

Center for Learning and Technology

**STUDENT
HANDBOOK
for
Guided Study Courses**



Introduction

The “Student Handbook for Guided Study Courses” contains the information you need to get organized and to stay on track as you proceed through each Guided Study course. It also contains essential guidelines for completing various administrative tasks for which you are responsible. These tasks—acquiring your course materials, properly submitting assignments, arranging for examinations, and keeping the University informed of status changes—all ensure that you will get the most out of your courses and receive the proper credit. Finally, the handbook offers advice to help you meet the academic standards established by the University, and it emphasizes the importance of pursuing your education with honesty and integrity. The information provided here needs your careful attention. Before you do anything else, please read the handbook carefully.

Getting Started

All courses involve reading and writing. Many also require you to listen to or view course-related media and to be responsible for their content. Still others require you to work with materials available online or delivered electronically. Before you begin the course or courses for which you have registered:

- Check that you have all of your course materials conveniently near your workstation. (See the Course Materials section of the “Student Handbook for Guided Study Courses.”)
- Take note of your mentor’s contact information. This is available through the Guided Study course website. You may also receive this information from your mentor.
- Refer to the Course Calendar or assignment schedule in the “Course Syllabus,” and fill in the dates by which assignments should be submitted. To find the dates, refer to the Table of Week-by-Week Dates in the “General Course Instructions for Guided Study Courses.”

- Make arrangements during the first week of the semester to take course examinations. (See the section Examinations and Proctors later in the “Student Handbook for Guided Study Courses.”)
- You might need to work on specific study skills to help you cope successfully with directed independent learning. The following publications, available from our textbook supplier, may be helpful in this regard. For information on ordering one or more of these study aids, see the University’s *Undergraduate Catalog*.

Harbrace College Handbook by John C. Hodges (Harcourt Brace Jovanovich)

How to Study in College by Walter Pauk (Houghton Mifflin)

College Reading and Study Skills by Nancy V. Wood (Holt, Rinehart & Winston)

Study Skills for Today’s College Student by Jerold W. Apps (McGraw-Hill)

Mentors

For each Guided Study course you take with Thomas Edison State University, you are assigned a mentor. Mentor contact information and the hours when your mentor is available can be found on the Guided Study course website.

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 as independent study courses. 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.

You will submit all assignments to the mentor, and he or she will provide comments on your work directly to you. Your mentor is also responsible for grading all exams in a given course.

Smarthinking

Thomas Edison State University offers students access to the SMARTHINKING online tutorial service free of charge. It is particularly helpful if you are taking mathematics, physics, Spanish, writing, statistics,

accounting, economics (macro and micro) or chemistry. If you are taking other subjects but need help with writing, you may also access the service to get the help you need.

All students receive information on accessing SMARTHINKING with your registration confirmation. Once you have the login information, go to <http://www.smarthinking.com> and follow the instructions to set up a personal account.

Time Schedule

You have twelve (12) weeks to complete each Guided Study course that you take. Regarding the time schedule, also keep in mind the following:

- Assignments are due at regular intervals.
- Exams are scheduled for specific weeks during the semester.

You can deal effectively with these time limitations if you:

- Develop a regular schedule using the Personal Progress Chart printed in the “General Course Instructions for Guided Study Courses.”
- Allow sufficient time for your studies.
- Do not procrastinate about completing reading and writing assignments.

Note to Students with Disabilities

Thomas Edison State University is committed to providing reasonable accommodation 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 Office of Students with Disabilities at (609) 984-1141, ext. 3415 (voice) or (609) 341-3109 (TTY). It is your responsibility to disclose and verify any disability to the Office of Students with Disabilities when requesting accommodation. All such disclosures will be kept strictly confidential.

Course Materials

As soon as you register for a course, you may purchase course materials by calling the textbook supplier, MBS Direct, at (800) 325-3252. You may also purchase materials via the MBS website (<http://bookstore.mbsdirect.net/tesu.htm>). The supplier will ask you what course(s) you are taking and will arrange to send you all the necessary materials.

When you receive your packet from the supplier and are ready to start your course, please take a minute to check the list below and be sure that you have everything you need.

- ❑ **Course textbooks.** Check the “Course Syllabus” for each course you are taking. It contains the list of textbooks assigned for that course. Some courses will include a study guide or course guide.
- ❑ **Media components.** DVDs, CDs, and/or computer software are included in some courses. Check your “Course Syllabus” for a list of required media components.

Course Manual

The *Course Manual* includes specific information about the course you are taking. Its components are “Information at a Glance,” “General Course Instructions for Guided Study Courses,” “Course Syllabus,” “Student Handbook for Guided Study Courses,” and “Appendix of Forms.”

For step-by-step instructions on how to proceed through the assignments, turn to the “Course Syllabus” and consult the Course Calendar or assignment schedule.

In the “General Course Instructions for Guided Study Courses” is the Table of Week-by-Week Dates for each semester during the year. These dates may be used to fill in the Course Calendar (provided with the syllabus), which will help you keep track of when each assignment is due.

The “Appendix of Forms” includes PDF versions of most administrative forms needed for the course you are taking. (You probably will not use all of

these forms, but several are essential.) You will need these forms to do any of the following:

- Select a proctor if you decide to take your exams in pen/paper format (“Proctor Request Form”).
- Request an extension to give you additional time to complete coursework (“Request for Extension,” available online only).
- Transfer from one course, course delivery mode, or course section to another within the semester for which you have registered (“Request for Transfer”).
- Withdraw from the course (“Request for Course Withdrawal”).
- Update any personal information you previously sent to the University (“Student Data Change Form”).

Online versions of these forms and additional student forms can be found on the Student Forms page of the University website at <http://www.tesu.edu/current-students/Student-Forms.cfm>.

Textbooks

The most convenient way to obtain texts for Thomas Edison State University courses is to order them from our textbook supplier, MBS Direct. The University’s *Undergraduate Catalog* provides an order form and gives information about how to order by Internet, phone, fax, or mail. You can purchase your books locally, **but if you do, you must be sure you are buying the correct edition of the textbooks for the semester in which you are taking the course.**

Some courses have a study guide (sometimes called a telecourse guide or student guide) that presents course-related activities including self-assessment exercises, problem sets, and reading assignments in the textbooks. The study guide may also provide commentary on course topics, much in the way lecture notes are presented in the classroom. If your course has a study guide, be sure to read it first when you begin each unit of study.

Media Components

Media components are either sent along with textbooks and the other course materials you order from the textbook supplier or are available as links in your course site. DVDs and CDs are purchased from MBS.

Doing the Work of the Course

Once you have procured all the necessary materials, your responsibility for doing the work of the course includes completing course assignments, identifying a proctor for your examination(s), and studying for and taking the examination(s). You are also responsible for keeping the University informed of any change in the status of your progress through the course.

How to Proceed

For each course you take, be sure to start by reading the *Course Manual for Guided Study Courses*—including the “General Course Instructions,” the “Student Handbook,” and the “Course Syllabus”—so that you understand clearly the goals of the course. As you work on each unit of study, you might find that the following sequence keeps you on track:

- ☐ Skim the material presented in the “Course Syllabus” and the study guide (if your course includes one) to get an idea of the unit activities and assignments. Then you can plan the time needed to complete the work of the unit.
- ☐ Check the information on unit objectives, which will help you to focus on key points in the reading assignments and the commentaries that accompany them.
- ☐ Look at the written assignment to see what you will need to do and what you will need to know to complete the assignment successfully.
- ☐ Read the assigned textbook sections and the study notes or commentary in the study guide.
- ☐ Do the assigned listening, viewing, or computer-related activity.
- ☐ Do any relevant self-test exercises and check your answers.

- ☐ Revisit any areas that presented difficulty.
- ☐ Prepare the written assignment and submit it to your mentor.

Contacting Mentors

You should contact your mentor during the first week of the semester to introduce yourself and to find out what word processing software is compatible for your mentor to receive and open assignments. **Do not contact your mentor before the start-date of the semester.**

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 as independent study courses. If you need in-depth help regarding prerequisite knowledge for a course, the mentor may recommend that you look into Smarthinking.com or other services.

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

Important note for email users: Many mentors have junk-mail filters that will automatically delete your message if you do not include the following information in the subject line of your email: Your name, the University name (TESU), course name and number, semester and year, and the nature of the communication. See figures 1 and 2, below.

Figure 1. Sample email subject line for sending introduction to mentor

From:	Joe Student
Sent:	July 14, 2016
To:	Professor Smith
Subject:	Joe Student, TESU, HIS-101-GS001, Introduction

Figure 2. Sample email subject line for sending messages to mentor

From:	Mary Student
Sent:	October 8, 2016
To:	Professor Smith
Subject:	Mary Student, TESU, MAR-301-GS001, August 2016, Question about Midterm

Preparing and Submitting Assignments

Each Guided Study course has a set number of individual assignments that you should complete and submit to your mentor. Many also include a final paper or project in lieu of a final exam. The number and type of assignments vary from course to course. Do not submit more than two assignments in a week unless your mentor has agreed to accept them.

Assignments are an important part of your final grade. To receive credit for the course, you must earn a letter grade of C or better for an area of study course or D or better for a course not in your area of study, based on the weighted average of all assigned coursework. (Grade weighting may vary from course to course, so see the "Course Syllabus" for details about grade weights in each course you are taking.) You will receive a score of 0 for any assignment not submitted.

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. 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.

Following the guidelines below will help guarantee that your work gets to the mentor in the proper form and in a timely fashion.

Preparing Assignments for Electronic Submission

Please follow these steps in preparing your written assignments for electronic submission, using the word-processing software on your computer:

- Read the assignment requirements carefully, including specific instructions about the formatting and style guidelines you are to use (e.g., APA or MLA).
- 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.

- 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.
- Keep copies of all assignments submitted. With electronic submission (see below), assignments are not likely to get lost. But neither the University nor your mentor can assume responsibility for lost 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.

Submitting Assignments Electronically

You may submit assignments by using the assignment-specific link located in the **Submit Assignments** section of the Guided Study course website. The link integrates directly with the online gradebook and constitutes an easy and secure way to submit assignments and receive feedback from your mentor.

Before submitting your first assignment, check with your mentor to determine whether your word processing software is compatible with your mentor's software. If so, you can submit your work as you prepared it. If not, save your assignment as a rich-text format (.rtf) file, using the Save As command of your software program. Rich text retains basic formatting and can be read by any other word processing program.

When satisfied that your assignment represents your best work, submit it to your mentor by means of the assignment link provided for that assignment. Locate and attach your assignment file. Use the **Add Submission** button within this link to locate and attach your assignment file. Click **Save changes** to submit your assignment.

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

In many courses, your mentor will grade your assignments using an embedded rubric, which is a scoring tool built into the assignment link and gradebook 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 used to grade your assignments. You may view the rubric before submitting your assignment, and your mentor's grade and comments will be returned using this same rubric.

To find out your assignment grade and get feedback on your assignment, click **Grades** or the assignment link itself. If you wish to have information about your grades before you receive your graded copy, please contact your mentor directly. Do not contact Thomas Edison State University for this information.

Preparing and Submitting Audio or Audiovisual Assignments via Surface or Air Mail

This section applies to all students enrolled in Guided Study courses who must submit audio or audiovisual assignments via the U.S. Postal Service. This method is to be used only in the following courses: SPA-101-GS, SPA-201-GS, and SPA-301-GS.

Do not send in more than two assignments in a week unless your mentor has agreed to accept them. Be sure to **check with your mentor about what address to use to send your assignments.**

Note: Unless you have registered for an extension, audio and audiovisual assignments postmarked after the semester ends will be returned to you ungraded. If you have taken an extension, do not postmark assignments after the extension date expires.

When preparing your assignments for submission through the postal system, please use the following checklist to be sure you provide everything your mentor needs:

- ☐ Include the following information on a **cover sheet** for each assignment you submit.

Your *name*

Your College ID number

Your mailing address, telephone number, and email address

The University *name* and the *semester* and *year* in which you are enrolled

The *course code* and *section number* (e.g., SPA-101-GS001)

The course name

The assignment number and restatement of the assignment.

- ☐ Follow the directions specific to the course for preparing your audio or audiovisual assignment.

- ❑ Review your audio or audiovisual assignment before mailing to make sure you have completed the assignment in full.
- ❑ Make and retain copies of assignments sent to your mentor. Neither the University nor your mentor can assume responsibility for lost assignments. Copies are also useful if your mentor should call you for clarification about certain passages or if you wish to discuss particular comments.
- ❑ Mail each cover sheet and audio or audiovisual assignment tape in one of the 9" × 12" clasp envelopes you have purchased. Be sure that you place sufficient postage on the package, and mail it to your mentor at the address to which you were asked to send it.

We recommend that you do **not** send your assignment by "next day" or "certified" mail, as this may actually delay the receipt of your assignment. If your assignment is going to be late, please call your mentor. Be sure to allow for periods of slow postal service, especially around holidays.

Your mentor will assess and evaluate your assignments—usually within a few days of receipt—and return his or her comments to you via email. Remember that comments on your assignments are intended to enhance your learning. Take the time to read them carefully. If you wish to have information on your grades before you receive your graded copy, please contact your mentor directly. Do not contact Thomas Edison State University for this information.

Examinations and Proctors

General Information

Most Guided Study courses include a proctored midterm exam and a proctored final or a final project. Examinations are an important part of your final grade. To receive credit for the course, you must earn a letter grade of C or better for an area of study course or D or better for a course not in your area of study, based on the weighted average of all assigned coursework. (**Note:** Exam requirements and grading weights vary from course to course. Please consult the “Course Syllabus” for details about exam requirements and grade weights in each course you are taking.)

Course exams usually have a time limit of two to three hours. Exams may contain objective questions (multiple choice, true-false, matching, etc.), short essay questions, long essay questions, or a combination of these types of questions. For clarification about what will be covered on the exam, check your “Course Syllabus.”

All exams are closed-book and closed-notes unless otherwise stated in your course. 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.

If you are found using unauthorized materials during the exam, you will receive an F on the test. In addition, any attempt to copy or remove from the test session information contained on the test will result in a failing test grade. Such actions may possibly warrant action by the University’s Ethics Committee as well.

Online Exams

Online exams at Thomas Edison State University are accessed and administered through the **Examinations** section of your course space. All

midterm and final exams can be taken in one of two formats: online through our Online Proctor Service (OPS) or in the pen/paper format.

The OPS offers you the convenience of taking exams from your home computer. Through this service, you no longer need to travel to an approved proctor site to take tests. To use OPS you will need a webcam, a computer with a microphone and speakers, and a reliable high-speed Internet connection. If you prefer to take the pen/paper version of the test, you can choose that option for any course in which you are enrolled.

Scheduling Your Online Exam

1. We strongly recommend that you schedule your online exams during the first week of the semester to secure the time/date that works best with your schedule during the official test week. There are no fees associated with the OPS option. However, if you schedule a test appointment less than 72 hours in advance, there is a \$5 fee charged by the OPS vendor. There is also an option for last-minute test scheduling called Take It Now, which requires an \$8.75 fee to be paid directly to the OPS vendor. If you schedule in advance, you will not encounter any OPS fees.
2. Click the [Online Proctor Service](#) link, and then select the **Getting Started** tab.
3. Create a user name and password, and then select the **New Exam** tab.

If you have technical problems related to any of the processes, please refer to the technical support contact information provided on the OPS site.

Taking Proctored Exams Online

To take your exams, you will need to have a reliable Internet connection and a computer with a working webcam, microphone, and speakers.

When your test day arrives, log in to the [Online Proctor Service](#) a few minutes before your scheduled exam time. **Log In** with the username and password you established when you scheduled your exam appointment, and then click the **My Exams** tab. After verifying your identification, your online proctor will tell you when to log in to your course space to open the test link. The online proctor will then guide you through the process.

If You Are on Extension

If you are on extension and using OPS, you should call the OPS vendor at 855-772-8678 to schedule a test date for your extended course.

Statement about Cheating

Whether you are taking a proctored exam or an unproctored quiz, you are on your honor not to cheat during the exam. Cheating means:

- 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 or in any way copying responses or parts of responses from any other source into your online test. This includes but is not limited to copying and pasting from other documents or spreadsheets, 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.
- Telling your mentor that you need another attempt at the exam because your connection to the Internet was interrupted when that is not true.

If there is reason to suspect that you were cheating in any way, you run the risk of being given a failing grade in this course. The University also reserves the right to submit essay answers (where required) to a checking service to check for plagiarism. If plagiarism is detected, you will also be given a failing grade.

Pen/Paper Exams

If you are taking a pen/paper exam, you will need to select a proctor who meets the University's guidelines (see below) and submit a Proctor Request Form (see "Appendix of Forms") by the first week of the semester. You must submit this form at the beginning of each new semester for **each course** in which you choose to take the pen/paper exam(s), even if you are using the same proctor from previous semesters.

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) will also be late.

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 cannot take a scheduled examination—or if you have filed for a course extension—you must notify your proctor immediately. Proctors are required to return your exam to the University if it has not been administered within 30 days of receipt.

If you have been granted an extension, you will need to send OTA an email at testing@tesu.edu three weeks before your desired test date to request that the exam be mailed to your proctor. The Office of Test Administration cannot guarantee that the exam will arrive on time if you do not provide a three-week lead time in making the request.

Once the exam seal is broken, you will be graded on the work completed, so make sure you are ready to complete the test when you arrive on test day. *Examinations may not be retaken.* Please be sure to review the exam cover carefully **before** you break the exam seal to verify that you have the correct test for the course in which you are enrolled. If this information is not accurate, immediately notify your proctor so that OTA can be alerted. Your proctor will then be provided with instructions.

Selecting and Requesting a Proctor (Nonmilitary Students)

Nonmilitary students have two principal options for selecting a proctor for pen/paper exams:

- Option A: Select a proctor at a site near your home or place of work.
- Option B: Take the test at Thomas Edison State University in Trenton, NJ.

Option A: Select a Proctor at a Site Near Your Home or Place of Work

You can take Thomas Edison State University pen/paper exams at an accredited college or university or at any public library. It is advisable to find a location close to your home or workplace so that you have easy access during the official test week, especially if you are taking more than one course per semester.

- **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.

- **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.

Note: We do **not** send exams to employers, coworkers, corporate training offices, members of the clergy, family members, or friends.

Be sure to verify that your proctor is available during your designated test weeks. Once the proctor is approved, the exam will be mailed from Thomas Edison State University two weeks before the official test week. Call your proctor the week before the official test week to confirm delivery of the examination(s) and to set up a specific test date. Never travel to your test site unless you have confirmed that your test is there. All exams and assignments must be submitted by the last day of the semester unless you have received an official course extension.

If you select Option A, there are three steps to complete:

1. Go to <http://www.tesu.edu/degree-completion/Proctor-Requests.cfm> and submit the Proctor Request Form electronically or print it out and send it to testing@tesu.edu.
2. You will receive verification when your proctor is approved. If you do not receive a proctor confirmation email within five (5) business days, contact OTA at testing@tesu.edu.
3. Call your proctor the week before the official test week to verify receipt of all test materials and then schedule a test date that is convenient for you both. Never travel to a test site unless you have confirmed that your proctor received the exam you wish to complete.
Note: The proctor will not be aware of your course deadlines, so it is your responsibility to make sure all exams are completed by the last day of the semester or, if you have been granted an extension, the last day of that extension.

Option B: Take the Test at Thomas Edison State University in Trenton, NJ

If you live or work near Trenton, you may take your pen/paper exam at Thomas Edison State University. Specific test dates are listed on the University's website at <http://www.it-frontdesk.com/resv/tesu/>. Test sessions are offered at 8:30 and 10:30 a.m. in the testing room at 101 West State Street. If you select Option B, there are two steps to complete:

1. Go to <https://forms.tesu.edu/dfprocto.php> to submit the Proctor Request Form for our Trenton test room. If you do not receive a proctor confirmation email within five (5) business days, contact OTA at testing@tesu.edu.

2. Go to the online [Test Scheduling System](#) to select your test appointment. Students are scheduled on a first-come, first-served basis, so reserve a seat for your exam as soon as possible. Students can usually take two exams per test date, but that may not be the case if your exams are more than two hours each. If you have questions about scheduling, contact testing@tesu.edu.

Selecting and Requesting a Proctor (Military Students)

Military students can take examinations using a proctor who meets the guidelines discussed below. The University must first approve the proctor before any examinations can be mailed or completed.

Acceptable Proctors

Acceptable proctors must be a neutral third party with no ongoing relationship to the student. The proctor cannot be a student at Thomas Edison State University. In addition, the proctor should hold a position of responsibility, be able to communicate in English, and have no conflict of interest with either the student or Thomas Edison State University. Any full-time commissioned officer (CWO2 and above), serving on active duty, who is senior to the student in rank and not serving within the student's direct chain of command, may fulfill this requirement.

Acceptable proctors for military students include:

- Commissioned officers of your unit not in your direct reporting chain to the commanding officer, that is, division officers, department heads, platoon commanders, special/subordinate staff officers with whom you do not have a direct supervisory relationship
- NCPACE reps
- 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 Office of Test Administration at testing@tesu.edu.

Requesting a Proctor

To request a proctor and obtain approval from the University:

1. Complete the Military Proctor Request Form found on the University's "Proctor Request—Military Students" page at <http://www.tesu.edu/military/Proctor-Request.cfm>.
2. Select your state or country and corresponding base from the drop-down list under Method 1 on the form. If your location is **not** listed, then choose Method 2, and provide the name, rank or title, and work-mail address of your proctor.
3. Please be accurate in submitting all contact information. Incorrect contact information can lead to serious delays in taking your exam and in completing your final grade report.

Once we have your Proctor Request Form, your exam will be mailed from Thomas Edison State University two weeks before the official test week. Contact your proctor the week before the official test week to confirm delivery of the test and to confirm your test date. You must complete all assignments and exams by the last day of the semester unless you have been granted an official course extension.

If you are deployed and want to continue with your course at your new location, please submit the Proctor Request Form in the same way as described above. 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. If you are deployed but opt to wait until your return to finish the course, simply notify your base proctor that you will be taking the test when you return. This is possible *only* if you have received an official course extension. No exams will be administered after the last day of the semester unless an official course extension has been granted.

Important Reminders

- If you do not submit your Proctor Request Form for each course in which you wish to take the pen/paper exam(s), OTA will not know where you intend to take your exam. You **must** submit a proctor form (<https://forms.tesu.edu/milprocreq.php>) at the beginning of each new semester, even if you are using the same proctor as in previous semesters.

- It is your responsibility to verify that the proctor's name and mailing address are correct and up to date. If this information is wrong and the exams are mailed to an incorrect address, the delivery of your exams will be delayed.
- An official course extension means you have an extra eight (8) weeks to complete the course. OTA does not know when you plan to take your exams during your extension period unless you notify them. You must send an email to testing@tesu.edu three (3) weeks before your desired test date to request that your pen/paper exams be mailed. Please include your University ID and specify the course and semester.

Test Dates for Trenton, NJ, Test Center

The test weeks listed on this page are for the testing facility at Thomas Edison State University in Trenton, NJ. This option will be convenient only for students living or working close to the Trenton area. All other students seeking a proctor close to their home or place of employment should refer to Option A in the Examinations and Proctors section of this publication. For specific test dates and to reserve a seat for a testing date in Trenton, visit <http://www.it-frontdesk.com/resv/tesu/>. You can also reserve a seat by calling the Office of Test Administration at (609) 984-1181 ext. 2240.

Tests Administered	Test Dates	Tests Administered	Test Dates
Jul2016 Midterms	Week of 8/15/16 to 8/21/16	Jul2016 Finals	Week of 9/19/16 to 9/25/16
Aug2016 Midterms	Week of 9/12/16 to 9/18/16	Aug2016 Finals	Week of 10/17/16 to 10/23/16
Sep2016 Midterms	Week of 10/10/16 to 10/16/16	Sep2016 Finals	Week of 11/14/16 to 11/20/16
Oct2016 Midterms	Week of 11/07/16 to 11/13/16	Oct2016 Finals	Week of 12/12/16 to 12/18/16
Nov2016 Midterms	Week of 12/12/16 to 12/18/16	Nov2016 Finals	Week of 1/16/17 to 1/22/17
Dec2016 Midterms	Week of 1/09/17 to 1/15/17	Dec2016 Finals	Week of 2/13/17 to 2/19/17
Jan2017 Midterms	Week of 2/13/17 to 2/19/17	Jan2017 Finals	Week of 3/20/17 to 3/26/17
Feb2017 Midterms	Week of 3/20/17 to 3/26/17	Feb2017 Finals	Week of 4/24/17 to 4/30/17
Mar2017 Midterms	Week of 4/17/17 to 4/23/17	Mar2017 Finals	Week of 5/22/17 to 5/28/17
Apr2017 Midterms	Week of 5/15/17 to 5/21/17	Apr2017 Finals	Week of 6/19/17 to 6/25/17
May2017 Midterms	Week of 6/12/17 to 6/18/17	May2017 Finals	Week of 7/17/17 to 7/23/17
Jun2017 Midterms	Week of 7/17/17 to 7/23/17	Jun2017 Finals	Week of 8/21/17 to 8/27/17

Change-of-Status Requests

Requests for extensions, transfers, and withdrawals should be submitted to the Office of the Registrar using the correct change-of-status forms. These forms are available online at the University website and through the **Course Manual** section of the Guided Study course website. Follow the directions on the online form for submitting each one. You can print PDF files and mail or fax them to the office or person listed on the form.

If you do not have the correct form, make your request **in writing** to the registrar. Action on the request will be based on its postmark or fax date and on the University policies in place at the time. Include the appropriate fee with each request. Current fees are listed in the University's *Undergraduate Catalog*. **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.**

Extensions

Students making satisfactory progress in Guided Study courses may apply for one 8-week extension per course. Mentors must certify that 50 percent of the coursework 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 the 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.

Transfers

Requests for transfer from one course, course delivery mode, or course section to another 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 on 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

You can withdraw from a course by using the Request for Course Withdrawal Form before the end of the term only. You might be eligible for a tuition refund depending on how many weeks have passed since the semester began. Comprehensive Tuition students, however, are not 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.

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.

Excellent to Exemplary	Work is complete, original, insightful, and of a quality that exceeds the expectations of the assignment or question and the course level. It 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.
Satisfactory to Very Good	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.

Marginally Acceptable to Satisfactory	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.
Minimal Pass to Marginally Acceptable	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.
Fail	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, get help. Four useful references are listed in the Introduction section of the “Student Handbook for Guided Study Courses” and are available from our materials supplier.

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 may require that you conduct research. You may use libraries convenient to your location. Keep in mind also 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 on West State Street in Trenton, NJ. Also, an interactive website can be accessed at <http://www.njstatelib.org/> or at http://www.njstatelib.org/research_library/services_for/thomas_edison_state_university/. This website includes 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 for Thomas Edison State University students. You can find information about reaching the library in the “Information at a Glance” component of the *Course Manual*. Professional library staff are available to assist you.

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 *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 or sources of your

information. Failure to cite sources is plagiarism. (See Academic Integrity on page H-28.)

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, such as 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* or to online sources, such as The Writing Center: University of Wisconsin–Madison (<http://writing.wisc.edu/Handbook/index.html>) and The Owl at Purdue: Purdue University (<http://owl.english.purdue.edu/owl/section/2/>).

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.

Academic Integrity

Students at Thomas Edison State University 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 the profession in which they are practicing; 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.

Academic Dishonesty

Thomas Edison State University expects all of its students to approach their education with academic integrity—the pursuit of scholarly activity free from fraud and deception. All mentors and administrative staff members at the University insist on strict standards of academic honesty in all courses. Academic dishonesty undermines this objective. Academic dishonesty can take the following forms:

- Cheating
- Gaining or providing unauthorized access to examinations or using unauthorized materials during exam administration
- Submitting credentials that are false or altered in any way
- Plagiarizing (including copying and pasting from the Internet without using quotation marks and without acknowledging sources)
- Forgery, fabricating information or citations, or falsifying documents

- Submitting the work of another person in whole or in part as your own (including work obtained through document sharing sites, tutoring schools, term paper companies, or other sources)
- Submitting your own previously used assignments without prior permission from the mentor
- Facilitating acts of dishonesty by others (including making tests, papers, and other course assignments available to other students, either directly or through document sharing sites, tutoring schools, term paper companies, or other sources)
- Tampering with the academic work of other students

Please refer to the Academic Code of Conduct Policy in the University Catalog and online at www.tesu.edu.

Plagiarism

Using someone else's work as your own is plagiarism. Thomas Edison State University takes a strong stance against plagiarism, and students found to be plagiarizing will be severely penalized. If you copy phrases, sentences, paragraphs, or whole documents word-for-word—or if you paraphrase by changing a word here and there—without identifying the author, or without identifying it as a direct quote, then you are plagiarizing. Please keep in mind that this type of identification applies to Internet sources as well as to print-based sources. Copying and pasting from the Internet, without using quotation marks and without acknowledging sources, constitutes plagiarism. (For information about how to cite Internet sources, see Academic Standards > "Citing Sources.")

Accidentally copying the words and ideas of another writer does not excuse the charge of plagiarism. It is easy to jot down notes and ideas from many sources and then write your own paper without knowing which words are your own and which are someone else's. It is more difficult to keep track of each and every source. However, the conscientious writer who wishes to avoid plagiarizing never fails to keep careful track of sources.

Always be aware that if you write without acknowledging the sources of your ideas, you run the risk of being charged with plagiarism.

Clearly, plagiarism, no matter the degree of intent to deceive, defeats the purpose of education. If you plagiarize deliberately, you are not educating yourself, and you are wasting your time on courses meant to improve your skills. If you plagiarize through carelessness, you are deceiving yourself.

Examples of Unintentional Plagiarism

Most students understand that copying an entire sentence, paragraph, or page without acknowledging the proper source constitutes plagiarism. Some students, however, inadvertently plagiarize because they do not understand that they must cite sources even when they borrow short phrases. Others plagiarize accidentally because they are unaware that sources for borrowed *ideas* must be cited. Using a few words exactly as they appear in a source is called *quoting*. Using someone else's *ideas* and putting them into your own words is called *paraphrasing*. In both cases, you must acknowledge the source of the information.

Two hypothetical cases of plagiarism are given below. The first involves quoting; the second involves paraphrasing.

1. EXAMPLE OF PLAGIARISM INVOLVING QUOTED MATERIAL

SOURCE

Next to knowing how to write about people, you should know how to write about a place. People and places are the twin pillars on which most nonfiction is built. Every human event happens somewhere, and the reader wants to know what that "somewhere" was like. (William Zinsser, *On Writing Well* [1976; New York: Harper and Row, 1985], 96)

PLAGIARISM

Place is important in everyone's life. Every human event happens somewhere, so knowing how to write effectively about place is an essential storytelling skill.

In this example, the phrase "Every human event happens somewhere" has been copied word for word. Although it is a relatively short phrase, proper credit must be given to the author. Below are a couple of examples of how the passage might be revised to avoid plagiarizing.

CORRECT

Place is important in everyone's life. As William Zinsser writes in *On Writing Well*, "Every human event happens somewhere" (96). Obviously, knowing how to write effectively about place is an essential storytelling skill.

or

Place is important in everyone's life. Knowing how to write effectively about place is an essential storytelling skill because "every human event happens somewhere" (Zinsser, p. 96).

Notice in the examples above that the borrowed phrase is placed in quotation marks. This is always the case, even if you are only borrowing a couple of words. Also notice that the page number is given immediately after the sentence in which the phrase appears.

2. EXAMPLE OF PLAGIARISM INVOLVING PARAPHRASED MATERIAL

In the following example, *ideas* have been borrowed, not words. Nonetheless, when you use someone else's profound thoughts in your writing, you must acknowledge the author who expressed those thoughts.

SOURCE

Surprisingly often a difficult problem in a sentence can be solved by simply getting rid of it. Unfortunately, this solution is usually the last one that occurs to the writer trying to disentangle himself. (William Zinsser, *On Writing Well* [1976; New York: Harper and Row, 1985], 123)

PLAGIARISM

When revising a draft, completely omitting words or phrases from a sentence can often be the quickest way to solve a problem. Unfortunately, many writers first look for every other possible solution.

Although the wording has been changed in the example above, the passage would still constitute plagiarism because the basic *idea* is the same and credit has not been given to the author.

CORRECT

When revising a draft, completely omitting words or phrases from a sentence can often be the quickest way to solve a problem. Unfortunately, many writers first look for every other possible solution (Zinsser, p. 123).

or

As William Zinsser points out in *On Writing Well*, completely omitting certain words or phrases from a sentence can often be the quickest

way to solve a problem, but many writers first look for every other possible solution (123).

When to Quote and When to Paraphrase

Generally, you should quote an author directly when he or she has expressed an idea in such a powerful way that putting the passage in your own words would weaken it. You should paraphrase passages in which the *information*, not the actual language, is what will strengthen your assignment. It is always good to support your ideas and opinions with information from experts, but remember not to quote or paraphrase too much. After all, your mentor wants to read *your* work, not someone else's. An unwritten rule is that quoted and paraphrased material should comprise no more than 20 percent of a paper.

While it is true that you do not need to cite sources for everyday phrases such as *the early bird always gets the worm* or *no news is good news*, in most other cases it is good to err on the side of being too careful. It is much better to do a few extra minutes of work than it is to be accused of committing plagiarism.

Turnitin

Turnitin is a tool intended to help you improve your writing. It is also a valuable learning resource as well as an online plagiarism detection service that matches your writing against a database containing a vast number of sources such as journal articles, research papers, other students' papers, and websites.

In many of your Thomas Edison State University courses, you will be required to use Turnitin for one or more assignments. When you log in to your course account and submit your assignment to Turnitin, your assignment is compared to millions of sources. Turnitin then generates an originality report that shows which content is not original or has been cited incorrectly. Your originality report contains a percentage number based on the amount of content deemed "not original." This gives you the opportunity to revise your assignment before resubmitting it to Turnitin to obtain a new originality report. In those courses where Turnitin is required, the final originality report for designated assignments must be submitted to your mentor together with your assignment by the assignment due date. Full instructions for using Turnitin are included in appropriate courses.

Disciplinary Process for Plagiarism

Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct.

If an incident of plagiarism is 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 is more than an isolated incident, the mentor will refer the matter to the appropriate dean, who will gather information about the violation(s) from the mentor and student, as necessary. The dean will review the matter and notify the student in writing of the specifics of the charge and the sanction to be imposed.

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