

# SELF-DIRECTED STUDENT HANDBOOK

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## INTRODUCTION

Welcome to Thomas Edison State University and your Self-Directed courses. The Self-Directed Student Handbook contains the information you need to get organized and to stay on track as you proceed through each TESU Self-Directed course. This handbook contains essential guidelines for meeting the academic standards established by the University, and pursuing your education with honesty and integrity.

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# **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

## **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 to evaluate the matter and determine the appropriate charge and sanction.

## **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. 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 ten (10) days of receipt of the notice, or be deemed to have accepted the sanction.

### **Possible sanctions include:**

- Lower or failing grade for an assignment
- Lower or failing grade for the course

- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the University
- Dismissal from the University

The University reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the University at the vice president or higher level may immediately suspend a student from access to University premises, activities or electronic sites pending disciplinary action. Such action will be reported to the provost and vice president.

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.

## **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 for the student 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 and determine the appropriate outcome and decision. A written decision will be issued by the chairperson of the Academic Integrity Committee, within 10 business days of the hearing and will be sent to the student concerned via certified and regular mail.

### **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.

## INFORMATION AT A GLANCE

### Key Activities and Dates to Remember

<b>Arrange for examination site/proctor approval</b>
<ul style="list-style-type: none"><li>• By Friday, the first week of the semester</li></ul>
<b>Course transfer requests</b>
<ul style="list-style-type: none"><li>• By first Friday in week one</li></ul>
<b>Course withdrawal requests with a percentage of tuition refunded</b>
<ul style="list-style-type: none"><li>• By the twenty-first day of the semester</li></ul>
<b>Course withdrawal requests with no tuition refunded</b>
<ul style="list-style-type: none"><li>• After the twenty-first day of the semester, and before the end of the term</li></ul>

### Where to Direct Your Questions

<b>Office of Admissions</b>
<ul style="list-style-type: none"><li>• <u>Telephone</u>: (609) 777-5680 Option 2 <i>Monday–Friday, 8:30 AM–4:30 PM EST/EDT</i></li><li>• <u>Fax</u>: (609) 984-8447</li><li>• <u>Email</u>: <a href="mailto:admissions@tesu.edu">admissions@tesu.edu</a></li></ul>
<b>Center for Student Success</b>
<ul style="list-style-type: none"><li>• <u>Telephone</u>: (609) 777-5680 Option 1 <i>Monday–Friday, 8:30 A.M.–4:30 P.M. EST/EDT</i></li><li>• <u>Fax</u>: (609) 777-5680</li><li>• <u>Email</u>: <a href="mailto:enrolled@tesu.edu">enrolled@tesu.edu</a></li></ul>
<b>Office of the Registrar</b>
<ul style="list-style-type: none"><li>• <u>Telephone</u>: (609) 984-1180</li><li>• <u>Fax</u>: (609) 292-1657</li><li>• <u>Email</u>: <a href="mailto:registrar@tesu.edu">registrar@tesu.edu</a></li></ul>
<b>Office of Test Administration</b>
<ul style="list-style-type: none"><li>• <u>Telephone</u>: (609) 984-1181</li><li>• <u>Fax</u>: (609) 777-2957</li></ul>

<ul style="list-style-type: none"> <li>Email: <a href="mailto:testing@tesu.edu">testing@tesu.edu</a></li> </ul>
<b>Mentors</b>
<ul style="list-style-type: none"> <li>Contact your individual course mentor.</li> </ul>
<b>Student Accessibility Services</b>
<ul style="list-style-type: none"> <li>Telephone: (609) 984-1141, ext. 3415</li> <li>TTY: (609) 341-3109</li> <li>Fax: (609) 943-5232</li> <li>Email: <a href="mailto:ada@tesu.edu">ada@tesu.edu</a></li> </ul>
<b>New Jersey State Library</b>
<ul style="list-style-type: none"> <li>Telephone: (609) 278-2640</li> <li>Website: <a href="http://www.njstatelib.org">www.njstatelib.org</a></li> </ul>
<b>University Textbook Supplier</b>
<ul style="list-style-type: none"> <li>Telephone: (800) 325-3252</li> <li>Fax: (800) 866-0757</li> <li>Website: <a href="https://bncvirtual.com/tesu">https://bncvirtual.com/tesu</a></li> </ul>

### Helpful Reminders

<ul style="list-style-type: none"> <li>Complete your "Proctor Request Form" and submit it to the Office of Test Administration during the first week of the semester.</li> </ul>
<ul style="list-style-type: none"> <li>Contact your mentor during the first week of the semester.</li> </ul>
<ul style="list-style-type: none"> <li>When preparing written essays for assignments, be sure to quote properly from sources and use proper citation.</li> </ul>
<ul style="list-style-type: none"> <li>Submit all requests for status changes (extensions, transfers, or withdrawals) <b>in writing</b> to the Office of the Registrar before the respective deadlines.</li> </ul>

### Semester Start and Registration Dates

Term	Start Date	Registration Dates	Late Registration*
2021JUL	Jul 5, 2021	May 28 - Jun 25, 2021	Jun 26 - Jul 2, 2021
2021AUG	Aug 2, 2021	Jul 2 - Jul 23, 2021	Jul 24 - Jul 30, 2021

2021SEP	Aug 30, 2021	Jul 30 - Aug 20, 2021	Aug 21 - Aug 27, 2021
2021OCT	Oct 4, 2021	Aug 27 - Sep 24, 2021	Sep 25 - Oct 1, 2021
2021NOV	Nov 1, 2021	Oct 1 - Oct 22, 2021	Oct 23- Oct 29, 2021
2021DEC	Nov 29, 2021	Oct 29 - Nov 19, 2021	Nov 20 - Nov 28, 2021
2022JAN	Jan 3, 2022	Nov 29- Dec 24, 2021	Dec 25 - Jan 2, 2022
2022FEB	Jan 31, 2022	Jan 3 - Jan 21, 2022	Jan 22 - Jan 28, 2022
2022MAR	Mar 7, 2022	Jan 28 - Feb 25, 2022	Feb 26 - Mar 4, 2022
2022APR	Apr 4, 2022	Mar 4 - Mar 25, 2022	Mar 26 - Apr 1, 2022
2022MAY	May 2, 2022	Apr 1 - Apr 22, 2022	Apr 23 - Apr 29, 2022
2022JUN	May 30, 2022	Apr 29 - May 20, 2022	May 21 - May 27, 2022

\* No registrations will be accepted after the late registration deadlines. A late fee will apply for late registrations.

\*\* Between Dec 24 and Jan 3, students can register only via Online Student Services. No phone, mail, or fax registrations will be processed during this time.

## GETTING STARTED

As you work through your Self-Directed course, keep the following general sequence in mind:

- Check that you have all of your course materials. (See the Course Materials section)
- Refer to the Course Calendar and fill in the dates by which assignments must be submitted. To find the dates, refer to the table of week-by-week dates in the Table of Week-by-Week Dates section of your Student Handbook (See also the [Week-By-Week Dates](#) on the General Information site.)
- Review the assignments and related course documents to acquaint yourself with the learning activities and materials. This will help you plan the time needed to complete the work required.

## Syllabus

Read the syllabus so that you clearly understand the goals of the course and its organization.

The syllabus contains everything you need to know about your course, including:

- Course Objectives
- Required Materials
- Overall Course Structure
- Activity Types
- Exams
- Grading and Evaluation



- Strategies for Success
- Links to Academic Policies
- Course Calendar
- Module Details
- Assignment Details
- Details for Course Projects

If you have any questions about your course overall and what is expected from you, be sure to look first in the Course Syllabus.

## Time Schedule

Self-Directed courses at Thomas Edison State University generally follow a 12-week format. Regarding time schedules, bear in mind that

- Assignments are due at regular intervals.

**Note:** The University's late assignment policy states that 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 you submit 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. Discussion board assignments must be completed in a timely manner or points will be deducted. Also, unless you have registered for an extension, assignments submitted after the semester ends (or after the extension date expires) will be returned to you ungraded.

- Midterm exams are scheduled during Week 7 of the semester.
- Final exams must be taken during the last week of the semester.

To effectively manage your time you can:

- Develop a regular schedule.
- Allow sufficient time for your studies.
- Do not procrastinate about completing reading, writing, and discussion assignments.

## Note to Students with Disabilities

Thomas Edison State University is committed to providing reasonable accommodations for students with verified disabilities who are qualified for admission. If you would like to discuss or request accommodation for Thomas Edison State University coursework, please contact the ADA Coordinator in the Office of Accessibility Services at (609) 984-1141 ext. 3445 (voice) or by email at [ada@tesu.edu](mailto:ada@tesu.edu). Information on the University's process for applying and being approved for reasonable accommodations under the Americans with Disabilities Act (ADA) can be found on the University's Student Accessibility Services page ([www.tesu.edu/about/ada](http://www.tesu.edu/about/ada)). It is the student's responsibility to disclose and verify any disability to the Office of Accessibility Services when requesting accommodation(s). All such disclosures are kept strictly

confidential.

## CONTACTING YOUR MENTOR

If you need guidance through a difficult assignment, you can seek help from your mentor. However, the University expects students to be self-directed. With this in mind, courses are developed according to an independent study model. If you need in-depth help regarding prerequisite knowledge for a course, the mentor may recommend that you look into Smarthinking.com or the services of an independent tutor.

Contact your mentor if you have any difficulty understanding your mentor's comments on your assignments. You should also direct questions regarding examinations and final grades to your mentor. The Center for Learning and Technology (CLT) office staff cannot help you with grade-related information.

## EDUCATIONAL RESOURCES

### Course Materials

As soon as you register for a course, you may purchase course materials. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided in your syllabus and the module details documents in your course. To purchase course materials, please visit the [University's textbook supplier](#) or call (800) 325-3252.

When you receive your materials from the supplier and are ready to start your course, please take a minute to check the materials and make sure that you have everything you need. Consult the Course Materials section of the Course Syllabus for a complete list of materials needed for the course.

**Please note:** You can purchase your books from other vendors, **but if you do, you must be sure you are buying the correct edition of the textbook for the semester in which you are taking the course.** The best way to be sure of the correct edition is to contact the [University's textbook supplier](#).

### Database and Library Resources

Through the University and the New Jersey State Library, you have access to a number of databases with which you can read articles and complete research for your courses. You have two options to access databases:

- **University Databases.** The University provides students with access to two important research databases: **EBSCOhost and ProQuest**. These are searchable databases of scholarly resources such as academic periodicals and books. You can access these databases through the student portal or by clicking Research Resources in Moodle and selecting either EBSCOhost or ProQuest.

- **New Jersey State Library.** Enrolled TESU students also have no-cost access to the resources of the New Jersey State Library. Note that the NJSL has its own EBSCOhost and ProQuest databases. These may have different resources than those included in the University databases. In addition, the NJSL provides TESU students with access to a wide range of databases, including ERIC, OVID, GreenFILE, and more.

**Note: In order to access NJSL resources (including databases), you must have a New Jersey State Library card.** The card is free of charge. You may obtain a card now or at any time while you are an enrolled student. The following link provides information: [Obtaining a New Jersey State Library Card](#)

For more information about accessing and searching through databases, refer to the [University and Library Databases Help](#) document.

## PREPARING AND SUBMITTING ASSIGNMENTS

Each Self-Directed course has a set number of activities or assignments that you must complete and submit to your mentor. Follow the specific guidelines set forth by your course.

You will receive a score of 0 for any assignment not submitted. Refer to your course syllabus for detailed information regarding Grading and Evaluation.

### Preparing Assignments

Read the assignment details carefully, including any specific instructions on length, formatting, and style. Refer to the Course Calendar for due dates. Be sure to include sufficient identification on every assignment submitted (e.g., your name; the course name, course code, and section number; and the assignment number or title). For assignments with multiple questions, identify the question number and restate each assignment question before providing your answer.

It is important to keep copies of all assignments. You will only have access to courses for a short time after they end. For that reason, you should maintain your own copies of assignments or other course material you may want to access. Neither the University nor your mentor can assume responsibility for your assignments. Copies are also useful if your mentor should contact you for clarification about certain parts of the assignment or if you wish to discuss particular comments.

Review your assignment before submitting it to make sure you have completed the assignment in full. Also, carefully proofread your work for spelling and grammatical errors that could affect your grade.

### Submitting Assignments

When satisfied that your assignment represents your best work, submit it to your mentor by mail. You may use the business reply envelopes included in your course registration packet. You must send all assignments to:

Office of Test Administration  
Thomas Edison State University  
111 West State Street  
Trenton, NJ 08608-9801

## Rubrics

In many courses, your mentor will grade your assignments using a rubric, which is a scoring tool that allows your mentor to evaluate the work of all students based on the same set of criteria. In courses where your mentor will be using rubrics, you will have access to the rubrics in your course packet. You may view the rubric before submitting your assignment, and your mentor's grade and comments will be available to you after grading is complete.

## Course Calendar

Within your course documents, there is a master calendar available with assignment and exam due dates listed week-by-week. To find the corresponding dates for the master calendar for specific terms, refer to the Table of Week-by-Week Dates section of your Student Handbook. (See also the [Week-By-Week Dates](#) on the General Information site.)

## TABLE OF WEEK-BY-WEEK DATES

Use the dates in the tables below to manage your assignment due dates by finding the column that represents the semester in which you are currently enrolled.

Generally, each week of the semester, including exam weeks, begins on a Monday and ends on a Sunday. Day 1 of the semester coincides with the start of Week 1. Depending on the start date of your term, the first day of Week 1 may be either a Monday or a Tuesday. Please consult the following tables to determine the actual date on which Week 1 starts in your semester.

### Dates for 3-, 4- and 6-Credit Courses

	Jul 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
<b>Week 1</b>	07/05/21	08/02/21	08/30/21	10/04/21	11/01/21	11/29/21
<b>Week 2</b>	07/12/21	08/09/21	09/06/21	10/11/21	11/08/21	12/06/21
<b>Week 3</b>	07/19/21	08/16/21	09/13/21	10/18/21	11/15/21	12/13/21
<b>Week 4</b>	07/26/21	08/23/21	09/20/21	10/25/21	11/22/21	12/20/21
<b>Week 5</b>	08/02/21	08/30/21	09/27/21	11/01/21	11/29/21	12/27/21
<b>Week 6</b>	08/09/21	09/06/21	10/04/21	11/08/21	12/06/21	01/03/22
<b>Week 7</b>	08/16/21	09/13/21	10/11/21	11/15/21	12/13/21	01/10/22

<b>Week 8</b>	08/23/21	09/20/21	10/18/21	11/22/21	12/20/21	01/17/22
<b>Week 9</b>	08/30/21	09/27/21	10/25/21	11/29/21	12/27/21	01/24/22
<b>Week 10</b>	09/06/21	10/04/21	11/01/21	12/06/21	01/03/22	01/31/22
<b>Week 11</b>	09/13/21	10/11/21	11/08/21	12/13/21	01/10/22	02/07/22
<b>Week 12</b>	09/20/21	10/18/21	11/15/21	12/20/21	01/17/22	02/14/22
<b>Last Day</b>	09/26/21	10/24/21	11/21/21	12/26/21	01/23/22	02/20/22

	<b>Jan 2022</b>	<b>Feb 2022</b>	<b>Mar 2022</b>	<b>Apr 2022</b>	<b>May 2022</b>	<b>Jun 2022</b>
<b>Week 1</b>	01/03/22	01/31/22	03/07/22	04/04/22	05/02/22	05/30/22
<b>Week 2</b>	01/10/22	02/07/22	03/14/22	04/11/22	05/09/22	06/06/22
<b>Week 3</b>	01/17/22	02/14/22	03/21/22	04/18/22	05/16/22	06/13/22
<b>Week 4</b>	01/24/22	02/21/22	03/28/22	04/25/22	05/23/22	06/20/22
<b>Week 5</b>	01/31/22	02/28/22	04/04/22	05/02/22	05/30/22	06/27/22
<b>Week 6</b>	02/07/22	03/07/22	04/11/22	05/09/22	06/06/22	07/04/22
<b>Week 7</b>	02/14/22	03/14/22	04/18/22	05/16/22	06/13/22	07/11/22
<b>Week 8</b>	02/21/22	03/21/22	04/25/22	05/23/22	06/20/22	07/18/22
<b>Week 9</b>	02/28/22	03/28/22	05/02/22	05/30/22	06/27/22	07/25/22
<b>Week 10</b>	03/07/22	04/04/22	05/09/22	06/06/22	07/04/22	08/01/22
<b>Week 11</b>	03/14/22	04/11/22	05/16/22	06/13/22	07/11/22	08/08/22
<b>Week 12</b>	03/21/22	04/18/22	05/23/22	06/20/22	07/18/22	08/15/22
<b>Last Day</b>	03/27/22	04/24/22	05/29/22	06/26/22	07/24/22	08/21/22

## EXAMINATIONS AND PROCTORS

### General Information

**If your course has exams, your Proctor will be mailed the course exams. If your exam is proctored by an individual who was not approved, you will receive a failing grade.** Please contact the Office of Test Administration if there are issues with your approved proctor.

Most Self-Directed (SD) courses include a proctored midterm exam and a proctored final or a final project. Examinations are an important part of your final grade, typically counting for as much as 50 percent of your final grade. Exam requirements and grading weights vary from course to course so consult the Grading and Evaluation section in the Syllabus for course-specific details.

Course exams usually have a time limit of two to three hours and contain objective questions (multiple choice, true-false, matching, etc.), and a combination of short and/or long essay questions. All exams are closed-book and closed-notes unless otherwise stated on the test book cover and in the Syllabus.

You will not be allowed to use any other sources of information, whether hard copy or electronic, during the examination. You may not take a laptop, tablet, smartphone, or any other type of computer or computing device, electronic-communications, playback, or recording device with you to an examination.

### **Statement About Cheating**

If you are found using unauthorized materials during the exam or engaging in unauthorized behavior, you will receive an F on the exam. In addition, the following activities may warrant action by the University's Ethics Committee:

- Looking up any answer or part of an answer on the Internet, or using any other unauthorized source to find the answer.
- Copying and pasting responses or parts of responses from any other source whether written by yourself or anyone else.
- Plagiarizing answers.
- Asking anyone else to assist you by whatever means available while you take the exam.
- Copying any part of the exam to share with other students.

On your designated test day, review the exam cover carefully before you break the seal to verify that you have the correct test (midterm vs final) for the course and term in which you are registered. Once the exam seal is broken, you will be graded on the work completed. All exams must be taken in the presence of your designated and approved proctor.

## **CHANGE-OF-STATUS REQUESTS**

Requests for extensions, transfers, and withdrawals should be submitted to the Office of the Registrar using the correct forms. Students who wish to update the University with new personal information must submit the [Student Data Change form](#). These forms are available online at the [University website](#). Follow the directions on the form to submit each to the Office of the Registrar.

Include the appropriate fee with each request. Current fees are listed at [www.tesu.edu/tuition/fees](http://www.tesu.edu/tuition/fees).

**Please note:** If your change requires new exam dates, you must inform the Office of Test Administration as soon as your request is verified by the Office of the Registrar. You can reach the Office of Test Administration at [testing@tesu.edu](mailto:testing@tesu.edu).

If you have questions about these forms, contact the Office of the Registrar at [registration@tesu.edu](mailto:registration@tesu.edu).

### **Extensions**

Students are governed by the policies and procedures in effect on their course start date.

Students making satisfactory progress may apply for one 8-week extension per course. In order to apply

for an extension, students must submit the [Request for Extension form](#) to the course mentor for certification no later than 7 calendar days prior to the initial end date of the term. 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 submitted by the student to the Office of the Registrar, no other documentation is required. The Office of the Registrar will process the request and notify the student of the extended 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 8 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. Requests for second extensions must be submitted to the dean of the program to which the student is enrolled. The decision of the dean is final.

Students cannot have more than 16 additional weeks added to the original last day of the term. Students may not request more than two extensions for a single course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension has not 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.

A student who is on extension must notify the Office of Test Administration by email ([testing@tesu.edu](mailto:testing@tesu.edu)) 2 weeks prior to the desired test date or at least 2 weeks prior to the extension end date to ensure that examinations are sent to the student's proctor when he or she is ready to take them. For online exams, students must notify the Office of Test Administration by email ([testing@tesu.edu](mailto:testing@tesu.edu)) at least 3 business days in advance of the desired test date to ensure the exam link has been opened.

For further information about requesting a course extension, see [Requesting a Course Extension](#) on the University website.

### **Instructions for Requesting an Extension**

To request an extension:

1. Download the appropriate [course extension form](#) from the University website, and follow the relevant instructions.
2. For mentor certification, save and submit the form to your mentor on the Private Student–Mentor forum following the instructions given.
3. Upon return of the certified form, forward the form to the Office of the Registrar, as indicated on the form. The Office of the Registrar will send you an email with a secure link to make the extension fee payment. Your extension is not officially approved until you submit it to the

University with the fee.

After receiving approval from the University via email, you will need to reschedule all remaining coursework and examinations. Be sure to share your new calendar with your mentor.

If you are taking your exam(s) online through OPS, you will need to contact the Office of Test Administration (OTA) so the test link can be opened. If you are taking your exam(s) in the pen-and-paper format, you will need to contact OTA at [testing@tesu.edu](mailto:testing@tesu.edu) 3 weeks prior to your desired test date or 3 weeks prior to your extension end date to ensure that the exam(s) arrive at your test site before your deadline.

All coursework, including examinations, must be completed and sent to your mentor by the last day of the extension. If you take your examination or complete assignments after the end of the term without having an approved extension, your exam will not be sent to your mentor for grading.

### End Dates for Extensions

Term	Extension Until
Jul 2021	11/30/21
Aug 2021	12/31/21
Sep 2021	1/31/22
Oct 2021	2/28/22
Nov 2021	3/31/22
Dec 2021	4/30/22
Jan 2022	5/31/22
Feb 2022	6/30/22
Mar 2022	7/31/22
Apr 2022	8/31/22
May 2022	9/30/22
June 2022	10/31/22

### Transfers

Requests for transfer from one course to another, to a new course delivery mode, or into a new course section will be considered prior to the first Friday of the course. Transfers may be denied because of lack of space in the requested course. Requests for transfers must be submitted using the proper form or in a letter to the Office of the Registrar containing all the information requested on the [Request for Transfer Form](#). Transfers are permitted only to courses offered within the same term.



## Withdrawals

In order to withdraw from a course you must submit the [Request for Course Withdrawal Form](#) before the end of the term. Depending on how many weeks have passed since the semester began, you could be eligible for a tuition refund.

Withdrawal from a course does not affect your status in your degree program at the University. You will remain enrolled in the University and retain all previously earned credits. For more information regarding withdrawals visit the TESU [website](#).

## Student Data Changes

If you need to update your personal information (name, address, phone number, email address, etc.) you must complete and submit the [Student Data Change form](#).

**NOTE:** if making a name change: The registrar's office will need an original or notarized copy of your marriage license, divorce decree or verification of legal name change sent via United State Postal Services. Or, as an alternative to an original or notarized name change document, the registrar's office will accept copies of three (3) separate documents verifying the name change, such as driver's license, Social Security card, passport, bank or pay stub sent via email to [registrar@tesu.edu](mailto:registrar@tesu.edu) along with the [Student Data Change Form](#).

## ADMINISTRATIVE FORMS

Administrative forms for the course you are taking are found on the Thomas Edison State University [website](#). You will need these forms to request a proctor, extension, transfer, or withdrawal, as well as change any personal data.

## ACADEMIC STANDARDS

Good written expression is the key to success in Thomas Edison State University Guided Study courses. The following information is meant to help you work to the required standards. The suggestions on writing style and structure and the advice on answering questions can be applied to both your written assignments and your examinations.

The general rubric below will give you a basic understanding of important things to consider when preparing your written work. The rubric is **not** a definitive tool for scoring your work; it is merely a guide to give you an idea of things your mentor might consider when evaluating your written expression.

<b>Excellent to Exemplary</b>	Work is complete, original, insightful, and of a quality that exceeds the expectations of the assignment or question and the course level. It
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	demonstrates an in-depth understanding of course issues and a high level of analytical skills. Thoughts are expressed clearly and logically with few, if any, errors in grammar and mechanics. Transitions consistently help move the reader from one major idea to the next. References are from reputable sources, and sources are properly cited.
<b>Satisfactory to Very Good</b>	Work is complete and of a level that meets the expectations of the assignment or question and course level. It demonstrates a sufficient understanding of course issues and adequate analytical skills. Thoughts are expressed clearly and logically, and the work demonstrates a college-level understanding of grammar and mechanics. Transitions are used adequately to help move the reader from one major idea to the next. References are from reputable sources, and documentation of sources contains few errors.
<b>Marginally Acceptable to Satisfactory</b>	Work is partially incomplete and/or of a quality that only partially meets the expectations or fails to meet the expectations of the assignment or question and course level. It does not adequately demonstrate an understanding of course issues, and a demonstration of analytical skills is lacking. Thoughts are expressed awkwardly and sometimes illogically, and the work contains significant grammatical and mechanical errors. Transitions may be used sparingly or not at all. References may be inadequate and from disreputable or poorly chosen sources, and documentation of sources is poorly presented and/or inadequate.
<b>Minimal Pass to Marginally Acceptable</b>	Work is incomplete and/or of a quality that only partially meets the expectations of the assignment or question and course level. It demonstrates little or no understanding of course issues and fails to demonstrate analytical skills. Thoughts are consistently expressed in an awkward and illogical manner, and grammatical and mechanical errors distract the reader. Transitions between thoughts and ideas may be missing throughout the work. Necessary references may be inadequate, completely missing, and/or chosen from disreputable sources. References are not cited or they are cited inadequately and/or improperly.
<b>Fail</b>	Work does not address the question or questions asked and/or it demonstrates a lack of effort. It lacks demonstrated understanding of course issues and analytical skills. Thoughts are incomplete or consistently expressed in an awkward and illogical manner. Grammatical and mechanical errors distract the reader, and transitions between thoughts and ideas may be missing throughout the work. Necessary references may be inadequate and completely missing and/or chosen from disreputable sources. References are not cited or they are cited inadequately and/or improperly.
Adapted from the work of Dr. Bonnie Mullinix, Monmouth University	

## Writing Style

Written work—including papers, assignments, and examinations—should be presented clearly and concisely in a formal expository style. Clear writing is a product of clear thinking. Observe the basic rules of grammar and punctuation. If you have problems with your writing, you can get help with [Smarthinking](#). For more information, refer to the [Online Tutoring Resources](#) section of the General Information site.

## Structure

A well-structured essay has a minimum of three components: introduction, body, and conclusion. Carefully review each of your essays before submitting to ensure that you have included each component.

## Research

Papers and lesson activities may require that you conduct research. You may use libraries convenient to your location. But also keep in mind that the New Jersey State Library and the Library for the Blind and Handicapped offer services and resources to Thomas Edison State University students. Students may visit, call, or fax the library, located at 185 West State Street in Trenton, New Jersey. Professional library staff are available to assist you.

Reference librarian: (609) 278-2640 ext.103

Internet: [New Jersey State Library](#)

The [Library's website](#) for students at Thomas Edison State University includes information about obtaining a free library card as well as full-text journals online, databases, access to the catalog, interlibrary loan request forms, request forms for photocopies, and a range of other subject-specific information.

## Citing Sources

You must acknowledge the source of all expressions and ideas that are not your own. If you have questions about a standard format for references (citations), refer to General Information > Writing Style Guides, to ***Writing Research Papers*** by James D. Lester, or to ***A Manual for Writers of Term Papers, Theses, and Dissertations*** by Kate Turabian. When quoting or paraphrasing another's words, cite the source(s) of your information. Failure to cite sources is plagiarism. (See Academic Integrity.)

When you use Internet sources, please do so with caution. Choose reputable sites, and look for the credentials of the author. In your citation, give as much pertinent information about the site as possible. For example, include the author's name, the title of the article, the date on which the article was created, the date you retrieved it, and the web address (the URL). For samples of how to cite Internet sources, refer to the latest edition of the MLA Handbook for Writers of Research Papers, the Publication Manual of the American Psychological Association, or to online sources such as:

- [OWL](#) (Online Writing Lab) at Purdue University

- [Writer's Handbook](#), the Writing Center at the University of Wisconsin–Madison
- [APA Guidelines](#)

## **Relevance to the Question**

Answer the question asked. Identify the main verb in the question and answer accordingly. For example, if you are asked to analyze a problem, do not describe the situation. Select the subtopics implied by the question and deal with each of them so as to answer the entire question.

## **Coherent Argument**

The development of the argument and the supporting facts in an essay should be like the ribs on a skeleton—all clearly related to the backbone of the question. It is always a good idea—whether responding to an assignment or to an essay question on an exam—to sketch an outline of your arguments before you start writing. Then you can see the most logical way to arrange the elements of your essay.

## **Implications of the Question**

Many essay questions require that you consider at least two (often opposing) points of view. When this is the case, you should choose one approach from the following:

- State a preference for one view rather than another.
- Show that both views are equally valid, given the evidence.
- Demonstrate that neither is particularly impressive.

Also remember:

- Questions beginning with “How far . . .” often expect you to discuss limitations as well.
- Questions beginning with “Would you agree that . . .” often expect you to show that you are aware of the arguments that could be used to oppose your point of view.
- Essay questions that make a statement or pose a problem and then ask you to discuss the statement or problem might require more than one point of view and also some resolution of the problem.
- A question starting with the phrase “What use is . . .” expects you to state why the study of X is useful in understanding problem Y and in what ways it is not useful. Sometimes you might illuminate your main argument by citing an approach that you think is more useful than the one specified in the question.
- Your answers should always provide evidence that supports your assertions

## PERSONAL PROGRESS CHART

Use this page to keep track of the dates when you submit your written assignments and take exams. Also make notes of the dates when your work is returned to you and the grade you receive for each assignment and exam. Maintaining this log is not a requirement of the course but an aid to help you stay organized.

Assignment/Exam	Date Sent/ Date Taken	Date Returned	Grade	Your Comments or Observations