in conversations or correspondence in a foreign language; and
- demonstrate proficiency in the cultural and sociolinguistic aspects of a language.

Note 1: Other foreign language areas of study may be modeled after the above. The area of study must be planned with a BA degree program advisor.

Note 2: All courses applied toward the foreign language area of study are REQUIRED to be taught in that specific foreign language, not in English translation.

BACHELOR OF ARTS

HISTORY

		Credits
II. Area of Study		**33**
A. Required Courses		**18**
• Western Civilization I and II **OR** World History I and II	6	
• American History I and II	6	
• Non-Western/Non-U.S. History	3	
• Historical Methods/Historiography	3	
B. Capstone		**3**
• LIB-495 Liberal Arts Capstone		
C. History Electives		**12**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of the major developments in American history and either world history or Western civilization;
- demonstrate knowledge of the historical development of at least one non-Western region;
- articulate the distinctiveness and interconnectedness of different periods of history;
- distinguish between primary and secondary sources and identify their appropriate use in research projects; and
- apply the main approaches and methodologies within the field of history.

BACHELOR OF ARTS

INTERNATIONAL STUDIES

		Credits
II. Area of Study		**48**
A. Required Courses		**24**
• Western Civilization I	3	
• Western Civilization II	3	
• Foreign Language	6	
• World Geography	3	
• International Relations	3	
• Conflict in International Relations	3	
• Liberal Arts Capstone (LIB-495)	3	
B. Global Electives		**12**
C. Regional Electives		**12**
III. Electives		**12**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate global and regional understanding of international studies from multiple academic disciplines;
- analyze international and global issues through multiple perspectives;
- demonstrate understanding of the connections between global cultures and politics;
- develop introductory level communicative skills in a foreign language; and
- critically analyze and evaluate globalization processes at local, national and international levels.

Note: Because this area of study is interdisciplinary, it must be planned closely with a BA degree program advisor.

BACHELOR OF ARTS

LABOR STUDIES

		Credits
II. Area of Study		**33**
A. Required Courses		**12**
• U.S. Labor History	3	
• Introduction to Labor Studies **OR** Work in Contemporary Society	3	
• Labor Economics	3	
• Labor Law	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Labor Studies Electives		**18**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of labor as a social, political, economic and legal force in society;
- explain the history and main principles of labor law in the United States;
- articulate the main principles of labor economics, including applied theory;
- demonstrate knowledge of the role of technology in the changing workplace;
- identify the relationship between the labor movement and the struggles for civil rights and gender equality; and
- identify the main theories and methodologies of labor studies.

BACHELOR OF ARTS

LIBERAL STUDIES

	Credits
II. Area of Study	**30**
A. Students complete a total of 30 credits of Liberal Studies courses.	
OR	
B. Students select an 18-credit concentration from the list below and complete an additional 12 credits of Liberal Studies courses.	
• Communications	
• Computer Science	
• Criminal Justice	
• General Management	
• Health and Wellness	
• Healthcare Management	
• Human Resources Management	
• Humanities	
• Labor Studies	
• Natural Sciences/Mathematics	
• Psychology	
• Social Sciences	
III. Electives	**27**
IV. Capstone	**3**
• Liberal Arts Capstone (LIB-495)	

Degree Requirements:
A minimum of 18 credits must be upper level (300 level or above) and no more than 6 credits in the area of study at the 100 level. A student must complete a course in college-level math or higher.

Learning Outcomes Objectives – Graduates will be able to:

- define the major concepts and theoretical perspectives of at least two liberal arts subjects;
- explain the interrelationships between the conceptual frameworks that distinguish liberal arts subjects; and
- discuss the historical development of at least two liberal arts subjects.

BACHELOR OF ARTS

MATHEMATICS

		Credits
II. Area of Study		**33**
A. Required Courses		**15**
• Calculus I (Differential Calculus)	3	
• Calculus II (Integral Calculus)	3	
• Calculus III (Multivariate Calculus)	3	
• Probability/Statistics	3	
• Linear Algebra	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Math Electives		**15**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate mastery of core competencies in algebra, analysis and applied mathematics;
- develop and write mathematical proofs; and
- explain and demonstrate problem solving using mathematical concepts.

BACHELOR OF ARTS

MUSIC

		Credits
II. Area of Study		**33**
A. Required Courses		**12**
• Survey of Music History I and II	6	
• Music Theory/Harmony I and II	6	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Music Electives		**18**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of Western music theory, including harmony, rhythm and thematic development;
- demonstrate knowledge of the history of world music and current trends, including classical, jazz, folk and popular expressions; and
- write descriptively and analytically about music and performance.

BACHELOR OF ARTS

PHILOSOPHY

		Credits
II. Area of Study		**33**
A. Required Courses		**21**
• Intro to Philosophy	3	
• Logic	3	
• Ethics	3	
3 credits in each of the following three areas with 6 credits in one area:	12	
• Major field of Philosophy		
• Major Philosopher		
• History of Philosophy		
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Philosophy Electives		**9**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- discuss the main points of and approaches to philosophies that have shaped Western civilization;
- compare and contrast ideas and methods from non-Western cultures to those of the West;
- evaluate competing ethical theories and their applications to contemporary issues; and
- express personal philosophical views.

BACHELOR OF ARTS

PHOTOGRAPHY

		Credits
II. Area of Study		**39**
A. Required Courses		**18**
• Principles of Photography or Black and White Photography	3	
• Survey of Art History I and II	6	
• History of Photography	3	
• Color Photography	3	
• Liberal Arts Capstone (LIB-495)	3	
B. Photography Electives		**21**
III. Electives		**21**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate a broad based knowledge of photography from traditional photographic techniques to the digital darkroom;
- apply theoretical as well as technical practices to photography; and
- demonstrate how photography contributes to both the cultural and ecomomic aspects of society.

BACHELOR OF ARTS

POLITICAL SCIENCE

		Credits
II. Area of Study		**36**
A. Required Courses		**18**
• American National Government	3	
• Comparative Government	3	
• Political Theory **OR** Political Process	3	
• International Relations	3	
• Research Methods **OR** Quantitative Methods	3	
• Macroeconomics	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Political Science Electives		**15**
III. Electives		**24**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of the major fields in political science;
- describe the major forms of government, legal systems and political ideologies;
- demonstrate knowledge of the basic structures, functions and processes of the government and political system of the United States;
- explain the formation and structure of the international system theory as related to political science; and
- articulate and apply appropriate political science research methodologies.

BACHELOR OF ARTS

PSYCHOLOGY

		Credits
II. Area of Study		**39**
A. Required Courses		**30**
• Introduction to Psychology	3	
• Research in Experimental Psychology	3	
• Social Psychology	6	
• History and Systems of Psychology	3	
• Physiological Psychology	3	
• Developmental Psychology	3	
• Abnormal Psychology	3	
• Statistics	3	
• Ethics in the Social Sciences	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Psychology Electives		**6**
III. Electives		**21**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of the theoretical concepts and historical trends in psychology;
- use the scientific method to examine psychological questions;
- articulate the importance of values, ethical standards and diversity in psychology; and
- apply psychological principles to personal, social and organizational issues.

BACHELOR OF ARTS

RELIGION

		Credits
II. Area of Study		**33**
A. Required Courses		**6**
• Religions of the World **OR** Comparative Religions	3	
• Philosophy of Religion	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Religion Electives		**24**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

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

BACHELOR OF ARTS

SOCIOLOGY

		Credits
II. Area of Study		**33**
A. Required Courses		**9**
• Introduction to Sociology	3	
• Social Theory	3	
• Methods of Sociological Research **OR** Statistics	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Sociology Electives		**21**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

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

Note 1: The following TECEP® exams **OR** *DANTES DSST exam* **OR** *Guided Study course may be used as an elective in the sociology area of study.*
SOS-303-DE Substance Abuse (3 credits)
SOS-304-GS Drugs and Society (3 credits)

Note 2: SOS-304-GS Drugs and Society DUPLICATES SOS-303-DE Substance Abuse.

BACHELOR OF ARTS

THEATER ARTS

		Credits
II. Area of Study		**33**
A. Required Courses		**12**
At least one course in each of the following is required:		
• Acting	3	
• Directing	3	
• Theater History	3	
• Technical Theater Production	3	
B. Capstone		**3**
• Liberal Arts Capstone (LIB-495)		
C. Theater Arts Electives		**18**
III. Electives		**27**

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

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate knowledge of the history of theater;
- compare and contrast theatrical techniques and processes (such as stagecraft and playwriting); and
- explain the different forms of theater (such as stage plays and monologues) and theater's relationship to other arts (such as film and opera).

Bachelor's to Master's Program

The Bachelor's to Master's Program enables undergraduate students to earn up to 12 graduate credits* that will apply to both their bachelor's degree and a master's degree at the University. The program gives undergraduate students who are serious about earning a master's degree the opportunity to earn up to 12 graduate credits at the undergraduate tuition rate.

A student's ability to take advantage of the Bachelor's to Master's Program depends on the courses they have already completed and those that can still be applied to their degree. A student must have room in their undergraduate degree for the recommended graduate courses aligned with the program.

Students approved for the Bachelor's to Master's Program, who do not have room within their undergraduate program to take graduate courses, have the benefit of being conditionally admitted to a graduate program. This allows students who maintain a GPA of 3.0 or higher to seamlessly transition into the graduate program upon certification of their baccalaureate degree.

Thomas Edison State University undergraduate students and prospective students may apply for conditional admission to the Thomas Edison State University graduate program of their choice if they meet the following criteria:

- they have earned at least 60 undergraduate credits toward a bachelor's degree at the University;
- they have a minimum grade point average (GPA) of 3.0; and
- they have at least three years of degree program relevant experience.

Applicants who meet the above requirements may apply to the program and will be subject to the admission requirements of the Bachelor's to Master's Program and the University's graduate admissions requirements (with the exception of having to possess a bachelor's degree). These applicants will complete the Bachelor's to Master's Application.

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State University GPA of 3.0. Conditionally admitted students may earn up to 12 graduate credits (four courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 12 graduate credits (four courses) and must maintain their active undergraduate enrollment status.

Students who do not achieve a 3.0 GPA in their graduate course work will not be permitted to take additional courses. Students who do not complete the 12 credits successfully will have to re-apply for admission to graduate study.

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

Note: There are recommended courses in each graduate program in which undergraduate students may enroll. Students should check with an advisor for those courses.

BACHELOR OF SCIENCE

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

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		9
D. Understanding the Physical and Natural World		8-10
E. Mathematics		3
F. General Education Electives		14-16
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study		**33**
III. Electives		**27**
Total		**120 credits**

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

Data Science and Analytics Area of Study

The Data Science and Analytics area of study offered under the Bachelor of Science degree is completed via online courses in data science and analytics provided by the Institute of Statistics Education at *Statistics.com*, which have been evaluated and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service (CREDIT®). Credits earned by successfully completing the *Statistics.com* courses below fulfill the area of study requirements of the program. Students are responsible for separate Statistics.com tuition for online courses provided by Statistics.com that are part of this program.

II. Area of Study		**33**
A. Core Area of Study Courses		**21**
• Introductory Statistics	3	
• Predictive Analytics I - Machine Learning Tools*	3	
• Predictive Analytics II - Neural Nets and Regression*	3	
• Predictive Analytics III - Dimension Reduction, Clustering and Association Rules*	2	
• Optimization - Linear Programming*	3	
• Introduction to Social Network Analysis (SNA)*	3	
• Forecasting Analytics	3	
• Interactive Data Visualization*	2	
B. Area of Study Electives		**12**
Students select four of the following courses		
• SQL and R-Intro to Database Queries*		
• Regression Analysis*		
• R Programming Introduction I		
• Introduction to Python Programming for Analytics		
• Financial Risk Modeling*		
• Spatial Statistics with Geographic Information Systems*		
• Integer and Nonlinear Programming and Network Flow		
• Risk Simulation and Queuing*		
III. Electives		**27**

**upper-division course as designated by ACE.*

Learning Outcomes Objectives – Graduates will be able to:

- utilize key technologies in data science and analytics, including data mining, machine learning, visualization techniques, predictive modeling and statistics; and
- apply knowledge of statistical data analysis and quantitative modeling techniques to solve real world problems.

BACHELOR OF SCIENCE IN CYBERSECURITY

The Bachelor of Science in Cybersecurity (BSC) degree addresses the critical national need for a highly skilled cybersecurity workforce and provides you the knowledge and skills needed to protect critical cyber infrastructure and information assets. This innovative degree program uses an interdisciplinary approach that draws on solid technical as well as relevant human, policy, legal, ethical and management aspects needed to protect critical information infrastructure.

In addition, the program prepares students for well-known cybersecurity related industry certifications that are perfect for increasing career opportunities in the current rapidly growing cybersecurity job market.

	Credits	
I. General Education Requirements		**60**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Ethics Course	3	
• Diversity Course	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	8	
E. Mathematics	3	
F. General Education Electives	16	
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study: Cybersecurity		**54**
Introduction to Cybersecurity (CYB-120)	3	
Database Fundamentals (ITS-130)	3	
Introduction to Networking (ITS-140)	3	
Computer Programming I (ITS-150)	3	
Fundamentals of Operating Systems (ITS-160)	3	
Defensive Security (CYB-220)	3	
Firewalls and Perimeter Security (CYB-221)	3	
Database Programming (ITS-231)	3	
Routing and Switching Fundamentals (ITS-240)	3	
Linux (ITS-261)	3	
Ethical Hacking (CYB-320)	3	
Digital Forensics Techniques and Practices (CYB-321)	3	
Wireless and Mobile Networking (ITS-340)	3	
Windows Server Configuration (ITS-363)	3	
Critical Infrastructure Security (CYB-420)	3	
Cybersecurity Risk Analysis and Management (CYB-421)	3	
Cybersecurity Policies, Programs and Compliance (CYB-422)	3	
Cybersecurity Capstone (CYB-495)	3	
III. Electives		**6**

Students choose one of the following options:

- *Digital Forensics and Cyber Investigation Option:*
  - Mobile Forensics (CYB-440)
  - Network Forensics (CYB-441)
- *Cloud Security Option:*
  - Cloud Computing (CYB-450)
  - Cloud Security and Privacy (CYB-451)
- *Homeland Security Option:*
  - Counterterrorism: Constitutional and Legislative Issues (HLS-410)
  - Homeland Security: Preparedness, Prevention and Deterrence (HLS-420)

Total **120 credits**

Learning Outcomes Objectives – Graduates will be able to:

- assess and apply cybersecurity principles, tools and methods to defend information systems against cyber-threats;
- protect an organization's critical information infrastructure by applying cybersecurity design best practices and technologies to prevent and mitigate cyberattacks and vulnerabilities;
- design, implement and administer networks in a secure manner by integrating network defense technologies, monitoring tools and measures;
- evaluate the hardware and software components of a computing environment and apply security best practices to install, configure and manage modern operating systems;
- implement fundamental security principles and techniques in developing secure programs;
- apply database security models and best practices in the design and development of database management systems; and
- analyze and navigate policy, legal, ethical and compliance aspects of cybersecurity.

Note: Students who have professional certifications in cybersecurity can request that these be evaluated for college-level credits.

- *How Students Earn Credit in the Area of Study:* Students may earn credits by selected technical/certifications in the area of cybersecurity or courses taken at other regionally accredited educational institutions.

BACHELOR OF SCIENCE

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

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Ethics Course	3	
• Diversity Course	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		9
D. Understanding of the Physical and Natural World		8-9
E. Mathematics		3
F. General Education Electives		15-16
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study		**45-54**
Technical Discipline*		42
Current Trends and Applications (APS-401)**	3	
III. Electives		**12-15**
Total		**120-126 credits†**

* All areas of study require completion of 18 credits of 300- or 400-level courses.

** Engineering Technology programs require different Capstone courses.

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

Note: Engineering Technology programs require computer programming or Programmable Logic Controller (GTR-212). Engineering Technology programs require Calculus I and II.

Degree Requirements

The Bachelor of Science degree typically requires 120 credits; 60 credits in general education distribution, 45-54 credits within the area of study and 12-15 credits in electives.

Outcomes - Based General Education

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

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

Area of Study

The area of study typically includes 45-54 credits. Most programs require the completion of Current Trends and Applications; this course is suggested to be taken at the end of the program. The credits used in the area of study must exhibit depth and breadth to cover both theoretical and applied aspects of the field. Requirements are given in terms of specific courses, areas to be completed and elective areas enable individualization of the area of study. Since this is usually a field in which the student is employed, it is often possible for the student to earn these credits through prior learning assessment (PLA), if he/she has not completed appropriate course work in that area. The lists of requirements for the area of study are subject to change. A current area of study Guidesheet, showing detailed requirements, will be sent with the student's first Academic Evaluation.

Electives

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

Additional Degree Requirements

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

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

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

BACHELOR OF SCIENCE

AIR TRAFFIC CONTROL

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

Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**20**
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4
Computer Concepts (CIS-107) **OR** above	3

- *Certification:* FAA Control Tower Operator (CTO) or FAA Credential with Tower rating.
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

Note: All certifications are recommended.

BACHELOR OF SCIENCE

AVIATION FLIGHT TECHNOLOGY

	Credits
II. Area of Study: Aviation Flight Technology	**45**
A. Private Pilot	6
B. Instrument Pilot	6
C. Commercial Pilot	12
D. Aviation Flight Technology Electives	18
• Airplane Transport Pilot	
• Multiengine Rating	
• Flight Instructor	
• Flight Navigator	
• Flight Dispatcher	
• Airplane Captain	
• First/Second Officer	
• Flight Engineer	
• Specific Aircraft	
• Aerospace Development	
• Air Carrier Operations	
• Aircraft Components	
• Aviation Meteorology	
• Airport Management	
• Aviation Law	
• Aviation Safety	
• Aviation Transportation	
• Avionics	
• Flight Physiology/Human Factor Flight	
• Government and Aviation	
• Flight Instructor	
• Flight Instrument Instructor	
• Multiengine Instrument/Instructor	
• Airframe and Powerplant (up to 6 credits)	
• Air Traffic Control (up to 6 credits)	
E. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**

Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**23**
Computer Concepts	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4
Meteorology	3

- *Certification:* FAA certificate in Private Pilot, Commercial Pilot, Instrument rating. Equivalent military training may be considered.
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the FAA licenses.

BACHELOR OF SCIENCE

AVIATION MAINTENANCE TECHNOLOGY

	Credits
II. Area of Study: Aviation Maintenance Technology	**45**
A. General Aeronautics	3
• General Aerodynamics	
• Basic Aviation Maintenance	
• Inspection and Service	
B. Airframe	12
• Basic Airframe Systems	
• Advanced Airframe Systems	
• Flight Line Maintenance	
• Metallic Structures	
• Composite Structures	
C. Powerplant Courses	12
• Gas Turbines Powerplant	
• Piston Powerplant	
• Powerplant Accessories	
• Propellers and Trouble Analysis	
D. Avionics	6
• Airframe Electrical Systems	
• Instrumentation and Avionics	
E. Aviation Electives	9
• Aviation Weather	
• Basic Electricity (DC **OR** AC Circuits)	
• Communication Electronics	
• Electronics	
• Commercial Pilot	
• Aircraft Rigging and Weight Analysis	
• Fluid Mechanics/Hydraulics and Pneumatics	
• Strength of Materials	
• Thermodynamics	
• Engineering Drawing (up to 3 credits)	
• Machine Tools (up to 3 credits)	
F. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**

Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**24**
Computer Concepts	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4
Chemistry I with Lab	4

- *Certification:* FAA Certificate in Airframe and Power Plant Mechanics. Equivalent military training may be considered.
- *How Students Earn Credit in the Area of Study:* Students' areas of study are completed by the license, depending on the rating.

BACHELOR OF SCIENCE

AVIATION MANAGEMENT

	Credits
II. Area of Study: Aviation Management	**45**
A. Professional Aviation Requirements *(Aviation Maintenance Technology, Aviation Flight Technology, Air traffic Control) This can be satisfied by professional certifications and licensing.*	21
B. Aviation Management Electives *Complete at least 21 semester hours from the following list of courses.*	21
• Aviation Safety (AVF- 303)	
• Airline Management (AVT-301)	
• Project Management (MAN-435)	
• Airport Management (AVF-472)	
• Airport Management II (AVF-474)	
• Airline Marketing and Customer Service (AVT-305)	
• Crew Resource Management (AVT-306)	
C. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**
Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.	

Degree Requirements:	**20**
Computer Concepts	3
College Algebra	3
Statistics	3
Meteorology	3
Physics I with Lab	4
Physics II with Lab	4

› *Certification:* FAA licences or certifications in Flight Maintenance or Air Traffic Control. Equivalent military training may be considered.

BACHELOR OF SCIENCE

BIOMEDICAL ELECTRONICS

	Credits
II. Area of Study: Biomedical Electronics	**45**
A. DC Circuits (ELE-211)	3
B. AC Circuits (ELE-212)	3
C. Biomedical Electronics	12
• Biomedical **OR** Medical Electronics	
• Instrumentation	
• Biomedical Transducers	
• Biomedical Equipment Maintenance	
• Physiological Monitoring Systems	
• Diagnostic Support Equipment Systems	
• Therapeutic Support Equipment Systems	
• Applications of Sensors	
• Electro-Mechanical Controls	
D. General Electronics	12
• Electronic Devices, Solid State/Semiconductor	
• Digital Electronics	
• Microprocessors	
• Computer Circuits	
• Communications Circuits	
• Pulse Circuits	
E. Biomedical Electronics Electives	12
• Specific Equipment	
• Additional credits in biomedical electronics and general electronics	
F. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**
Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.	

Degree Requirements:	**20**
Computer Concepts (CIS-107) and above	3
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4
Physiology	3

› *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.

› Biomedical electronic courses are transferred since not available at the University. General electronics are available for the program.

BACHELOR OF SCIENCE

CLINICAL LABORATORY SCIENCE

	Credits
II. Area of Study: Clinical Laboratory Science	**45**
A. Organic **AND/OR** Biochemistry	6
B. Microbiology	9
• General Microbiology	
• Diagnostic Microbiology	
• Virology/Parasitology/Mycology	
• Advanced Clinical Microbiology	
C. Hematology	6
D. Immunohematology/Serology	6
• Immunology	
• Blood Banking	
E. Clinical Chemistry	6
F. Clinical Laboratory Electives	9
• Microtechnique or History	
• Cytology	
• Diagnostic **OR** Clinical Microscopy	
• Laboratory Quality Control	
• Laboratory Administration	
• Pathology	
• Epidemiology	
• Urinanalysis	
• Healthcare Administration	
• Healthcare Delivery	
G. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**
Students can select electives of their choice or select all 15 creditsfrom the cybersecurity certificate program and receive this certificatein addition.	

Degree Requirements:	**26**
Computer Concepts (CIS-107) and above	3
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Chemistry I with Lab	4
Chemistry II with Lab	4
Anatomy and Physiology I	3
Anatomy and Physiology II	3

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

BACHELOR OF SCIENCE

CONSTRUCTION

	Credits
II. Area of Study: Construction	**45**
A. Blue Print Reading*	3
B. Strength of Materials **OR** Construction Materials*	3
C. Safety and Health	3
D. Building and Construction Codes*	
E. Project Management (MAN-435)	3
F. Contracting* (300-400 level)	3
G. Cost Estimating* (300-400 level)*2	3
H. Construction Electives	21
• Construction Techniques, Methods and Practices	
• Heavy Construction	
• Energy Efficiency and Power Distribution	
• Green Technology Applications	
• Foundations/Structural Design/Analysis	
• Structural Steel Design, Installation and Construction	
• Reinforced Concrete Design/Installation	
• Wood Design and Construction	
• HVAC Systems — Fabrication, Installation and Maintenance	
• Building Systems (Electrical/Mechanical)	
• Historic Preservations and Rehabilitation	
• Statics	
• Applied Quality Management	
• Other Related Courses	
I. Current Trends and Applications (APS-401)	3
III. Electives	**15**
Students can select electives of their choice or select all 15 creditsfrom the cybersecurity certificate program and receive this certificatein addition.	

Degree Requirements:	**17**
Computer Concepts (CIS-107) and above	3
Intermediate Algebra and above	3
Higher-Level Mathematics above Intermediate Algebra	3
Physics I or Chemistry I with Lab	4
Physics II or Chemistry II with Lab	4

› *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.

**Courses to be developed*

*** APS-610 Cost Estimation and Financial Management for Engineers and Technologists will be adapted to be an undergraduate course.*

Note: Courses listed in the area of study are offered as a guide. Other courses may also be considered appropriate for the program. The inclusion of similar courses must be reviewed by the evaluation team. Students must submit their program plan for review to ensure that course selection is appropriate for the degree.

BACHELOR OF SCIENCE

DENTAL HYGIENE

	Credits
II. Area of Study: Dental Hygiene	**45**
A. Dental Anatomy	3
B. Nutrition (BIO-208)	3
C. Pharmacology	3
D. Radiology	3
E. Periodontics	3
F. Community Dental Health	3
G. Clinical Dental Hygiene	9
H. Dental Hygiene Electives	15
I. Current Trends and Applications (APS-401)	3
III. Electives	**15**

Degree Requirements:	**29**
Computer Concepts (CIS-107) and above	3
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4
Anatomy and Physiology I	3
Anatomy and Physiology II	3
Microbiology	3

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

› *How Students Earn Credit in the Area of Study:* Students whose areas of study are not complete at the time of enrollment either use prior learning assessment (PLA) or classroom work to complete their areas of study.

BACHELOR OF SCIENCE

ELECTRICAL TECHNOLOGY

	Credits
II. Area of Study: Electrical Technology	**45**
Electrical Technology Core	24
A. Electrical Theory	
• DC Circuits (ELE-211)	6
• AC Circuits (ELE-212)	
B. Digital Electronics with Lab (ELD-302)	3
C. Solid State Devices and Circuits with Lab (ELT-306)	3
D. Occupational Safety and Health (APS-400)	3
E. Project Management (MAN-435)	3
F. Applied Quality Management (APS-402)	3
G. Current Trends and Applications (APS-401)	3
H. Electrical Specialty	21
Select 21 credits from subjects below or equivalents	
• Linear and Integrated Circuits with Lab (ELT-307)	
• Industrial Electronics (ELT-308)	
• Microprocessors with Lab (ELD-311)	
• Electronic Instrumentation Systems (CTR-211)	
• Programmable Logic Controllers (CTR-212)	
• Electronic Communications Systems with Lab (ELC-201)	
• Regulatory Policy and Procedures (EUT-401)	
• Applied Economic Analysis (EUT-402)	
• Alternative Energy Technologies and Energy Management	
• AC/DC Machines and System Protection	
• Electric Power Systems	
III. Electives	**15**

Students can select electives of their choice or select all 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**20**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4

› *How Students Earn Credit in the Area of Study:* Many of the credits in the area of study may be completed by independent study and distance education courses from other universities. Many students use prior learning assessment (PLA).

› All courses are offered online.

BACHELOR OF SCIENCE

ELECTRONICS SYSTEMS ENGINEERING TECHNOLOGY

	Credits
II. Area of Study: Electronics Systems Engineering Technology	**49**
A. Electric Circuits	6
• DC Circuits with Lab (ELE-211)	
• AC Circuits with Lab (ELE-212)	
B. Electronic Devices	6
• Solid State Devices and Circuits with Lab (ELT-306)	
• Linear and Integrated Circuits with Lab (ELT-307)	
C. Digital Electronics with Lab (ELD-302)	3
D. Microprocessors with Lab (ELD-311)	3
E. Communication Electronics	3
• Electronic Communication Systems with Lab (ELC-201)	
F. Electronics Instrumentation and Control (CTR-211)	3
G. Electronic Engineering Technology Electives	9
Military/INPO Discipline Specific Training including Laboratory/Practicum (1 to 9 credits) **OR**	
• Industrial Electronics (ELT-308)	
• Advanced Microprocessors with Lab (ELD-400)	
• Programmable Logic Controllers (CTR-212)	
• Network Technology (CMP-354)	
H Occupational Health and Safety (APS-400)	3
I. Applied Quality Management (APS-402)	3
J. Project Management (MAN-435)	3
K. Electronics Assessment/Career Planning (ELT-490)	3
L. Electronic Engineering Technology Capstone (ELT-495)	4
III. Electives	**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**27**
Computer Concepts (CIS-107) and above	3
Statistics	3
Calculus I	3
Calculus II	3
Physics I with Lab	4
Physics II with Lab	4
Chemistry I with Lab	4
Computer Programming **OR** Programmable Logic Controllers	3

› *How Students Earn Credit in the Area of Study:* All of the courses in this area of study can be completed through Thomas Edison State University ways to earn credit.

Policy for Required Advisement for BS Degree in Electronics Systems Engineering Technology

BS degree in Electronic Systems Engineering Technology program learners are required to schedule and complete a minimum of two program planning sessions, with a School of Applied Science and Technology advisor. The first scheduled program planning sessions should be after the learner receives formal evaluation of transferred credits and prior to starting courses. A second scheduled program planning sessions should be prior to registration for Electronics Assessment/Career Planning (ELT-490).

The session shall encompass the following:

- Each BS degree in Electronics Systems Engineering Technology learner is required to meet with a technology advisor:
  - › After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated below
  - › To verify completion of prerequisite courses prior to enrollment in Electronics Assessment/Career Planning (ELT-490) and Electronics Engineering Technology Capstone (ELT-495)
  - › To verify completion of all courses before graduation
- Required Sequence of courses for the BS degree in Electronics Systems Engineering Technology is the following:
  - › General education courses or equivalent transfer courses prerequisites:
    - English Composition I (ENC-101) and English Composition II (ENC-102) prior to Technical Report Writing (ENG-201)
    - Calculus I (MAT-231) prior to Calculus II (MAT-232)
    - Physics I (PHY-111) with Lab (PHY-128) prior to Physics II (PHY-112) with Lab (PHY-129) and prior to Solid State Devices and Circuits (ELT-306) **OR** Linear Integrated Circuits (ELT-307)

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

- Required the BS degree in Electronics Systems Engineering Technology area of study courses or equivalent transfer courses prerequisites:
  - › DC Circuits with Lab (ELE-211), AC Circuits with Lab (ELE-212) prior to Electronics Devices courses of Solid State Devices and Circuits (ELT-306) and Linear Integrated Circuits (ELT-307)
  - › Solid State Devices and Circuits with Lab (ELT-306) and Linear Integrated Circuits with Lab (ELT-307) prior to Digital Electronics (ELD-302); Microprocessor (ELD-302); Electronic Communications Systems (ELC-201); and Electronic Instrumentation and Control (CTR-211) courses

- Occupational Health and Safety (APS-400), Applied Quality Management (APS-402), Project Management (MAN-435) and elective courses can be taken at any time.
- Required completion of general educations courses: English Composition I (ENC-101), English Composition II (ENC-102), Technical Report Writing (ENG-201), Calculus I (MAT-231), Calculus II (MAT-232), Physics I (PHY-111) with Lab (PHY-128), Physics II (PHY-112) with Lab (PHY-129), General Chemistry (CHE-111) with Lab (CHE-128) prior to Electronics Assessment /Career Planning (ELT-490)
- Required completion of BS degree in Electronics Systems Engineering Technology area of study courses or equivalent transfers prior to Electronics Assessment/ Career Planning (ELT-490)
- Require completion of Electronics Assessment /Career Planning (ELT-490) prior to Electronics Engineering Technology Capstone (ELT-495)
- Prior learning assessment (PLA) options will not be available for Electronics Assessment /Career Planning (ELT-490) **OR** Electronics Engineering Technology Capstone (ELT-495).
- The School of Applied Science and Technology advisors shall record the program planning session results in the learners' STRK file of Datatel.

Program Educational Objectives

The program educational objectives (PEOs) are broad statements describing the career and professional accomplishments that the Electronics Systems Engineering Technology program is preparing graduates to achieve in 3-5 years after graduation. The BS degree in Electronics Systems Engineering Technology (ESET) strives to produce qualified and competent applied technology engineering professionals who can immediately make substantial contributions to their employers.

The PEOs are to:

1. demonstrate a desire and commitment to remain technically current through formal training, self-improvement and continuing education, while applying skills that involve both practical and acquired knowledge;
2. demonstrate a commitment to increased levels of leadership and responsibilities in the electronics field;
3. function effectively in a professional/industrial environment while maintaining independent thought, a focus on safety and efficiency, and adherence to ethical standards;
4. demonstrate ongoing commitment to professionalism through teamwork as a leader or influential team member in the solution of technical challenges/issues; and
5. advocate for the industry through membership/involvement with professional/communal/educational societal, committees and panels.

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate a fundamental mastery of the knowledge, techniques, skills and modern tools required for the electronics and/or related fields;
- demonstrate an ability to understand and apply current concepts in the areas of mathematics, science, engineering and technology to problems/issues encountered, using proper application of principles and applied procedures or methodologies;
- demonstrate the ability to conduct standard tests and measurements in the lab or in the field; similarly, to conduct, analyze and interpret experiments, and apply results to resolve technical challenges and/or improve processes;
- demonstrate an ability to design or redesign systems, components or processes appropriate to the challenges encountered;
- demonstrate effective leadership and participation as a member of a technical team;
- demonstrate a capability to solve technical problems through proper identification, research and systematic analysis of the issue;
- demonstrate proficiency in oral, written and graphical communications in a technical and nontechnical setting utilizing standard English;
- demonstrate an ability to identify and use appropriate technical literature, documents and procedures;
- demonstrate the need for and commitment to engage in self-directed continuing professional development and lifelong learning in one's discipline;
- demonstrate professional, ethical and social responsibilities within the electronics field, while recognizing differences due to culture and diversity;
- demonstrate recognition of the impacts of electronics technology solutions in an expanding societal and global context; and
- demonstrate a commitment to quality, timeliness and continuous improvement in professional activities.

BACHELOR OF SCIENCE

ENERGY SYSTEMS TECHNOLOGY

	Credits
II. Area of Study: Energy Systems Technology	**45**
A. Energy Utility Technology – Core	15
• DC Circuits (ELE-211)	3
• AC Circuits (ELE-212)	3
• Applied Quality Management (APS-402)	3
• Occupational Safety and Health (APS-400)	3
• Current Trends and Applications (APS-401)	3
B. Energy Specialty	30
(Select 30 credits from areas below)	
• Nuclear Operations and Maintenance	
• Plant Operations and Maintenance	
• Gas Distribution	
• Electric Transmission and Distribution	
• Instrumentations and Control	
• Appliance Service	
• Alternative and Efficient Energy	
• Energy Management	
• Regulatory Policy and Procedures (EUT-401)	
• Applied Economic Analysis (EUT-402)	
III. Electives	**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition..

Degree Requirements:	**20**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4

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

BACHELOR OF SCIENCE

HEALTH SERVICES TECHNOLOGY

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

Degree Requirements:	**21**
Statistics	3
College Algebra	3
Anatomy and Physiology I with Lab	4
Anatomy and Physiology II with Lab	4
Chemistry I with Lab	4
Biology I	3

BACHELOR OF SCIENCE

INFORMATION TECHNOLOGY

	Credits
II. Area of Study: Information Technology	**45**
A. Information Technology Core	33
• Foundations of Information Technology (CMP-202)	3
• Computer Architecture (COS-330)	3
• C+++ Programming (COS-213)	3
• Data Structures (COS-241)	3
• Operating Systems (COS-240)	3
• Database Management (CIS-311)	3
• Software Engineering (CIS-351)	3
• Management Information Systems (CIS-301)	3
• Project Management (MAN-435)	3
• Network Technology (CMP-354)	3
• Current Trends and Applications (APS-401)	3
B. Information Technology Electives	12
III. Electives	**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition..

Degree Requirements:	**20**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4

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

BACHELOR OF SCIENCE

MEDICAL IMAGING*

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

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition..

Degree Requirements:	**24**
Computer Concepts (CIS-107) and above	3
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Anatomy and Physiology I with Lab	4
Anatomy and Physiology II with Lab	4
Physics I with Lab **OR** Chemistry I with Lab	4

* All areas of study require completion of 18 credits of 300- or 400-level courses.

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

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

BACHELOR OF SCIENCE

MILITARY TECHNOLOGY LEADERSHIP*

		Credits
II. Area of Study: Military Technology Leadership		**45**
A. 15 credits from a single discipline/ department and 9 credits from other disciplines/departments.	24	
B. Leadership Electives *(possible electives)*	9	
• Organizational Behavior	3	
• Organizational Leadership	3	
• Ethics and Policies	3	
C. Applied Quality Management	3	
D. Occupational Safety and Health	3	
E. Project Management	3	
F. AST: Current Trends and Applications (APS-401)	3	
III. Electives		**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program.

Degree Requirements:	**20**
Computer Concepts (CIS-107) or above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4

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

BACHELOR OF SCIENCE

NUCLEAR ENERGY ENGINEERING TECHNOLOGY

		Credits
II. Area of Study: Nuclear Energy Engineering Technology		**51**
A. Nuclear Physics for Technology	3	
B. Thermodynamics	3	
C. Heat Transfer	3	
D. Fluid Mechanics	3	
E. Reactors and Plant Systems	9	
• Reactor Fundamentals		
• Primary Reactor Systems		
• Nuclear Instrumentation and Control		
F. Radiation Effects	6	
• Radiation Biophysics **OR**		
• Radiation Interaction and		
• Radiological, Reactor and Environmental Safety		
G. Electrical Theory	3	
H. Nuclear Materials	3	
I. Radiation Analysis Laboratory	1	
J. Nuclear Electives	10	
• Military/INPO Discipline Specific Training including Laboratory/Practicum (1 to 10 credits) **OR** Occupational Health and Safety		
• Applied Quality Management		
• Regulatory Policy and Procedures		
• Applied Economic Analysis		
K. Nuclear Technology Assessment/ Career Planning	3	
L. Nuclear Energy Engineering Technology Capstone	4	
III. Electives		**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**24**
Statistics	3
Calculus I	3
Calculus II	3
Physics I with Lab	4
Physics II with Lab	4
Chemistry I with Lab	4
Computer Programming Requirement **OR** Programmable Logic Controllers	3

Note: Laboratories are considered to be part of the course work and/or prior experiential learning. Laboratory requirements of the degree are assigned zero credits.

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

Policy for Required Advisement for BS degree in Nuclear Energy Engineering Technology

BS degree in Nuclear Energy Engineering Technology program students are required to schedule and complete a minimum of two program planning sessions with a School of Applied Science and Technology advisor. The first scheduled program planning sessions should be after the student receives formal evaluation of transferred credits and prior to starting courses. A second scheduled program planning session should be prior to registration for Nuclear Technology Assessment/Career Planning (NUC-490)

The session shall encompass the following:

- Each BS degree in Nuclear Energy Engineering Technology student is required to meet with an AST advisor or military representative/advisor:
  - After receiving evaluation of transferred credits and prior to starting courses to ensure course sequencing as indicated.
  - To verify completion of prerequisite courses prior to enrollment in Nuclear Technology Assessment/Career Planning (NUC-490) and Nuclear Energy Engineering Technology Capstone (NUC-495)
  - To verify completion of all courses before Graduation application
- Required sequence of courses for the BS degree in Nuclear Energy Engineering Technology are the following:
  - General educations courses or equivalent transfer courses prerequisites:
    - English Composition I (ENC-101) and English Composition II (ENC-102) prior to Technical Report Writing (ENG-201)
    - Calculus I (MAT-231) prior to Calculus II (MAT-232)
    - Physics I with Lab (PHY-115) prior to Physics II with Lab (PHY-116) and prior to Nuclear Physics for Technology (NUC-303)

Note: Other general education, electives and nuclear elective courses can be taken as determined by student and approved by advisement.

- Required the BS degree in Nuclear Energy Engineering Technology area of study courses or equivalent transfer courses prerequisites:
  - Nuclear Physics for Technology (NUC-303), Thermodynamics (EGM-221), Heat Transfer (EGM-323) and Fluid Mechanics (EGM-330) prior to Reactor and Plant Systems courses of Reactor Fundamentals (NUC-365), Primary Reactor Systems (NUC-331) or Nuclear Instrumentation and Control (NUC-351)
  - Nuclear Physics for Technology (NUC-303) prior to Radiation Effects courses: Radiation Biophysics (NUC-412), Radiation Interaction (NUC-413) or Radiological, Reactor, Environmental Safety (NUC-342)
  - Radiation Effects courses: Radiation Biophysics (NUC-412), Radiation Interaction (NUC-413) or Radiological, Reactor, Environmental Safety (NUC-342) prior to Ration Analysis Laboratory (NUC-238)
  - Required completions of general educations courses: English Composition I (ENC-101), English Composition II (ENC-102), Technical Report Writing (ENG-201), Calculus I (MAT-231), Calculus II (MAT-232), Physics I with Lab (PHY-115), Physics II with Lab (PHY-116) and General Chemistry (CHE-111) prior to Nuclear Technology Assessment/ Career Planning (NUC-490)
  - Required completion of BSAST degree in Nuclear Energy Engineering Technology area of study courses or equivalent transfers prior to Nuclear Energy Issues and Career Planning (NUC-490)
  - Required completion of and Nuclear Energy Engineering Technology Capstone (NUC-495)
  - Prior learning assessment (PLA) options will not be available for Nuclear Technology Assessment/Career Planning (NUC-490) or Nuclear Energy Engineering Technology Capstone (NUC-495)

Program Educational Objectives:

The program educational objectives (PEOs) are broad statements describing the career and professional accomplishments that the Nuclear Energy Engineering Technology program is preparing graduates to achieve in 3-5 years after graduation. The BS degree in Nuclear Energy Engineering Technology strives to produce qualified and competent applied technology engineering professionals who can immediately make substantial contributions to their employers.

The PEOs are to:

1. Demonstrate an appropriate mastery of the knowledge, techniques and skills necessary to identify, analyze and solve professional/technical challenges in nuclear energy.
2. Possess a desire and commitment to be technically current with changing technologies through self-improvement and continuous learning.
3. Function effectively in a professional/industrial environment, while maintaining independent thought and adhering to ethical standards.
4. Communicate effectively in one's career environment and serve influentially in team oriented settings.
5. Strive for increasing levels of leadership and responsibilities in the nuclear field.

Learning Outcomes Objectives – Graduates will be able to:

- demonstrate a fundamental mastery of the knowledge, techniques, skills and modern appropriate tools required for nuclear facility operations and/or related fields;
- demonstrate an ability to understand and apply current concepts in the areas of mathematics, science and engineering technology;
- demonstrate the ability to conduct, analyze and interpret data to resolve technical challenges and/or improve processes;
- demonstrate an understanding of nuclear design concepts that are applied within the systems, components and processes for safe operation of nuclear facilities.
- demonstrate effective participation in groups as a valued team member;
- demonstrate a capability to solve technical problems through proper identification, research and systematic analysis of the issue;
- demonstrate proficiency in oral, written and graphical communications to the given audience utilizing standard English;
- demonstrate an ability to identify and use appropriate technical literature, documents and procedures;
- demonstrate the need and commitment to engage in lifelong learning, while remaining technically current in one's discipline;
- demonstrate professional, ethical and social responsibilities within the nuclear energy field, while recognizing differences due to culture and diversity;
- demonstrate recognition of the impacts of nuclear technology solutions in an expanding societal and global context, including cybersecurity;
- demonstrate a commitment for quality, timeliness and continuous improvement in professional activities; and
- demonstrate knowledge of and an understanding for the federal, state and local regulations, standards and rules applying to operations and safety in the nuclear energy field.

BACHELOR OF SCIENCE

NUCLEAR ENGINEERING TECHNOLOGY

	Credits
II. Area of Study: Nuclear Engineering Technology	**45**
A. Nuclear Physics for Technology	3
B. Heat Transfer	3
C. Fluid Mechanics	3
D. Reactors and Plant Systems	9
• Reactor Fundamentals	
• Primary Reactor Systems	
• Nuclear Instrumentation and Control	
E. Radiation Effects	6
• Radiation Biophysics	
• Radiation Interaction	
F. Safety and Protection	6
• Radiological, Reactor and Environmental Safety	
• Radiation Protection and Control	
G. Nuclear Electives	12
• Military/INPO Discipline Specific Training including Laboratory/Practicum or Occupational Health and Safety	
• Applied Quality Management	
• Regulatory Policy and Procedures	
• Nuclear Materials	
H. AST: Current Trends and Applications (APS-401)	3
III. Electives	**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**27**
Computer Concepts (CIS-107) or above	3
Statistics	3
Calculus I	3
Calculus II	3
Physics I with Lab	4
Physics II with Lab	4
Chemistry I with Lab	4
Computer Programming Requirement **OR** Programmable Logic Controllers	3

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

BACHELOR OF SCIENCE

NUCLEAR MEDICINE TECHNOLOGY

	Credits
II. Area of Study: Nuclear Medicine Technology	**48**
A. Radiation or Nuclear Physics	3
B. Radiochemistry or Radiopharmacy	3
C. Radiation Biology and Protection	3
D. Clinical Practice	6
E. Nuclear Medicine Technology Techniques	15
F. Nuclear Medicine Electives	12
G. AST: Current Trends and Applications (APS-401)	3
III. Electives	**12**

Degree Requirements:	**29**
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Chemistry I with Lab	4
Chemistry II with Lab	4
Physics I with Lab	4

- *Certification:* ARRT Nuclear Medicine Technologist ARRT-RT (N) or NMTCB-CNMT or NJ-LNMT (copy of original certificate and current renewal card).
- *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (radiography, radiation therapy or radiation protection) would complete the area of study.
- Nuclear medicine courses are not available at the University; they come from above certifications and transfers.

BACHELOR OF SCIENCE

RADIATION PROTECTION

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

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition..

Degree Requirements:	**23**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4
General Biology	3

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

Note: Courses listed in the area of study are offered as a guide. Other courses may also be considered appropriate for the program. The inclusion of similar courses must be reviewed by the evaluation team. Students must submit their program plan for review to ensure that course selection is appropriate for the degree.

BACHELOR OF SCIENCE

RADIATION PROTECTION/HEALTH PHYSICS

	Credits
II. Area of Study: Radiation Protection/Health Physics	**53**
A. Introduction to Nuclear Engineering Technology and Radiation Health Physics (RPT-270)	3
B. Nuclear Physics for Technology (NUC-303)	3
C. Radiation Detection and Instrumentation (RPT-260)	3
D. Nuclear Rules and Regulations (NUC-380)	3
E. Radiation Biology (RPT-271)	3
F. Radiation Ecology (RPT-272)	3
G. Radiation Biophysics (NUC-412)	3
H. Radiation Interactions (NUC-413)	3
I. Radiological, Reactor and Environmental Safety (NUC-342)	3
J. Introduction to Radiation Generating Devices and Medical (RPT-275)	3
K. Nuclear Materials (NUC-402)	3
L. Radiation Shielding and External Dosimetry (RPT-302)	3
M. Radiation Analysis Laboratory (NUC-358)	3
N. Reactor Fundamentals (NUC-365)	3
O. Nuclear Instrumentation and Control (NUC-351)	3
P. Radioactive Shipments, Packaging and Transportation (RPT-280)	3
Q. Radiation Protection/Health Physics Assessment/Career Planning (RPT-490)	3
R. Radiation Protection/Health Physics Capstone (RPT-495)	3
III. Electives	**12**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**28**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Physics I with Lab	4
Physics II with Lab	4
Chemistry I with Lab	4
Chemistry II with Lab	4

BACHELOR OF SCIENCE

RADIATION THERAPY

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

Degree Requirements:	**28**
Computer Concepts (CIS-107) and above	3
Statistics	3
Intermediate Algebra	3
Higher-Level Math above Intermediate Algebra	3
Anatomy and Physiology I with Lab	4
Anatomy and Physiology II with Lab	4
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4

- *Certification:* ARRT RT(T) or NJ LRT (copy of original certificate and current renewal card)
- *Required Courses:* Nuclear Physics for Technology, Radiation Oncology, Technical Oncology, Radiation Biology, Clinical Practice, Oncogenic Pathology, Quality Management, Current Trends and Applications
- *How Students Earn Credit in the Area of Study:* The certification covers almost all of the credits required in the area of study. A second certification (nuclear medicine, radiography or radiation protection) would complete the area of study.

Note: Courses listed in the area of study are offered as a guide. Other courses may also be considered appropriate for the program. The inclusion of similar courses must be reviewed by the evaluation team. Students must submit their program plan for review to ensure that course selection is appropriate for the degree.

BACHELOR OF SCIENCE

RESPIRATORY CARE

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

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition..

Degree Requirements:	**27**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math above College Algebra	3
Chemistry I with Lab	4
Chemistry II with Lab	4
Anatomy and Physiology I	3
Anatomy and Physiology II	3

- *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, Pulmonary Rehabilitation, Current Trends and Applications.
- *Corollary Requirements:* Chemistry I and II, Physics I, Computer Requirement, Statistics, College Algebra.
- How Students Earn Credit in the Area of Study: The area of study is completed by the license.
- All courses are offered online through Thomas Edison State University.

BACHELOR OF SCIENCE

TECHNICAL STUDIES

	Credits
II. Area of Study: Technical Studies	**45**
A. Technical Core	6
• Project Management	
• Current Trends and Applications	
B. Technical Discipline	39
Technical Courses: A total of 12 area of study credits must be from 300- or 400-level courses	
• 21 credits from a single discipline	
• 18 credits from other applied science and technology disciplines	
III. Electives	**15**

Students can select electives of their choice or select all the 15 credits from the cybersecurity certificate program and receive this certificate in addition.

Degree Requirements:	**20**
Computer Concepts (CIS-107) and above	3
Statistics	3
College Algebra	3
Higher-Level Math Above College Algebra	3
Physics I with Lab **OR** Chemistry I with Lab	4
Physics II with Lab **OR** Chemistry II with Lab	4

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

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

	Credits	
I. General Education Requirements		**60**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	4-7	
E. Mathematics	3	
F. General Education Electives	17-20	
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Professional Business Requirements		**36**
Financial Accounting	3	
Managerial Accounting	3	
Business Law	3	
Principles of Management	3	
Computer Concepts and Applications/ Introduction to Computers/CIS	3	
Introduction to Marketing	3	
Principles of Finance	3	
Business in Society **OR** International Management	3	
Macroeconomics	3	
Microeconomics	3	
Business/Managerial Communications	3	
Business Administration Capstone	3	
III. Areas of Study Requirements		**18 -24**
IV. Electives		**0-6**
Total		120 credits

Degree Requirements

To attain the BSBA degree, students in most areas of study must earn 120 credits distributed as follows: 60 credits in general education, 36 credits in business, 18-24 credits in the area of study and 6 credits of electives. In addition, students pursuing the BSBA are required to take College Algebra or Quantitative Analysis and Statistics.

Outcomes-Based General Education

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

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

Professional Business Requirements (36 credits)

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

Area of Study (18-24 credits)

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

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

Electives

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

Business Transfer Credits

Within the BSBA areas of study, up to 50 percent of the courses in the area of study may be older than seven years from the most current date of application to the University. Any additional older credits applicable to the area of study would have to undergo a currency review before being placed in this area of the degree. The Business Administration Capstone course has a currency limitation of no more than five years old in order to apply toward the core requirement.

STUDENTS MAY EARN A BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE IN ONE OF THE FOLLOWING AREAS OF STUDY:

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

ACCOUNTING

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

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

ACCOUNTING/CPA

		Credits
III. Area of Study		**24**
Required Courses	18	
• Intermediate Accounting I		
• Intermediate Accounting II		
• Advanced Accounting I		
• Advanced Accounting II		
• Auditing		
• Federal Income Taxation I		
Additional Accounting Courses	6	

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within Math section of General Education requirements)
- Intermediate Accounting I and II, Advanced Accounting I and II, Federal Income Taxation, Auditing

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

Note: Please contact your state board of accountancy for specific details concerning CPA examination requirements.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS

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

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

ENTREPRENEURSHIP

		Credits
III. Area of Study		**18**
Required Courses	9	
• Small Business Management **OR** Intro to Entrepreneurship		
• Small Business Finance (preferred) **OR** Managerial Finance		
• Small Business Marketing (preferred) **OR** Marketing Research		
Additional Courses	9	
IV. Electives		**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

FINANCE

	Credits
II. Area of Study	**18**
IV. Electives	**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

GENERAL MANAGEMENT

	Credits
III. Area of Study	**18**
Required Courses (12 of the credits must be upper level)	
Select from the following areas:	
• Accounting	
• Finance	
• Management	
• Marketing	
IV. Electives	**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

HEALTHCARE MANAGEMENT

	Credits
III. Area of Study	**18**
IV. Electives	**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

HUMAN RESOURCES/ORGANIZATIONAL MANAGEMENT

		Credits
III. Area of Study		**18**
Required Courses	9	
• Human Resources Management		
• Organizational Behavior		
• Organizational Theory **OR** Organizational Development and Change		
Additional Courses	9	
IV. Electives		**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

INTERNATIONAL BUSINESS

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

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MARKETING

		Credits
III. Area of Study		**18**
Required Courses	3	
• Marketing Research		
Additional Courses	15	
IV. Electives		**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

OPERATIONS MANAGEMENT

		Credits
III. Area of Study		**18**
Required Courses	6	
• Introduction to Operations Management		
• Total Quality Management **OR** Quality Assurance		
Additional Courses	12	
IV. Electives		**6**

Degree Requirements:

- College Algebra or Quantitative Business Analysis (within Intellectual and Practical Skills section of General Education requirements)
- Statistics (within the Math section of General Education requirements)

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

BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT

Offered in conjunction with the Rutgers School of Health Professions.

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

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

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

The program consists of 124 total semester hour credits with at least 12 being taken at Thomas Edison State University, thus constituting a residency requirement. The 124 total credits are comprised of the following:

- 60 credits in general education; and
- 64 area of study credits and elective credits in Health Information Management completed at Rutgers.

Admission to Program

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

BACHELOR OF SCIENCE IN HEALTH SCIENCES

Offered in conjunction with the Rutgers School of Health Professions.

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

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

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

Admission to Program

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

BACHELOR OF SCIENCE DEGREE IN HOMELAND SECURITY AND EMERGENCY MANAGEMENT

The Bachelor of Science degree in Homeland Security and Emergency Management was established to provide students with a broad view of homeland security and emergency management issues focusing on policy considerations and aligning with the five National Preparedness System mission areas of prevention, protection, mitigation, response and recovery. Course work includes, but is not limited to homeland security, emergency management, law enforcement and business continuity issues. The program is intended for students who want to learn the fundamentals of homeland security and emergency management and prepares them for the day-to-day decision-making required in the post-9/11 era.

	Credits	
I. General Education Requirements		**60**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	8-10	
E. Mathematics	3	
F. General Education Electives	14-16	
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study		**33**
A. 18 credits of required courses including:		
Terrorism (SOS-440)	3	
Counterterrorism: Constitutional and Legislative Issues (HLS-410)	3	
Homeland Security: Preparedness, Prevention and Deterrence (HLS-420)	3	
Protecting the Homeland, Response and Recovery (HLS-429)	3	
Research Methods in the Social Sciences (SOS-492)	3	
Capstone in Homeland Security and Emergency Preparedness (HLS-498)	3	
III. Electives		**27**
Total		120 credits

Degree Requirements

HLS-355	Critical Thinking for Homeland Security	3
SOC-322	Cultural Diversity in the US	3

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

BACHELOR OF SCIENCE IN HUMAN SERVICES

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

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		9
D. Understanding the Physical and Natural World		8-10
E. Mathematics		3
F. General Education Electives		14-16
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Area of Study in Human Services		**54**
A. Core Requirements		30
• Theoretical Foundation*	9	
• Intervention* *(e.g., PSY-331 Intro Counseling)*	6	
• Client Populations* *(e.g., PSY-350 Abnormal Psych.)*	6	
• Management *(e.g., MAN-210 Prin. of Management)*	6	
• Research Methods (SOS-492)	3	
B. Professional Track (18 credits at the 300-400 level in one area of study)		18
C. Capstone Course		6
III. Electives		**6**
Total		**120 credits**

Degree Requirements

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

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

- interpret and critically analyze the research in the professional track;
- apply theory to professional practice;
- apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;
- apply knowledge of cultural diversity as it relates to the field of human services; and
- apply theories of management as it relates to human services.

Required Courses

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

- *How Students Earn Credits in the Area of Study:* Some courses in the area of study may be completed with Thomas Edison State University and/or courses from other colleges, prior learning assessment (PLA) and/or examinations may also be used.

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

BACHELOR OF SCIENCE IN MEDICAL IMAGING SCIENCES

Offered in conjunction with the Rutgers School of Health Professions.

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

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

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

Admission to Program

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

BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing (BSN) degree program for RNs is designed for registered nurses who want a quality education with the convenience and flexibility that an online program can offer. Policies are in place that allow for maximum credit transfer, multiple methods of credit earning and degree completion. The upper-division nursing requirements, which include four graduate courses (12 credits), are offered through online courses, include asynchronous online-mentored group discussions that provide the opportunity for RNs to share and learn from their varied experiences in healthcare settings throughout the country. The program's unique format enables students to take up to 12 credits toward the MSN degree as they pursue their BSN degree.* On completion of the BSN degree program, graduates are prepared to practice as nurse managers and leaders, as providers of care and for continued study.

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

The 12-month Accelerated 2nd Degree BSN Program is designed for a limited number of adult learners with a non-nursing bachelor's degree who want to become registered nurses (RNs). On program completion, the graduates are prepared to take the National Council of Licensure Exam for Registered Nurses (NCLEX-RN). Admissions requirements and policies for the Accelerated 2nd Degree BSN Program, which differ from those for the BSN degree for RNs, are found on the University website at *www.tesu.edu/nursing/programs/2nd-degree-bsn* and in separate program materials.

**Only 9 credits will transfer into the MSN Nurse Educator area of specialty.*

		Credits
I. General Education Requirements		**48**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		9
D. Understanding the Physical and Natural World		9
E. Mathematics		3
F. General Education Electives		3
II. Professional Nursing Requirements		**48**
A. Lower Division/Credit for Prior Learning		20
B. Upper Division (TESU)		28
Advancing Nursing Practice (NUR-342)	3	
Research in Nursing (NUR-418)	3	
Leadership and Management in Nursing (NUR-428)	3	
Advanced Health Assessment (NUR-516)	3 **GR**	
Health Policy (NUR-529)	3 **GR**	
Nursing Informatics:		
Concepts and Issues (NUR-531)	3 **GR**	
Financial Management in Nursing Practice (NUR-582)	3 **GR**	
Public Health Nursing (NUR-443)	4	
Validating Nursing Competence (NUR-445)	3	
III. Electives		**24**
(may be fulfilled from lower-division prior learning)		
Total		**120 credits**

GR - Graduate-Level Courses

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

General Education Requirements

While there are few subjects specified in general education requirements for the BSN degree for RNs, it is expected that all students will choose those subjects with content supportive to the discipline of nursing and subjects that prepare them for continued study upon graduation, in addition to those subjects of personal interest.

Subjects required of all BSN degree students are English composition, mathematics, anatomy and physiology, statistics, ethics and microbiology. The anatomy and physiology, and microbiology requirements for RNs are generally satisfied by course work completed in the associate or diploma nursing program.

In general, associate degree and RN diploma nursing graduates will have completed approximately 30 credits of general education upon completion of their basic nursing program. Students may refer to the online *University Catalog*, available at *www.tesu.edu/catalog*.

Course advisories or prerequisites are stated where previous knowledge of a subject or completion of other course work is considered essential to success in course completion, or where specific documentation of eligibility for a course is required.

It is important to make an appointment with a nursing advisor to develop a plan of study in order to complete all general education and nursing requirements.

Suggested courses to fulfill general education and elective requirements that would enhance the student's education include: HEA-305: Women's Health; HEA-306: Men's Health; BIO-208: The Science of Nutrition, SOS-304: Drugs and Society; SOS-320: The Management of Stress and Tension; COM-335: Elements of Intercultural Communications; REL-405: Introduction to World Religions; NUR-614: Professional Writing from Idea to Publication; and selected ethics and language courses.

Statistics is required prior to enrollment in NUR-418 and NUR-530 in the MSN program

It is important to check with a nursing advisor prior to registering for any general education courses to be sure that selected courses meet specific general education requirements.

Professional Nursing Component

Lower-Division Nursing

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

Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely by online courses offered by the W. Cary Edwards School of Nursing. In addition to being offered as an online course, NUR-428 Leadership and Management in Nursing is also offered as a Leadership Exam. Four graduate courses, Health Policy; Nursing Informatics: Concepts and Issues; Advanced Health Assessment; and Financial Management in Nursing Practice will be completed by all BSN degree students as part of upper-division nursing requirements without additional charge. These 12 graduate credits may apply to MSN degree requirements at Thomas Edison State University*. All information related to the nursing courses offered by the W. Cary Edwards School of Nursing may be found in this publication and on the University website at *www.tesu.edu*. Students interested in using examination, transfer credit or prior learning assessment (PLA) options for these online courses should first consult with the academic advisor for nursing.

Suggested Scheduling of Upper-Division Nursing Requirements

Students may schedule upper-division nursing requirement courses in any order as long as prerequisites are satisfied prior to course registration. NUR-445 Validating Nursing Competence must be taken as the last course in the BSN degree program as indicated by course prerequisites. See course descriptions for prerequisites.

Electives

Twenty four credits of course work or examinations that do not duplicate other credits may be used, with a maximum of 8 credits from physical education activity courses. Credits from lower-division prior learning may fulfill this requirement.

**Only 9 credits will transfer into the MSN Nurse Educator area of specialty.*

BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

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

	Credits	
I. General Education Requirements		**60**
A. Intellectual and Practical Skills	15	
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning	9	
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures	9	
D. Understanding the Physical and Natural World	4-7	
E. Mathematics	3	
F. General Education Electives	17-20	
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	
II. Leadership Foundations		**12**
A. Organizational Behavior	3	
B. Foundations of Leadership	3	
C. Leading Organizational Change	3	
D. Leadership Communication	3	
III. Advanced Leadership: Areas of Specialization		**24**
A. Required Courses (select 12 credits)	12	
• Change Management		
• Project Management		
• Advanced Organizational Management		
• Leadership in a Global Environment		
• Nonprofit Leadership		
• Principles of Management		
• Leaders in History		
B. Additional advanced leadership and management electives	9	
C. Leadership Practicum	3	
IV. Supportive Leadership Courses		**12**
• Economics	3	
• Business/Managerial Communications	3	
• Organizational Theory	3	
• Computer Concepts	3	
V. Business Electives		**6**
VI. Electives		**6**
Total		120 credits

Degree Requirements

To attain the BSOL degree, the student must earn 120 credits distributed as follows:

General Education (60 credits)

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

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

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

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

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

Outcomes - Based General Education

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

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

BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES

The Bachelor of Science in Professional Studies degree is a 120-credit program that enables students to maximize transfer credits completed at regionally accredited institutions and complete a bachelor's degree without sacrificing any professional and personal obligations. Students benefit from a concentration in interdisciplinary knowledge that is designed to make them successful within any vocation. In addition to taking online courses, students can earn credit for what they already know through prior learning assessment.

The program offers both required and elective courses to satisfy students' individual learning interests. Course work provides a solid grounding in relevant academic theory, applied practice and policymaking. Students complete course work in a prescribed order culminating with a Capstone project. The program is attractive to professionals who possess a two-year degree and those looking for a business or management program where transfer credits can be applied.

		Credits
I. General Education Requirements		**60**
A. Intellectual and Practical Skills		15
• Written Communication	6	
• Oral Communication	3	
• Quantitative Literacy	3	
• Information Literacy	3	
B. Civic and Global Learning		9
• Diversity	3	
• Ethics	3	
• Civic Engagement	3	
C. Knowledge of Human Cultures		9
D. Understanding the Physical and Natural World		8-10
E. Mathematics*		3
F. General Education Electives		14-16
• Cornerstone: Lifelong Learning Strategies (TES-100)	1	

**MAT-105 Applied Liberal Arts Math and above*

Credits

Area of Study/Specialization Requirements

II. Professional Studies Requirements **30**

A minimum of 15 credits must be taken at the 300/400 level

Select Track A **OR** B below:

A. Professional Career Track (30)

Some courses listed as applicable toward the professional career track may also be applicable toward general education or other degree requirements. If a course is used toward another degree requirement, it WILL NOT apply toward this area. Select 10 courses from the following areas:

Leadership

- Foundations of Leadership (LDR-305)
- Leadership Communication (MAN-376)
- Leading Organizational Change (LDR-345)
- Ethics and the Business Professional (PHI-384)
- Industrial Psychology (PSY-363)

Supervision

- Principles of Sales (MAR-310)
- Introduction to Marketing (MAR-201)
- Negotiations and Conflict Management (NEG-401)
- Cultural Diversity in the United States (SOC-322)
- Customer Service a Practical Approach (APS-302)

Communication

- Interpersonal Communication (COM-330)
- Elements of Intercultural Communication (COM-335)
- Leadership Communication (MAN-376)
- Managerial Communications (MAN-373)
- Creating and Implementing Electronic Enterprise (MAR-306)

Organizational

- Leadership in a Global Environment (LDR-422)
- International Management (MAN-372)
- Marketing with Digital and Social Media (MAR-441)
- Organizational Theory (PSY-360)
- Change Management (MAN-415)

OR

B. Specialized Career Track (30) **

Select 5 courses from the Professional Career Track above **AND** 5 courses/15 credits of Specialized Career Courses:

Paralegal/Legal Studies
Police Science/Homeland Security/Criminal Justice
Military Studies/Military Science
Office Systems Technology/Executive Assistant
Health Services: Dental Hygiene/Sonography/ Respiratory Therapy/Radiation Therapy/etc.
Real Estate
Mortuary Science
Business: Accounting/Retail Management/Fashion/ Sports Management/etc.
Drafting
Culinary Arts/Hospitality

Credits

III. Associated Professional Studies Courses 18

Select from A **OR** B below:

A. Professional Undergraduate Certificate (18)

- Human Resources Management
- Marketing
- Organizational Leadership
- Finance

OR

B. Supportive Professional Studies Courses (18)*

A maximum of 6 credits can be taken in each discipline

**Some courses listed as applicable toward supportive professional studies may also be applicable toward general education or other degree requirements. If a course is used toward another degree requirement, it WILL NOT apply toward this area.*

Business

- Personal Finance for 2000 and Beyond (BUE-101)
- Fundraising for Nonprofits (FDR-440)
- Introduction to Entrepreneurship (MAN-230)
- Introduction to Marketing (MAR-201)
- Principles of Sales (MAR-310)

Information Technology

- System Analysis and Design I (CIS-320)
- Fundamentals of Information Technology (CMP-202)

Philosophy

- Contemporary Ethics (PHI-286)
- Philosophy of Religion (PHI-370)
- Ethics and the Business Professional (PHI-384)

Psychology

- Developmental Psychology (PSY-211)
- Psychology of Personality (PSY-352)
- Introduction to Social Psychology (PSY-370)
- Social Psychology (PSY-379)

Social Science

- Self-Assessment and Career Exploration (SOS-150)
- The Management of Stress and Tension (SOS-320)
- Games People Play: Game Theory in Life, Business and Beyond (SOS-360)
- Deliberative Democracy and Social Action (SOS-425)
- Introduction to Anthropology (ANT-101)
- White Collar Crime (AOJ-303)

Sociology

- Introduction to Sociology (SOC-101)
- Cultural Diversity in the United States (SOC-322)
- Complex Organizations (SOC-361)
- Sociology of Work (SOC-362)
- Modern Sociological Foundations (SOC-387)

IV. Professional Studies Capstone 3

V. Electives 9

Total 120 credits

***This list of career courses is offered as a guide. Other subjects may also be considered appropriate for the Specialized Career Track. Please consult the Office of Academic Advising to inquire about additional subject areas.*

UNDERGRADUATE CERTIFICATES

www.tesu.edu/academics/Undergrad-Certificates

Undergraduate certificates are 18-credit programs that provide students with a solid foundation in a chosen area of study, or major, and are designed to transfer into a degree program at Thomas Edison State University.

NOTE: Application of certificate credits to a degree program is subject to the degree program's specific requirements.

Students may select from the following undergraduate certificate programs:

- Undergraduate Certificate in Accounting
- Undergraduate Certificate in Communications
- Undergraduate Certificate in Computer Information Systems
- Undergraduate Certificate in Computer Science
- Undergraduate Certificate in Criminal Justice
- Undergraduate Certificate in Cybersecurity*
- Undergraduate Certificate in Diversity†
- Undergraduate Certificate in Dental Assisting*
- Undergraduate Certificate in Electronics
- Undergraduate Certificate in Finance
- Undergraduate Certificate in First Year Foundations°
- Undergraduate Certificate in Healthcare Management
- Undergraduate Certificate in Health and Wellness
- Undergraduate Certificate in Gas Distribution
- Undergraduate Certificate in General Management
- Undergraduate Certificate in Human Resources Management
- Undergraduate Certificate in Labor Studies
- Undergraduate Certificate in Marketing
- Undergraduate Certificate in Operations Management
- Undergraduate Certificate in Organizational Leadership
- Undergraduate Certificate in Polysomnography
- Undergraduate Certificate in Psychology

** 15-credit program; † 12-credit program; ° 30-credit program*

NOTE: For nondegree enrolled students, at least 50 percent of the credits required for an undergraduate or a graduate certificate must be earned at Thomas Edison State University. Application of any transferred credits is at the discretion of the dean.

NONCREDIT PROGRAMS

Thomas Edison State University offers professional noncredit certificate programs designed to help students prepare for career changes and professional advancement.

JOHN S. WATSON SCHOOL OF PUBLIC SERVICES

Human Resources: Policies and Procedures Writing for Professionals

Well-written, concise policies and procedures are the framework that holds an organization together and makes everything run smoothly and efficiently while ensuring fairness and consistency. If clear and transparent policies and procedures are not documented and distributed, an organization runs the risk of suffering from an unfortunate misunderstanding, a critical mistake or even a lawsuit that could be very costly. This six-week course will take students through the basics of writing policies and procedures, where to start, formatting, review, employee buy-in, legal concerns and more. Clear, comprehensive policies and procedures can help ensure an organization completes its objectives and achieves its mission.

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

Radiation Safety: Radiation Safety Officer

Thomas Edison State University has partnered with the prominent radiation protection firm Dade Moeller to develop Radiation Safety Officer (RSO-100-PS), an online, noncredit course designed to train students to lead businesses and industries in maintaining a safe working environment in facilities licensed or registered to possess radioactive materials and/or radiation producing machines. The course is for students seeking qualification as a Radiation Safety Officer with the ability to meet the requirements of the U.S. Nuclear Regulatory Commission, Agreement States and the U.S. Department of Transportation. The course provides the fundamentals of regulatory requirements, policies and implementation practices for working with and supervising those who work with radioactive materials and radiation producing machines.

UNDERGRADUATE CERTIFICATES

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

Undergraduate Certificate in Accounting*

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

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

› Advanced Financial Accounting	3
› Tax Accounting/Federal Income Taxation	3
› Cost Accounting	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Computer Information Systems*

Introduction to Computer Information Systems **OR** Computer Concepts and Applications	3
Management Information Systems	3
Programming Languages	6

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

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

Undergraduate Certificate in Computer Science

Computer Programming Language	3
Computer Architecture	3
Data Structures	3

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

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

Undergraduate Certificate in Communications

Introduction to Mass Communications I	3
Introduction to Mass Communications II	3
Communication in the Digital Age	3
Interpersonal Communication	3
Elements of Intercultural Communication	3
The Story of Human Language **OR** Managerial Communication **OR** Leadership Communication	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Criminal Justice

Introduction to Criminal Justice	3
Forensic Science	3
Criminology	3
Victimology and Criminal Behavior	3
Criminal Law	3
White-Collar Crime **OR** American Juvenile Justice System **OR** Public Policy, Crime and Criminal Justice	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Cybersecurity

Introduction to Cybersecurity	3
Defensive Security	3
Digital Forensics Techniques and Practices	3
Critical Infrastructure Security	3
Cybersecurity Policies, Programs and Compliance	3
TOTAL	**15 CREDITS**

Undergraduate Certificate in Diversity

American Cinema	3
African Encounters	3
Cultural Diversity in the U.S.	3
Story of Human Language	3
TOTAL	**12 CREDITS**

Undergraduate Certificate in Electronics

AC/DC Circuits	3
Basic Electronics	3
Digital Electronics	3

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

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

Undergraduate Certificate in Finance*

Principles of Finance	3
Security Analysis and Portfolio Management	3
Financial Institutions and Markets	3
International Finance and Trade	3
Risk Management	3
International Economics	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in First Year Foundations

English Composition I	3
English Composition II	3
World History since 1600	3
Living in the Information Age **OR** Learning in the Digital Age	3
Introduction to Psychology	3
Microeconomics or Macroeconomics	3
Critical Reasoning	3
Introductory Biology **OR** Survey of Chemistry	3
Public Speaking	3
Introduction to Computers	3
TOTAL	**30 CREDITS**

Note: All of the courses in the Undergraduate Certificate in First Year Foundations are available in open educational resource format.

Undergraduate Certificate in Health and Wellness

The Science of Nutrition	3
Women's Health	3
Men's Health	3
Biomechanics of Exercise **OR** Kinesiology	3
Biological Aspects of Aging	3
Individual Assessment Fitness and Wellness **OR** Principles and Programs for Fitness and Wellness Services	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Gas Distribution

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

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

Undergraduate Certificate in General Management*

Principles of Management	3
Change Management	3
Negotiations and Conflict Management	3
Organizational Theory	3
Industrial Psychology	3
Managerial Communications	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Healthcare Management*

Principles of Healthcare Management	3
Change Management	3
Negotiations and Conflict Management	3
Healthcare Legal and Ethical Considerations	3
Healthcare Quality and Outcomes	3
Managerial Communications	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Human Resources Management*

Human Resources Management	3
Principles of Management	3
Organizational Behavior	3
Advanced Organizational Management	3
Organizational Theory	3
Industrial Psychology	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Labor Studies

History of Labor Movement	3
Principles of Management	3
Human Resources Management	3

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

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

Undergraduate Certificate in Marketing*

Introduction to Marketing	3
Principles of Sales	3
Marketing Communications	3
Sales Management	3
Advertising	3
Marketing Research	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Operations Management*

Operations Management	3
Introduction to Business **OR** Computer Information Systems	3
Management Information Systems	3

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

› Total Quality Management	3
› Logistics	3
› Supply Chain Management	3
› Statistics	3
TOTAL	**18 CREDITS**

Undergraduate Certificate in Organizational Leadership*

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

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

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

Undergraduate Certificate in Polysomnography

Requirements

› Theoretical Fundamentals of Polysomnography	3
› Clinical Fundamentals of Polysomnography	6
› Polysomnography Instrumentation Theory	3
› Therapeutic Interventions and Clinical Patient Management	3
› Medical Terminology	1
TOTAL	**16 CREDITS**

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

Undergraduate Certificate in Psychology

Requirements

› Developmental Psychology	3
› Abnormal Psychology	3
› Social Psychology	3
› History and Systems of Psychology	3

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

› Psychology of Personality	3
› Organizational Theory	3
› Industrial Psychology	3
TOTAL	**18 CREDITS**

* *For certificates in business subject areas, up to 9 credits (50 percent) of the 18 credit certificate may be older than seven years from the most current date of application to the University. Any older credits applicable to the certificate area of study have to undergo a currency review.*

WHAT YOU CAN STUDY

www.tesu.edu/academics/What-You-Can-Study

From accounting and sociology to criminal justice and nursing, students can concentrate in more than 100 areas of study to complete their degrees. In addition, students can earn undergraduate and graduate certificates. The following alphabetical list tells students:

- The area of study they can choose
- The type of degree or certificate they can earn

A

ACCOUNTING
- Bachelor of Science in Business Administration
- Master of Business Administration
- Master of Science in Management
- Undergraduate Certificate

ACCOUNTING/CPA
- Bachelor of Science in Business Administration
- Master of Science in Management

ADMINISTRATIVE STUDIES
- Associate in Applied Science

ALLIED DENTAL EDUCATION*
- Bachelor of Science in Health Sciences

AIR TRAFFIC CONTROL*
- Associate in Science
- Bachelor of Science

ANTHROPOLOGY
- Bachelor of Arts

APPLIED COMPUTER STUDIES
- Associate in Applied Science

APPLIED ELECTRONIC STUDIES
- Associate in Applied Science

APPLIED HEALTH STUDIES
- Associate in Applied Science

ART
- Bachelor of Arts

AVIATION FLIGHT TECHNOLOGY*
- Associate in Science
- Bachelor of Science

AVIATION MAINTENANCE TECHNOLOGY*
- Associate in Science
- Bachelor of Science

AVIATION MANAGEMENT*
- Bachelor of Science

AVIATION SUPPORT*
- Associate in Applied Science

**Programs require professional license and/or certification.*

B

BIOLOGY
- Associate in Science in Natural Sciences and Mathematics
- Bachelor of Arts

BIOMEDICAL ELECTRONICS
- Associate in Science
- Bachelor of Science

BUSINESS ADMINISTRATION
- Associate in Science in Business Administration
- Bachelor of Science in Business Administration
- Master of Business Administration

C

CLINICAL LABORATORY SCIENCE
- Associate in Science
- Bachelor of Science

CLINICAL TRIALS MANAGEMENT
- Master of Science
- Graduate Certificate

COMMUNICATIONS
- Bachelor of Arts
- Master of Arts in Liberal Studies
- Undergraduate Certificate
- Graduate Certificate

COMMUNITY AND ECONOMIC DEVELOPMENT
- Master of Science in Management
- Master of Public Service Leadership

COMPUTER INFORMATION SYSTEMS
- Bachelor of Science in Business Administration
- Undergraduate Certificate

COMPUTER AND INFORMATION TECHNOLOGY
- Associate in Science

COMPUTER SCIENCE
- Associate in Science in Natural Sciences and Mathematics
- Bachelor of Arts
- Undergraduate Certificate

CONSTRUCTION
- Bachelor of Science

CONSTRUCTION AND FACILITIES SUPPORT
- Associate in Applied Science

CRIMINAL JUSTICE
- Associate in Applied Science
- Bachelor of Arts

CYBERSECURITY
- Bachelor of Science
- Master of Science in Information Technology
- Undergraduate Certificate
- Graduate Certificate

D

DATA ANALYTICS
- Bachelor of Science
- Master of Business Administration

DENTAL ASSISTANT*
- Undergraduate Certificate

DENTAL HYGIENE*
- Associate in Applied Science
- Bachelor of Science

**Programs require professional license and/or certification.*

DIVERSITY
- Undergraduate Certificate

E

EDUCATIONAL LEADERSHIP
- Master of Arts in Educational Leadership
- Graduate Certificate

ELECTRICAL TECHNOLOGY
- Associate in Science
- Bachelor of Science

ELECTRICAL/MECHANICAL SYSTEMS AND MAINTENANCE
- Associate in Applied Science

ELECTRONICS ENGINEERING TECHNOLOGY
- Associate in Science

ELECTRONICS SYSTEMS ENGINEERING TECHNOLOGY
- Bachelor of Science

ELECTRONICS
- Undergraduate Certificate

ENERGY SYSTEMS TECHNOLOGY
- Bachelor of Science

ENGLISH
- Bachelor of Arts

ENTREPRENEURSHIP
- Bachelor of Science in Business Administration

ENVIRONMENTAL POLICY/ ENVIRONMENTAL JUSTICE
- Master of Science in Management
- Master of Public Service Leadership

ENVIRONMENTAL, SAFETY AND SECURITY TECHNOLOGIES
- Associate in Applied Science

ENVIRONMENTAL STUDIES
- Bachelor of Arts

F

FINANCE
- Bachelor of Science in Business Administration
- Master of Business Administration
- Master of Science in International Business Finance
- Undergraduate Certificate

FIRST YEAR FOUNDATIONS
- Undergraduate Certificate

FOREIGN LANGUAGE
- Bachelor of Arts

FUNDRAISING AND DEVELOPMENT
- Graduate Certificate

G

GAS DISTRIBUTION
- Undergraduate Certificate

GENERAL MANAGEMENT
- Bachelor of Science in Business Administration
- Master of Science in Management
- Undergraduate Certificate

GENERAL STUDIES
- Associate in Arts

H

HEALTH ADVOCACY
- Bachelor of Science in Health Sciences

HEALTH INFORMATION MANAGEMENT
- Bachelor of Science in Health Information Management

HEALTH SERVICES MANAGEMENT AND EDUCATION
- Bachelor of Science in Health Sciences

HEALTH SERVICES TECHNOLOGY
- Bachelor of Science

HEALTH AND WELLNESS
- Undergraduate Certificate

HEALTHCARE MANAGEMENT
- Bachelor of Science in Business Administration
- Master of Business Administration
- Master of Science in Healthcare Management
- Undergraduate Certificate

HISTORY
- Bachelor of Arts

HOMELAND SECURITY
- Bachelor of Science
- Master of Science in Homeland Security
- Graduate Certificate

HUMAN RESOURCES MANAGEMENT/ORGANIZATIONAL MANAGEMENT
- Bachelor of Science in Business Administration

HUMAN RESOURCES MANAGEMENT
- Master of Science in Human Resources Management
- Master of Business Administration
- Undergraduate Certificate
- Graduate Certificate

HUMAN SERVICES
- Associate in Arts in Human Services
- Bachelor of Science in Human Services

I

IMAGING SCIENCES (advanced)*
- Bachelor of Science in Health Sciences

INFORMATION TECHNOLOGY
- Associate in Science
- Bachelor of Science
- Master of Science in Information Technology
- Master of Science
- Master of Science in Management (Information and Technology for Public Service)
- Master of Public Service Leadership (Information and Technology for Public Service)

INTERNATIONAL BUSINESS
- Bachelor of Science in Business Administration
- Master of Science in International Business Finance

INTERNATIONAL STUDIES
- Bachelor of Arts in International Studies

**Program requires professional license and/or certification.*

L

LABOR STUDIES
- Bachelor of Arts
- Undergraduate Certificate

LIBERAL ARTS/LIBERAL STUDIES
- Associate in Arts
- Bachelor of Arts
- Master of Arts in Liberal Studies

M

MANAGEMENT
- Bachelor of Science in Business Administration (General Management)
- Master of Science in Management

MARKETING
- Bachelor of Science in Business Administration
- Master of Business Administration
- Undergraduate Certificate

MATHEMATICS
- Associate in Science in Natural Sciences and Mathematics
- Bachelor of Arts

MECHANICS AND MAINTENANCE
- Associate in Applied Science

MEDICAL IMAGING*
- Associate in Science
- Bachelor of Science
- Bachelor of Science in Medical Imaging Science

MULTIDISCIPLINARY TECHNOLOGY
- Associate in Applied Science

MILITARY TECHNOLOGY LEADERSHIP
- Associate in Applied Science
- Bachelor of Science

MUSIC
- Bachelor of Arts

**Program requires professional license and/or certification.*

N

NONPROFIT MANAGEMENT
- Master of Science in Management
- Master of Public Service Leadership

NUCLEAR ENERGY ENGINEERING TECHNOLOGY*
- Bachelor of Science

NUCLEAR ENERGY TECHNOLOGY MANAGEMENT
- Master of Science

NUCLEAR ENGINEERING TECHNOLOGY*
- Associate in Science
- Bachelor of Science

NUCLEAR MEDICINE TECHNOLOGY*
- Bachelor of Science

NURSE EDUCATOR*
- Master of Science in Nursing
- Graduate Certificate

NURSING*
- Bachelor of Science in Nursing (RN to BSN/MSN)
- Bachelor of Science in Nursing (Accelerated 2nd Degree BSN Program - for non-nurses)
- Master of Science in Nursing
- Doctor of Nursing Practice (DNP)
- Graduate Certificates

NURSING ADMINISTRATION*
- Master of Science in Nursing
- Graduate Certificate

NURSING INFORMATICS*
- Master of Science in Nursing
- Graduate Certificate

NUTRITION AND DIETETICS*
- Bachelor of Science in Nutrition and Dietetics

**Programs require professional license and/or certification.*

O

OCCUPATIONAL THERAPY ASSISTANT
- Associate of Science

ONLINE LEARNING AND TEACHING
- Master of Arts in Educational Technology and Online Learning
- Graduate Certificate

OPERATIONS MANAGEMENT
- Bachelor of Science in Business Administration
- Undergraduate Certificate

ORGANIZATIONAL LEADERSHIP
- Bachelor of Science in Organizational Leadership
- Master of Science in Management
- Undergraduate Certificate
- Graduate Certificate

P

PERSONAL FITNESS TRAINING
- Professional Certificate (Noncredit)

PHILOSOPHY
- Bachelor of Arts

PHOTOGRAPHY
- Bachelor of Arts

POLITICAL SCIENCE
- Bachelor of Arts

POLYSOMNOGRAPHY
- Associate in Applied Science
- Undergraduate Certificate

PROFESSIONAL STUDIES
- Bachelor of Science in Professional Studies

PROJECT MANAGEMENT
- Master of Science in Management
- Graduate Certificate

PSYCHOLOGY
- Bachelor of Arts
- Undergraduate Certificate

PUBLIC AND MUNICIPAL FINANCE
- Master of Science in Management
- Master of Public Service Leadership

PUBLIC HEALTH/PUBLIC POLICY
- Master of Science in Management
- Master of Public Service Leadership

PUBLIC SERVICE LEADERSHIP
- Master of Public Service Leadership
- Master of Science in Management

**Program requires professional license and/or certification.*

R

RADIATION PROTECTION*
- Associate in Science
- Bachelor of Science

RADIATION PROTECTION/ HEALTH PHYSICS
- Bachelor of Science

RADIATION THERAPY*
- Associate in Science
- Bachelor of Science

RELIGION
- Bachelor of Arts

RESPIRATORY CARE
- Bachelor of Science

**Programs require professional license and/or certification.*

S

SOCIOLOGY
- Bachelor of Arts

STRATEGIC PLANNING AND BOARD LEADERSHIP FOR NONPROFITS
- Graduate Certificate

T

TECHNICAL STUDIES
- Associate in Science
- Bachelor of Science
- Master of Science

THEATER ARTS
- Bachelor of Arts

DEGREE-EARNING APPROACHES

www.tesu.edu/academics/Degree-Earning-Approaches

Thomas Edison State University has developed three different approaches that enable students to complete their degrees: Conventional, Credentialed or Hybrid.

CONVENTIONAL

Students complete all their degree requirements through courses and exams offered by Thomas Edison State University. Students may learn which degrees they can attain through the Conventional approach on Page 153.

CREDENTIALED

Students complete all their degree requirements through courses and exams offered by Thomas Edison State University, but are in degree programs that require previously earned professional licenses and certifications. Students may learn which degrees they can attain through the Credentialed approach on Page 153.

HYBRID

Students complete these degree programs by taking both Thomas Edison State University courses and classes or other credit-earning courses at institutions other than Thomas Edison State University. (Students are responsible for tuition and fees incurred at these other institutions. We cannot guarantee the availability of independent study courses at other colleges). Students may learn which degrees they can attain through the Hybrid approach on Page 154.

CONVENTIONAL APPROACH

www.tesu.edu/academics/Conventional-Approach

Through the conventional approach, students can complete their degree programs entirely using courses and exams offered by Thomas Edison State University.

AREA OF STUDY	DEGREES OFFERED
Heavin School of Arts and Sciences	
Communications	BA
Computer Science	ASNSM, BA
Criminal Justice	AAS
English	BA
History	BA
International Studies	BA
Liberal Studies	AA, BA, MALS
Mathematics	ASNSM, BA
Psychology	BA
Sociology	BA
School of Applied Science and Technology	
Applied Computer Studies	AAS
Applied Electronic Studies	AAS
Aviation Support	AAS
Clinical Trials Management	MS
Computer and Information Technology	AS
Cybersecurity	BS
Electronics Engineering Technology	AS
Electronics Systems Engineering Technology	BS
Information Technology	BS, MSIT
Information Systems	MS
Nuclear Energy Engineering Technology	BS
Nuclear Energy Technology	AS, BS
Nuclear Energy Technology Management	MS
Technical Studies	AS, BS, MS
School of Business and Management	
Accounting	BSBA, MSM
Accounting for CPAs	BSBA
Business Administration	ASBA, MBA
Computer Information Systems	BSBA
Data Analytics	MBA
Entrepreneurship	BSBA
Finance	BSBA, MBA
General Management	BSBA
Human Resources Management/ Organizational Management	BSBA
Marketing	BSBA, MBA
Operations Management	BSBA
Organizational Leadership	BSOL, MSM
Project Management	MSM
W. Cary Edwards School of Nursing	
Accelerated 2nd Degree BSN Program	BSN*

**A prior bachelor's degree in a non-nursing area of study is required.*

John S. Watson School of Public Service	
Community and Economic Development	MSM, MPSL
Environmental Policy/ Environmental Justice	MSM, MPSL
Homeland Security	MSHS
Homeland Security and Emergency Management	BS
Information Technology Management for Public Service	MSM, MPSL
Nonprofit Management	MSM, MPSL
Public and Municipal Finance	MSM, MPSL
Public Health	MSM, MPSL
Public Service Administration and Leadership	MSM

CREDENTIALED APPROACH

www.tesu.edu/academics/Credentialed-Approach

Through the credentialed approach, students can complete their degree programs entirely using courses and exams offered by Thomas Edison State University but require previously earned professional certifications and licenses, or specialized training.

AREA OF STUDY	DEGREES OFFERED
Heavin School of Arts and Sciences	
Educational Leadership	MA
Educational Technology and Online Learning	MA
School of Applied Science and Technology	
Nuclear Engineering	BS – NET, NEET *
Electronics Engineering	BS – ESET *

Radiological Protection	BS – RPT, RP/HP

** ABET Accredited*

W. Cary Edwards School of Nursing

Nursing	BSN, MSN, DNP

HYBRID APPROACH

www.tesu.edu/academics/Hybrid-Approach

Through the Hybrid approach, students complete these degree programs by taking both Thomas Edison State University courses and classes or other credit-earning courses at institutions other than Thomas Edison State University. (Students are responsible for tuition and fees incurred at these other institutions. The University cannot guarantee the availability of independent study courses at other colleges.)

AREA OF STUDY	DEGREES OFFERED
Heavin School of Arts and Sciences	
Anthropology	BA
Art	BA
Biology	BA, ASNSM
Criminal Justice	BA
Data Science and Analytics	BS
Environmental Studies	BA
Foreign Language	BA
Labor Studies	BA
Music	BA
Philosophy	BA
Photography	BA
Political Science	BA
Religion	BA
Theater Arts	BA
School of Applied Science and Technology	
Administrative Studies	AAS
Air Traffic Control*	AS, BS
Allied Dental Education*, **	BSHeS
Applied Health Studies	AAS
Aviation Flight Technology*	AS, BS
Aviation Management	BS
Aviation Maintenance Technology*	AS, BS
Biomedical Electronics	AS, BS
Clinical Laboratory Science	AS, BS
Construction	BS
Construction and Facility Support	AAS
Dental Hygiene*	BS
Dietetic Science*, **	BSHeS
Electrical/Mechanical Systems and Maintenance	AAS
Electrical Technology	AS
Environmental Safety and Security Technologies	AAS
Health Information Management**	BS
Health Services Management and Education*, **	BSHeS
Health Services Technology	BS
Imaging Sciences*, **	BSHeS
Mechanics and Maintenance	AAS
Medical Imaging*	AS, BS
Medical Imaging Sciences**	BS
Military Technology Leadership***	AAS, BS
Multidisciplinary Technology	AAS
Nuclear Medicine Technology*	BS
Nutrition and Dietetics	BS
Occupational Therapy**	AAS
Radiation Protection*	AS, BS
Radiation Therapy**	AS, BS
School of Business and Management	
Healthcare Management	BSBA
International Business	BSBA

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

*** Open to Rutgers students only. Joint degree with Rutgers School of Health Professions.*

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

section 3

Course Registration and Student Services

www.tesu.edu/academics/catalog/Course-Registration-and-Student-Services

The Courses Registration and Student Services section of the *Catalog* focuses on the procedures for registering for courses, examinations and prior learning assessment and contains information on student services. The section is organized into the following main categories:

REGISTERING FOR UNDERGRADUATE COURSES OR TECEP® EXAMS

Reviews the procedures for registering for undergraduate courses or TECEP® exams offered by the University.

PRIOR LEARNING ASSESSMENT REGISTRATION

Reviews the procedures for registering for prior learning assessment at the University.

TESTING AND TEST ADMINISTRATION

Reviews the procedures for testing and test administration at the University, including finding a proctor and taking exams at Thomas Edison State University in Trenton, N.J.

STUDENT SERVICES

Reviews all student services available to enrolled students.

REGISTERING FOR UNDERGRADUATE COURSES AND TECEP® EXAMS

www.tesu.edu/academics/catalog/Registering-for-Undergraduate-Courses

Register online via *Online Student Services.*

Register via fax: (609) 292-1657

Register via U.S. mail:

Thomas Edison State University
Office of the Registrar
Attn: Course Registration/TECEP® Registration
111 W. State St.
Trenton, NJ 08608

All student forms, including Undergraduate Registration Forms, may be accessed at *www.tesu.edu/studentforms*. Paper-based forms are located in the back of this *Catalog*.

YOUR METHOD OF PAYMENT DETERMINES YOUR REGISTRATION METHOD

Please only use the registration form to pay by paper check or a money order via the U.S. mail. Students may also use this form to pay in-person with cash, a paper check or money order made payable to Thomas Edison State University. The University cannot accept credit card information by mail, in person or by phone or fax. Students are requested to use Online Student Services (OSS) when paying by credit card, debit card, electronic checking, have been approved by Thomas Edison State University for financial aid or if the comprehensive enrollment plan has been paid.

COURSE REGISTRATION - PAYMENT REQUIREMENTS AND FINANCIAL AID INFORMATION

› Course registration via the web requires payment by credit card, unless students are currently enrolled in the University under the Comprehensive Tuition plan, or have approved Thomas Edison State University Financial Aid for this term. Any late fees for students on the Comprehensive Tuition plan also must be paid by credit card at the time of registration. If students complete the registration and leave a balance unpaid, they will be automatically deregistered. All successful registrations will be confirmed by the Office of the Registrar within 2 business days by email.

› Federal financial aid is awarded only for enrollment in Thomas Edison State University distance learning courses (Guided Study or online courses). Financial aid will not be awarded for TECEP® exams, prior learning assessment (PLA) or *e*-Pack courses. In order for course fees to be paid by financial aid, students must register for courses in the terms that is requested in the award letter. If students register in courses outside of the terms requested and don't pay on their own at the time of registration, they will be deregistered.

› If students do not wish to register on the web or are paying by check, they should print the Undergraduate Course Registration Form or Graduate Registration Form and mail it with the payment.

FOR PAYMENT MADE BY CORPORATE VOUCHERS AND CHECKS

Students must fax, email or mail the completed Undergraduate Registration Form and Corporate Voucher Form together. Registrations received without approved corporate vouchers will not be processed. If a company requires partial student payment, make sure the payment is included. Registration with payment by check must be mailed.

REGISTRATION METHODS: AN OVERVIEW

Students may register for courses or TECEP® exam in several ways during scheduled registration periods (see the 2018-2019 Academic Calendar for exact registration dates).

1. **Online registration** (via Online Student Services) is available to Thomas Edison State University students who have paid the University's Comprehensive Tuition, have approved Thomas Edison State University financial aid, are paying for the course tuition and fees by credit card or have an approved Tuition Assistance Form from the Navy, Marines, Air Force, MyCAA or Coast Guard. Online registration allows students to view and select from among the up-to-the-minute course offerings and available mentors. In addition, students may view final course grades and change his/her address, phone number and email address.

   The following options require the use of a paper Undergraduate Registration Form, which may be accessed at *www.tesu.edu/studentforms.*

2. **Fax** in Registration Form during scheduled registration sessions to the Office of the Registrar at (609) 292-1657, using tuition assistance. Fax registration is available 24 hours a day, seven days a week during scheduled registration sessions.

3. **Mail in** a Registration Form during scheduled registration sessions to the Office of the Registrar (Attention: Course Registration/TECEP® Registration) with a check or money order, company tuition aid voucher.

4. **Walk in** with the completed Registration Form and payment. The Office of the Registrar is located in Hanover Hall at 167 W. Hanover St., Trenton, N.J. If a student pays in cash, the payment must be delivered directly to the Office of Student Financial Accounts at 221 W. Hanover St., Trenton, N.J., after the registrar has processed the registration at Hanover Hall.

LATE REGISTRATION

Late registration for all courses and TECEP® exams will take place following the close of regular registration. Only online registrations will be accepted during this period. All late registrations must include the late registration fee. Students registering during late registration, who plan to use the textbook supplier, MBS Direct, for course materials, will need to contact MBS Direct immediately to ensure receipt of those materials before the course begins.

FEES

For complete tuition and fees information, please visit *www.tesu.edu/tuition.* If students are enrolled in a Thomas Edison State University program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), the W. Cary Edwards School of Nursing or Corporate Choice®, please refer to that program's tuition and fee structure information for appropriate tuition and fee costs. In addition to the tuition and registration fees, there are separate costs for course materials, textbooks, DVDs, course supplies, and shipping and handling.

Checks and money orders for tuition and registration fees should be made payable to: Thomas Edison State University.

Third party and "tuition aid" payment documentation must be attached to the Registration Form. A Registration Form received without proper payment or documentation will not be processed and the student will be contacted. After the forms are processed, students will be sent a registration confirmation.

FINANCIAL AID FOR UNDERGRADUATE STUDENTS

Eligible Thomas Edison State University undergraduate students who are taking the required number of Thomas Edison State University Guided Study and online courses per semester can be considered for Federal Pell Grants and Federal Direct Student Loans. Graduate students are eligible for Federal Direct Student Loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. Federal financial aid cannot be awarded for *e*-Pack®, prior learning assessment (PLA) or TECEP® examinations. Applications, forms and information concerning financial aid are available from: Thomas Edison State University, Office of Financial Aid, 111 W. State St., Trenton, NJ 08608, by phone at (888) 442-8372 or *finaid@tesu.edu*.

HOW TO REGISTER FOR UNDERGRADUATE COURSES OR TECEP®: STEP-BY-STEP INSTRUCTIONS

https://www.tesu.edu/academics/catalog/how-to-register-for-undergraduate-courses-step-by-step-instructions

1. **Select a course or TECEP®**. If an enrolled Thomas Edison State University student needs help determining whether a particular course or TECEP® exam fits his/her degree requirements, the student should contact an academic advisor. Students enrolled in another institution, should check with that institution to make sure the course fits his/her degree requirements.

2. **Register for the courses or TECEP® exam** during scheduled registration sessions. Be sure to include the GS, EP, PA, NU, NG, OL or TE suffix, which identifies the course as Guided Study (GS), *e*-Pack® (EP), prior learning assessment (PA), nursing (NU), nursing graduate (NG), online (OL) or TECEP® (TE). A student's payment method determines how he/she may register. Students can check current course schedule via Online Student Service, under "Academic Profile."

3. **Receive a registration confirmation** from Thomas Edison State University by email.

4. **Once a student has registered for a course, he/she may purchase course materials** from any available source after receiving confirmation of course registration. For convenience, all materials required for courses are available from MBS Direct. To review the materials needed for a course(s), go to MBS Direct and follow these instructions:

   - click "order my books";
   - select the term and program and then click "continue";

- select the course and click "submit course ID selection(s)";
- click on the title of the book and students will see information regarding the book, including title, edition and ISBN #; and
- for materials that will help with preparation for a TECEP® exam, refer to the test description.

Course materials and textbook costs are separate. Students will find the Course Manual, syllabus and Course Calendar online once the semester begins. Access information to courses will be emailed to OL, GS, EP, PA, NU and NG students with their registration confirmation.

5. **Start course work** on the term start date as outlined in the academic calendar. Students should contact their mentor the first week. Arrange for a proctor during the first week. Students who have registered for a TECEP® exam, should visit TECEP® Scheduling Options or refer to the Testing and Test Administration section of the *Catalog*.

PRIOR LEARNING ASSESSMENT REGISTRATION

STEP-BY-STEP INSTRUCTIONS:

PLEASE NOTE: Students should not register for a Single-Course, 12-Week Portfolio course until they have reviewed the PLA Self-Assessment Guide.

The information on this page is intended for those students who only intend to do a single portfolio for a single course. Most students who intend to earn credit through the assessment of their portfolios begin by registering for PLA-100 or PLA-200. Information on those courses can be found at *www.tesu.edu/degree-completion/PLA-100-and-PLA-200*.

This information is designed to help students determine, before registering, whether prior learning is appropriate for this method of earning credit.

1. **Select a course**. Students should review the course descriptions at the University's PLA Description Database at *www2.tesu.edu/plasearch.php*. If the course a student is looking for is not in the University's database, the student can find one from another regionally accredited college/university and submit that.

   NOTE: It is recommended that enrolled Thomas Edison State University students make sure a particular portfolio course fits their degree requirements by calling the Advisement Expressline at (609) 777-5680. A student enrolled at another institution, should check to make sure the portfolio course fits his/her degree requirements and that such courses are accepted at his/her home institution.

2. **Register for the portfolio course.** If a student chooses to complete a Single-Course, 12-Week Portfolio course, and has made certain the course fits into his/her degree requirements, the student will need to propose the course by completing the prior learning assessment proposal form. The form is available at *www.tesu.edu/studentforms*. The student may also submit the PLA Proposal Form electronically by going to *https://forms.tesu.edu/plaproposal.php*. The PLA specialist will determine whether the PLA the student proposed can be approved and activated. The student will receive notification of the course code via email indicating that he/she is cleared to register for that PLA. Once the proposed course has been approved, a course section will be created. At that point, the student can register as he/she would for any other Thomas Edison State University course. The student will also receive confirmation of the registration from the Office of the Registrar. This communication will contain information about accessing the online PLA via myEdison®.

   It is important to start this proposal process at least two weeks prior to the end of the registration period for a given semester, so that a mentor may be identified before the registration period ends. Until the University can identify a qualified mentor to work with the student, the student may not be able to enroll for the portfolio course during the semester the student desired.

3. **Contact the mentor** during the first week of the semester. The mentor's contact information is found in myEdison®. Please keep in mind that the portfolio must be completed within the 12-week semester for which the student is registered, unless a shorter period is agreed upon between the student and the mentor. Only one eight-week extension may be requested, and only if at least a draft of the portfolio has already been completed.

TESTING AND TEST ADMINISTRATION

UNDERGRADUATE EXAMINATIONS AND PROCTORS

Most Guided Study (GS) and online (OL) courses require a proctored midterm and/or final exam or a series of exams (exam 1, 2 and 3). Some courses have a paper or project in lieu of a final exam. TECEP® (TE) exams and *e*-Pack® (EP) courses require a proctored final only. All undergraduate course semesters (GS, OL, EP and TE) are 12 weeks long. Students should be ready to complete a test once on the scheduled test day. Once the test link is accessed or the test booklet is opened, the student will be graded on the work completed.

CHOOSE THE FORMAT OF EXAMINATIONS

All course exams and TECEP® exams offer the Online Proctor Service (OPS) as a test-taking option. It allows students to take a test on their home computer while being proctored in real time by the OPS proctor. To utilize this option, students are required to have a webcam, a hard-wired internet connection and working speakers with microphone. The OPS vendor (ProctorU) provides test sessions 24 hours a day, 7 days a week with the exception of some holidays. The link for scheduling with ProctorU is *www.proctoru.com/portal/tesu/* and can also be accessed through the course space.

If students cannot complete the exams online of if they prefer to take the pen/paper version, they can locate a proctor and submit a Proctor Request Form by the end of the first week of the semester.

NOTE: Some TECEP® exams are only available in the online format. See the website for details. Proctor Request forms and guidelines can be found at *www.tesu.edu/proctor.*

The University also offers students who live near Trenton, N.J., the opportunity to come to the computer lab on campus to complete an exam online with a proctor in the room. This is a good option for students who want the benefit of online testing but are not comfortable with the technical aspects or do not wish to utilize their home computer for test taking. See Page 161 for details.

TAKING EXAMINATIONS ONLINE

The first step for students who wish to complete their exams online from a home computer is to log into the ProctorU scheduling site to create an account. The "Testing Your Equipment" link will help determine if your computer meets the technical specifications needed to take a proctored exam online. After verifying the usability of their computer, camera, speakers, etc., students can select a test date within their semester from the drop-down menu. It's important to select the correct semester to ensure the test date booked falls within the semester start and end dates as all exams must be completed by the final day of the 12-week term. On the scheduled test date, students log into the ProctorU site at *https://www.proctoru.com/portal/tesu/,* click the "My Exams" tab and then wait for the proctor to come online to initiate the identity verification process. Students need to have their official photo identification ready for this step. The student will then be directed to log into the course space and select the "Examinations" tab in Moodle to access the test to be completed (midterm, final, exam 1, exam 2 or exam 3).

TAKING EXAMS IN THE PEN/PAPER FORMAT

Students who decide to complete exams in the pen/paper format may take them at any accredited college/university or any public library. It is suggested that students select a location close to their home or work for easy access on test day, especially when taking more than one course a semester. Students should ensure that the proctor is available during their official test weeks as many institutions close for spring break and holidays. Students should contact a local college or university to find a full-time professor or professional staff member (adjunct and part-time professors do not qualify) or a local library to find a full-time librarian (elementary and high school librarians do not qualify). The University does not send exams to employers, corporate training offices, members of the clergy, family members or friends. Students are responsible for paying any fees requested by their proctor. For more information, go to *www.tesu.edu/proctor.*

MILITARY STUDENTS

Students in the military who utilize military computers or are stationed overseas may encounter connectivity issues that prevent a successful online administration. For those students, the pen/paper version is the better option. Acceptable proctors include test control officers (TCO), education services officers (ESO), career counselors, base librarians, chaplains or commissioned officers who are not in the direct chain of command. For more information, go to *https://www.tesu.edu/military/proctor-request.*

HOW TO DECIDE ON THE EXAM FORMAT

Students select their preferred exam format for each course in which they are registered. If a keyboard makes it easier for the student to type essay responses, the OPS format is a good option. Just know that students must answer each question as it appears on the screen and students will not have the ability to skip around within the exam. To select the online format using a home computer, schedule a date and time on the ProctorU scheduling site at *https://www.proctoru.com/portal/tesu/.* Students can ask to use scrap paper when taking a test through ProctorU by making the request to the proctor and following disposal directions when the test session has concluded.

If, on the other hand, a student prefers to write test answers by hand, calculate problems on paper or flip through a test booklet to decide which questions to answer first, the pen/paper format may be the better option. To select this format, submit a Proctor Request Form electronically by going to *www.tesu.edu/proctor.*

Finally, if students live in the Trenton, N.J., vicinity and wish to test online, but do not have a suitable home computer or prefer to have a proctor in the same room, the University offers online testing in the computer lab on campus. See Page 159 for details.

Contact the Office of Test Administration (OTA), *testing@tesu.edu* with questions or concerns about exams. The OTA can assist students much more effectively if they reach out before an exam attempt. Once a student has accessed an exam (online or pen/paper) they will be graded on the work completed, so contact OTA before a test date to resolve any issues.

TAKING EXAMINATIONS AT THOMAS EDISON STATE UNIVERSITY IN TRENTON, N.J.

The University offers online exams for students in the Trenton area who do not have a home computer that meets the required OPS specifications or who simply prefer to have the benefit of a proctor in the room. The University Testing Center offers online exams and pen/paper exams during official test weeks (see below) for OL, GS, EP and TECEP exams. All testing is offered at 111 West State Street, Trenton, N.J. To schedule a test date in Trenton for either the pen/paper or online format, go to *www.tesu.edu/proctor* and scroll down to Test Scheduler. Visit *Directions to Main Campus* to get to the University Testing Center.

EXAM SCHEDULE FOR ON-SITE TESTING AT THOMAS EDISON STATE UNIVERSITY

TERM	TEST DATE
JUL 2018 Midterms	Week of 8/13/18 to 8/19/18
AUG 2018 Midterms JUL 2018 Finals	Week of 9/17/18 to 9/23/18
SEP 2018 Midterms	Week of 10/8/18 to 10/14/18
AUG 2018 Finals	Week of 10/22/18 to 10/28/18
OCT 2018 Midterms	Week of 11/05/18 to 11/11/18
SEP 2018 Finals	Week of 11/12/18 to 11/18/18
OCT 2018 Finals	Week of 12/10/18 to 12/16/18
NOV 2018 Midterms	Week of 12/17/18 to 12/23/18
DEC 2018 Midterms	Week of 1/14/19 to 1/20/19
NOV 2018 Finals	Week of 1/21/19 to 1/27/19
JAN 2019 Midterms	Week of 2/11/19 to 2/17/19
DEC 2018 Finals	Week of 2/18/19 to 2/24/19
FEB 2019 Midterms JAN 2019 Finals	Week of 3/18/19 to 3/24/19
MAR 2019 Midterms	Week of 4/15/19 to 4/21/19
FEB 2019 Finals	Week of 4/22/19 to 4/28/19
APR 2019 Midterms	Week of 5/13/19 to 5/19/19
MAR 2019 Finals	Week of 5/20/19 to 5/26/19
MAY 2019 Midterms APR 2019 Finals	Week of 6/17/19 to 6/23/19
JUN 2019 Midterms	Week of 7/15/19 to 7/21/19
MAY 2019 Finals	Week of 7/22/19 to 7/28/19
JUN 2019 Finals	Week of 8/19/19 to 8/25/19

The University will be closed on the following dates during the 2018-2019 academic year:

- Independence Day: Wednesday, July 4, 2018
- Labor Day: Monday, Sept. 3, 2018
- Columbus Day: Monday, Oct. 8, 2018
- Thanksgiving: Thursday, Nov. 22, 2018 – Friday, Nov. 23, 2018
- Winter Holiday: Tuesday, Dec. 25, 2018 – Tuesday, Jan. 1, 2019
- Martin Luther King Jr. Birthday: Monday, Jan. 21, 2019
- Presidents' Day: Monday, Feb. 18, 2019
- Good Friday: Friday, April 19, 2019
- Memorial Day: Monday, May 27, 2019

STUDENT SERVICES

www.tesu.edu/academics/catalog/Student-Services

The Student Services section of the *Catalog* focuses on services for students, including students with disabilities, academic advising, financial aid and scholarships, veterans benefits and library resources. The section is organized into the following categories:

- **> Students With Disabilities**
- **> Financial Aid**
- **> Scholarships**
- **> Veteran Benefits**
- **> Library Resources**

STUDENTS WITH DISABILITIES

www.tesu.edu/academics/catalog/Students-with-Disabilities

Thomas Edison State University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

It is the student's responsibility to disclose and verify their disability to the ADA coordinator if requesting accommodations; all such disclosures will be kept confidential. Accommodations under the ADA for a given term must be approved prior to the start date of the respective term. Information can be found at *www.tesu.edu/about/ada.*

Students who would like to discuss reasonable disability accommodations for course work and/or examinations may contact the ADA coordinator in the Center for Disability Services prior to registering for a course or examination at (609) 984-1141, ext. 3415, or *ada@tesu.edu*

Students are advised to access information on the University's approval process via *www.tesu.edu/about/ada.*

MADISON HOLLERAN SUICIDE ACT

https://www.tesu.edu/about/ir/suicide-prevention-info

It is the goal of Thomas Edison State University to provide important information to foster the well-being of our students and alumni. The nature of our online learning format does not always allow us the opportunity to meet with students in a face-to-face setting, but we strive to ensure our students have important mental health information and resources available to them.

If a student or someone he/she knows is in crisis or in need of urgent care, contact the following resources, which are available 24 hours a day, seven days a week:

NJ Hopeline (Suicide Prevention)
(855) 654-6735
www.njhopeline.com

National Suicide Prevention Lifeline
(800) 273-8255
suicidepreventionlifeline.org

PREGNANT STUDENTS AND PARENTS OF NEWBORNS

In acordance with New Jersey law, reasonable accommodations shall be provided to students who are pregnant and post-partum as well as to parents of newborns.

Students requesting accommodations should contact the Center for Disability Services as soon as possible: (609) 984-1141, ext. 3415, or *ada@tesu.edu.*

ACADEMIC ADVISING

www.tesu.edu/academics/catalog/Academic-Advising

APPLICANTS

Applicants to the University who have questions regarding their academic evaluations are encouraged to contact the Office of Academic Advising at (609) 777-5680 for assistance. It is advisable that contact be made after applicants have submitted transcripts and/or documents for credit assessment to the Office of the Registrar for processing. This will allow the advisor to account for academic history. Applicants can also schedule an appointment online at *www.tesu.edu/current-students/make-advising-appointment.*

ENROLLED STUDENTS

Enrolled students have full access to the University's academic advising, evaluation and program planning services. Students may call the Advising Expressline at (609) 777-5680 in order to discuss brief questions. Appointments for both undergraduate and graduate advising can be made online at *www.tesu.edu/current-students/make-advising-appointment.*

ADVISING EXPRESSLINE

The Office of Academic Advising's Expressline gives students the opportunity to receive answers on topics ranging from course selection and exam options to registration and graduation deadlines. The Advising Expressline is open Monday through Friday from 11 a.m. to 1 p.m. Eastern Time and can be reached by dialing (609) 777-5680. The Expressline is intended for 3-5 minute conversations and for providing answers to quick questions. For questions requiring additional time and support, students are encouraged to schedule a 30 or 60 minute over the phone or in-person advising appointment.

STUDENT APPOINTMENTS

Enrolled students are encouraged to make an appointment with an advisor for program planning and questions regarding degree programs and methods for earning credit. Appointments for both undergraduate and graduate advising can be made online at *www.tesu.edu/current-students/make-advising-appointment* or via telephone by calling (609) 292-2803.

PROGRAM PLANNING

Students enrolled with Thomas Edison State University are strongly encouraged to work with an advisor and submit a degree program plan that outlines how they will complete all or part of remaining requirements for degree completion. Students may review the *Advisement Program Planning Handbook* online at *www.tesu.edu/current-students/handbook/index.cfm*, which provides the steps required for developing a program plan. This page also includes detailed information on methods of earning credit as well as associated academic policies that affect course selection. Students wishing to fax this information may submit documentation to (609) 777-2956.

WRITTEN CORRESPONDENCE, OFFICE OF ACADEMIC ADVISING

Although students are encouraged to schedule an advising appointment or email the Office of Academic Advising (*academicadvising@tesu.edu*) with detailed questions and/or concerns, written correspondence is also welcomed. Correspondence and program plans should be sent to:

Office of Academic Advising
Thomas Edison State University
301 W. State St.
Trenton, NJ 08608
academicadvising@tesu.edu

Note: Correspondence must include University ID number and degree program in the subject line in order to ensure a prompt response.

FINANCIAL AID

www.tesu.edu/academics/catalog/Financial-Aid

Applications, forms and information concerning financial aid are available from:

Thomas Edison State University
Office of Financial Aid
111 W. State St.
Trenton, NJ 08608
(609) 633-9658
finaid@tesu.edu.

Additional information is also available on the University website at *www.tesu.edu.*

Eligible Thomas Edison State University students who are taking the required number of Thomas Edison State University courses per semester may be considered for Pell Grants and federal loans. New Jersey residents who qualify and take at least 12 credits per semester may also be eligible for New Jersey Tuition Aid Grants. View more information on the NJ Stars II Scholarship.

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

FINANCIAL AID FOR GRADUATE STUDENTS

Graduate students are eligible for Federal Direct Student Loans. Detailed information may be found in the Financial Aid Packet, which may be accessed through the Thomas Edison State University website or by calling the Office of Financial Aid at (609) 633-9658.

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 University
Financial Aid Appeals Committee
Office of Financial Aid
111 W. State St.
Trenton, NJ 08608

If an appeal is granted, the student must regain satisfactory academic progress after the end of the appealed semester to be considered for further aid. If progress is not made at the end of the appealed semester, but the student completes all courses attempted with grades of C or better in that semester, an additional semester may be awarded. Students should contact the Office of Financial Aid at (609) 633-9658 after the results of the appealed semester are posted.

ACADEMIC PROGRESS FOR CONTINUING FINANCIAL AID

Thomas Edison State University state and federal financial aid recipients must maintain a cumulative grade point average (GPA) of at least 2.0 (C) to meet the minimum standards for satisfactory academic performance. In addition, the student must complete 67 percent of all courses attempted, which includes transfer credits that count toward the student's current program. Satisfactory academic progress will be monitored at the end of each academic year. If a student's cumulative average falls below 2.0 (C) or does not meet the 67 percent criterion, the student is not maintaining satisfactory academic performance. (Grades of W are not considered complete.) Students will be notified in writing if they fail to comply with this policy. Students will not be reviewed for academic progress until they have attempted two semesters of course work. Please note, courses on extensions are not considered completed until grades are posted. Grades of NC will be considered an F for GPA calculations.

There is also a maximum time frame during which the University may award federal aid. Sixty credits are required to earn an associate degree. The maximum attempted credit hours that may be attained in this degree program are 90 credit hours. For the bachelor's degree (120 credits), the maximum attempted credit hours that may be accumulated in this degree program is 180. All credit hours attempted, whether

or not they are completed or passed, are counted toward the maximum time frame in the aforementioned program. If a student exceeds the maximum number of credits in a degree program, he or she will not be eligible for state or federal student financial aid. This limit includes credits that have been transferred toward a degree. Financial aid will pay for a repeated course only once. 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 University 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.

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 the student's area.

SCHOLARSHIPS

www.tesu.edu/academics/catalog/Scholarships

The Thomas Edison State University Scholarship Program is designed to assist students in meeting their financial commitments to the University while they take advantage of the many credit earning options available to them. The University Scholarship Committee, in conjunction with the Office of Development, conducts the annual award period. The list of current scholarships and the associated award period dates are available on the University website at *www.tesu.edu* under Tuition and Financial Aid. Recipients for each scholarship are selected based on a competitive application process. Scholarship awards are disbursed after the notification to and acceptance by recipients is completed. Applicants must meet the following eligibility criteria.

Scholarship applicants must:

- Be enrolled at Thomas Edison State University at the time of application
- Have applied for financial aid (federal, state [N.J. residents only] and Thomas Edison State University)
- Have a 3.0 Thomas Edison State University GPA at the time of application
- Have completed a minimum of 12 Thomas Edison State University credits each academic year since enrollment with at least six hours each year from online or Guided Study courses
- Incompletes, withdrawals and failed classes do not count as completed credits and students must successfully complete 66 percent of courses attempted
- Applicants must meet all eligibility criteria for the scholarship(s) for which they applied
- Required documentation, if any, must be provided before the end of the application period.

Questions about the University Scholarship Program should be directed to *Scholarship@tesu.edu*.

VETERAN BENEFITS

www.tesu.edu/academics/catalog/Veteran-Benefits

Thomas Edison State University is approved under the provisions of Title 10 and Title 38, United States Code for enrollment of veterans, military and other eligible persons for programs approved by the New Jersey State Approving Agency. Students who have served in the U.S. armed forces may be eligible to receive veteran educational benefits to assist with educational expenses. These benefits also may extend to the spouse and child dependents of deceased or disabled veterans.

To be approved for certification for veterans' benefits at Thomas Edison State University, a course must be designated as online, Guided Study or TECEP®. Prior learning assessment (PLA) and *e*-Pack® credit options are not approved for veterans' benefits. For information about applying for or using veterans' educational benefits at Thomas Edison State University, contact the Office of Military and Veteran Education by telephone, email or mail. Students may also review the information on the University website's Military Students section.

Thomas Edison State University
Office of Military and Veteran Education
111 W. State St.
Trenton, NJ 08608

Phone: (609) 777-5696
Fax: (609) 984-7143
Email: *militaryeducation@tesu.edu*

LIBRARY RESOURCES

www.tesu.edu/academics/catalog/Library-Resources

THE NEW JERSEY STATE LIBRARY

The New Jersey State Library is an affiliate of Thomas Edison State University, and students have special access to its resources and services. All Thomas Edison State University 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.

Students may visit the library's homepage at *www.njstatelib.org* or the library's student page to apply for a card.

The New Jersey State Library provides free online resources to students pursuing their education. *JerseyClicks.org* offers pertinent full-text articles from current newspapers, magazines and journals that can be downloaded and printed. JerseyClicks allows students to search up to 30 databases at once on topics such as business, education, science, history, health and literature. *JerseyClicks.org* is supported in whole or part by The Institute of Museum and Library Services through the Library Services and Technology Act. All Thomas Edison State University students have electronic access to the New Jersey State Library card catalog and to more than 3,000 journals, a third of which are directly available as full text. Other materials may be ordered. Within the guidelines of the New Jersey State Library's interlibrary loan service, students also have access to the research holdings of most academic libraries in New Jersey.

VALE (VIRTUAL ACADEMIC LIBRARY ENVIRONMENT)

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

section 4

University Policies and Procedures

www.tesu.edu/academics/catalog/College-Policies-and-Procedures

The University Policies and Procedures section of the *Catalog* focuses on all academic and nonacademic policies that govern the student experience at the University as well as the key procedures related to those policies. The section is organized into the following main categories:

UNIVERSITY-WIDE POLICIES

Institutional policies pertaining to all enrolled undergraduate and graduate students.

UNDERGRADUATE ACADEMIC POLICIES

Policies pertaining to all enrolled undergraduate students.

UNDERGRADUATE COURSE POLICIES AND REGULATIONS

Policies and regulations related to undergraduate courses.

NURSING STUDENT POLICIES

Policies pertaining to all enrolled nursing students.

INTERNATIONAL STUDENT POLICIES

Policies pertaining to all enrolled international students attending the University from outside the U.S.

GRADUATE ACADEMIC POLICIES

Policies pertaining to all enrolled graduate students.

WAYS TO EARN UNDERGRADUATE CREDIT

Summary of undergraduate methods of earning credit at the University.

LEARNING OUTCOMES ASSESSMENT

Information on learning outcomes assessment at both the institutional, and school and program levels.

ABOUT THOMAS EDISON STATE UNIVERSITY

Summary information about the University.

GOVERNANCE

Summary information about governance of the University.

MENTORS AT THOMAS EDISON STATE UNIVERSITY

List of mentors at the University organized by school.

ACADEMIC CODE OF CONDUCT

www.tesu.edu/academics/catalog/Academic-Code-of-Conduct

ACADEMIC INTEGRITY

A detailed statement of what constitutes academic dishonesty and plagiarism is included in every course. Students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the University.

The University is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper citation. Students who submit course materials or examination responses that are found to be plagiarized are subject to discipline under the academic code of conduct policy.

ACADEMIC CODE OF CONDUCT POLICY

Thomas Edison State University is committed to maintaining academic quality, excellence and honesty. The University expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Thomas Edison State University students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff and other students; behave in a manner consistent with the standards and codes of their professions; keep official records updated regarding changes in name, address, telephone number or email address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal or financial holds on records. All members of the community are responsible for reviewing the Academic Code of Conduct policy and behaving in keeping with the stated principles.

PURPOSE

The purpose of this policy is to define and advise students of the academic code of conduct and to identify violations and their consequences. It also provides a hearing and appeal process for students who believe they have been incorrectly accused of violating the standards of academic integrity.

VIOLATIONS

The University considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. Community members are in violation of the Academic Code of Conduct when acts of academic dishonesty occur.

These include, but are not limited to:

- cheating;
- fabricating information or citations;
- falsifying documents;
- falsifying information about test proctors;
- forgery;
- gaining unauthorized access to examinations;
- making up or changing data for a research project;
- plagiarizing;
- submitting credentials that are false or altered in any way;
- tampering with the academic work of other students;
- using words or ideas from others without appropriate attribution;
- facilitating another student's academic misconduct and/or submitting course work or taking an exam for another student;
- buying or selling of course materials, including exams, test answers and course papers.

DISCIPLINARY PROCESS

Allegations of violations of the Academic Code of Conduct may be initiated by mentors, staff or students enrolled at Thomas Edison State University. Specific allegations of a violation of the Academic Code of Conduct must be submitted in writing to the appropriate dean's office. In cases of violations that result from inappropriate behavior in courses, the appropriate dean is the dean of the School that offers the course. In all other cases, the appropriate dean is the dean of the School in which the student is enrolled.

PLAGIARISM

Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct. If an incident of plagiarism was an isolated minor oversight or an obvious result of ignorance of proper citation requirements, the mentor may handle the matter as a learning exercise. Appropriate consequences may include the completion of tutorials, assignment rewrites or any other reasonable learning tool, in addition to a lower grade for the assignment or course. The mentor will notify the student and appropriate dean of the consequence by email.

If the plagiarism appears intentional and/or there is more than an isolated incident, the mentor will refer the matter to the appropriate dean. The dean's office will gather information about the violation(s) from the mentor and student, as necessary. The dean will review the matter, and the student will be notified in writing of the specifics of the charge and the sanction to be imposed. If the student disputes the charge or disagrees with the sanction, the student must submit a written request to the dean for a hearing within 10 days of receipt of the notice or be deemed to have accepted the sanction.

POSSIBLE SANCTIONS INCLUDE:

- Lower or failing grade for an assignment
- Lower or failing grade for the course
- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the University
- Dismissal from the University

A student who is found to have violated the Academic Code of Conduct is permanently ineligible to receive any Academic award or honor. This ineligibility extends to any student who receives a grade of ZF for a course.

The University reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the University at the vice president or higher level may immediately suspend a student from access to University premises, activities or electronic sites pending disciplinary action. Such action will be reported to the provost and vice president.

STUDENT RIGHTS AND RESPONSIBILITIES

The student:

- Will be notified of the charges against him/her, in writing, prior to the hearing.
- Will be informed of the evidence upon which a charge is based.
- Will be given the opportunity to present his/her defense and offer evidence at the hearing.
- Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
- Will be afforded confidentiality throughout the process.
- Will have the right to waive any of these rights.

HEARING

If a hearing is requested, such hearing will be convened at Thomas Edison State University, Trenton, N.J., within 21 business days after the request is received by the University. Students unable to travel to Trenton may attend the hearing telephonically via conference call. In these circumstances, every effort will be made to adhere as closely as possible to the procedures further outlined in this section.

- The student shall have the opportunity to testify and present evidence and witnesses. A list of witnesses and a copy of documents to be presented at the hearing must be submitted to the University at least seven days prior to the hearing.
- The student may have a nonparticipating advisor present for the proceedings.
- The committee shall hear and question witnesses.
- The student may suggest questions for witnesses to the committee.
- The hearing will be audio recorded. All records and/or audio recordings of the hearing will be kept in the custody of the University. Records or recordings may not be reproduced without the specific authorization of the president of Thomas Edison State University.
- All expenses incurred by the student and any witness will be borne by the student.
- If a student (with notice) does not appear at the hearing, the committee shall decide whether to proceed in the student's absence.
- An audio recording of the hearing (not deliberations) shall be made and maintained by the University.

The Academic Integrity Committee will review all reports and evidence regarding the misconduct charge. A written decision will be issued by the chairperson, Academic Integrity Committee, within 10 business days of the hearing and will be sent to the student concerned via certified and regular mail. In its decision, the Academic Integrity Committee will determine the appropriate sanction.

APPEAL PROCESS

The student shall have the opportunity to appeal any decision involving disciplinary action. An appeal must be submitted in writing to the provost and vice president within 10 business days after receipt of the hearing decision of the Academic Integrity Committee. The appeal must specify the grounds on which it is made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity.
- Evidence of mitigating circumstances or facts that could not have been presented at the hearing.
- Evidence of undue severity of sanction.
- Evidence of bias on the part of the members of the Academic Integrity Committee.
- Evidence that the decision of the Academic Integrity Committee is arbitrary, capricious or unreasonable and that the evidence does not support the charges.
- The provost and vice president will issue a decision within 10 business days and may require that the previously imposed sanction be:
  1) Affirmed and executed;
  2) Suspended, set-aside or rejected;
  3) Modified or adjusted as warranted by circumstance.

The decision of the provost and vice president is final.

NONACADEMIC CODE OF CONDUCT

www.tesu.edu/academics/catalog/Nonacademic-Code-of-Conduct

PREAMBLE

Thomas Edison State University provides flexible, high quality, collegiate learning opportunities for self-directed adults. The University is dedicated to maintaining a scholarly community in which the freedom of expression both written and oral is greatly valued. Members of the University community are expected to interact with each other with respect, consideration and in a civil manner. Civility requires cooperation, tolerance, acceptance, inclusiveness, courtesy and patience. It is expressed not only in the words that are chosen, but in tone, demeanor and actions.

PURPOSE

The purpose of this policy is to advise the students of Thomas Edison State University of their responsibilities and expected conduct when interacting with other students, mentors or staff of the University in nonacademic situations or activities. Furthermore, it provides procedures for filing complaints, investigations, hearings, the range of possible sanctions and appeals under this policy.

STATEMENT OF RESPONSIBILITIES AND CONDUCT

Students at Thomas Edison State University are expected to be mature, self-directed and responsible for their progress and the achievement of their personal academic goals. They are expected to know and comply with the policies, rules and procedures of the University; satisfy their financial obligations; respect University resources; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the University is expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the safety or welfare of members of the University community, or substantially disrupts or threatens to substantially disrupt the operation of the University, is prohibited and shall be grounds for disciplinary action, including dismissal from the University. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disruptive conduct.

VIOLATIONS

Behavior by students that violates the Nonacademic Code of Conduct and that takes place on Thomas Edison State University premises, during University-related activities, or which adversely affects the University community, shall be grounds for disciplinary action by the University. The University reserves the right, notwithstanding anything contained herein, to refer any nonacademic offense to the appropriate civil or criminal authority, as it may deem appropriate. Violations of

the Nonacademic Code of Conduct may include, but are not limited to, the following:

- Disruption of University activities - exam administration, online courses, assessment activities, studying, research, administration and meetings. These activities may also be considered a violation of the Academic Code of Conduct. When there are academic elements involved the case will also be referred to the appropriate dean for review.
- Unauthorized Entry and Use - unauthorized entry and/or use of any University network, building, facility, room or office. Facilities include, but are not limited to, the Trenton, N.J., offices, off-site centers and special event venues.
- Misappropriation/Misuse of or Damage to University property, including misappropriation of or possession of misappropriated University property; intentional or negligent damage of University property; intentionally misplacing resources or in any way intentionally depriving other members of the University of the property or having access to the resources; infecting networks, programs or other electronic media or systems with viruses or otherwise causing systems to malfunction or disruptions to University technology.
- Physical Abuse and Dangerous Activity, including actual physical abuse or threat of physical abuse to another person; damage to another person's property; causes another person to fear physical abuse or fear damage to his/her property; creating a condition which endangers or threatens the health, safety or well-being of other persons, or which could cause damage to property; possession, use or distribution of firearms, ammunition, explosives or other weapons on University property.
- Written or Oral Harassment - written or oral harassment includes the use of threatening or obscene language, or language which is otherwise abusive or discriminatory in the circumstances, by a student, directed to another student, a mentor, trustee or employee of the University.
- Sexual Harassment – sexual harassment represents a form of abuse and/or intimidation and involves actions such as unwelcome sexual conduct; requests for sexual favors and other physical and expressive behavior of a sexual nature; written or oral abuse or threats of a sexual nature; displaying or distributing pornographic or derogatory pictures or materials; unwelcome physical contact such as touching, patting, pinching or punching; continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior; conduct that has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile environment. [Sexual harassment is a violation of Title IX of the Education Amendments of 1972 and other laws. See Policy Against Discrimination and Harassment for additional information.]
- Submission of Fraudulent Documents - such as transcripts, diplomas, test scores, references or applications that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents).
- Refusal to Provide Identification - refusal to provide identification upon request by an officer, employee or agent of the University acting on behalf of the University in the course of his/her duties.
- Disorderly, lewd or obscene conduct on University property or at a University activity.
- Disorderly, lewd or obscene conduct in the use of an avatar, or in the use of digital media (audio, video uploads, streaming video or photo content) in the online classroom.
- Deception of or attempt to deceive mentors, staff or other students regarding one's personal identity within the online classroom, in testing or in relation to any University activity or function.
- Cyberbullying or any electronic communication that contains threatening or abusive language, to another student, mentor or staff member.
- Invading another person's privacy by intruding upon private communications or property.
- Unauthorized appropriation and/or use of another person's personal data or identity.
- Misrepresentation – materially misrepresenting information to an official University body or officer.
- Provide false or misleading information in the course of a nonacademic disciplinary investigation or hearing.
- Failing to appear as a witness during a nonacademic disciplinary hearing, when directed to appear by the University.
- Other acts or activities that violate nonacademic University policies.

DISCIPLINARY PROCESS

The Office of the Vice President for Enrollment Management is responsible for:

- Investigating allegations of misconduct.
- Administering the disciplinary process.
- Maintaining a written record of all actions regarding student conduct violations.

A complaint involving a violation of the Nonacademic Code of Conduct must be submitted in writing to the associate vice president and University registrar, acting on behalf of the vice president of Enrollment Management who will review the matter to determine whether the allegations merit proceeding with formal charges, or should be addressed informally.

If, in the opinion of the associate vice president and University registrar, the complaint should be pursued

formally, the student will receive written notice of the charges and specifications, as well as information about a scheduled hearing. The vice president for Enrollment Management may withdraw the charges any time prior to the hearing, if good cause exists to do so.

STUDENT RIGHTS AND RESPONSIBILITIES

The student:

- Must notify the associate vice president and University registrar of the names of the student's advisor and any witnesses who will attend the hearing, at least three days before the hearing.
- Must submit a copy of any document that the student wishes to present into evidence to the associate vice president and University registrar at least three days before the hearing.
- Will be notified of the charges against him/her, in writing, prior to the hearing.
- Will be informed of the evidence upon which a charge is based.
- Will have a reasonable length of time to prepare a response to any charges.
- Will receive a copy of an investigation report prior to any hearing.
- Will be given the opportunity to present his/her defense and offer evidence at the hearing.
- Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
- Will be afforded confidentiality throughout the process.
- Will have the right to waive any of these rights.

STUDENT CONDUCT COMMITTEE HEARING

All committee hearings will convene in Trenton, N.J. Students unable to travel to Trenton may attend the hearing telephonically, via conference call or video interface. A single audio recording of the hearing will be made by the University. Deliberations will not be recorded.

- The student may have an advisor present at the hearing, however, the student is responsible for presenting his/her information and, therefore, the advisor is not permitted to speak or participate directly in the hearing.
- The student will be allowed to review the investigation report (a copy to be provided prior to the hearing), listen to the investigating staff deliver the report and suggest questions for the Student Conduct Committee chair to ask.
- The student shall have the opportunity to present his/her version of what happened, submit supporting documentation and present witnesses.
- All records of the hearing will be kept in the custody of the University. Records or recordings are the property of the University and may not be reproduced without the specific authorization of the president of Thomas Edison State University.
- Hearings are closed to the public and limited to the complainant, accused and advisor. Presentation of witnesses shall be subject to the committee's approval.
- The committee's determination shall be made on the preponderance of evidence standard, i.e., whether it is more likely than not that the accused student violated the code of conduct.
- All expenses incurred by the student will be borne by the student.

The Student Conduct Committee will review the report, listen to evidence and decide if a violation did or did not occur. If a violation is determined to have taken place, the committee will determine what disciplinary action, if any, to impose on the student. A written decision will be issued by the chair of the Student Conduct Committee to the vice president of Enrollment Management. A copy of the decision will be sent to the student by certified and regular mail and serves as notice of the committee's decision and any sanctions to be imposed. With the exception of dismissal, the Student Conduct Committee may impose, on its own authority, all sanctions listed in this policy.

One or more of the following sanctions may be imposed:

- Written Warning – A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- Exclusion/Removal from University Activity/Event – A student given this sanction may be barred from attending University sponsored activity and events for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the University.
- Suspension – A student may be suspended from the University for a specified period of time, not to exceed one year. The student while suspended shall not participate in any University sponsored activity and will be barred from University premises. At the discretion of the provost, a permanent transcript notation of the suspension may be made. Students suspended from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment.
- Dismissal from the University – Permanent separation of the student from the University. A permanent transcript notation is mandatory. Students dismissed from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment. As the most severe action of the institution, the committee may recommend dismissal to the provost /vice president. Dismissal may only be imposed by the provost /vice president either pursuant to the committee's recommendation or upon the authority of the provost /vice president. The provost /vice president will notify the student by certified and regular mail, if dismissal is imposed.

- Postponing or Withholding of a Degree – The University may withhold the award of a degree, otherwise earned, until completion of a disciplinary process set forth in any of its Codes of Conduct.
- Revocation of a Degree - An awarded degree may be revoked for fraud, misrepresentation or other violation of University standards.
- Interim Suspension - In extreme or emergency circumstances, any vice president of the University may immediately suspend a student from access to University premises, activities or electronic sites, pending a conduct hearing or disciplinary action. Such interim suspensions will be reported as soon as possible to all the members of the President's Council.

APPEAL PROCESS

The student shall have the opportunity to appeal any decision involving disciplinary action. Appeals of dismissals must be submitted directly to the Office of the President. All other appeals must be submitted in writing to the vice president for Enrollment Management. All appeals must be filed within 15 business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity that affected the fairness of the hearing.
- Evidence of significant mitigating circumstances or facts that could not have been presented to the investigating staff member or at the hearing.
- Evidence of undue severity of sanction.
- Evidence of bias on the part of the investigating staff member.
- Evidence that the decision of the Student Conduct Committee is arbitrary, capricious or unreasonable, and that the charges are not supported by the evidence.

A written decision will be issued and the student will receive a copy of the appeal decision by certified and regular mail. The appeal decision may require that the previously imposed sanctions be:

- Affirmed;
- Suspended, set-aside or rejected;
- Modified or adjusted as warranted by circumstance;
- Remand for a new hearing.

Upon notification, administrative offices throughout the University will take all requisite actions to record and implement the final decision of the University.

APPEALS AND WAIVERS

www.tesu.edu/academics/catalog/Academic-Appeals-and-Waivers

ACADEMIC APPEALS

Students may appeal an academic decision. Such appeals must be filed within 30 days of the date of the notification of that decision. All appeals must be submitted in writing to the dean of the School in which the student is enrolled.

ACADEMIC WAIVERS

Request for a waiver of a specific requirement and/or University policy must be submitted in writing to the dean of the School in which the student is enrolled.

ADMINISTRATIVE (NONACADEMIC) APPEALS AND WAIVERS

Students may appeal a decision from any office in the University regarding an administrative action, policy or procedure. Such an appeal must be submitted in writing to the Administrative Appeals Committee via mail (Thomas Edison State University - Administrative Appeals Committee, 111 W. State St., Trenton, NJ 08608), email at *AdminAppeals@tesu.edu* or fax at (609) 777-2957.

Supporting documentation not submitted with the appeal may otherwise be required by the committee. The Administrative Appeals Committee considers administrative matters involving financial relief, waivers, exceptions to policies and other special considerations of departmental decisions across all divisions of the University.

APPEALS RELATED TO DISABILITY ACCOMMODATIONS

A student must first make a written request to the ADA coordinator. If the request is denied, the student may then send a written appeal to the vice provost, Center for the Assessment of Learning. The appeal must contain the student's full name, student ID number, address, daytime telephone number and email address (if applicable). The appeal must also include the circumstances surrounding the concern such as specific issue(s) and person(s) involved, specific date(s) of the concern and the proposed remedy a student is seeking. The appeal must be submitted within 14 days of receipt of the original denial.

STUDENT COMPLAINT POLICIES AND PROCEDURES

https://www.tesu.edu/academics/catalog/student-complaint-policies-and-procedures

1. **Thomas Edison State University's mission**
   The University' mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, University students must follow the appropriate

procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Registrar at (609) 984-1180.

2. **Complaint Policies and Procedures**
If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

   A. Grade or Academic Credit Appeal. See Student Forms area of myEdison® or visit *www.tesu.edu/studentforms.*

   B. Academic Code of Conduct Policy. See Page 164 or visit *www.tesu.edu/academics/catalog/Academic-Code-of-Conduct.cfm.*

   C. Nonacademic Code of Conduct Policy. See Page 166 or visit *www.tesu.edu/academics/catalog/Nonacademic-Code-of-Conduct.cfm.*

   D. Policy Against Discrimination and Harassment. See Page 170 or visit *www.tesu.edu/academics/catalog/Policy-Against-Discrimination-and-Harassment.cfm.*

   E. Disability Accommodations. See Page 160 or visit *www.tesu.edu/academics/catalog/Students-with-Disabilities.cfm.*

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

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

B. Informal Complaint A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily. Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate University office. Informal complaints may be made by telephone or email. Appropriate University staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University's response within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

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

Receipt of the complaint will be acknowledged within 15 days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint. A complete record of formal complaints will be kept by the relevant University office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

EQUAL OPPORTUNITY AND DIVERSITY

www.tesu.edu/academics/catalog/Equal-Opportunity-and-Diversity

Thomas Edison State University is an Equal Opportunity institution. In the operation of its programs and activities (including admissions counseling and advisement), the University affords equal opportunity to qualified individuals regardless of race, color, religion, sex, gender, national origin, ethnic group, ancestry, gender identity or expression, 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 VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color and/or national origin), Title IX of the Education Amendments of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (which prohibits discrimination against otherwise qualified people with disabilities) and other applicable laws and regulations.

Inquiries concerning accommodations for disability, pregnancy and parents of newborns should be directed to Thomas Edison State University, Center for Disability Services, Attn: ADA coordinator or by calling (609) 984-1141, ext. 3415, or by emailing *ada@tesu.edu*. Hearing-impaired individuals may call the TTY line at (609) 341-3109.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

www.tesu.edu/academics/catalog/Policy-Against-Discrimination-and-Harassment

Thomas Edison State University is committed to maintaining an academic environment free from discrimination and harassment. The University prohibits sexual harassment and discrimination based on race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identity or expression, or affectional or sexual orientation, disability or nationality.

Hostile environment harassment based on any of these protected categories is also prohibited. Sexual harassment refers to unwelcome conduct based on a person's sex, including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's academic success.

2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual.

3. Such conduct interferes with an individual's academic performance or creates a hostile academic environment.

Any student who believes that he or she has been sexually harassed or discriminated against by a mentor or University staff member should file a complaint with the University's Title IX Coordinator and Equity/Diversity Officer Heather Brooks, *hbrooks@tesu.edu*. If a student believes that another student has harassed or discriminated against him or her, the student should file a complaint with the Office of the Registrar at (609) 984-1180, ext. 3090, or *registrar@tesu.edu*. Students are encouraged to make timely reports so that a satisfactory resolution is more likely.

If a student believes that the University is violating federal discrimination law or wishes to learn more about civil rights, a student may contact the U.S. Department of Education for Civil Rights at (800) 421-3481 or *ocr@ed.gov*

POLICY AGAINST HARASSMENT, INTIMIDATION AND BULLYING

Any of the following acts are prohibited and could lead to suspension or dismissal from the University:

If a student acts with the purpose to bully, intimidate and harass another person by:

- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the education program.

This policy is in addition to the University's Policy Against Discrimination and Harassment. Issues arising from this policy will be investigated and adjudicated in accordance with the University's Nonacademic Code of Conduct.

DRUG ABUSE PREVENTION

www.tesu.edu/academics/catalog/Drug-Abuse-Prevention

POLICY ON THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS.

I. Thomas Edison State University students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a drug in the University.

A. A drug means a controlled dangerous substance, analog or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the commissioner of the Department of Health. It also includes controlled substances in schedules I through V of Section 202 of the Federal Controlled Substance Act (21 U.S.C. 812). The term shall not include tobacco or tobacco products or distilled spirits, wine or malt beverages as they are defined or used in N.J.S.A. 33:1 et seq.

B. "Student" means all Thomas Edison State University students who are enrolled in degree programs or certificate programs.

C. "University" means the physical area of operation of Thomas Edison State University, including buildings, grounds and parking facilities controlled by the University. It includes any field location or site at which a student is engaged, or authorized to engage, in academic work activity and includes any travel between such sites.

II. Sanctions

A. Any student who is found to be involved in the unlawful manufacture, distribution or dispensation of a drug in the University may face disciplinary sanctions (consistent with local, state and federal law) up to and including termination of the status and referral to the appropriate legal authorities for prosecution.

B. Conviction (see definition option D) of any student for the unlawful manufacture, distribution or dispensation of drugs in the University will result in the immediate implementation of dismissal or expulsion proceedings.

C. Any student who is convicted of a federal or state offense consisting of the unlawful possession or use of a drug in the University will be referred to an authorized agency for counseling, and shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to participate as outlined above may result in dismissal.

D. "Conviction" means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of "nolo contendere." A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into

and successful completion of a pretrial intervention program, pursuant to N.J.S.A. 2C:43-12 et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.

III. Examples of New Jersey Drug Law Penalties

- Six-month loss or delay of a driver's license for conviction of any drug offense.
- $500 to $300,000 fine for conviction of various drug offenses.
- Forfeiture of property including automobiles or houses if used in a drug offense.
- Doubled penalties for any adult convicted of giving or dealing drugs to someone under 18 years of age.
- 25 years in prison without parole for any adult convicted of being in charge of a drug-dealing ring.

II. Drug and Alcohol Counseling

Referrals may be made to agencies listed in the New Jersey Division of Alcoholism and Drug Abuse, "Directory of Drug Abuse Treatment and Rehabilitation Facilities," and the New Jersey Division of Alcoholism, "Treatment Directory."

Students who reside in New Jersey may be referred to treatment centers listed in the above directories. Out-of-state students may be referred to agencies in their respective states that are listed in the U.S. Department of Health and Human Services directory, "Citizen's Alcohol and Other Drugs Prevention Directory."

III. Appeals

Any student accused of unlawful possession, use or distribution of illicit drugs and/or alcohol may request an internal hearing before the University hearing officer prior to disciplinary action or dismissal.

IV. Health Risks Associated With Alcohol and Drug Abuse

Taken in large quantities over long periods of time, alcohol can damage the liver, brain and heart. Repeated use of alcohol can cause damage to the lungs, brain, liver and kidneys. Death due to a drug overdose is always a possibility for the drug user.

In addition to physical damage caused by alcohol and drug abuse, there are mental effects such as changes in mood and behavior and lack of interest and drive. The University will provide information concerning drug abuse to any student, officer or employee of the University.

Information and referrals to agencies offering drug abuse counseling can be obtained from the Center for Disability Services at (609) 984-1141, ext. 3445.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

www.tesu.edu/academics/catalog/Family-Educational-Rights-and-Privacy-Act-of-1974-FERPA

Thomas Edison State University adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, known as the Buckley Amendment. FERPA affords eligible students certain rights with respect to their education records. Thomas Edison State University makes public announcement of FERPA in its University catalogs.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Thomas Edison State University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Thomas Edison State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202

Thomas Edison State University has designated the following categories of student information as directory information: student name, email address, enrollment status, area of study, degree/honors conferred and dates of conferral. This information may be released for any purpose at the discretion of the University. Students have the right to withhold the

disclosure of directory information by written notification to the Office of the Registrar.

Thomas Edison State University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Thomas Edison State University; serving on the Board of Trustees or serving on an official committee. A school official also may include a volunteer or contractor outside of Thomas Edison State University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information (PII) from education records.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the University's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."
- To military recruiters (under the federal Solomon Amendment, 10 U.S. Code sec 983).
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

UNDERGRADUATE ACADEMIC POLICIES

www.tesu.edu/academics/catalog/undergraduate-academic-policies

UNDERGRADUATE ADMISSIONS POLICY

Thomas Edison State University was established to serve adult learners. Its mission "...provides flexible, high-quality, collegiate learning opportunities for self-directed adults." The University's admission policy is reflective of its mission and purpose. *Application for admissions does not guarantee admission to the University.*

Criteria for Admission

In order to be admitted to the University as a regular student, an applicant must:

- Possess a high school degree or its GED equivalent, and
- Be 21 years of age or older, or 18 years or older member of the United States military.

Admission Waiver:

Applicants (degree seeking and nonmatriculated) who are 18-20 year old who do not meet the military[1] criteria for admission, may apply for an admission waiver by meeting the following criteria:

- Complete the Age Waiver Petition Request, and
- Possess a high school degree or GED equivalent, and
- Have earned a minimum of 24 credits[2] with a grade point average of 2.0 or higher.
- Students who have earned less than 24 credits or have earned their credits from an approved University course provider[3] who is not regionally accredited must take the University assessment examination[4] within 30 days of applying and achieve scores of:
  - Reading Comprehension: 55 or higher
  - Sentence Skills: 60 or higher
  - Arithmetic: 34 or higher

Students are limited to taking the University assessment examination to two times within a 12 month period.

Individuals under 18 years of age will not be permitted to take courses or enroll in the University.

1 Not applicable to military spouses, dependents or relations.

2 These credits must be from a regionally accredited college/university.

3 or an approved University course provider. See the University webpage for approved course providers

4 The University uses Accuplacer, which is an approved Ability to Benefit Test (ABT) by the U.S. Department of Education. ABTs are described under the HEA and 34 CFR part 668, subpart J.

BACHELOR'S TO MASTER'S PROGRAM POLICY

www.tesu.edu/academics/Bachelors-to-Masters-Program

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

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

Conditionally admitted students will not be permitted to enroll in graduate courses until they have successfully completed 90 undergraduate credits with an overall Thomas Edison State University GPA of 3.0. Conditionally admitted students may earn up to 12 graduate credits (four courses) to meet requirements for both the bachelor's and master's degrees. These students will pay undergraduate tuition for the 12 graduate credits (four courses) and must maintain their active undergraduate enrollment status. Note: there are required courses in each graduate program in which undergraduate students may enroll; check with an advisor for those courses.

Students who do not achieve a 3.0 GPA in their graduate course work will not be permitted to take additional courses. Students who do not complete the 12 credits successfully will have to reapply for admission to graduate study.

TRANSCRIPT EVALUATION

EVALUATION OF TRANSCRIPTS AND CREDENTIALS

After students apply, the University will evaluate all official documents and notify applicants of the credits accepted by the University. All grades transferred will remain in the record and will appear once a Thomas Edison State University transcript is created upon enrollment. No courses/grades can be removed from the record once sent to TESU for evaluation. Evaluation may be done for one associate and one bachelor's degree at the same time. Applicants will receive an Academic Evaluation 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.

PROCEDURE FOR HAVING OFFICIAL DOCUMENTATION SUBMITTED

Official documents include transcripts from regionally accredited or candidate for accreditation institutions, military or corporate training reviewed for college credit by the American Council on Education (ACE) or National College Credit Recommendation Service (NCCRS), licenses/certificates or courses reviewed by Thomas Edison State University and listed in the Thomas Edison State University catalogs, 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 colleges and universities accredited by the six regional accrediting agencies recognized by the U.S. Department of Education as providing the accreditation and pre-accreditation ("candidacy status") to postsecondary degree-granting educational institutions must be sent by the college attended directly to the Office of the Registrar at Thomas Edison State University.

   - Middle States Commission on Higher Education
   - Higher Learning Commission
   - New England Association of Schools and Colleges, Commission on Institutions of Higher Education
   - Northwest Commission on Colleges and Universities
   - Southern Association of Colleges and Schools, Commission on Colleges
   - Western Association of Schools and Colleges
     - Senior College and University Commission
     - Accrediting Commission for Community and Junior Colleges

   When requesting a transcript, students should provide their former college with: maiden name or former name, college ID number at that institution, Social Security number, date of birth, years in attendance and address of Thomas Edison State University. An official transcript from their diploma program in nursing must be submitted by RNs if applying to the BSN degree program.

2. With the exception of official transcripts, all other military documents (i.e, licenses and/or certificates) should be photocopied, certified by a notary public to be a true copy and mailed by the student to:

   Thomas Edison State University
   Attn: Office of the Registrar
   111 W. State St.
   Trenton, NJ 08608

   Military personnel in the Army, Army National Guard, Army Reserves, Navy, Coast Guard and Marines should submit a Joint Service Transcript (*https://jst.doded.mil/official.html*). Air Force personnel should contact the Community College of the Air Force (CCAF) for transcripts *(www.au.af.mil/au/barnes/ccaf/transcripts.asp).*

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 University, call (866) 205-6267 or email *credit@ace.nche.edu*.

4. Official transcripts for any completed college-level examinations must be mailed to the Office of the Registrar by the organization responsible for the tests.

5. An enrolled student may transfer a maximum of 90 credits from international institutions. Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.

   Thomas Edison State University will not evaluate transcripts from other countries and there is no need to send them to the University. The University will accept credit recommendations from a required course-by-course evaluation completed by any of the following agencies:

   Academic Credentials Evaluation Institute, Inc.
   www.acei1.com

   Center for Applied Research, Evaluations & Education, Inc.
   www.iescaree.com

   Educational Credential Evaluators, Inc. (ECE)
   www.ece.org

   World Educational Services, Inc. (WES)
   www.wes.org

   SDR Educational Consultants
   www.sdreducational.org

   SpanTran Evaluation Services
   www.spantran.com

   Transcript Research
   www.transcriptresearch.com

   All costs associated with the international credit evaluation are the responsibility of the student. The University reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. Students may select one of the evaluations prepared on their behalf by one of the agencies identified above. There will be no mixing and matching of evaluations. Only courses with a grade of C or better, or "Pass" for pass/fail courses will be accepted in transfer.

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 University will accept the certification of a commissioned officer in the United States armed forces in lieu of a notary public's signature. See *www.tesu.edu* for specific instructions if you wish to submit documents certified by a commissioned officer.

COMPREHENSIVE STATEWIDE TRANSFER AGREEMENT

The New Jersey Commission on Higher Education has a policy that guarantees admission to a state college to a graduate with an Associate in Arts or Associate in Science degree from any New Jersey county or community college or Thomas Edison State University. This policy applies to Thomas Edison State University 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 bachelor's 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 University to complete a bachelor's degree.

Acceptability for admission and acceptance of credits for nongraduates shall be at the discretion of the state college. The policy of the Commission on Higher Education includes the following:

- **Graduates with Associate in Arts and Associate in Science degrees.** Graduates shall be guaranteed admission to a state college, although not necessarily to the college of their first choice. While admission to a state college is guaranteed, admission to a specific curriculum shall be determined by the college based upon the criteria which it imposes upon its own students.

- **Nongraduates of Associate in Arts and Associate in Science programs.** Normally students are encouraged to complete the associate degree prior to transfer. However, state colleges may admit nongraduates under the same conditions that they impose upon any transfer student. Acceptability for admission and acceptance of credits shall be at the discretion of the state college.

- In accordance with the Comprehensive Statewide Transfer Agreement 300 and 400 level (upper-division level) at four-year institutions have no course equivalents at the community colleges. Therefore, community college courses will not be applied to upper-division level course requirements.

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

NOTE: 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.

COMPREHENSIVE STATEWIDE TRANSFER AGREEMENT APPEALS PROCESS

Thomas Edison State University has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a transfer resource to support course transfer decisions made by the University. The University provides an

appeal process for students who believe a transfer decision is not consistent with this policy. This appeal process is featured on the University's website and in the University catalogs. Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by *registrar@tesu.edu*.

TRANSFER CREDIT APPEAL

Undergraduate students who disagree with any portion of their transfer credit evaluation should submit a written request for review to the registrar by mail to Office of the Registrar, Thomas Edison State University, 111 W. State St. Trenton, NJ 08608 or by email to *registrar@tesu.edu*.

Students have 30 calendar days from receipt of the academic evaluation to file an appeal. The request for review should include the following information:

- Student's full name
- Thomas Edison State University ID number
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation that supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Thomas Edison State University's Office of the Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

FORMAL APPEALS

Undergraduate students not satisfied with the Office of the Registrar's determination may appeal in writing to the associate vice president, Academic Affairs, within 30 calendar days of receipt of the decision of the Office of the Registrar. The appeal should contain the same information required for the registrar's review (see above) along with any additional explanations or arguments the student wishes to have considered. The associate vice president, Academic Affairs, will consider the appeal within 30 calendar days of receipt. In the deliberations, the associate president, Academic Affairs may consult with subject matter experts or other members of the provost's staff. She or he may affirm, reject, modify or adjust the transfer credit evaluation as deemed appropriate and will inform the student, in writing, of the University's decision. The decision of the provost's office is final and may not be appealed within the institution. Transfer credit decisions made by the provost's office, which students believe are not consistent with the Comprehensive Statewide Transfer Agreement, may be appealed outside of the institution.

SUBMISSION OF FRAUDULENT DOCUMENTS POLICY

The submission of documents such as transcripts, diplomas, test scores, references or applications, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Thomas Edison State University.

All documents submitted to the University, in support of applications for admission, academic evaluations or required administrative processing must be true, accurate and complete. Supporting documents must not make misrepresentations, omit relevant information or be altered from the original.

Any documents submitted under false pretenses, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by the University. Specifically, Thomas Edison State University reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, rescind degrees, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses. Dismissal for misconduct does not abrogate a student's financial responsibility to the University, the federal government or private loan providers. Students remain liable for all relevant tuition and fees and the payment of their debts.

It is illegal for any person to falsely represent themselves as having received a degree. N.J.S.A. 18A:3-15.2. Such a violation is punishable by a monetary penalty per offense. Moreover, forgery of a document is a criminal offense that can be prosecuted under criminal law. N.J.S.A. 2C:21-1. The University reserves the right to file criminal charges against any individual who submits fraudulent documents in accordance with the laws of the state of New Jersey and/or appropriate U. S. federal statute.

ENROLLMENT

ENROLLMENT

Students are considered enrolled when they pay the Comprehensive Tuition Plan or Per Credit Tuition Plan enrollment. A student's enrollment date is defined as the date the bursar receives the Comprehensive Tuition or the 10th day of a term for which a student registers paying the Per Credit Tuition Plan. This tuition covers a period of one year of service. At the end of the year, students will receive a bill for the subsequent year's enrollment tuition. Active-duty military and National Guard students are considered New Jersey state residents for administrative purposes, and therefore pay in-state tuition rate.

ENROLLED UNDERGRADUATE STUDENTS

Students enrolled in a Thomas Edison State University degree program are strongly encouraged to consult with an academic advisor before registering for courses and examinations to be certain their selections are appropriate. Students receiving financial aid must have their course selections approved on a degree program plan by an advisor. In all cases, it is the student's responsibility to know and fulfill degree requirements.

A student's degree program plan will note courses and/or examinations that are appropriate for his/her degree. Students may register for a course by submitting the Course Registration Form or TECEP® Examination Form to the Office of the Registrar by phone, fax, email or electronically via the University website *www.tesu.edu/students.*

Please note that some degrees may require students to take courses at other institutions. Students are responsible for any and all costs incurred at other institutions.

VETERANS AND MILITARY PERSONNEL

To be approved for certification for veterans' benefits at Thomas Edison State University, a course must be designated as either and online, Guided Study or TECEP®. Prior learning assessment (PLA) and *e*-Pack® courses are not eligible for veterans' benefits. Students using the Post 9-11 GI Bill®/ Chapter 33 VA benefits, once all of the necessary forms are completed, will be able to register for classes and payment will be forwarded from Veterans Affairs to Thomas Edison State University. For students using any other VA Chapter benefits, tuition and fees are due upon enrollment; Veterans Affairs will reimburse the student according to VA policy. Students are responsible for securing the necessary VA forms, which must be submitted with the registration. Additional information may be obtained online at *www.tesu.edu,* from the Thomas Edison State University Office of Military and Veteran Education by calling (609) 777-5696 or from the local VA office.

Students who are active-duty military may be eligible for tuition assistance. Students can contact their military education office for details. Army and National Guard wishing to use tuition assistance should use the Army's Tuition Assistance portal located at *www.GoArmyEd.com.*

Active-duty, reserve and National Guard service members pursuing an undergraduate degree from Thomas Edison State University are advised to be in either the Military Degree Completion Program (MDCP) or the Navy College Program Distance Learning Partnership (NCPDLP). Service members not pursuing a Thomas Edison State University undergraduate degree still qualify for MDCP or NCPDLP tuition rates.

Students participating in the military education programs have an academic residency requirement. Twenty-four credits must be earned from Thomas Edison State University for bachelor's degree students and 12 credits must be earned from Thomas Edison State University for associate degree students.

Thomas Edison State University is a participating institution in the Servicemembers Opportunity Colleges, the Navy College Program Distance Learning Partnership (NCPDLP), the Navy College Program for Afloat College Education (NCPACE) and the GoArmyEd program. It is also a Level One provider for both the Coast Guard Institute and the Army National Guard Education Support Center.

College Partnership with the Community College of the Air Force.

Community College of the Air Force General Education Program (GEM)

Air University Associate to Baccalaureate Cooperative Program (AU-ABC)

Obtain additional information by calling the Office of Admissions and Enrollment Services toll free at (609) 777-5680.

ACTIVE STATUS FOR CONTRACTUAL PROGRAM STUDENTS

Students enrolled in Thomas Edison State University through contractual and military agreements [i.e., Corporate Choice®, GoArmyEd, Military Degree Completion Program (MDCP), Navy College Program and the Rutgers School of Health Related Professions (formerly University of Medicine and Dentistry of New Jersey) joint degree program] as well as veteran students and veteran family members must demonstrate academic activity by attempting a minimum of 3 semester hour credits over the course of the 12-month period for which they are enrolled.

For example, a student whose course or other credit-earning option began on Sept. 1, 2018, must register for another 3-credit course before Sept. 1, 2019, to be considered an enrolled Thomas Edison State University student for the following year. Students who do not attempt 3 credits in an academic year will be deemed "Inactive."

An "Inactive" military or veteran student may receive the following University services:

- Register for classes online. Military and veteran students will pay the current tuition rate of their respective contract. All other contract students will pay the current nonmatriculated tuition rate. Registration by telephone or fax will also be permitted.
- View grades and current financial aid award status.
- Submit changes to mailing or email addresses.
- Receive academic advising for only current or potential Thomas Edison State University degree programs.

Evaluation updates, review of new transcripts, degree program changes and access to myEdison® account will not be available. "Inactive" students (those who were previously enrolled in the University, but who have not demonstrated academic progress as described above) can reactivate their enrollment in the following ways:

Military and Veteran Students:

- Enroll for a minimum of three semester hours in a course or other credit-earning option. Students will be governed by the academic policies in place at the time they began their program.

Other Contractual Students:

- Pay a $75 reactivation fee (or negotiated corporate contract 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.
- Pay the $75 reactivation fee (or negotiated corporate contract 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 University 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 University.

Military students with a valid Servicemembers Opportunity Colleges (SOC) agreement with Thomas Edison State University, as well as veteran students and veteran family members, and who remain in "Inactive" status for five consecutive years, must reapply for admission to return to the University and will be governed by the academic policies and degree programs in place at the time of their readmission.

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 or by the student themselves. Students are responsible for updating their information on Online Student Services or by notifying the Office of the Registrar of changes in the following: name, address (including county), employment, email address, telephone and/or degree.

UNDERGRADUATE TUITION AND FEE DESCRIPTIONS

The tuition and fees are adjusted each year. Information on tuition and fees is available to students through the University website at *www.tesu.edu/tuition.* Information on graduate tuition and fees is available in the *Graduate Prospectus* and on the University website. Tuition and fees are subject to change without prior notice.

Admission Application Fee

This nonrefundable fee and a completed application establish the applicant's file. The Application Fee extends for one year from the date of application. Applicants who do not enroll during this period of eligibility will have to reapply to the University before enrolling and be under current degree requirements. The Application Fee is waived for Thomas Edison State University alumni.

Comprehensive Tuition Plan

The Comprehensive Tuition Plan allows students to pay one convenient tuition each year they are enrolled and allows a student to attempt a maximum of 36 credits of Thomas Edison State University courses (Guided Study, online and *e*-Pack® courses) as well as TECEP® examinations and prior learning assessment (PLA). The maximum of 36 credits will include all credits registered for even if a student later withdraws; for example, if a student registers for 12 credits but withdraws from a 3-credit course, the student will have used 12 credits of their 36 credits leaving a balance of 24 credits. Once a student registers for 36 credits under their Comprehensive Plan, their enrollment plan with Thomas Edison State University will be changed to the Per Credit Tuition Plan for the balance of their enrollment year. The student will be required to pay per credit tuition and fees for any additional courses for which they register. In addition, any enrollment extension paid for by a student who was previously under the Comprehensive Plan will be under the Per Credit Tuition Plan.

This tuition covers all administrative costs associated with a Thomas Edison State University education except the Graduation Fee, Course Extension Fee, Transcript Fee, Late Course Registration Fee and textbooks. Students may take up to 12 credits per term for a maximum of 36 course credits a year. All audiotapes and videotapes associated with various courses are also covered in the tuition although a refundable deposit is required of students ordering the materials from MBS Direct, the University's textbook supplier. Visit *http://direct.mbsbooks.com/tesu.htm* for more information.

Per Credit Tuition Plan

The Per Credit Tuition Plan enables students to register and pay for course tuition on a per credit basis directly after they apply and are accepted into a degree program. Students who select the Per Credit Tuition Plan with the intention of graduating from Thomas Edison State University have academic residency requirements of 16 credits for both an associate degree and a bachelor's degree. Residency requirements are met by earning credits via Thomas Edison State University online (OL), Guided Study (GS) or *e*-Pack® (EP) courses.

Military Tuition and Fees

A separate tuition and fees schedule is provided to students in the military.

NOTE: Active-duty military personnel who enroll in the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), GoArmyED or eArmyU, will pay the respective tuition rates. Regardless of residency, full-time active-duty military personnel and their dependents have the option to pay New Jersey residency tuition and fees.

Nursing Tuition and Fees

A separate tuition and fee schedule is in effect for students in the W. Cary Edwards School of Nursing.

NOTE: Active-duty military personnel who enroll in the W. Cary Edwards School of Nursing will pay the nursing program tuition rate. Visit ***www.tesu.edu/nursing*** *to view the W. Cary Edwards School of Nursing Tuition and Fees Schedule.*

Graduation Fee

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

Transcript Fee

This fee is charged for each transcript (official or student copy) that a student requests be issued and released. This fee will be used to defray the cost involved in the issuance of each transcript.

Refund Policy

Comprehensive Tuition Plan: If a student requests a refund to terminate their Comprehensive Tuition Plan enrollment within 30 days after the payment was received, 50 percent of the enrollment tuition may be refunded. All requests for refunds must be submitted in writing to the Office of the Registrar. See the course tuition refund policy for refunds of the Per Credit Tuition Plan at *www.tesu.edu/academics/catalog/Course-Withdrawals-and-Refunds.cfm*.

Nonrefundable Tuition and Fees

The following tuition and fees are nonrefundable: application, graduation, course extension, late registration for courses, Individual Learning Account and transcripts.

Fees for Nonenrolled Students

Nonenrolled students use services at the University and pay for them on a per-service fee basis. Nonenrolled students must complete the online application and may take Thomas Edison State University courses, TECEP® examinations and prior learning assessment (PLA) by paying for each on an individual basis. However, they are not eligible for any degree until they become an enrolled student by paying the Comprehensive Tuition, the Per Credit Tuition or the W. Cary Edwards School of Nursing Tuition. The University also offers nondegree services such as Individual Learning Account.

CERTIFICATION OF GOOD ACADEMIC AND FINANCIAL STANDING

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

Written requests for letters of recommendation for admission to graduate schools should be addressed to the dean of the School in which the student is enrolled. For certifications relative to financial aid/loans, written requests should be made to the director of the Office of Financial Aid.

ACADEMIC INTEGRITY

A detailed statement of what constitutes academic honesty and plagiarism is included in every course. By registering for a course, students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the University.

The University is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper documentation. Students who submit course materials or examination responses that are found to be plagiarized will receive an F on the plagiarized assignment, may receive a grade of F for the course and may face dismissal from the University.

STUDENT RESPONSIBILITIES

Thomas Edison State University students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with mentors, staff and other students; behave in a manner consistent with the standards and codes of their professions; keep official records updated regarding changes in name, address, telephone number or email address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal or financial holds on records.

RESIDENCY REQUIREMENTS

Thomas Edison State University has certain academic and financial residency requirements, however, there are no physical residency requirements. Thomas Edison State University requires a minimum of 30 credits from a regionally accredited institution for bachelor's degrees and 15 for associate degrees when all other earned credits applied to the degree are from a foreign country, including Canada.

Academic Residency Requirement

- Some programs have academic residency requirements of 12 credits for an associate degree and 24 credits for a bachelor's degree.
- The joint degree programs with Rutgers School of Health Related Professions have academic residency requirements. For associate degrees the requirement is 6 credits and for bachelor's degrees the requirement is 12 credits. This number of credits must be taken from the University before a student in these programs is eligible for graduation.
- For nondegree enrolled students, at least 50 percent of the credits required for an undergraduate or a graduate certificate must be earned at Thomas Edison State University. Application of any transferred credits is at the discretion of the dean.
- Students who select the Per Credit Tuition Plan (excluding those who enroll under a military plan) with the intention of earning an associates or bachelor's degree from Thomas Edison State University must complete 16 credits via Thomas Edison State University online (OL), Guided Study (GS) or *e*-Pack® (EP) courses. This requirement may be waived by paying the Residency Waiver fee.

Residency for Certificates

Undergraduate students who enroll in the University and seek to earn only a certificate must earn at least 50 percent of the credits for the certificate through Thomas Edison State University credit offerings with the folowing exceptions:

- A student who has not earned at least 50 percent of the credits for the certificate through Thomas Edison State University credit offerings may pay the certificate residency fee waiver in order to be awarded the certificate.
- If the certificate is awarded at the same time as a Thomas Edison State University associate or bachelor's degree, the 50 percent Thomas Edison State University credit offering requirement for a certificate does not apply, nor does the certificate residency fee waiver. In this case, the student must meet all residency requirements for the associate or bachelor's degree or pay the residency fee waiver for the degree, if required by the selected enrollment plan.

Residency for Tuition and Enrollment Purposes

Thomas Edison State University will determine residency pursuant to New Jersey Administrative Code 9A:5-1.1-1.2. The code requires that students be domiciled in the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education in order to be eligible for in-state tuition. United States military personnel and their dependents, who are attending public institutions of higher education in New Jersey, shall be regarded as residents of the state of New Jersey for the purpose of determining tuition (N.J.S.A. 18A:62-4.1).

The Office of the Registrar is the University's principal authority on residency determination for tuition purposes. Following the registrar's guidance, initial residency assessment will be determined by the Office of Admissions and Enrollment Services. The permanent address of the student in effect at the time the student applies for admission will be used to determine residency for tuition purposes. The initial determination will be communicated to the student and used for all tuition and fee assessments until a subsequent change of residency has been approved in accordance with prescribed procedures.

All requests for a change in residency status will be forwarded to the Office of the Registrar. Students who are classified as nonresidents may petition for in-state residency to the Office of the Registrar. The application for state residency status for tuition purposes determination may be obtained on the University website under student forms at *www.tesu.edu/studentforms*. Please return completed application and documentation to the Office of the Registrar, 111 W. State St., Trenton, NJ 08608.

Students submitting change of address forms (or taking other administrative actions) that indicates their state of residency has changed will be contacted by the University and asked to verify their continued eligibility for in-state tuition. Such verification may require them submit a completed petition/questionnaire and the submission of supporting documentation.

To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return or in the case of a dependent student, a copy of his/her parent(s), legal guardian's/spouse's New Jersey Resident Income Tax Return. Supplementary evidence may include current voter registration card, New Jersey driver's license and New Jersey motor vehicle registration.

ENROLLMENT WITHDRAWAL POLICY

Enrollment is the method by which a student actively pursues a degree at Thomas Edison State University. Students are enrolled at Thomas Edison State University when they have selected an academic degree program and make payment under an appropriate tuition plan. A student's enrollment date is defined as the date the University receives the Comprehensive Tuition or the 10th day of a term in which the student enrolls under the Per Credit Tuition Plan or through contractual and military agreements. This tuition covers a period of one year of service.

Students may elect to withdraw their enrollment at Thomas Edison State University at any time. Students must complete the Thomas Edison State University Enrollment Withdrawal request form to notify the University that they wish to withdraw their enrollment. An enrollment withdrawal will end the student's enrolled student status with the University. Students are encouraged to discuss this withdraw with their academic advisor prior to submitting the form to the Office of the Registrar. Students who withdraw from the University will lose access to all Thomas Edison State University services including myEdison®, Online Student Services, their Thomas Edison State University student email account, academic advising and their Academic Evaluation. Students who withdraw their enrollment will be responsible for and will be billed any outstanding charges due to the University in accordance with University policy regarding tuition and fee refunds.

For financial aid students, the last day of attendance for any registered courses may require a prorated portion of federal financial aid to be returned due to by federal guidelines. Students are responsible to Thomas Edison State University for tuition and fees not covered by financial aid awards. Students will receive notification from the Office of Student Financial Accounts and Operations regarding any balance due once the enrollment withdrawal is processed. Withdrawing from courses may result in the denial of future financial aid because of unsatisfactory academic progress. Transcripts will not be released to students with any balance due to the University.

Students who have withdrawn their enrollment are normally eligible to reapply for enrollment as a degree- seeking student or as a nonmatriculated, nondegree seeking student. In either case, the student must reapply through the Office of Admissions and Enrollment Services.

DEGREE POLICIES

https://www.tesu.edu/academics/catalog/degree-requirements-sequential-course-work-and-course-repeat-policy

DEGREE REQUIREMENTS

Thomas Edison State University awards degrees that reflect the general content of an American education. As part of the credit requirement for the bachelor's degree, foreign citizens will be required to complete a minimum of 30 credits in subject areas taught in American colleges and universities. This requirement is applied to a minimum of 15 credits for the associate degree programs.

Enrollment of foreign students residing outside the United States will be restricted as described below. International students are not eligible for enrollment in the following programs:

- Bachelor of Science in Health Sciences (BSHeS)
- Bachelor of Science in Human Services (BSHS)
- Bachelor of Science in Nursing (BSN)
- Associate in Arts in Human Services (AAHS)

In the degree programs listed below, if professional credits are more than 10 years old, a Demonstration of Currency (DOC) is required:

- Bachelor of Science in Business Administration (BSBA)
- Bachelor of Science (BS)*
- Associate in Science (AS)*

**This apples to the School of Applied Science and Technology*

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.

COMMUNITY COLLEGE CREDIT

Thomas Edison State University will accept a maximum of 80 semester hours of lower-level transfer credit from junior, county or community college toward a baccalaureate degree.

SUBJECT AREA MAXIMUM

Thomas Edison State University will accept a maximum of 70 semester hours of credit earned in one subject area toward a baccalaureate degree.

POLICY ON COURSE REPEAT

Students may repeat, without limitation, an undergraduate course for the purpose of raising the course grade except as otherwise noted in this policy. Only the highest grade will be calculated in the GPA. All grades will appear on the official transcript.

Students enrolled in the W. Cary Edwards School of Nursing BSN program may repeat any nursing course only once; the Accelerated 2nd Degree BSN Program is limited to repeating only one course one time.

The repeated course(s) shall not increase the total credits earned toward a degree. Courses in which a student receives the grade of "W" will apply to this policy and be considered a course attempt.

DUPLICATION OF CREDIT

Repeated courses will appear on the transcript marked as "repeats." Semester hours will only be assigned in the case of repeated Thomas Edison State University courses. Repeated transfer courses or assessment credit will appear as repeats with 0 semester hours assigned.

Unit of Credit

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

If your credits were earned on a quarter system, the following conversion applies:

2 quarter hours = 1.33 semester hours
3 quarter hours = 2 semester hours
4 quarter hours = 2.66 semester hours
5 quarter hours = 3.33 semester hours

TES-100 Cornerstone: Lifelong Learning Strategies course

As of May 25, 2016, new students are required to complete TES-100, a 1-credit online course designed to assess their readiness in areas relevant to student success.

NOTE: W. Cary Edwards School of Nursing students are exempt from this requirement.

CAPSTONE TRANSFER POLICY

Effective July 1, 2017, the undergraduate Capstone course must be taken at Thomas Edison State University; it can no longer be transferred from another institution. Students who have an approved Capstone equivalent course in their official University program plan as of June 10, 2017, or are enrolled in a Capstone equivalent course as of June 10, 2017, may have that course applied to their degree; it will be accepted as fulfilling the Capstone requirement.

Students who transfer in sufficient credits to fulfill all degree requirements (i.e., "instant graduates"), may appeal the Capstone requirement to the dean of their School.

CATALOG CURRENCY

Students must use the Thomas Edison State University *Undergraduate Catalog* or *Graduate 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 for more than

three years, necessary graduation requirements will be required as listed in the *Undergraduate Catalog* or *Graduate Catalog* in effect at the time the official change or re-enrollment is recorded in the Office of the Registrar.

DEGREE REQUIREMENTS FOR RETURNING STUDENTS

Enrolled students whose enrollment has lapsed may return within 36 months of the end of their enrollment and continue in the degree requirements that were in effect at the time of their initial enrollment if they continue in the same degree. If they re-enroll in a different degree, they will be required to complete the degree requirements in effect at the time of re-enrollment. Enrolled students whose enrollment has lapsed for more than 36 months and re-enroll will be required to complete the degree requirements in accordance with academic policies in effect at the time of re-enrollment. See Nursing Student Policies for the W. Carey Edwards School of Nursing returning students' policy.

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 Office of Academic Advising.

TWO AREAS OF STUDY WITHIN ONE DEGREE

Students may complete up to two areas of study within one bachelor's degree. No more than 9 credits that are used in the first area of study may be used for the second area of study. All related required credits for each area of study, as well as all degree requirements, must be met at the same time. Students cannot complete a third area of study within one bachelor's degree.

Students pursuing the Bachelor of Science in Business Administration degree may complete up to two areas of study within one bachelor's degree. No credit for the first area of study may be used toward the second area of study. All related required credits for each area of study, as well as degree requirements, must be met at the same time. Students cannot complete a third area of study within one bachelor's degree.

DEFINITION OF CONCENTRATION FOR UNDERGRADUATE PROGRAMS

An area of study may offer concentrations, i.e., specializations within the field of study. Generally, students complete a portion of the core area of study requirements and then select focused courses to complete the concentration. A concentration includes a minimum of 12 semester hours and a maximum of 21 semester hours of specialized course work with no less than 50 percent of the concentration credits upper-level credits. The requirements and the curriculum for a concentration are determined by the academic School offering the concentration with the appropriate approval of the Undergraduate Academic Council and the provost.

There will be a notation on the final transcript that will identify the concentration. Concentrations will only be noted on the transcript at the completion of the degree.

READMISSION

Applicants who do not enroll by paying an enrollment tuition during the 12-month period from the date of application must reapply by paying the Application Fee again and resubmitting all documents.

Readmission of Thomas Edison State University Graduates

Graduates of the University who return for a second degree must fill out an application for admission and pay only a current enrollment tuition.

AWARD OF DEGREES

First Associate Degree

If a student has completed an undergraduate, advanced or professional degree from a regionally accredited institution and applies for an associate degree, he/she must complete a minimum of 12 credits in the option beyond credits completed on the date the most recent degree, regardless of academic level, was awarded. The student must also meet all requirements specific to the degree.

First Simultaneous Associate and Baccalaureate Degrees

- Students who desire both a Thomas Edison State University associate degree and a Thomas Edison State University baccalaureate degree may have both degrees awarded together in the same graduation cycle.
- Students who desire to have awarded in the same graduation cycle two Thomas Edison State University baccalaureate degrees may do so providing 24 credits are different in the second degree's core/area of study.
- Students who desire to have awarded in the same graduation cycle two Thomas Edison State University associate degrees may do so providing 12 credits are different in the second degree's option.

Second Associate Degree

Students who have received one associate degree from a regionally accredited institution and wish to earn a second associate degree must:

- Complete a minimum of 12 additional credits for a second associate degree beyond the date the most recent degree, regardless of academic level, was conferred.
- Additional credits must be earned in the degree option or area of study where an option or area of study is part of the degree.
- Students must complete all requirements for the degree as listed in the current Thomas Edison State University *Catalog*.

First Baccalaureate Degree

Students who have earned a baccalaureate degree from a regionally accredited institution must follow the policies and procedures under "Second Baccalaureate Degree." A student

may have completed an associate degree or degrees prior to earning his/her first baccalaureate degree.

Enrollment in a First Baccalaureate Degree After Earning a Graduate Degree

If a student has earned a graduate or a professional degree from a regionally accredited institution, but has not earned a baccalaureate degree from a regionally accredited institution, the student must:

> Complete a minimum of 24 credits in the area of study and/or core of the baccalaureate degree. These credits must be earned after the date the most recent degree, regardless of academic level, was conferred.

> Complete all the general education requirements required for the baccalaureate degree.

> Complete all other baccalaureate degree requirements as listed in the current Thomas Edison State University *Catalog*.

Second Baccalaureate Degree

Students who have received one baccalaureate degree from a regionally accredited institution and wish to earn a second baccalaureate degree must:

> Complete a minimum of 24 credits. These credits must be in the area of study and/or core of the degree. These credits must be earned after the date the most recent degree, regardless of academic level, was conferred.

> Additionally, students must complete all other degree requirements as listed in the current Thomas Edison State University *Catalog*.

The University will not award a third Thomas Edison State University associate or baccalaureate degree.

Second Master's Degree

Students who have been awarded a master's degree from a regionally accredited institution and wish to earn an additional master's degree must:

> Complete an additional number of credits equivalent to two-thirds of the total number of credits required for the additional master's degree (24 credits in a 36 credit degree, 28 credits in a 42 credit program, etc.). These credits must be earned after the date the most recent degree, regardless of academic level, was conferred.

> Adhere to any additional degree and transfer credit policies required by the School in which the student's degree is to be earned.

> Graduate credits earned previously are transferable and applicable to a Thomas Edison State University graduate degree at the discretion of the dean of the School in which the student is enrolled.

Foreign Credentials

> If a student presents a foreign credential evaluation stating his/her foreign degree is equivalent to a U.S. associate degree, then the University will consider it a first associate degree and apply the "Second Associate Degree" policy and it may be applied toward the degree requirements for a bachelor's degree.

> If a student presents a foreign credential evaluation stating his/her foreign degree is equivalent to a U.S. bachelor's degree, then the University will consider it a first degree and apply the "Second Baccalaureate Degree" policy and it may be used for admissions to a master's degree program.

Tuition Waiver Policy

> Only one degree at each level (associate, baccalaureate, master's) is eligible for tuition waiver.

POLICY ON STUDENT IDENTITY VERIFICATION

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Thomas Edison State University policy requires all students engaging in courses to verify their identity no later than 30 days after their first course registration with the University. For the purposes of this policy, "student" is defined as a person enrolling in a course with the University.

Thomas Edison State University will use one or more of the following methods for verification:

1. A secure login with user name and password
2. Proctored examinations
3. New or emerging technologies and practices that are effective in verifying student identification

Students must verify their identity to be permitted to progress in their course enrollment. In addition to the initial identity verification, students are required to comply with each identity verification prompt within a course in which they are enrolled. Refusal to do so may result in the student being removed from enrollment with the University and/or courses.

Procedure for Identity Verification in Academic Activity

The requirement to verify identity will be included in each Moodle course space. Identity verification in academic activity occurs in one or more of the following ways:

1. A secure login with user name and password
2. Proctored examinations
3. Biometric data match

Each academic activity will have a minimum of three verification instances.

Procedure for Identity Authentication Upon Request of University Staff or Outside of Academic Activity

Upon notification of the requirement or staff request, students are required to verify their identity within 14 business days. The University may withhold services or documents until

verification is completed in accordance with the policy and procedures.

POLICY ON GRADING

Policy on Grade Point Average

Term and cumulative Grade Point Averages (GPA) are included on Thomas Edison State University transcripts, which are based on graded credits attempted through Thomas Edison State University course work and grades earned for credits awarded by Ma'alot Educational Network. Only grades that reflect attempted graded credits (A, A-, B+, B, B- , C+, C, C-, D, F and IF) are used to calculate the official Thomas Edison State University GPA and are recorded on the transcript. The only F and IF grades that are printed on the transcript and included in the GPA calculation are those awarded for Thomas Edison State University courses that started on or after the July 2011 term. Thomas Edison State University courses with grades of W are recorded on the transcript, but will not be calculated into the GPA.

Thomas Edison State University courses with a grade of NC are not recorded on the transcript and are not calculated into the GPA. Thomas Edison State University credit earning options in which students receive grades of CR, such as TECEP®, prior learning assessment, and Practicum and *e*-Pack® courses, will not be calculated into the GPA, but will appear on the transcript.

Thomas Edison State University restarts the GPA calculation based on academic level only and does not restart the calculation at graduation. As such, there is no direct correlation between the GPA and graduation, except that in order to graduate, all students must meet the GPA standards set by the University as well as any individual standards set by the academic School that offers the degree the graduate earns.

Policy on D Grades

Students may transfer in or apply Thomas Edison State University course grades of D to their nonarea of study requirements as long as their overall grade point average is at least a 2.0 or higher as determined by the School in which they are enrolled, with the following exceptions:

- All area of study courses must be graded C or better in order to apply to area of study requirements
- All required composition courses must be graded C or better
- No course in which a student earned a D- grade will be accepted in transfer

Grade Rounding Policy

Grades on course assignments and examinations that are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Minimum Grade Point Average for Graduation

All undergraduate students at Thomas Edison State University are required to maintain an overall minimum average of C in their Thomas Edison State University courses in order to graduate. All area of study courses must be graded C or better in order to apply to area of study requirements for undergraduate students at Thomas Edison State University.

All undergraduate students at Thomas Edison State University are required to maintain a minimum average of C in all the credits applied to their degree (Thomas Edison State University and transfer credits) in order to graduate. All undergraduate students at Thomas Edison State University can only utilize a grade of C or better in the area of English composition in order to graduate.

Graduate students are required to maintain an overall minimum average of B in their Thomas Edison State University courses in order to graduate.

Students must also meet any minimum required GPA standards established by their School to graduate from Thomas Edison State University.

GRADUATION AND THOMAS EDISON STATE UNIVERSITY TRANSCRIPTS

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 in Online Student Services. A student does not automatically become a candidate for a degree.

To be considered for graduation, all academic requirements and financial obligations must have been met by the first day of the month two months prior to the graduation date. The official graduation months are March, June, September and December. Once the application and fee have been received and the Office of the Registrar has certified that all degree requirements and financial obligations have been met, the Office of the Registrar sends two official letters of degree certification to each graduate and degree-seeking candidates' names are presented to the Thomas Edison State University Board of Trustees for formal approval. Upon approval by the Board of Trustees, graduates receive written confirmation from the Office of the Registrar that the degree was conferred. Diplomas are ordered for each individual graduate and are mailed to graduates within two weeks of the graduation date. The degree awards will not appear on the transcript until after the official date of graduation. Any transcript released by the University before the date of graduation cannot be used as proof of degree conferral.

THOMAS EDISON STATE UNIVERSITY TRANSCRIPTS

All credits evaluated by the University will appear on the transcript. No courses/grades can be removed from the record once sent to Thomas Edison State University for evaluation.

Transcripts are provided to students who are enrolled students, graduates or were a previously enrolled student. Applicants are not entitled to a Thomas Edison State University transcript, except for courses they have taken with the University as a nonmatriculated student. Transfer credits will be identified by department code, course number, course title and credits.

APOSTILLE CERTIFICATIONS

An Apostille is a form of authentication appropriate to countries, which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

Thomas Edison State University will honor requests for Apostille certifications. Upon your written request, the University will provide the required documents for you to send to the State of New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, to complete the Apostille Certification process.

To begin the process, please send signed written requests for an Apostille to:

Attn: Apostille Request
Office of the Registrar
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608

Requests must include the following:

- The student's contact information (including name, mailing address, telephone number and email address)
- The document being requested – official transcript $15 fee, duplicate diploma $35 fee, letter certifying graduation – no fee
- An international money order or personal check (drawn from a United States bank) payable to "Thomas Edison State University" for the amount of the requested document
- A self-addressed return envelope so that the documents may be returned directly to the student once they have been processed by Thomas Edison State University

The student will then need to submit all required documents and fees to the State of New Jersey Department of the Treasury, Division of Revenue and Enterprise Services. For more information about what is required by the state of New Jersey to process the apostille request, please visit *www.state.nj.us/treasury/.*

NON-DEGREE SEEKING STUDENT POLICIES

UNDERGRADUATE NONMATRICULATED STUDENT STATUS POLICY

Undergraduate nonmatriculated students are those students who enroll in courses or examinations but have not applied for admission to nor been accepted into a specific degree program at Thomas Edison State University. Nonmatriculated students do not receive advisement services, may not apply for graduation. Only a matriculated student may be awarded a degree. Generally, there is no limit to the number of courses or credit hours a student in nonmatriculated status may earn; however, some schools may put a limit on the number of credit courses a student may take as an undergraduate nonmatriculated student. Additionally, undergraduate nonmatriculated students may be restricted from enrolling in selected courses by the schools.

Undergraduate nonmatriculated students are governed by the policies in effect at the time of their course registration. Should a nonmatriculated student choose to enroll in the University and pursue a degree program, courses and credits earned at Thomas Edison State University while an undergraduate nonmatriculated student will be evaluated based on the policies and degree requirements in place at the time the nonmatriculated student enrolls in a specific degree program. All students are governed by the curriculum and policies in place at the time the student becomes matriculated into a specific degree program.

INDIVIDUAL LEARNING ACCOUNT

Individual Learning Account 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 an Individual Learning Account, complete a Nondegree Services Application, which may be accessed at *www.tesu.edu/studentforms.*

The Individual Learning Account application fee entitles students to transcription services for one year. Students are advised that credits transcripted under the Individual Learning Account program may or may not apply to a degree program at Thomas Edison State University or another college. It is the student's responsibility to ensure that a receiving institution's academic policy will allow transfer of each credit. Credit will not be transcripted in cases of obvious or apparent duplication or for courses deemed to be developmental. Individual Learning Account students who later decide to enroll at Thomas Edison State University should file an application for admission and submit the appropriate fees. At that time all credits will be reviewed for acceptance in the degree and the student will be informed as to which credits are appropriate for the specific degree. Individual Learning Account is not available for foreign credentials nor is credit given for courses taught.

GUIDE TO UNDERGRADUATE COURSES

www.tesu.edu/academics/catalog/Guide-to-Undergraduate-Courses

To use this *Catalog* most effectively — making sure students register for the courses that are right for them and that they receive the appropriate course materials — students should familiarize themselves with the information in the following pages before choosing courses.

COURSE LOAD

Students are permitted to register for up to 16 credits at any one time. Overlapping more than 16 credits is not permitted including when a course is (or courses are) extended. Being registered for more than 16 concurrent credits at a time requires permission from an academic advisor.

COURSE CREDIT

The number of semester hour credits awarded for each course is specified in the course description. Most courses carry 3 credits. Courses yielding 6 credits are generally advanced, interdisciplinary courses, which combine study from a range of academic disciplines. The work required for these courses is equivalent to their credit value. Thus, a 6-credit course is equivalent to two 3-credit courses. Note that 6-credit courses may not be broken down into 3-credit courses or taken in different semesters.

TUITION AND FEES

For complete tuition and fees information, please visit *www.tesu.edu/tuition.*

MENTORS

When a student registers for a course, he/she will be assigned a mentor who will be assessing course assignments and examinations. Mentors are assigned according to their availability for the given semester. Except for PLA courses, students may request a particular mentor, if students indicate a preference at the time of registration. That is, a student must indicate on the Registration Form, in the web registration or to the registrar when calling which mentor is preferred.

Mentors are expected to assess the work accomplished, and they are available to offer guidance on matters of course content when needed. However, since all Thomas Edison State University courses are for independent adult students, mentors are not considered tutors who assist students in remedial aspects of their work.

After a student registers, before the semester begins, the student will receive a confirmation email. Nursing, PLA, Guided Study and online students will receive access information for the online course site via their confirmation email.

TUTORIAL SERVICES

Thomas Edison State University offers students access to the SMARTHINKING online tutorial service free of charge. It is particularly helpful if students are taking mathematics, physics, Spanish, writing, statistics, accounting, economics (macro and micro) or chemistry. If students are taking other subjects but need help with writing, they may also access the service to get the help they need.

Students taking online courses will find a link to the service in each course they are taking. This link will describe the steps a student needs to take to set up a personal account. Students only need to set up an account once, even if they use it for more than one course.

All students receive information on accessing SMARTHINKING with their registration confirmation. Once they have the login information, students go to *www.smarthinking.com* and follow the instructions to set up a personal account.

GRADING

When a mentor receives an assignment from a student, he/she will assess the learning, make comments on the assignments, offer suggestions for improvement and assign a letter or percentage grade. Keep copies of all assignments. If a student are working in an online, Guided Study or nursing course, he/she must use the assignment link within myEdison®, the University's online course delivery system powered by Moodle. A student also will be able to communicate with his/her mentor through online discussions of his/her work. Students should receive a response to their assignments within a week after submission.

Mentors will send the student an examination feedback form with his/her grade, and they will send their final grade report to the Office of the Registrar. Final course grades are available for viewing and printing online at Online Student Services approximately two weeks after a semester ends. The University will not release grades to students by any other means. A student who finds errors or omissions in a Grade Report, should report the error immediately — in writing — to the Office of the Registrar.

GRADE ROUNDING POLICY

Grades on course assignments and examinations which are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

LATE ASSIGNMENT POLICY

Written assignments should be submitted no later than the due date unless prior arrangements are made with the mentor and a new due date is established*. If a student submits an assignment after the due date without having made arrangements with the mentor, a minimum of 5 points, (based on an assignment grading scale of 100 points), or 5 percent of the total points, will be deducted for each week, or part thereof, that the assignment is late. In order to receive credit for the discussion forum assignment, the student must actively participate during the assigned discussion period.

*Active-duty military students in receipt of Temporary Additional Duty orders (TDY) may be exempted from point deductions if their orders prescribe a return-to-class date that allows for sufficient time to complete the remaining course requirements, which is generally defined as allowing the student to miss no more than one third of the total semester.

Military students with TDY orders shall follow the procedures, found on the OMVE website to establish new due dates without penalty for written assignments and discussion boards.

This policy applies to undergraduate and graduate students.

GRADE APPEALS

If a student feels the grade he/she receives in a course was submitted in error or was arrived at unfairly, the student must address the issue in writing to the academic dean of his/her School. Students are strongly urged to retain all graded work until they receive the correct and final grade for each course. The University will accept grade appeals only during the first 30 days after the grade is issued. Questions about grade appeals may be directed to (609) 984-1130.

CREDIT WITHOUT A LETTER GRADE

Thomas Edison State University will transcript credit (CR) without a letter grade for the following: prior learning assessment (PLA); *e*-Pack®; self directed (SD); all testing programs (including TECEP®); business, industry and corporate training programs evaluated and recommended for credit by the American Council on Education (ACE) or National CCRS; military training programs evaluated and recommended for credit by the American Council on Education (ACE); licenses, special programs and registries evaluated and recommended for credit by Thomas Edison State University; and credits from foreign universities.

Credits earned are automatically applied to Thomas Edison State University degree programs for enrolled students, but are not calculated into the GPA.

GRADE DEFINITION

Grading for Guided Study (GS), online (OL), blended (BL) and nursing (NU) and (NG) courses:

Letter Grade	Grade Points Assigned
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0
I (Temporary grade)	0
IF	0
ZF	0

Grading for prior learning assessment (PLA), *e*-Pack® (EP) courses, self-directed (SD) and TECEP® examinations (TE) is credit/no credit. No grade points are assigned for CR/NC grades.

GRADE NOTES

A final grade of F is assigned when:

> A student does not complete the course work and examination(s) for a course and does not request a withdrawal or extension before the course has ended; **OR**

> The overall average on all course work (including examinations) is below the passing level (59 or below).

A temporary grade of I, or "incomplete," is assigned by the University when:

> A student has completed the required course work, including the final examination, by the end of the semester, but the mentor has not yet received the final examination. Once your mentor receives the final examination and has submitted a Change of Grade to the Office of the Registrar, the final grade will be posted. This I grade is not recorded on the student's permanent transcript.

NOTE: Students may not request that mentors provide an I grade, or "incomplete," for a course. If the student needs additional time to complete course work or examinations, he/she will need to request an extension from the University. Mentors cannot give extensions without the student having followed the full course extension request procedure. When no request for extension is filed, and examinations are not completed, the I converts to a grade of IF six weeks after the end of the term.

A grade of IF, or "incomplete failure," is issued six weeks after the end of a term:

- As a replacement grade for students on extensions who do not complete the work; **OR**

- As a replacement grade for students who are originally assigned an I grade when the University does not receive a completed examination. This IF grade is not recorded on the student's permanent transcript.

ZF grade may be assigned to a student who has been found to have violated an Academic Integrity policy in a course. The grade represents a failure due to the violation and as such will be included in the student's grade point average even if the student repeats the course. The grade remains part of the student's permanent transcript.

A grade of NC, or "no credit," is assigned to a TECEP® or e-Pack® courses when a student does not achieve a passing score, or a PLA/portfolio course when a student fails to complete the course and does not request an extension within the appropriate time frame. This grade is not recorded on the student's permanent transcript.

To receive credit for the course, students must:

- Earn a passing average on the total of all assigned course work (e.g., examinations, assignments, discussion postings, etc.). Failure to complete and submit all assignments will negatively influence the final grade and may result in a failing grade for the course. In addition, a grade of C– or below in nursing courses is not accepted for credit toward any program in the W. Cary Edwards School of Nursing.

CREDIT HOUR POLICY

At Thomas Edison State University, a semester hour credit represents the amount of work typically needed for a student to achieve mastery of intended learning outcomes that have been established at the appropriate level and rigor for college-level work. Evidence of this mastery corresponds to minimum standards for the grade received.

Courses offered by Thomas Edison State University are designed with the expectation that students will need to spend approximately four hours on course-related work per credit per week. As such, for a 3-credit, 12-week course, students should expect to spend up to 144 hours (12 weeks x 4 hours x 3 credits or 8 weeks x 6 hours x 3 credits) on course-related work. Credit awarded for prior learning or other nontraditional methods is based on mastery of the same learning outcomes as are found in thomas Edison State University courses. This meets or exceeds the applicable federal, state and regional standards.

UNDERGRADUATE COURSE POLICIES AND REGULATIONS

www.tesu.edu/academics/catalog/Course-Withdrawals-and-Refunds

COURSE WITHDRAWALS AND REFUNDS

A withdrawal request must be processed online or be made on the Request for Course Withdrawal Form found in the Course Manual, online at *www.tesu.edu/studentforms* or in a letter addressed to:

Office of the Registrar
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608
Fax: (609) 292-1657

Stopping payment on credit cards or checks does not constitute an official withdrawal, nor does it relieve the student from his/her financial obligation to the University. Failure to submit assignments or take examinations does not constitute an official withdrawal, nor does verbal notification to the mentor or to any member of the University staff before the end of the term.

A request for course withdrawal will only be accepted online or in writing and must be submitted before the end of the term. A withdrawal request will not be processed if it is submitted after the course has officially ended. Students will not be permitted to withdraw after an official course extension has ended.

A written withdrawal request must cite the student's course code, course name and the mentor's name as well as the student's name and University ID number. The postmark, email or fax date will constitute the official withdrawal date.

Failure to withdraw as stated above will result in the forfeiture of any refund and may result in a failing grade. If a student wishes to withdraw from a degree program at the University, the student must do so in writing to the Office of the Registrar.

WITHDRAWAL TUITION REFUND SCHEDULE

Tuition refunds for course withdrawals will be processed within two weeks after the withdrawal request is received in the Office of the Registrar. Late registration fees are not refundable. There are no refunds for Comprehensive Tuition students.

Return any course materials to the textbook supplier, not to the University. Please refer to policies and procedures issued by the supplier regarding materials returns.

Withdrawal requests must be postmarked, emailed or fax dated according to the following schedule for the corresponding tuition refund.

REFUND AND TRANSFER POLICY

- Withdrawals before the first day of the term = 100 percent tuition refund
- Withdrawals between the first and the seventh day of the term = 75 percent tuition refund

- Withdrawals between the eighth and 14th day of the term = 50 percent tuition refund
- Withdrawals between the 15th and 21st day of the term = 25 percent tuition refund
- Withdrawals after the 21st day of the term = No refund

Requests for transfer from one course, course delivery mode or course section to another will be considered prior to the first Friday of the term. Transfers from one term to another are not permitted. Tuition paid for TES-100 is nonrefundable.

COURSE EXTENSIONS

www.tesu.edu/academics/catalog/Course-Extensions

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one eight-week extension per course. Mentors must certify that 50 percent of the course work has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of their new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course. In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight weeks. In these cases students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if the second extension is warranted and notify the student of their decision. If approved, the registrar will notify the student of their new course ending date.

For both first and second extensions, the eight weeks will be added to the current end date of the course in question.

Students cannot have more than 16 additional weeks added to the original start date of the course term. Students may not request more than two extensions for a single course. Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension hasn't ended.

A percentage of the student's final grade in an online course is based on his/her participation in online discussions and, perhaps, in group activities involving other members of the class. These asynchronous "conversations" and collaborative assignments will not continue after the scheduled end of the original term.

If a student is on extension, he/she must call the Office of Test Administration at (609) 984-1181 two weeks prior to the desired test date or at least two weeks prior to the extension end date to ensure that examinations are sent to the proctor when the student is ready to take them.

NEW JERSEY NATIONAL GUARD TUITION PROGRAM (NJNGTP)

www.tesu.edu/military/national-guard/nj-national-guard-tuition-program

REGISTRATION

A New Jersey National Guard Tuition Program (NJNGTP) registration package must be reviewed and approved for each new semester. This enables Thomas Edison State University to audit each registration for compliance under New Jersey legislation.

Likewise, since the Commander's Certificate of Eligibility (commander's cert) is only valid for a maximum of 60 days from the command signature, a new commander's cert must be submitted with every NJNGTP registration package, unless that registration is submitted within fewer than 60 days of the command signature date.

Any registrations submitted outside of the NJNGTP registration process, as outlined on the University website and within the NJNGTP registration package, will be ineligible for a tuition waiver.

FIRST-TIME REGISTRATION LIMIT

NJNGTP students who have not previously taken courses at Thomas Edison State University are limited to a maximum of 6 credits for their first registration, unless cleared under exception for additional courses. This enables students to acclimate to our online course structure, while also ensuring a successful outcome. This limit will be lifted once the courses have been successfully completed.

Upon successful completion, students utilizing NJNGTP benefits may register for, or be active within, a maximum of 16 credits at any one time. Students wishing to register for more than 15 credits must also seek approval from an academic advisor before the registration can be cleared for processing.

Any courses that are currently active, for which the tuition was waived using your Commander's Certificate of Eligibility, count toward the 16 credit tuition waiver cap. An active course is one that is defined as open with an outstanding grade.

SATISFACTORY ACADEMIC PROGRESS

Continued use of the tuition waiver requires that students maintain a minimum GPA of 2.0 at the undergraduate level, and a minimum GPA of 3.0 at the graduate level. A minimum completion-rate of 66 percent of the courses attempted is also required, in order to meet satisfactory academic progress (SAP) under the NJNGTP.

MILITARY REPAYMENT POLICY

83 DAY TERM

Day in Term	% of Term	Original Bill	Adjusted Per TESU Refund Policy	Amount Entitled Based on up to 9%=25% coverage; up to 17%=50% coverage; up to 25.5%=75% coverage; up to 60%=90%; after 60%=100% coverage	Amount Remaining for Student
1 - 7	1.2%-8.4%	750.00	187.50	187.50	-
8 - 14	9.6% - 16.9%	750.00	375.00	375.00	-
15 - 21	18.1% - 25.3%	750.00	562.50	562.50	-
22 - 49	26.5% - 59%	750.00	750.00	675.00	75.00
50 - 83	60.2% - 100%	750.00	750.00	750.00	-

84 DAY TERM

Day in Term	% of Term	Original Bill	Adjusted Per TESU Refund Policy	Amount Entitled Based on up to 9%=25% coverage; up to 17%=50% coverage; up to 25.5%=75% coverage; up to 60%=90%; after 60%=100% coverage	Amount Remaining for Student
1 - 7	1.2% - 8.3%	750.00	187.50	187.50	-
8 - 14	9.5% - 16.7%	750.00	375.00	375.00	-
15 - 21	17.9% - 25.0%	750.00	562.50	562.50	-
22 - 49	26.2% - 58.3%	750.00	750.00	675.00	75.00
50 - 84	59.5% - 100%	750.00	750.00	750.00	-

85 DAY TERM

Day in Term	% of Term	Original Bill	Adjusted Per TESU Refund Policy	Amount Entitled Based on up to 9%=25% coverage; up to 17%=50% coverage; up to 25.5%=75% coverage; up to 60%=90%; after 60%=100% coverage	Amount Remaining for Student
1 - 7	1.2% - 8.2%	750.00	187.50	187.50	-
8 - 14	9.4% - 16.5%	750.00	375.00	375.00	-
15 - 21	17.6% - 24.7%	750.00	562.50	562.50	-
22 - 49	25.9% - 57.6%	750.00	750.00	675.00	75.00
50 - 85	58.8% - 100%	750.00	750.00	750.00	-

56 DAY TERM

Day in Term	% of Term	Original Bill	Adjusted Per TESU Refund Policy (50% up to day 14)	Amount Entitled Based on up to 25.5%=50% coverage; up to 60%=90%; after 60%=100% coverage	Amount Remaining for Student
1 - 14	1.8% - 25.0%	750.00	375.00	375.00	-
15 - 33	26.8% - 58.9%	750.00	750.00	675.00	75.00
34 - 56	60.7% - 100%	750.00	750.00	750.00	-

63 DAY TERM

Day in Term	% of Term	Original Bill	Adjusted Per TESU Refund Policy (50% up to day 14)	Amount Entitled Based on up to 25.5%=75% coverage; up to 60%=90%; after 60%=100% coverage	Amount Remaining for Student
1 - 14	1.6%-22.2%	750.00	375.00	375.00	-
15 - 16	23.8%-25.4%	750.00	750.00	375.00	375.00
17 - 33	27.0%-52.4%	750.00	750.00	675.00	75.00
34 - 63	54.0% - 100%	750.00	750.00	750.00	-

The University performs an audit for every new registration, to ensure SAP compliance. Use of the waiver will no longer be available if it is determined that the SAP has fallen below the minimum threshold.

Any registrations submitted while not meeting SAP cannot be retroactively waived, as the minimum satisfactory requirements under the NJNGTP can only be applied while the student is in good standing.

A student meeting the minimum GPA but not meeting the minimum completion rate of 66 percent will be presented with our Standards for Satisfactory Academic Progress form. This form will explain the SAP process and provide a limited registration using the tuition waiver. In order to process a limited registration under these conditions, the student must sign and return the form, and also meet all other requirements under the NJNGTP.

REPAYMENT OF TUITION

Students who fail a course under the NJNGTP are responsible for repayment of tuition. Once tuition is paid, students may then submit a new waiver request. It is important to note that any subsequent registrations are subject to satisfactory academic progress, and the University will be unable to apply the waiver if students do not meet SAP.

Students wishing to withdrawal from a course under the NJNGTP are subject to the standard refund schedule, as a withdrawal from a course is also a withdrawal from the tuition waiver, for that course. Students must first clear balances resulting from a withdrawal prior to using the tuition waiver once more.

REPEATING COURSES UNDER THE NJNGTP

The NJNGTP waiver cannot be applied more than one time to a course if the student has received a passing grade. A passing grade is defined as D or greater. If a student fails the course, they will be responsible for repayment.

Because of this, it is highly recommend that students who feel they are going to fail or do poorly within a course, instead submit a withdrawal request before the course ends, as this will ensure that GPA and use of the waiver are not adversely affected.

MULTIPLE DEGREES AND NONMATRICULATION

Students enrolled in waiver programs can only utilize a tuition waiver for one degree per academic level.

The University will not apply a tuition waiver toward a second degree of the same academic level, degree of lesser academic level or additional courses of the same academic level. This includes coverage for specialized programs, such as the accelerated nursing degree or any undergraduate prerequisite courses.

Nonmatriculated students are ineligible to use the tuition waiver, as New Jersey legislation requires that a student be accepted into an undergraduate or graduate program of study. Furthermore, courses must apply toward a degree at Thomas Edison State University in order to qualify for a tuition waiver under the NJNGTP.

Exceptions will only apply if a student enrolled in a program in which Thomas Edison State University is expressly in a partnership, which excludes a student from such restrictions.

For this reason, it is highly recommended that students plan their degree path, and related courses, with an advisor prior to beginning their studies at Thomas Edison State University.

NJNGTP AND MBA PREPARATORY PROGRAM

Prospective students may qualify to pursue an MBA on a conditional basis, given they meet certain prerequisite requirements in order to complete the enrollment.

While Thomas Edison State University offers an accelerated preparatory program specifically tailored to meet these requirements, the preparatory program does not qualify under the NJNGTP, as the classes offered within this program are not credit bearing, and are therefore ineligible for a tuition waiver.

NON-POST-9/11 GI BILL CERTIFICATIONS

NJNGTP students who qualify for VA-related benefits other than the Post-9/11 GI Bill must indicate their wish use VA benefits with every registration submitted. Students are also responsible for submitting the appropriate forms to both the University and the VA, in order to activate and establish their benefits.

The VA determines benefit payout for a rate-of-pursuit under half time (3 credits or less) by assessing the tuition. As a result, students who register for 3 credits or less for a given term, under the NJNGTP, are not eligible to receive entitlements under VA policy, given there is no tuition to report.

Thomas Edison State University will submit a certification greater than 3 credits, upon request, as the VA does not use the tuition-rate to calculate benefits for a rate-of-pursuit at or above the half-time rate.

WITHDRAWALS AND VA BENEFITS - VA COURSE WITHDRAWAL POLICY

MILITARY-RELATED WITHDRAWAL REQUESTS

A military withdrawal exception will be considered if supporting documentation, detailing a qualifying deployment or emergency activation is submitted along with the request, as the University understand that such situations are often accompanied with limited access to online resources. Thomas Edison State University will be unable to consider any withdrawal requests submitted after the course has closed that are not submitted for reasons of qualifying deployment or emergency activation.

Standard or scheduled military training exercises do not qualify for military waiver exceptions. While there are circumstances that may qualify for an exception-to-policy

waiver; standard orders, especially those that are considered routine or voluntary, are scheduled on a regular basis and generally provide military members with ample time to plan their course schedule around military duty. As an alternative to a withdrawal, students may submit a course extension request; however, if the extension is awarded, the option for withdrawal will no longer be available, as only one exception can be awarded per course. For this reason, military students should carefully weigh their options based on the circumstances before submitting their request.

Non-GoArmyEd circumstantial withdrawal requests must be submitted to the Office of Military and Veteran Education, along with supporting documentation. Once the request and supporting documentation have been received, the Office of Military and Veteran Education will then make a recommendation on the student's behalf for an exception. GoArmyEd students should submit Withdrawal for Military Reasons (WM) through the GoArmyEd portal. If the course has already closed and a WM cannot be submitted through the GoArmyEd portal, then the student should submit a circumstantial withdrawal request as previously outlined. If the petition is approved, it is important to note that Thomas Edison State University can only report a withdrawal to GoArmyEd, as recoupment is a policy governed by the Army.

NURSING STUDENT POLICIES

www.tesu.edu/academics/catalog/Nursing-Student-Policies

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2018.

RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSN/MSN option on the online application. For students enrolled in the BSN/MSN, up to 12 graduate nursing credits included in BSN degree requirements may be applied to MSN degree requirements*. A grade of B or higher must be earned in graduate nursing courses completed during the BSN program to be applied to the MSN degree requirements. The student will continue on to complete remaining MSN degree requirements upon BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a BSN degree may apply for the MSN degree.

**Only 9 credits will transfer into the MSN Nurse Educator area of specialty.*

ADMISSIONS

› Admission to all RN-BSN/MSN programs offered by the W. Cary Edwards School of Nursing is rolling.

› All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must possess a current and valid unencumbered RN license, recognized in the United States.

› Provisional admission to the RN-BSN and RN-BSN/MSN programs is open to senior nursing students or graduates of an RN diploma program of nursing, or a regionally accredited college or university in the United States with an associate degree in nursing awaiting RN licensure. Students provisionally admitted to the program may enroll in NUR-342, HPS-200, PHI-475 or NUR-516. Provisionally admitted students will have one year from the date of provisional admission to obtain RN licensure. Failure to do so within that time, will result in removal from the program.

› Full admission to the RN-BSN and RN-BSN/MSN programs requires that the applicant must be a graduate of an RN diploma program of nursing or a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing. A current and valid unencumbered RN license, recognized in the United States, must be submitted for full admission to the program.

ADMISSIONS PROCESS

All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must:

› Submit the completed online application with fee, which is nonrefundable, including documentation of current RN licensure. Applicants licensed in a state that does not have online verification must submit a notarized copy of their current license - without restrictions, valid in the United States, to the Office of Admissions.

› Have official transcripts for all college-level credit and examination score reports sent to the University's Office of the Registrar.

› Submit official transcripts from the school of nursing awarding the diploma (if a graduate of an RN diploma school of nursing, including foreign diploma schools of nursing) to the University's Office of the Registrar.

› Follow University procedure for evaluation of credit if a graduate of a foreign collegiate program of nursing.

› Have the ability to send and receive email, including attachments.

› Have computer capability compatible with the technology specified for the Thomas Edison State University's online courses, access to PowerPoint software and, for selected MSN courses, access to Excel software, a microphone and a webcam.

All nursing students are advised to upgrade to:

Minimum System Requirements for Windows and Mac:

- Screen resolution of at least 800 x 600 pixels
- Speakers or headphones for audio playback
- Optical Drive[1]
- Stable internet connection[2]
- A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- Windows XP or above; Mac Leopard 10.5 or above[3]

Preferred System Requirements for Windows and Mac:

- Screen resolution of 1024 x 768 pixels or greater
- Speakers or headphones for audio playback
- Webcam and microphone required for certain courses
- Optical Drive[4]
- Broadband internet connection of 1 mbs or greater
- A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- Windows 7 or above; Mac Snow Leopard 10.6 or above[5]

1 *For certain third-party supplemental course resources*

2 *Broadband preferable; dial-up connections may not be optimal for certain course features*

3 *A few courses utilize Windows-only software; if using a Mac, students will need to have access to a Windows PC or have the ability to run a Windows virtual machine on their Mac*

4 *For certain third-party supplemental course resources*

5 *A few courses utilize Windows-only software; if using a Mac, students will need to have access to a Windows PC or have the ability to run a Windows virtual machine on their Mac*

ENROLLMENT

- Nursing students are considered "enrolled" when they have been accepted into the nursing program and have registered for and begun their first course. The date of enrollment is defined as the 10th day of class for the first term they start taking courses as a matriculated student. This status may change if the student becomes inactive or takes a leave of absence.
- Acceptance in the MSN degree program for students selecting the BSNM option on application will be in effect following certification for graduation from the BSN degree.
- Program materials will be provided and all students will be given access to advisement services on acceptance.
- An Academic Evaluation will be provided online for students accepted into the nursing program.
- Enrollment will remain in effect as long as students earn a minimum of 3 credits at the University that apply to their degree or certificate program in each 12-month period.
- Nonmatriculated students must obtain permission from the School prior to enrolling in MSN nursing courses.

INACTIVE RE-ENROLLMENT

Students returning to the BSN or MSN degree programs or the graduate nursing certificate programs will need to complete and submit the online application found at *www.tesu.edu/apply*. If a student's state does not have an online license verification process, the student must resubmit a notarized copy of his/her license to Thomas Edison State University, Office of Admissions, 111 W. State St., Trenton, NJ 08608. In order for the re-enrollment to be processed, the University must validate the student's license.

NOTE: Re-enrollment may place student into the newest curriculum, which may affect course requirements. Please contact a nursing advisor to re-enroll.

GRADING SCALE

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

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
ZF	0	

DEGREE/CERTIFICATE PROGRAM REQUIREMENTS

- Students may complete selected degree requirements by course, exam or prior learning assessment (PLA).
- Rewriting or resubmission of assignments is not permitted.
- No assignments may be submitted after the last day of the course without an approved extension.
- Extensions must be approved by the mentor and submitted by the student to the Office of the Registrar prior to the last day of the course. Extension requires 50 percent of course work to be completed.
- Three discussion posts on three different days is the minimum required for participation in each discussion forum.
- Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.

› Credits taken elsewhere or by any method other than by Thomas Edison State University online nursing course must be approved by the academic advisor for nursing prior to earning the credit to determine that the credit will meet program requirements.

BSN UPPER DIVISION

› Upper-division nursing credits earned more than 10 years prior to the student's enrollment date may not be applied to upper-division nursing requirements in the BSN degree program.

› Courses transferred into the BSN program to meet upper-division nursing credit requirements must have been completed at a regionally accredited college or university, and a school of nursing accredited by a national nursing accrediting body (CCNE, CNEA or ACEN).

› Students enrolled in the BSN degree program will be governed by University policies in regard to general education credit requirements.

› Students enrolled in the BSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.

› Students enrolled in the BSN degree program must achieve a minimum cumulative GPA of C (2.0) or better to graduate.

› Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.

› Students enrolled in the BSN degree program may repeat each nursing course, one time each. (Except graduate courses, see above policy.)

ACCELERATED 2ND DEGREE BSN PROGRAM

As many are different from the RN-BSN-MSN program, please refer to the *Accelerated 2nd Degree BSN Program Handbook* for specific student policies.

www.tesu.edu/documents/Accelerated_2nd_Degree_BSN_Handbook.pdf

GRADUATION

› All students in the W. Cary Edwards School of Nursing degree programs will submit the Request for Graduation Form with fee according to University guidelines.

› All students in the W. Cary Edwards School of Nursing degree programs must have completed all degree requirements, have achieved the established GPA and have satisfied all financial obligations to be eligible for graduation.

APPEALS

All students in the W. Cary Edwards School of Nursing will follow University policies on academic appeals as outlined in the online *University Catalog*. Appeals are to be submitted only after a course ends.

NONENROLLED RNS

Nonenrolled RNs who wish to try an online nursing course may take two courses prior to enrollment with prior approval of the School. Students must be enrolled in a nursing program at the end of the second nursing course.

UPDATED CREDENTIALS FOR SELECTED COURSES

Evidence of a current and valid unencumbered RN license and malpractice insurance is required at the time the student registers for the Public Health Nursing course in the BSN degree program. Students will be required to provide information to a vendor selected by the W. Cary Edwards School of Nursing.

FORMAL COMPLAINTS

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

THOMAS EDISON STATE UNIVERSITY STUDENT COMPLAINT POLICIES AND PROCEDURES

Thomas Edison State University's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, University students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Registrar at (609) 984-1180 or *registrar@tesu.edu.*

COMPLAINT POLICIES AND PROCEDURES

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

Grade or Academic Credit Appeal
See Student Forms area of myEdison® or visit *www.tesu.edu/studentforms*

Academic Code of Conduct Policy
See the *University Catalog* page 164.

Nonacademic Code of Conduct Policy
See the *University Catalog* page 166.

Policy Against Discrimination and Harassment
See the *University Catalog* page 170.

Disability Accommodations
See the *University Catalog* page 160. The *University Catalog* can be found online at *www.tesu.edu/academics/catalog*

Other Student-Related Complaints
A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case,

or a complaint about the behavior of a mentor or a University staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

› Informal Resolution
Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

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

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

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

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

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

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

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

INTERNATIONAL STUDENT POLICIES

www.tesu.edu/academics/catalog/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 University bachelor's degree and at least 15 additional U.S. college credits to earn an associate degree. All other conditions that apply to local students will apply to international students as well.

ELIGIBILITY

Foreign citizens interested in becoming undergraduate students will be eligible for enrollment if they have, at a minimum, scored 550 on the paper examination, 173 on the computer-based or 79 on the internet-based Test of English as a Foreign Language (TOEFL) for students living in countries where English is not the native language.

Students are responsible for taking the TOEFL and having the official scores sent to the Office of Admissions and Enrollment Services at Thomas Edison State University by the Educational Testing Service (ETS). For information on TOEFL, visit *www.ets.org/toefl* or write to:

TOEFL
Box 2877
Princeton, NJ 08541-2877, USA

Thomas Edison State University recognizes the discipline necessary to complete a self-directed program of study. An external degree institution for adults, the University issues no visas and has no residential campus facilities. Therefore, it is suggested that international students without a strong command of the English language consider their higher education options before enrolling with the University.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

INTERNATIONAL CREDIT POLICY FOR TESTING

International students residing outside the United States will be permitted to attempt to earn credit through testing. United States and international citizens living abroad (both enrolled and nonenrolled) may request approval to register for TECEP® examinations. Such approval will ordinarily be based on the student's ability to arrange an administration that makes use of examination sites approved by Thomas Edison State University. All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST®/DANTES, CLEP® or TOEFL test administrator at an official DSST®/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 University reserves the right to approve the proctoring arrangement.

INTERNATIONAL CREDIT POLICY FOR PRIOR LEARNING ASSESSMENT (PLA)

United States and international citizens living abroad (both enrolled and nonenrolled) will be given consideration for PLA. If English is not the official language of their country of citizenship, these students must submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the internet-based Test of English as a Foreign Language (TOEFL) prior to registering for PLA; have completed 24 college-level credits prior to the time of application, at least 6 credits of which are in English composition; and have a thorough understanding of the additional time and costs that may be associated with this process (postage, phone calls, etc.).

INTERNATIONAL CREDIT POLICY FOR GUIDED STUDY, ONLINE COURSES AND *e*-PACK® COURSES

American citizens and international students residing outside of the continental United States are restricted to enrolling in Guided Study, online or *e*-Pack® courses. Prior to registering, students must first secure special approval.

Such approval is usually based on the student's ability to arrange for proctored test administration approved by Thomas Edison State University and the willingness to absorb additional costs for sending course and examination materials.

All tests must be proctored by a full-time faculty member or an academic dean at an approved American university abroad, or with an approved DSST®/DANTES, CLEP® or TOEFL test administrator at an official DSST®/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. United States military personnel are expected to take examinations through the education officer at a military base.

NOTE: Does not apply to military and diplomatic personnel and their families who have APO/FPO addresses.

INTERNATIONAL CREDIT POLICY FOR TRANSFER CREDIT

An enrolled student may transfer a maximum of 90 credits from international institutions.

INTERNATIONAL CREDIT EVALUATIONS

Thomas Edison State University will not evaluate transcripts from other countries. The University will accept the credit recommendations from one of the following agencies when the recommendations are based on a **course-by-course evaluation** and sent on an official transcript to Thomas Edison State University.

Academic Credentials Evaluation Institute, Inc. (ACEI)
www.acei-global.org

Center for Applied Research, Evaluations & Education, Inc.
www.iescaree.com

Educational Credential Evaluators, Inc. (ECE)
www.ece.org

World Educational Services, Inc. (WES)
www.wes.org

SDR Educational Consultants
www.sdreducational.org

SpanTran Evaluation Services
www.spantran.com

Transcript Research
www.transcriptresearch.com

All costs associated with the international credit evaluation are the responsibility of the student. The University reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. There will be no mixing or matching of evaluations.

APPLICATION AND ENROLLMENT FOR INTERNATIONAL STUDENTS

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

1. a completed Thomas Edison State University Application Form;
2. application fee (payment must be in U.S. dollars); and
3. a TOEFL score report sent directly to Thomas Edison State University from the Educational Testing Service.

To enroll in Thomas Edison State University select a tuition plan and pay tuition. 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 University does not issue "Certificates of Acceptance" (Form I-20) to international students. Students who enter the United States on a student visa (F-1) through another college may enroll in Thomas Edison State University. However, it will be the student's responsibility to keep his/her visa status current to be eligible for continued pursuit of a Thomas Edison State University degree.

Thomas Edison State University does not participate in the Student and Exchange Visitor Information System (SEVIS). Therefore the University does not sponsor foreign national students for F-1 or J-1 visa status.

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.

LEARNING OUTCOMES ASSESSMENT

www.tesu.edu/academics/catalog/Learning-Outcomes-Assessment.cfm

In keeping with its mission, Thomas Edison State University is committed to maintaining high standards of academic integrity and of quality service to its students. To achieve this goal, the University engages in outcomes assessment, a process through which the effectiveness of the University and its programs is evaluated against institutionally determined standards. Thomas Edison State University's institutional outcomes are closely mapped to the Essential Learning Outcomes of the Liberal Education and America's Promise (LEAP) initiative as documented by the Association of American Colleges and Universities. The Undergraduate and Graduate Councils have approved specific institutional learning outcomes for all undergraduate students and graduate students, respectively.

UNDERGRADUATE INSTITUTIONAL LEARNING OUTCOMES

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

> WRITTEN COMMUNICATION
Communicate ideas effectively in writing using text, data and images for addressing globally complex challenges.

> ORAL COMMUNICATION
Communicate ideas effectively orally using multiple modes of communication, as appropriate.

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

> QUANTITATIVE REASONING/LITERACY
Demonstrate competency an comfort in working with numerical data, create complex and refined arguments supported by quantitative evidence, and clearly communicate those arguments in a variety of formats, as appropriate.

> DIVERSITY/INTERCULTURAL LITERACY
Recognize that they are members of a world community and demonstrate intercultural knowledge, skills and attitudes that support effective and appropriate interaction in a variety of cultural contexts.

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

> CRITICAL THINKING
Critically explore issues and ideas, frame events, consider evidence and analyze assumptions before accepting or formulating an opinion or conclusion.

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

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

ADDITIONAL LEARNING OUTCOMES

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

Undergraduate outcomes

Bachelor's 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; and

> communicate effectively in the technical discipline.

HEAVIN SCHOOL OF ARTS AND SCIENCES

Undergraduate outcomes

Bachelor's degree graduates from the Heavin School of Arts and Sciences will have the ability to:

- explain key terms, concepts and theories in an area of study in the arts and sciences;
- apply critical-thinking skills to problems in an area of study in the arts and sciences;
- communicate effectively, in both written and oral form; and
- apply research methods appropriate to the discipline.

SCHOOL OF BUSINESS AND MANAGEMENT

Undergraduate outcomes

Graduates of bachelor's programs in business and leadership will obtain competencies in the business core and a breadth of knowledge in the liberal arts and sciences, preparing them to apply these competencies to business situations. In addition they will be able to:

Degree Learning Outcomes - Bachelor of Science in Business Administration (BSBA)

- *Business Content Orientation*: Apply key theories, models and applications within the global business context.
- *Analytic and Critical-Thinking Orientation*: Demonstrate critical-thinking skills in business related situations.
- *Quantitative Reasoning Orientation*: Employ empirical approaches to planning and decision making using quantitative reporting mechanisms.
- *Communication Orientation*: Demonstrate written and oral skills appropriate for business communication.
- *Ethics and Legal Orientation*: Analyze business and organizational situations using ethical approaches to decision making.
- *Technology Orientation*: Apply technology to enable business growth, development and sustainability.

Degree Learning Outcomes - Bachelor of Science in Organizational Leadership (BSOL)

- *Business Fundamentals Orientation*: Apply key theories, models and applications within the global business context.
- *Analytic and Critical-Thinking Orientation*: Demonstrate critical-thinking skills in business related situations.
- *Quantitative Reasoning Orientation*: Employ empirical approaches to planning and decision making using quantitative reporting mechanisms.
- *Communication Orientation*: Demonstrate written and oral skills appropriate for business communication.
- *Ethics Orientation*: Analyze business and organizational situations using ethical approaches to decision making.
- *Leadership and Advocacy Orientation*: Employ leadership theories in a variety of business situations.
- *Organizational Culture, Behavior and Change Orientation*: Apply behavioral theories to organizational cultural and change.
- *Technology Orientation*: Apply technology to enable business growth, development and sustainability.

Degree Learning Outcomes - Bachelor of Science in Professional Studies (BSPS)

- apply written and oral skills appropriate for business communication;
- apply critical-thinking skills in business-related situations;
- apply core supervisory and management principles to business operations;
- apply strong ethical, cross-cultural and quantitative skills when leading organizational operations;
- employ empirical approaches to business planning and decision making;
- examine elements of organizational culture including awareness, context, diversity and ethical behavior to optimize business practices; and
- apply technology to enable business growth, development and sustainability.

W. CARY EDWARDS SCHOOL OF NURSING

Undergraduate outcomes

On completion of the BSN degree program, the graduate will be able to:

- demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;
- apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and quality management of healthcare across the lifespan;
- demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;
- analyze the effect of health policy on the organization, financing and delivery of healthcare;
- use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;
- synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and
- demonstrate a commitment to advanced study and lifelong learning.

JOHN S. WATSON SCHOOL OF PUBLIC SERVICE
Undergraduate outcomes

Associate in Arts in Human Services
Graduates of the Associate in Arts in Human Services degree will have the ability to:

> define key concepts in the area of study;

> identify theories of professional practice;

> explain the specific skills, techniques and agencies necessary to serve client populations; and

> explain cultural diversity as it relates to the field of human services.

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

> interpret and critically analyze the professional track;

> apply theory to professional practice;

> apply knowledge of the specific skills, techniques and agencies necessary to serve client populations;

> apply knowledge of cultural diversity as it relates to field of human services; and

> apply theories of management as it relates to human services.

Bachelor of Science degree in Homeland Security and Emergency Management
Graduates of the Bachelor of Science degree in Homeland Security and Emergency Management 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 framework 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;

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

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

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

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

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

ABOUT THOMAS EDISON STATE UNIVERSITY

OUR HISTORY

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

OUR STUDENTS

Thomas Edison State University is composed of a worldwide community of learners. The University's student body represents every state in the U.S. and approximately 65 countries throughout the world. Unlike "traditional" colleges and universities, which are designed to meet the needs of college students who are between 18 and 21 years old, Thomas Edison State University is designed exclusively to serve the needs of adults. The University's academic programs enable students to plan degree paths and to select learning options that best meet their needs. Course scheduling at Thomas Edison State University enables students to take courses at times convenient to them.

CURRENT STUDENTS

- Current Total Enrollment: approximately 16,233
- Average student age: 35
- 40 percent of students are New Jersey residents
- 57 percent of students are out-of-state residents (including all 50 states and students from or studying in approximately 65 countries)
- 56 percent of students are male
- 44 percent of students are female

ACCREDITATION

Thomas Edison State University is regionally accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. This prestigious accreditation is part of a national system of quality assurance that requires colleges and universities to reach a common understanding and agreement as to the standards of quality for American higher education.

The School of Business and Management's Bachelor of Science in Business Administration, Master of Science in Management, Master of Science in Human Resources Management and Master of Business Administration are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a specialized accreditation body for business education and is recognized by the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice at Thomas Edison State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The baccalaureate degree program in nursing at Thomas Edison State University is accredited by the New Jersey Board of Nursing, PO Box 45010, Newark, NJ 07101, (973) 504-6430.

Thomas Edison State University's Master of Arts in Educational Leadership Program, which is designed to prepare educators for roles in school leadership, is awarded Teacher Education Accreditation Council (TEAC) accreditation by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years, from April 2015 and April 2022. The accreditation does not include individual education courses that the EPP offers to P-12 educators for professional development, relicensure or other purposes. This accreditation certifies that the forenamed professional education program has provided evidence that the program adheres to TEAC's quality principles. The TEAC Public Performance Disclosure as applicable to the Educational Leadership program is available on the University website at *www.tesu.edu*.

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

Thomas Edison State University's associate degree program and undergraduate certificate in Polysomnography is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Accreditation documentation can be obtained by contacting the accrediting agency directly.

CONTACT INFORMATION:

Accreditation Council for Business Schools and Programs (ACBSP)
11520 W 119th St.
Overland Park, KS 66213
(913) 339-9356
www.acbsp.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 N, Suite 158
Clearwater, FL 33763
(727) 210-2350

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW, Suite 750
Washington, DC 20001
(202) 887-6791

Engineering Technology Accreditation
Commission of ABET
111 Market Pl., Suite 1050
Baltimore, MD 21202
(410) 347-7700

Middle States Commission on Higher Education
3264 Market St.
Philadelphia, PA 19104
(267) 284-5000

New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430

Teacher Education Accreditation Council (TEAC)
One Dupont Circle NW, Suite 320
Washington, DC 20036
(202) 466-7236

INFORMATION ON AWARDS AND HONOR SOCIETIES

ARNOLD FLETCHER AWARD

Dr. Arnold Fletcher was the University's first vice president and played an instrumental role developing and leading the institution's academic enterprise. Under his leadership, Thomas Edison developed its first degree programs, appointed its first Academic Council, created its first exam programs and courses, and became a pioneer in prior learning assessment. The Arnold Fletcher Award recognizes Thomas Edison State University bachelor's degree graduates for exceptional achievement in online learning. Students must have earned at least 51 percent of their credits through Thomas Edison State University's online courses with a minimum of 10 courses taken and have earned an overall grade point average of 3.5 or higher.

ALPHA SIGMA LAMBDA NATIONAL HONOR SOCIETY

Alpha Sigma Lambda National Honor Society was founded in 1945 to recognize adult students in higher education who have achieved academic excellence while fulfilling the many responsibilities of family, work and community services. The Thomas Edison State University Lambda Tau Chapter was established in 1996. For induction into this society students must have an overall Thomas Edison State University grade point average of 3.2 and have earned from Thomas Edison State University at least 24 graded credits of which 12 credits are in liberal arts/sciences. Student members are selected only from the top 20 percent of the group of qualified students.

ORDER OF THE SWORD AND SHIELD

The Order of the Sword and Shield was established in 2010 and is the first academic and professional honor society dedicated exclusively to the disciplines of homeland security, intelligence, emergency management and protective security. The Thomas Edison State University chapter was established in 2015. Qualifying students in the John S. Watson School of Public Service Bachelor of Science degree in Homeland Security and Emergency Management program and Master of Science in Homeland Security degree program are eligible for this honor. Students must have completed 50 percent of the total number of credits required for the degree in an undergraduate- or graduate-level homeland security degree program. Students enrolled in the bachelor's program must have a grade point average of 3.25 or higher or be in the top 20th percentile of their class and students enrolled in the master's program must have a grade point average of 3.0 or higher or be in the top 20th percentile of their class.

REGINA SANCHEZ-PORTER AWARD

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

SIGMA BETA DELTA INTERNATIONAL HONOR SOCIETY

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

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

Students invited into this society at Thomas Edison State University must meet the following requirements:

- students must be candidates for bachelor's or master's degrees in business and management;
- students must have completed at least 24 letter graded credits at Thomas Edison State University;
- undergraduate students must have a Thomas Edison State University grade point average of at least 3.5 and rank in the upper 20 percent of their graduating class; and
- graduate students must have a Thomas Edison State University grade point average of at least 3.85 and rank in the upper 20 percent of their class.

UPSILON RHO CHAPTER SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

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

Students with any history of academic integrity violations are not eligible for any award or honors.

Criteria for membership in the Upsilon Rho Chapter for

undergraduate students are as follows:

- the student must have at least a 3.0 GPA on a 4.0 grading scale;
- the student must be ranked in the top 35 percent of the graduating class (GPAs are reviewed when students have completed NUR-443); and
- the student must demonstrate academic integrity and professional leadership potential.

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

Criteria for membership in the Upsilon Rho Chapter for **Accelerated 2nd Degree BSN Program students** are as follows:

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

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

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

SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

The School of Applied Science and Technology provide students with innovative degree programs to gain expertise in the fields of the applied sciences and technology. The curriculum meets the educational and career needs of adult learners who work in environments that benefit from technical currency, practical knowledge and applied skills.

ACADEMIC PROGRAMS

- Associate in Applied Science
- Associate in Science
- Associate of Science degree: Occupational Therapy Assistant*
- Bachelor of Science
- Bachelor of Science in Cybersecurity
- Bachelors of Science in Health Information Management*
- Bachelor of Science in Health Sciences*
- Bachelor of Science in Medical Imaging Sciences*
- Bachelor of Science in Nutrition and Dietetics*
- Master of Science
- Master of Science in Information Technology
- Undergraduate Certificate in Electronics
- Undergraduate Certificate in Gas Distribution
- Undergraduate Certificate in Polysomnography
- Graduate Certificate in Clinical Trials Management
- Graduate Certificate in Cybersecurity - Critical Infrastructure

**joint program offered with the Rutgers School of Health Professions*

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. The School's curriculum meets the educational and career needs of learners in work environments where opportunity is facilitated by technical currency, practical knowledge and applied skills.

The School's curriculum provides opportunities to achieve personal and career goals through programs in associate, bachelor's and master's degree programs in 75 areas of study, allowing the flexibility to integrate skills and knowledge acquired outside academia by granting academic credit for professional licenses/certifications, apprenticeships, professional training and military training.

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

The School of Applied Science and Technology's vision is to continually enhance its position as a leader in engineering technology and applied science education through exemplary quality of graduates of our degree and certificate programs, in all aspects of their academic and professional endeavors, and in their civic and social responsibilities.

HEAVIN SCHOOL OF ARTS AND SCIENCES

The Heavin School of Arts and Sciences provides an interdisciplinary approach to lifelong learning for adult learners interested in exploring values inherent in the liberal arts, humanities, natural sciences and social sciences. The curricula for liberal arts programs delve into a specialized depth of knowledge through areas of study, combined with the breadth of general education.

The School is named in honor of Gary Heavin '02, and his wife, Diane, whose generous support of the University has played a key role in the creation of new academic programs and provided the Thomas Edison State University Foundation with a significant addition to its endowment.

ACADEMIC PROGRAMS

- Associate in Applied Science degree: Criminal Justice
- Associate in Arts
- Associate in Science in Natural Sciences and Mathematics
- Bachelor of Arts
- Bachelor of Science
- Master of Arts in Educational Leadership
- Master of Arts in Educational Technology and Online Learning
- Master of Arts in Liberal Studies
- Undergraduate Certificate in Computer Science
- Undergraduate Certificate in Health and Wellness
- Undergraduate Certificate in Labor Studies
- Undergraduate Certificate in Criminal Justice
- Undergraduate Certificate in Psychology
- Undergraduate Certificate in Communications
- Undergraduate Certificate in Diversity
- Undergraduate Certificate in First Year Foundations
- Graduate Certificate in Online Learning and Teaching
- Graduate Certificate in Professional Communications
- Graduate Certificate in Educational Leadership
- Graduate Certificate in Digital Humanities
- Graduate Certificate in Geropsychology
- Graduate Certificate in Industrial-Organizational Psychology

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 that provide students with significant depth and breadth of knowledge. Arts and Sciences degree programs feature an interdisciplinary approach to lifelong learning that is particularly important to those seeking management career paths in both government and private sector organizations. The liberal studies curriculum is designed to support management skills such as communications, writing, critical thinking and decision making.

The Bachelor of Arts and Master of Arts in Liberal Studies programs can be individually designed for learners who have interests in multiple areas of study. The Master of Arts in Educational Leadership prepares students to become effective school leaders in addition to preparing students interested in NJ Supervisor, Principal, School Business Administrator and Chief School Administrator certification. All of the Heavin School's degree programs provide students with flexible, high-quality learning experiences.

The Heavin School also offers a unique opportunity for those who wish to pursue a master's degree at Thomas Edison State University. Students who have earned at least 99 credits toward their baccalaureate degree may apply for provisional admission to a Thomas Edison State University graduate degree. Students can earn up to 12 credits that will concurrently satisfy both the undergraduate and graduate degree requirements.

THE SCHOOL OF BUSINESS AND MANAGEMENT

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

ACADEMIC PROGRAMS

- Associate in Science in Business Administration
- Bachelor of Science in Business Administration
- Bachelor of Science in Organizational Leadership
- Bachelor of Science in Professional Studies
- Master of Business Administration
- Graduate Business Prep Program
- Master of Science in Healthcare Management
- Master of Science in Hospitality Management
- Master of Science in Human Resources Management
- Master of Science in International Business Finance
- Master of Science in Management
- Undergraduate Certificate in Accounting
- Undergraduate Certificate in Computer Information Systems
- Undergraduate Certificate in Finance
- Undergraduate Certificate in General Management
- Undergraduate Certificate in Human Resources Management
- Undergraduate Certificate in Marketing
- Undergraduate Certificate in Operations Management
- Undergraduate Certificate in Organizational Leadership
- Graduate Certificate in Human Resources Management
- Graduate Certificate in Organizational Leadership
- Graduate Certificate in Project Management

MISSION AND PURPOSE

The School of Business and Management delivers a practitioner-oriented, competency-based business education within a learner-centered environment that prepares ethically responsible, value creating and globally engaged business professionals, entrepreneurs and leaders.

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 dean, mentors and staff take pride in offering flexible learning options to diverse populations of self-directed adults who want to complement and integrate their previous educational and professional experiences with the School's business and management programs.

The School curriculum offers students a wide range of business and management courses to complete their degrees. The School's commitment to continuous quality improvement and degree offerings that are responsive to market needs, provides students with a unique advantage to compete in today's rapidly changing and complex global business environment.

W. CARY EDWARDS SCHOOL OF NURSING

The W. Cary Edwards School of Nursing provides students with innovative degree programs that meet the educational and career needs of students who want an alternative to traditional campus-based instruction.

The flexible, self-paced programs serve the educational needs of RNs, society's healthcare needs and the nursing profession's need for a clinically competent and technologically adept workforce prepared to assume leadership positions in nursing.

ACADEMIC PROGRAMS

- Accelerated 2nd Degree BSN (Bachelor of Science in Nursing) Program
- Bachelor of Science in Nursing (RN-BSN + RN-BN/MSN)
- Master of Science in Nursing
- Doctor of Nursing Practice
- Graduate Certificate in Nursing Administration
- Graduate Certificate in Nurse Educator
- Graduate Certificate in Nursing Informatics

MISSION, PHILOSOPHY AND PURPOSE

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

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

The Doctor of Nursing Practice (DNP) degree prepares nurse leaders to function at the highest level in healthcare organizations. Competencies in organizational leadership, economics and finance, healthcare policy, population-focused care and technology are emphasized.

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

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

The W. Cary Edwards School of Nursing is committed to the belief that the School uses a teaching-learning process based on the principles of adult learning; demonstrates effective design and delivery of educational experiences in varied learning environments; provides for collaboration and collegial interaction among mentors, educators and peers; effectively links theory, practice, research and technology; and extends its reach to people of diverse ethnic, racial, economic and gender groups.

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

PURPOSE AND GOALS

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

The goals of the W. Cary Edwards School of Nursing are to:

- Prepare graduates to assume leadership roles in a diverse society and changing healthcare environment
- Provide nontraditional nursing education programs that meet the needs of adult learners
- Provide a foundation for advanced study and lifelong learning

JOHN S. WATSON SCHOOL OF PUBLIC SERVICE

The John S. Watson School of Public Service offers undergraduate and graduate programs focusing on public service that are designed for working adults interested in professional and personal growth.

ACADEMIC PROGRAMS

- Associate in Arts in Human Services
- Bachelor of Science degree: Homeland Security and Emergency Management
- Bachelor of Science in Human Services
- Master of Public Service Leadership
- Master of Science in Homeland Security
- Master of Science in Management - Public Service Careers
- Graduate Certificate in Homeland Security
- Graduate Certificate in Fundraising and Development
- Graduate Certificate in Strategic Planning and Board Leadership for Nonprofits

MISSION AND PURPOSE

The mission of the John S. Watson School of Public Service is to serve higher education and the public interest as a school of innovation, information and policy formulation; to support informed public policy and to strengthen leadership in local, county/regional and state government, the nonprofit and private sectors; to provide applied research, technical assistance, program development and policy analysis; and to strengthen the capacity of people and organizations providing services in the public interest.

This mission is inspired by Thomas Edison State University's mission of providing flexible, high-quality, collegiate learning opportunities for self-directed adults, and grounded in the University's mission to fulfill the public service obligation inherent to American institutions of higher education.

GOALS AND OBJECTIVES

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

The Watson School shall affect its mission by:

- Reframing public service education and preparation
- Transforming theory and practice related to quality provision of services to the public
- Preparing skilled professionals in the public service professions and related fields to contribute effectively to the delivery of public services
- Developing model programs, through The John S. Watson Institute for Public Policy, for direct delivery to the public service sector
- Providing state-of-the-art blended learning opportunities and programs for adult learners in public service related professions
- Collaborating with the other schools within Thomas Edison State University to provide a rigorous and interdisciplinary course of study
- Identifying and developing leaders within the public service professions

GOVERNANCE

www.tesu.edu/academics/catalog/Governance.cfm

BOARD OF TRUSTEES

The Board of Trustees is the University's governing body. The Board oversees all policy matters of the University, including the approval of degree programs and standards, and budget recommendations to the state treasurer.

Members are appointed by the governor, with the advice and consent of the Senate, to six-year terms. In addition, two student representatives, a voting member and an alternate, are elected by the Board of Trustees.

THOMAS EDISON STATE UNIVERSITY BOARD OF TRUSTEES

Brian T. Maloney, Chair

Frank Clyburn, Vice Chair

Kemi Alli, MD

Richard W. Arndt

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Gualberto (Gil) Medina

Marilyn R. Pearson

Apryl Roach, Student Trustee

Dr. Merodie Hancock, ex-officio
President, Thomas Edison State University

UNDERGRADUATE COUNCIL

The Undergraduate Council is designed to promote and maintain the quality of the University's academic offerings and to facilitate the work of the University in achieving its mission and goals. The Undergraduate Council has been delegated authority to review and make recommendations to the Board of Trustees on matters concerning the academic policies and programs of the University.

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

John Mellon, EdD
School of Business and Management
Council President

William J. Seaton, MA
Provost and Vice President
Council Chair

Steven R. Weinblatt, MSEd
Assistant Director
Council Secretary

John O. Aje, DSc
Dean, School of Applied Science and Technology

Sohail Anwar, PhD
School of Applied Science and Technology

Nicholas DiCicco, EdD
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Elizabeth Elkind, PhD
W. Cary Edwards School of Nursing

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

Amy Hannon, PhD
Heavin School of Arts and Sciences

Jeffrey S. Harmon, MBA
Assistant Provost for Learning Outcomes

Nina Haydel, EdD
Heavin School of Arts and Sciences

Ting Ho, PhD
Heavin School of Arts and Sciences

Filomela A. Marshall, EdD, RN, CNE
Dean, W. Cary Edwards School of Nursing

Marilyn Puchalski, MS
Heavin School of Arts and Sciences

Robert Saldarini, MA/MBA
School of Business and Management

Deborah Sanders, PhD
Heavin School of Arts and Sciences

Marc Singer, MPhil
Vice Provost, Center for the Assessment of Learning

Donna Smith, PhD
Heavin School of Arts and Sciences

Brad Sodowick, MD/MBA
School of Business and Management

Michael Williams, PhD
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Sarah Volz, Admissions and Enrollment Services Counselor

Gillian Wyckoff, Director, Admissions and Enrollment Services
BS (Butler University)
MS (Hood College)

Secretarial/Support Staff: Tanisha Cox; Michele Huntley; Deborah McHugh; Ratna Parasher, BA (Thomas Edison State University)

DIVISION OF PUBLIC AFFAIRS

John P. Thurber, Vice President for Public Affairs
BA (Hampshire College)
JD (Rutgers Law School)

Frederick Brand, Director of Corporate and Foundation Relations
BA (College of the Holy Cross)
MA (New York University)

Meg Frantz, Director of Alumni Affairs
BA (Susquehanna University)

Milady Gonzalez, Confidential Assistant

Jennifer Guerrero, Director of the Annual Fund
BS, MS (Drexel University)

Misty N. Isak, Associate Vice President for Development
BA, BS (College of Charleston)
MA (Trinity International University)

Jaclyn Joworisak, Advancement and Donor Relations Associate
BA, MA (Rider University)

Leanne Kochy, Director of Major Giving
AA (Middlesex County College)

Erica Spizzirri, Director of Advancement Services
BA (Ohio Wesleyan University)

Li-yun Young, Assistant Director, Alumni Affairs
BA (Rutgers University)
MA (Biblical Theological Seminary)

CONTACT INFORMATION

	Telephone	FAX	Email
Office of Admissions and Enrollment Services	(609) 777-5680	(609) 984-8447	*admissions@tesu.edu*
Undergraduate Student Advising	(609) 777-5680	(609) 777-2956	*academicadvising@tesu.edu*
Office of Financial Aid	(609) 633-9658	(609) 633-6489	*finaid@tesu.edu*
Office of the Registrar	(609) 984-1180	(609) 777-0477	*registrar@tesu.edu*
Course and TECEP® Registration	(609) 633-9242	(609) 292-1657	*registration@tesu.edu*
ADA Coordinator	(609) 984-1141, ext. 3415	(609) 943-5232	*ada@tesu.edu*
Test Registration			
› Examinations other than TECEP®	(609) 984-1181	(609) 777-2957	*testing@tesu.edu*
› Course and TECEP® Examination Proctor Requests	(609) 984-1181	(609) 777-2957	*testing@tesu.edu*

UNIVERSITY ADMINISTRATION

Heavin School of Arts and Sciences	(609) 984-1130	(609) 984-0740	*heavin@tesu.edu*
School of Business and Management	(609) 984-1130	(609) 292-7608	*schooolofbusiness@tesu.edu*
School of Applied Science and Technology	(609) 984-1130	(609) 292-7608	*scienceandtechnology@tesu.edu*
W. Cary Edwards School of Nursing	(609) 633-6460	(609) 292-8279	*nursing@tesu.edu*
John S. Watson School of Public Service	(609) 777-4351	(609) 777-3207	*watsonschool@tesu.edu*
Center for Assessment of Learning	(609) 984-1140	(609) 984-3898	*cal@tesu.edu*
Office of Alumni Affairs	(609) 633-8592	(609) 943-3023	*alumni@tesu.edu*
Office of Student Financial Accounts	(609) 984-4099	(609) 984-4066	*bursar@tesu.edu*
Office for Assessment of Professional and Workplace Learning	(609) 633-6271	(609) 984-3898	*apr@tesu.edu*
Center for Learning and Technology (CLT)	(609) 292-6317	(609) 292-9892	*clt@tesu.edu*
Office of Military and Veteran Education	(609) 281-5215	(609) 984-7143	*militaryeducation@tesu.edu*

The University closes for a winter break the last week in December and is also closed for most New Jersey state holidays.

DIRECTIONS TO THOMAS EDISON STATE UNIVERSITY

Center for Learning and Technology
102 W. State St.
Trenton, NJ 08608
(609) 292-6317

George A. Pruitt Hall
301 W. State St.
Trenton, NJ 08618
(609) 599-9443

Hanover Hall
167 W. Hanover St.
Trenton, NJ 08618
(609) 292-0078

Kelsey Complex
111 W. State St.
Trenton, NJ 08608
(609) 292-7361

Kuser Mansion
315 W. State St.
Trenton, NJ 08618
(609) 777-1047

FROM THE NEW JERSEY TURNPIKE, NORTH OR SOUTH

- Take the New Jersey Turnpike to exit 7A, exiting the Turnpike to take Interstate 195 West. Follow the directions "From the East" below.

FROM THE EAST

- Follow 195 West toward Trenton, following signs for Route 29 North-Capitol Complex/Lambertville. Stay on Route 29 North; follow through the tunnel and proceed approximately one mile to the Calhoun Street exit.

Or

- Take Route 80 or Route 78 East to Route 287 South.
- Take Route 287 South to Route 202 South.
- Take Route 202 South to Route 179 South toward Lambertville. Follow Route 179 South to Route 29 South. The Delaware River will be on your right.
- Exit Route 29 at Calhoun Street.

FROM THE CALHOUN STREET EXIT

To HANOVER HALL

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State University's Hanover Hall is located at 167 W. Hanover St.

CENTER FOR LEARNING AND TECHNOLOGY

GEORGE A. PRUITT HALL

HANOVER HALL

KELSEY COMPLEX

KUSER MANSION

To the KELSEY COMPLEX and CENTER FOR LEARNING AND TECHNOLOGY

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State University's Kelsey Complex is located at 111 W. State St.
- Thomas Edison State University's Center for Learning and Technology is located at 102 W. State St.

To the KUSER MANSION and GEORGE A. PRUITT HALL

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
- Thomas Edison State University's George A. Pruitt Hall is located at 301 W. State St.
- The nursing simulation lab is located in George A. Pruitt Hall.

FROM U.S. ROUTE 1, NORTH OR SOUTH

- Take Route 1 to Perry Street.
- At the end of the ramp, make a left onto Perry Street.
- Proceed to the sixth traffic light and make a left onto Willow Street (Willow Street becomes Barrack Street south of West State Street).

To HANOVER HALL

- Make a right at the first light onto West Hanover Street.
- Thomas Edison State University's Hanover Hall is located at 167 W. Hanover St.

To the KELSEY COMPLEX and CENTER FOR LEARNING AND TECHNOLOGY

- Make a right at the second light onto West State Street.
- Thomas Edison State University's Kelsey Complex is located at 111 W. State St.
- Thomas Edison State University's Center for Learning and Technology is located at 102 W. State St.

To the KUSER MANSION and GEORGE A. PRUITT HALL

- Make a right at the second light onto West State Street. Continue on West State Street through one traffic light (Calhoun Street).
- Make the second left after the traffic light into the driveway of the parking lot.
- Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
- Thomas Edison State University's George A. Pruitt Hall is located at 301 W. State St.
- The nursing simulation lab is located in George A. Pruitt Hall.

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 HANOVER HALL

- Turn right at the second traffic light onto West Hanover Street.
- Thomas Edison State University's Hanover Hall is located at 167 W. Hanover St.

To the KELSEY COMPLEX and CENTER FOR LEARNING AND TECHNOLOGY

- Turn right at the first traffic light onto West State Street and proceed one full block.
- Thomas Edison State University's Kelsey Complex is located at 111 W. State St.
- Thomas Edison State University's Center for Learning and Technology is located at 102 W. State St.

To the KUSER MANSION and GEORGE A. PRUITT HALL

- Turn left at the first traffic light onto West State Street.
- Thomas Edison State University's Kuser Mansion is located at 315 W. State St.
- Thomas Edison State University's George A. Pruitt Hall is located at 301 W. State St.
- The nursing simulation lab is located in George A. Pruitt Hall.

DIRECTIONS TO THOMAS EDISON STATE UNIVERSITY BY PUBLIC TRANSPORTATION

- If you wish to take public transportation to Thomas Edison State University, the Trenton train station is served by Amtrak and New Jersey Transit from locations north and south, by SEPTA from Philadelphia, and various bus routes.
- Taxis are available at Trenton station to Thomas Edison State University, which is less than three miles away.
- To return to the Trenton station, taxi services may be called from the University.

PARKING

1. KELSEY COMPLEX
Metered parking is usually available near the Kelsey Complex. Handicap-accessible parking is available on West State Street.

2. CENTER FOR LEARNING AND TECHNOLOGY
Metered parking is usually available near the Center for Learning and Technology. Handicap-accessible parking is available on West State Street.

3. HANOVER HALL
Metered parking is usually available near the Hanover Hall. Handicap-accessible parking is available in front of the building.

4. KUSER MANSION
Parking is available behind the building. Handicap-accessible parking is available next to the main entrance of Kuser Mansion.

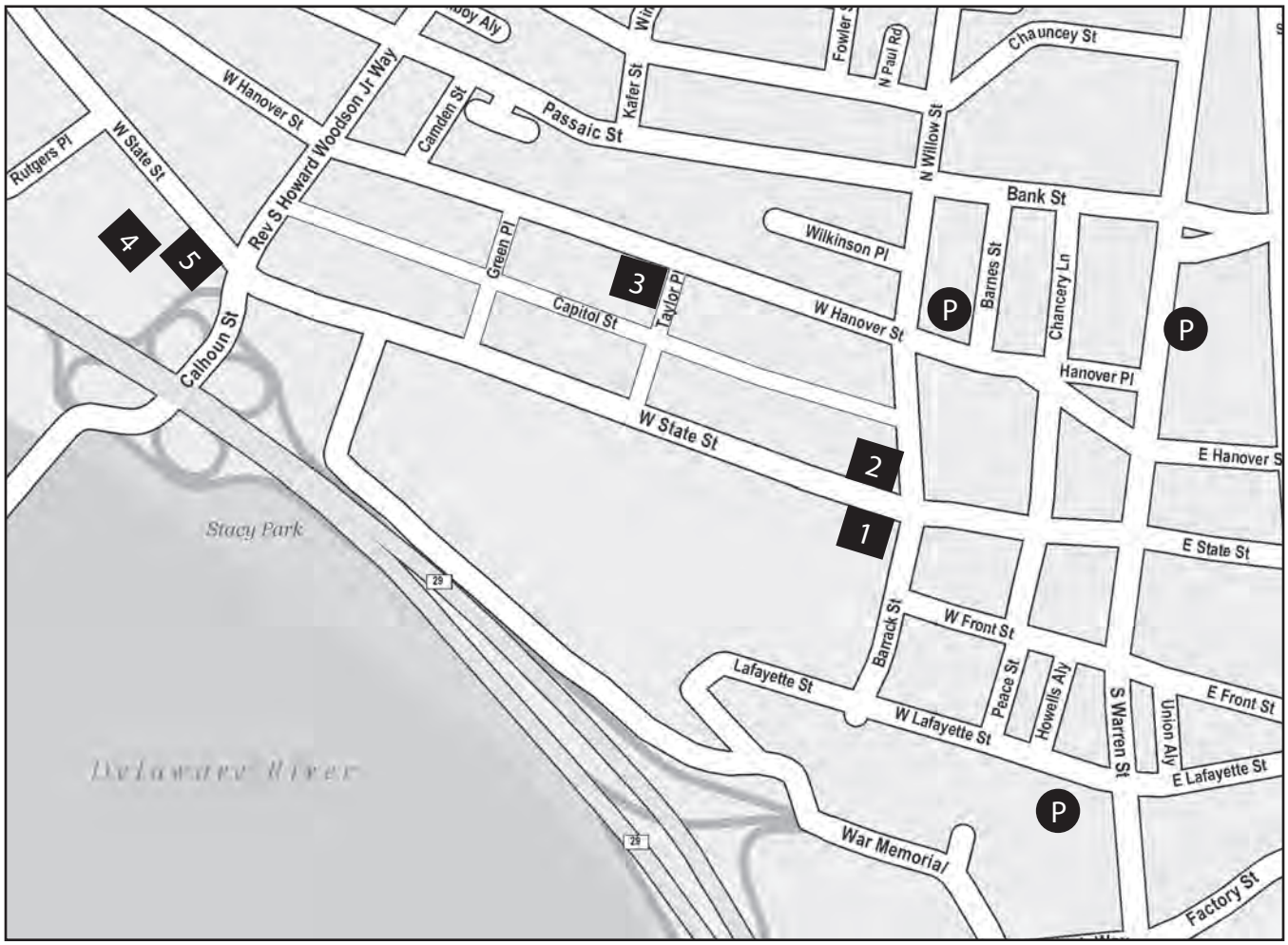
5. GEORGE A. PRUITT HALL
Parking is available at George A. Pruitt Hall.

PARKING GARAGES

PARK AMERICA
41 Chancery Lane
Trenton, NJ 08608
(609) 393-9822

TRENTON PARKING AUTHORITY
N. Warren Street Garage
110-116 N. Warren St.
Trenton, NJ 08608

LAFAYETTE YARD GARAGE
Public parking at the Lafayette Marriott



section 5

Student Forms

www.tesu.edu/current-students/student-forms

THE FOLLOWING PAGES CONTAIN IMPORTANT FORMS:

- **Undergraduate Course Registration Form for Guided Study, standard prior learning assessment (PLA), online, nursing, *e*-Pack® courses and TECEP® exams**
- **Prior Learning Assessment (PLA) Proposal Form**
- **Textbook and Course Materials Order Form**

Please review each form carefully. Select the forms for the services that you need and fill them out completely. Make sure to include your ZIP code, telephone number(s), email address and payment when submitting a form. Please note: all forms are also available online at *www.tesu.edu/studentforms*.

COPY EACH FORM AS NEEDED.

Thomas Edison State University

UNDERGRADUATE COURSE REGISTRATION FORM

Use this form to register for Guided Study, Prior Learning Assessment (PLA), Online, Nursing, FlashTrack® and *e*-Pack® courses

Submit this completed form with payment to:

Office of the Registrar
Course Registration
Thomas Edison State University
167 W. Hanover St.
Trenton, NJ 08618
Office (609) 633-9242
Fax (609) 292-1657

Please enter the semester you want:

_____ 20

Month Year

You may register online at *www.tesu.edu*

GENERAL INFORMATION

☐ Check if this is an address change.

_____

University Identification Number

Last Name | First Name | MI

Street Address | City | State | ZIP Code

( ) | ( )

Daytime Telephone Number | Evening Telephone Number

Email Address *required for GS, BL, OL, PA, NU, NG, PR and EP courses

COURSE REGISTRATION

List the course(s) for which you wish to register below. Include the complete course code (consisting of a three-letter discipline abbreviation, three-digit course number and two-digit suffix of GS, BL, OL, PA, EP, NU, NG or PR), the course title and applicable tuition. You are responsible for all prerequisites. **If you wish a specific mentor, write that mentor's name next to the course title.** We will assign you that mentor if available. If you are enrolled in a special population program such as the Military Degree Completion Program (MDCP), Navy College Program Distance Learning Partnership (NCPDLP), Corporate Choice® or Bachelor of Science in Nursing degree program please refer to your program tuition and fee structure information for appropriate tuition and fee costs. Do not include registrations for TECEP® examinations.

- Students are responsible for meeting all course prerequisites prior to registering.
- Registrations received without complete information or total payment will not be processed and will be returned.
- Students who have paid the University's Comprehensive Tuition are still responsible for payment for course materials and any late fees that may apply and must purchase their course materials package from MBS Direct.

Complete Course Code	Course Title	Tuition

COURSE CODE SUFFIX KEY:

GS = Guided Study
EP = *e*-Pack® courses
PA = Prior Learning Assessment
PR = Practicum
OL = Online course
NU = Nursing
NG = Nursing Graduate
BL = Blended

SAMPLE COMPLETE COURSE CODES:

COS-101-GS SOC-210-OL STA-101-EP

Total Tuition $_____

Registration Fee $_____

Late Fee if applicable $_____

TOTAL PAYMENT $_____

***For complete tuition and fees information, please refer to the University website at** *www.tesu.edu/tuition*.

(CONTINUED ON REVERSE SIDE)

COURSE REGISTRATION FORM - Page 2

Student Name _____ University Identification Number _____

CHECKLIST

Do you certify that prerequisites for all courses have been met?	☐ Yes	☐ No
Are you a member of the United States military?	☐ Yes	☐ No
If you have recently applied, when was your application submitted? _____		
Are you an enrolled Thomas Edison State University student?	☐ Yes	☐ No
Is this your final course prior to graduation? If so, have you reviewed the graduation schedule on Page 19?	☐ Yes	☐ No
Is this your first Thomas Edison State University course?	☐ Yes	☐ No
If you are an enrolled student, have you reviewed your course with an academic advisor to determine if appropriate to your program of studies?	☐ Yes	☐ No

Note: review with academic advisor does not establish registration.

PAYMENT INFORMATION

☐ I am currently enrolled under the Comprehensive Tuition Plan.* If not, please check method of payment.

☐ Check/Money Order ☐ Thomas Edison State University Financial Aid ☐ Military/Corporation/Agency Assistance Plan**

Make check/money order payable to: **Thomas Edison State University**

Your enrollment will be activated once your tuition is received by the University. **Please only use this form to pay by check or money order** via the U.S. mail; or, in-person with cash, check or a money order. Please make checks payable to Thomas Edison State University. Cash payments are accepted at the Office of the Bursar, Hanover Hall, 167 W. Hanover Street, Trenton, N.J., once the Office of the Registrar has processed your registration. Students are asked to use Online Student Services (OSS) when paying by credit card, debit card or electronic checking, as these methods of payment are no longer accepted by mail, phone, fax or in-person.

TUITION AID or MILITARY/CORPORATE/AGENCY NAME: _____

If your employer is providing tuition assistance, provide your employer's address and the contact person:

_____
Contact Name

_____
Street Address City State ZIP Code

_____
Employer's Telephone Number Fax Number (if available) Email Address (if available)

** THE COMPREHENSIVE TUITION COVERS ONLY THE REGISTRATION FEE AND COURSE TUITION COSTS. YOU MUST STILL PAY ANY LATE REGISTRATION FEE IF APPLICABLE AND ORDER YOUR COURSE MATERIALS FROM MBS DIRECT.*

*** TUITION ASSISTANCE AUTHORIZATION/DOCUMENTATION MUST ACCOMPANY THIS REGISTRATION FORM OR REGISTRATION WILL NOT BE PROCESSED AND WILL BE RETURNED.*

STUDENT SIGNATURE

I hereby certify that the above statements are true and correct to the best of my knowledge and that I meet the prerequisites as listed for each course for which I have registered. I have read the current University Catalog *and agree to abide by it. I authorize the release of grade information on the above course(s) to my employer, if my employer is paying for my course(s). By signing this form, I verify that I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violations as stated in the* University Catalog.

Student Signature _____ Date _____

Thomas Edison State University is committed to providing reasonable accommodations for verified disability. If you would like information on reasonable accommodations for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), (609) 341-3109 (TTY). Information is also available on our website at www.tesu.edu/about/ada.

UNDERGRADUATE SINGLE-COURSE PRIOR LEARNING ASSESSMENT (PLA) PROPOSAL FORM FOR PORTFOLIO

For course descriptions, visit the University website at *www.tesu.edu/plasearch.php*

Center for the Assessment of Learning

Thomas Edison State University • 111 W. State St. • Trenton, NJ 08608

COMPLETE BOTH SIDES - COPY THIS FORM AS NEEDED

This form is to be completed only by students who have completed PLA-100 or previously completed a PLA course, and are planning to follow the single-course process. All other students interested in PLA should contact *plaweb@tesu.edu* for assistance.

Check one:

☐ I am currently enrolled in an undergraduate degree program at Thomas Edison State University.

☐ I am not currently enrolled in Thomas Edison State University.

Current Institution _____

Date _____

2018-2019 ACADEMIC YEAR
Please check the semester you plan to take your PLA course:

☐ July ☐ January
☐ August ☐ February
☐ September ☐ March
☐ October ☐ April
☐ November ☐ May
☐ December ☐ June

PLEASE PRINT

Last Name	First Name	MI
Street Address	City	State ( ) ZIP Code
University ID (if Thomas Edison State University student)		Daytime Telephone Number ( )
Email Address		Evening Telephone Number

Have you completed English Composition I and II (ENC-101 and ENC-102)?* ☐ Yes ☐ No

This proposal form should be submitted **at least two weeks prior to the close of the registration period** for the semester requested.

Please indicate the primary reason for your interest in prior learning assessment (PLA):

☐ pursuing a degree at Thomas Edison State University
(note degree program in which you are enrolled) _____

☐ pursuing a degree at another institution (please name) _____

☐ banking credits for teacher certification

☐ banking credits for professional advancement

☐ other _____

ALL STUDENTS MUST READ THE FOLLOWING AND SIGN BELOW:

I acknowledge that the information I submit to Thomas Edison State University in my portfolio is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the University and for revocation of credits granted.

_____ _____
Student Signature Date

Thomas Edison State University is committed to providing reasonable accommodation for verified disability. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415 (voice), or (609) 341-3109 (TTY).

**** Students who register for PLA are strongly advised to have completed the requirements for English Composition I and II. Prior learning assessment (PLA) may not be done to satisfy requirements for physical education activity courses, field experience, student teaching, cooperative study, Practicum courses, English Composition I and II, internships, seminars, lab courses or other courses whose subject matter may be inconsistent with demonstrating prior learning through a narrative-centered e-portfolio process.***

(CONTINUED ON REVERSE SIDE)

Portfolio Proposal: Page 2

COMPLETE SECTION I OR SECTION II BELOW. THEN COMPLETE SECTION III.

I. If the course you plan to complete as a portfolio appears in the Thomas Edison State University PLA Course Description Database at *www.tesu.edu/plasearch.php*, please provide the following information as it appears there:

a. Course Title _____

b. Course Code _____

c. Credits (semester hours) _____

II. If the course you plan to complete as a PLA portfolio **does not** appear in the Thomas Edison State University PLA Course Description Database, please provide the following details from another regionally accredited college and attach a working link or photocopy of the description, no more than two years old, from that college's catalog.

a. Course Title _____

b. Course Code _____

c. Credits _____

d. Department in which the course is offered _____

e. Name of the college where you found the course description _____

f. **Year the catalog was published** _____

g. Page on which the description appears _____

Attach a photocopy of the course description or provide a working link to the description.

III. Briefly describe the experience you will bring to your PLA e-portfolio. This will be reviewed for approval by the Office of Portfolio Assessment. Before completing this section, make sure to read and carefully consider the *PLA Self-Assessment Guide* at *www.tesu.edu/degree-completion/PLA-Self-Assessment-Guide.cfm*. This information is designed to help you determine, before you register, whether your prior learning is appropriate for this method of earning credit.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

This form may be faxed to (609) 984-3898.

THIS IS NOT A REGISTRATION FORM. By returning this form to the Office of Portfolio Assessment, you are declaring your intent to develop a PLA Portfolio. You will be informed when you are cleared to register, at which time you may register online through Online Student Services, you can telephone your registration request to (609) 633-9242 or fax the registration form to (609) 984-3898. **STUDENTS MAY NOT REGISTER ONLINE until they are cleared to do so.**

TEXTBOOK AND COURSE MATERIALS ORDER FORM

THOMAS EDISON STATE UNIVERSITY

Thomas Edison State University

COPY THIS FORM AS NEEDED

Please check semester:

- ☐ July 2018
- ☐ August 2018
- ☐ September 2018
- ☐ October 2018
- ☐ November 2018
- ☐ December 2018
- ☐ January 2019
- ☐ February 2019
- ☐ March 2019
- ☐ April 2019
- ☐ May 2019
- ☐ June 2019

Textbooks and course materials may be purchased from MBS Direct. Students are responsible for obtaining textbooks and course materials in a timely manner. Order early to ensure that books are not returned to the publishers. Call MBS Direct for current prices or availability of used books.

By Internet - Safely order your books online from the Virtual Bookstore at *www.direct.mbsbooks.com/tesu.htm.* Follow the prompts and we do the rest. You can save 20 percent on UPS shipping by ordering through the Internet.

By Phone - Orders may be placed by calling (800) 325-3252, Monday-Thursday, 7 a.m.-10 p.m.; Friday, 7 a.m.-6 p.m.; Saturday, 8 a.m.-5 p.m.; and Sunday, 12 p.m.-4 p.m., CDT/CST.

By Fax - Complete the Textbook Order Form. Fax to (800) 499-0143. Credit card will be charged for a new book if a used copy is not available.

Shipping charges valid at time of publication.

A $3 per tape REFUNDABLE deposit will be charged on all media components. Look for the Refund Form in the carton containing the course materials.

By Mail - Complete the Textbook and Course Materials Order Form. Send with your check, money order or credit card information. **Mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference.** Mail your completed Textbook and Course Materials Order Form to:
MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:
MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201

Shipping Internationally - Students ordering books to be shipped internationally must call for shipping charges.
International Phone: (573) 446-5299
International Fax: (573) 446-5254

SHIPPING CHARGES FOR MAIL ORDER ONLY
PLEASE CONTACT MBS BY CALLING (800) 325-3252
FOR SHIPPING METHODS AND COSTS

PLEASE PRINT OR TYPE ALL INFORMATION

SHIP TO

Last Name	First Name	MI	
Street Address (No post office boxes for UPS shipping)	City	State	ZIP Code
( )	( )		
Evening Telephone Number	Daytime Telephone Number		
( )			
Fax Number (if available)	Email Address (if available)		

TEXTBOOK ORDER

Complete Course or Examination Code	Indicate NEW/USED*	Start Date	Course or Examination Title	Amount

NOTE: If MBS Direct does not have the textbooks you need, you may order books directly from the publisher or from a bookstore.

* USED BOOKS IF AVAILABLE.
MAIL ORDERS MUST INCLUDE PAYMENT FOR NEW BOOKS.

Subtotal $ _____

Missouri Residents add 2.75% tax. Washington State Residents add 8% tax. $ _____

Shipping $ _____

TOTAL PAYMENT $ _____

METHOD OF PAYMENT

☐ CHECK ☐ MONEY ORDER (Make Checks and Money Orders payable to **MBS Direct**)

CHECK APPROPRIATE CARD: ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER

CREDIT CARD ACCOUNT NUMBER: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date (required): _____

Recommended Study Aids

"How to Study In College"
by Walter Pauk

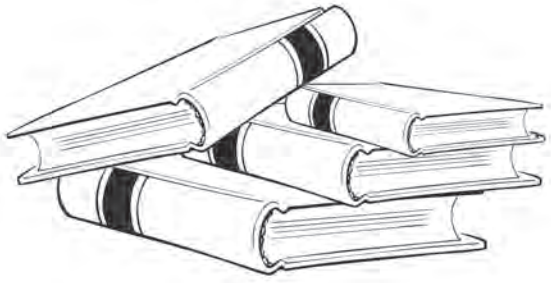
"Harbrace College Handbook"
by John C. Hodges

"Study Skills for Today's College Student"
by Jerold W. Apps

"College Reading and Study Skills"
by Nancy V. Wood

"100 Things Every Online Student Ought to Know"
by Frank L. Christ
and
Loyd R. Ganey Jr.

These texts are available from
MBS Direct
(800) 325-3252



UNDERGRADUATE CATALOG UNDERGRADUATE CATALOG UNDERGRADUATE CATALOG

THOMAS EDISON STATE UNIVERSITY

111 West State Street • Trenton, NJ 08608 • (609) 777-5680 • *info@tesu.edu* • www.tesu.edu