ONLINE STUDENT HANDBOOK

INTRODUCTION

Welcome to Thomas Edison State University and your online courses. The Online Student Handbook contains the information you need to get organized and to stay on track as you proceed through each TESU online course. This handbook contains essential guidelines for completing administrative tasks for which you are responsible (e.g., acquiring your course materials, submitting assignments, arranging for examinations, keeping the University informed of status changes), meeting the academic standards established by the University, and pursuing your education with honesty and integrity.

Before you get started, you should explore the student orientation site. This site includes helpful details regarding technology, finances, academic advising, ways to earn credit, tips for student success, and how the Enrolled Student Solutions Center (ESSC) can be helpful to you.

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ACADEMIC POLICIES

To ensure success in all your academic endeavors and coursework at Thomas Edison State University, read and familiarize yourself with all administrative and academic policies including those related to academic integrity, course late submissions, course extensions, and grading policies.

For more, see:

- [University-wide policies](#)
- [Undergraduate course policies and regulations](#)
- [Graduate academic policies](#)
- [Nursing student policies](#)
- [Academic code of conduct](#)

GETTING STARTED WITH MYEDISON®

Online courses at Thomas Edison State University use the myEdison® portal along with Moodle, the learning management system (LMS), as their delivery platform. If you are new to myEdison® and Moodle, refer to the [Navigating Moodle Courses video](#) to familiarize yourself with the myEdison® learning environment and how to navigate it before you formally begin the course. You can find further information about the myEdison® portal and Moodle on the [TESU website](#) (Current Students > MyEdison/Course Access).

myEdison® Portal

Visit the [myEdison® Portal](#) to access your Moodle courses as well as links to Online Student Services, Google Apps, and University announcements and alerts. On the portal you will also find links for making advising appointments and obtaining your textbooks and other course materials.

To access [myEdison®](#), you will use the same login name and password as Online Student Services (OSS). The domain name **students** will already be present. Add your username (first name.last name) after **students**.

For example, your username will be: students\jane.smith

Your password will be the same one you use for OSS. Watch this brief instructional video for more help: [Log in to myEdison portal](#).

Moodle

Moodle is our LMS, and it is where all courses are delivered. In addition to housing coursework and documents, courses in Moodle include opportunities for interaction with mentors and other students. Discussion forums are where you will be discussing topics related to each course module. Mentors help

facilitate each mainly student-led conversation. The Course Communication area can be used to send messages to mentors and students to ask questions, coordinate group work, or connect about being a TESU student.

We offer many other video and collaborative tools that are deeply integrated with Moodle. You will find courses that use videos for module content or ask you to create videos for assignments—but you will never have to sign up for other apps and services. There are also additional specialized tools such as simulations found within certain degree programs.

You will find that our Moodle courses are designed with you, the user, in mind. There is a calendar to which you and your mentor can add events. You have many options for controlling your account and profile. And within courses, you can choose to navigate the content in several ways. You can view the whole course, collapse modules, or view one module at a time. The Moodle site is fully functional in a mobile browser. When viewing on smaller screens, you can collapse the sidebar to gain more space. We hope you find Moodle a flexible platform for taking courses!

If you have not tried our Test Drive site, check it out to see what our courses look like and how they function. Visit the Test Drive course here.

If you want to ensure that your computer or mobile device is ready for taking our courses, you can use our scanning tool to check your system compatibility.

Course Syllabus

Your Course Syllabus is located in the Course Essentials section of Moodle:

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

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

General Information Site

From calendars, handbooks, and forms to other types of student resources and support, the General Information site is the place to turn for assistance with your course and educational endeavors. Week-by-Week Dates for each semester, links to Academic Policies, and a central link to all of the administrative forms you need are available on the site. Please bookmark this page for future easy access.

Additionally, the General Information site is accessible to students from within the myEdison Student Portal, under the section called "My Resources."
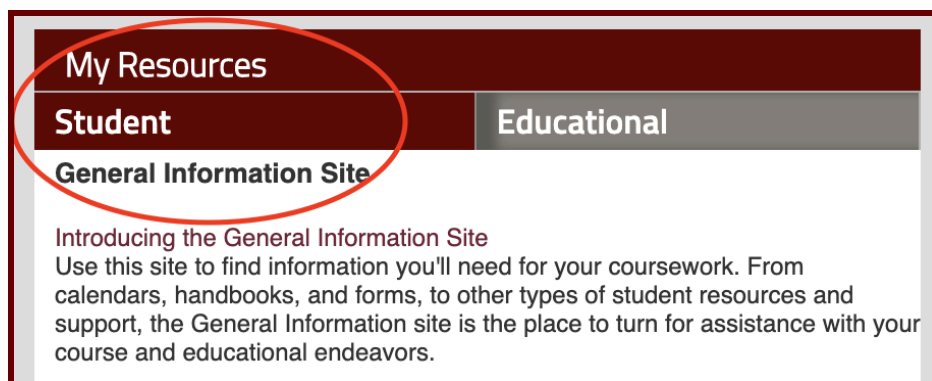
There is also a link to the General Information site from within the Moodle course space.
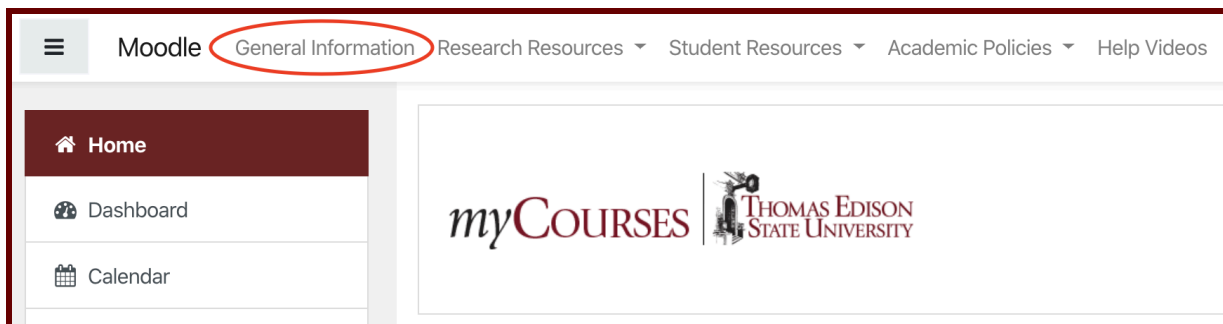
MENTOR INFORMATION

You are assigned a mentor for each online course you take with Thomas Edison State University. Contact information for your mentor can be found on the course website under Course Communication. This is where the mentor will update the class with announcements, provide their contact information and office hours, and will be available for private communication within the course.

You will submit all assignments to your mentor through Moodle, which is also where your mentor will provide you with feedback. Your mentor is also responsible for grading exams and quizzes in a given course and for evaluating your online participation.

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.

Contacting Your Mentor

Contact your mentor if you have any difficulty understanding their comments on your assignments or if you have questions about your grades. You can contact your mentor through the Private Student–Mentor Forum located within your course.

Note: Please do not call, write, or submit assignments to your mentor before the scheduled start-date of the semester.

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.

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.

System Requirements

Refer to the System Requirements detailed on the About Online Courses page of the University website.

Smarthinking

Thomas Edison State University offers students access to the Smarthinking online tutoring service free of charge. Smarthinking is particularly helpful if you are taking courses in writing, mathematics, statistics, accounting, economics (macro and micro), chemistry, biology, or physics. You may also access Smarthinking if you are taking other subjects but need help with writing. Military students using the GoArmyEd portal should link to Smarthinking directly from the GoArmyEd portal.

You can find more information about Smarthinking under Research Resources in your course sit, or by going to the General Information site.

Edison Create

Edison Create is a unique resource used by TESU students and mentors to access and create video content. The tool is not only used in courses to record presentations, video discussions, etc., but also hosts a number of help videos, tutorials, course trailers, and more.

Below is a list of important videos that may answer questions you have:

- About Edison Create
- How to Register for Courses
- Log in to Online Student Services
- Log in to myEdison Portal
- Tech Issues? Help Us to Help You

- How to Install Kaltura Capture
- How to Submit Assignments
- How to Schedule Exams
- How to Create a ProctorU Account

Kaltura Capture

Kaltura Capture is a video/audio recording tool that is integrated with Edison Create and Moodle. For information regarding technology needs for recording, how to use Kaltura, and how to submit video assignments in Moodle, refer to the [Using Video Tools in Moodle](#) help document.

Edison Live!

Edison Live! (BigBlueButton) is a form of web conferencing that can put you in virtual face-to-face contact with your mentor and classmates. It is an interactive environment where you can see, listen, and be heard. And you can gain access to a session in every course space.

You are required to use Edison Live! only when it is part of an assignment. However, you may opt to use it to accomplish many tasks, because it allows you to connect with students in various ways.

Once inside an Edison Live! session, participants can share their webcam and microphone, upload documents, create a poll, and much more. You can even share your desktop for demonstrations.

Some uses of Edison Live! include:

- **Mentor Office Hours:** Schedule a face-to-face, one-on-one meeting with your mentor.

- **Collaboration Space:** Schedule a brainstorming session with other classmates.

- **Class Presentations:** Upload documents and present your project to your classmates.

- **Team Meetings:** If you have a group/team project, meet up in an Edison Live! session.

- **Study Groups:** Meet with other classmates to go over course content and study for that big exam coming up.

For information about how to use Edison Live!, refer to the [How to Use Edison Live! for Virtual Meetings in Moodle](#) help document.

SafeAssign

SafeAssign is a plagiarism detection tool that can also help improve your writing and citation skills by providing feedback about the originality of your work. Additionally, use of this tool helps to facilitate and maintain the academic integrity associated with your Thomas Edison State University degree program.

SafeAssign will be implemented into courses inside of Moodle; however, not all assignments will utilize the tool. Submissions for assignments that do utilize SafeAssign will automatically be scanned once you submit.

For information regarding SafeAssign, refer to the [About SafeAssign](#) help document.

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.

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.

University Blog

The [University blog](#) is a great place to read about tips for academic and professional success, as well as University happenings.

Academic Standards and Writing Tips

Good written expression is the key to success in Thomas Edison State University Online courses. Refer to the University's Academic Standards document for suggestions on writing style and structure and advice on answering questions.

Google

We like to make collaboration easy. That is why we have made G Suite available. It is a set of productivity tools created by Google that allows our students, mentors, and staff to work together seamlessly in Docs, Sheets, and Slides as well as other Google tools. For example, if you have a group project, your team can work on the same document, spreadsheet, or presentation simultaneously with live updates. You can also leave comments for team members to read and respond to later. Whether your team wants to schedule time to work together live or each of you will build upon your project during openings in your busy schedule, these tools allow for flexible collaboration.
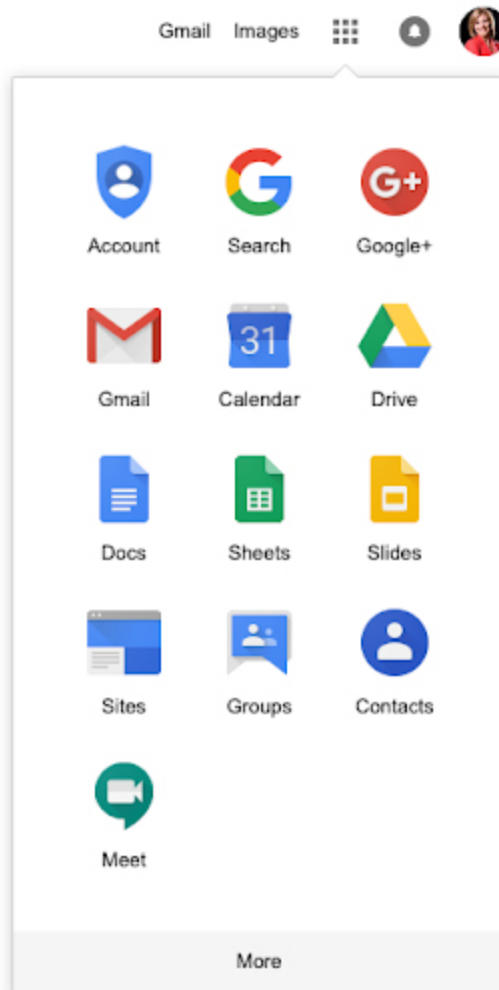
<u>G Suite Tools</u>

- **Drive:** Like the files on your computer, Google Drive is the central place to organize all of your documents and projects online.

- **Docs:** Docs allow word processing in a familiar, web-based interface. With continuous autosave and cloud-based syncing, your work is always available and up to date on all of your devices.

- **Sheets:** Sheets takes the power of spreadsheets you are used to and puts them in the cloud for easier team contributions.

- **Slides:** Slides allow you to create impressive presentations that are always with you and your team.

- **Sites:** Sites includes simple tools for website creation, either for a group project or to display work in a portfolio.

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 Center for Disability Services at (609) 984-1141 ext. 3445 (voice) or by email at cds@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 Disability Support Services page (www.tesu.edu/about/ada). It is the student's responsibility to disclose and verify any disability to the Center for Disability Services when requesting accommodation(s). All such disclosures are kept strictly confidential.

PREPARING AND SUBMITTING ASSIGNMENTS

Each online 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 Electronically

Submit your assignments to your mentor by clicking the assignment link provided in your course. The assignment link integrates directly with the online Gradebook. Use the "Add submission" button to attach your file and click "Save changes" to submit your assignment. Be sure to follow any specific instructions from your mentor regarding what file type you should use when submitting the assignment.

Your mentor will assess and evaluate your assignment—usually within five days of receipt—and return it with their comments. Comments on your assignments are intended to enhance your learning. Take the time to read them carefully.

Rubrics

In many courses, your mentor will grade your assignments using an embedded rubric, which is a scoring tool built into the assignment 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 embedded rubrics, you will have access to the rubrics in the "Evaluation Rubrics" folder in the course space. 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.

Grades

To find out your assignment grade and get feedback on your assignment, click Grades or the assignment link itself. If you have questions about your grades or the status of an assignment, please contact your mentor directly. Do not contact Thomas State Edison University for this information.

Online Discussions

Online courses usually include graded online discussion forums. Meaningful participation is required. For more details, refer to the article *6 Essential Ways to Write a Brilliant Online Discussion Board Post*.

Course Calendar

Inside the course space, there is a built-in calendar that displays significant course events, including assignment due dates, module start dates, and exam weeks. This version of the calendar can be exported for use in other calendar applications you may already be using.

There is also a master calendar available in the Course Essentials section of each course with these same course events listed week-by-week. To find the corresponding dates for the master calendar for specific terms, refer to the link posted in the calendar. (See also the Week-By-Week Dates on the General Information site.)

EXAMINATIONS AND PROCTORS

Many online courses require a proctored midterm and final examination or a series of exams (Exam 1, 2, and 3). You can complete your exams in one of two ways: online through the University's Online Proctor Service (OPS) or in person using the pen/paper format with an approved proctor.

Course examinations, which typically count for 25%–50% of your final course grade, are timed (2 to 3 hours) and contain objective questions (multiple choice, true-false, matching) and/or essays (short and/or long answer). All exams are closed-book and closed-notes unless otherwise stated in the Syllabus. If additional materials are allowed, it will be specified in the first three instructional screens (online version) or on the cover of the exam booklet (pen/paper version).

What to know if you choose the online format

The Online Proctor Service offers you the convenience of taking online exams from your home computer. To use the OPS you will need a webcam, a computer with a microphone and speakers, and a hard-wired high-speed Internet connection. The following video explains how to set up an account with ProctorU, our OPS vendor: How to Create a ProctorU Account

Check the Course Calendar for the official test week of your exams. We recommend that you schedule your test sessions at the beginning of the semester to avoid fees. Follow these steps for scheduling an exam with OPS: How to Schedule Exams.

When your test day arrives, go to the Online Proctor Service site a few minutes before your scheduled exam time. Check out the video below for everything else you need to know about your exam day: What to Expect on Exam Day.

What to know if you choose the pen/paper format

If you are taking a pen/paper exam, you will need to select a proctor who meets our guidelines and submit a *Proctor Request Form* by the first week of the semester. You will receive an email notification when your proctor has been approved. If you are late in sending in the *Proctor Request Form*, the mailing of your exam(s) may also be late.

You have three options for your pen/paper exam(s). We recommend choosing a site close to your home or work so that you have easy access during the official test week.

1. **Accredited college or university**—Contact your local college or university and find a full-time member of the testing office or a full-time professor or professional staff member. Adjunct and part-time professors do not qualify.

2. **Public library**—A full-time librarian at a public library is acceptable as a proctor. Librarians at elementary and high schools, however, do not qualify. We do not send exams to employers, coworkers, corporate training offices, members of the clergy, family members, or friends.

3. **The University Testing Center in Trenton, NJ**—If you live or work near Trenton, you can take your exam in the University's Testing Center. Students who do not have a compatible home computer or do not feel comfortable with the OPS process can take online exams with a proctor in the room. We also offer the pen/paper version of all exams. Test sessions are available at 8:30 a.m. or 10:30 a.m. at 111 West State Street on specified test days. Go to the [TESU Reservation Desk](#) to schedule a specific test date. You can take up to two exams per test date. If you have questions about scheduling, contact the OTA at testing@tesu.edu or (609) 984-1181 ext. 2240.

Once the proctor is approved, the exam will be mailed from the Office of Test Administration (OTA) two weeks before the official test week. Call your proctor the week before the official test week to confirm delivery of the exam(s) and to set up a specific test date that is convenient for you both. Never travel to your test site unless you have confirmed that your test is there.

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. Do not use a laptop, tablet, smartphone, or any other type of computing or recording device during the administration. If additional materials (textbooks, notes, etc.) are allowed, that information will be clearly documented on the front of the exam. Once the exam seal is broken, you will be graded on the work completed. If it's not the right exam, immediately notify your proctor so the OTA can be alerted. Your proctor will then be provided with instructions. Examinations may not be retaken.

Proctors are not aware of your semester deadlines, so make sure you complete all required exams by the last day of the semester. If you have been granted an extension, notify the OTA (testing@tesu.edu) three weeks before your desired test date to request that the exam be mailed to your proctor.

What to know if you are a member of the military

Active-duty military should seek a proctor who is a neutral third party, such as a full-time commissioned officer, senior to the student in rank and not within the student's direct chain of command. Acceptable proctors for military students include:

- Commissioned officers (CWO2 and above) serving on active duty, senior to the student in rank but working in a different department
- Test control officers (TCO)
- Education services officers (ESO)
- Career counselors
- Base librarians
- Chaplains

Unacceptable proctors include coworkers, direct or immediate supervisors, family members, friends, and medical staff at hospitals, medical centers, and clinics. Students serving at remote or isolated postings should make every effort to find a proctor outside of their direct reporting chain. If this is not possible, contact the OTA at testing@tesu.edu.

To request a proctor and obtain approval from the University, complete the *Military Proctor Request form*. Submit with accurate and up-to-date contact information. Once we have approved your proctor, your exam will be mailed three weeks before the official test week. Contact your proctor the week before your test date to confirm they have received your exam(s). You must complete all exams by the last day of the semester unless you have been granted an official course extension. Students who are deployed are eligible for course extensions if they complete a *Request for Extension form* and provide a copy of their deployment orders.

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.

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.

If you have questions about these forms, contact the Office of the Registrar at 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) 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) 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 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 2020	11/30/20
Aug 2020	12/31/20
Sep 2020	1/31/21
Oct 2020	2/29/21
Nov 2020	3/31/21
Dec 2020	4/30/21
Jan 2021	5/31/21
Feb 2021	6/30/21
Mar 2021	7/31/21
Apr 2021	8/31/21
May 2021	9/30/21
June 2021	10/31/21

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 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.