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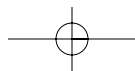
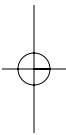
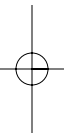
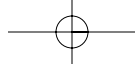
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## General Information

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### The College of New Jersey

#### TCNJ Board of Trustees

John E. Beake, New York, NY  
 Thomas A. Bracken, Skillman  
 Walter D. Chambers, East Orange  
 Robert A. Gladstone, Belle Mead  
 Hazel F. Gluck, Brick  
 Wayne R. Griffith, Lawrenceville  
 Bruce C. Hasbrouck, Woodbury  
 Stacy E. Holland, Sicklerville  
 Robert M. Kaye, Rumson  
 Monique Manfra, *Student Trustee*  
 James P. McAndrew, Califon  
 Barbara A. Pelson, Chester  
 Jeffrey F. Perlman, Lawrenceville  
 Patricia A. Rado, Annandale  
 Harry S. Reichard, Princeton  
 Jose F. Sosa, Westampton  
 R. Barbara Gitenstein, Pennington, *President, ex officio without vote*

#### Officers of the College

R. Barbara Gitenstein, *President*  
 Stephen R. Briggs, *Provost/Vice President for Academic Affairs*  
 Barbara Wineberg, *Treasurer*  
 David M. Tiffany, *Vice President for Development and Alumni Affairs*

#### Dean of Graduate Studies

Suzanne H. Pasch

#### Director of Graduate Studies

J. Paul Stephens

### Graduate Program Advisory Council

Helene Anthony	Special Education
Esther Ball	Office of Records and Registration
Jean Graham	English
Donald Leake	Educational Leadership
Claire Lindberg	School of Nursing
Marilus Pagan	Graduate Student
Suzanne H. Pasch	Vice Provost and Dean of Graduate Studies
J. Paul Stephens	Director, Office of Graduate Studies
Michele Tarter	English
Jamie Totten	Graduate Student
Mark Woodford	Counselor Education
Sandy Wright	Graduate Student

### Accreditation

The College of New Jersey is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215/662-5606). Programs for the preparation of teachers are accredited by the National Council for Accreditation of Teacher Education.

In addition, individual graduate programs are accredited by the following specialized accrediting bodies:

ASHA—American Speech-Language-Hearing Association  
 Council for Accreditation of Counseling and Related Educational Programs  
 Council for Education of the Deaf  
 National League for Nursing Accrediting Commission  
 New Jersey Board of Nursing

## Graduate Academic Calendar 2003–2004

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### Fall 2003

August 26	Classes Begin
August 26–September 2	Add/Drop Week
September 1	No Classes (Labor Day)
September 2	Alternate Schedule (Monday Schedule)
September 8	Deadline to Submit Application and Fee for December Graduation
October 20–21	Mid-Semester Break
November 18	Last Day to Withdraw from School or Class
November 26–28	Thanksgiving Break
December 16	Last Day of Fall Classes

### Spring 2004

January 19	Classes Begin
January 19–23	Add/Drop Week
January 19	Martin Luther King Celebration
January 31	Deadline to Submit Application and Fee for May Graduation
February 13	Deadline to Submit Application and Fee for August Graduation
March 8–12	Spring Break
April 9	Last Day to Withdraw from School or Class
May 7	Last Day of Spring Classes
May 14	Commencement

### Summer 2004

The College holds several academic sessions during the summer. For more information, please contact the Office of Records and Registration (609.771.2141) or the Office of Graduate Studies (609.771.2300).

*Note:* Comprehensive exams are held in November, April, and July. Please check with the appropriate department for dates and registration information.

## Graduate Opportunities at The College of New Jersey

Students are offered opportunities to earn master's degrees in more than 20 fields of study, to gain certification in professional areas, to update and renew themselves professionally or personally through specific courses, and to address contemporary issues or problems in a specific field. Basic to all graduate programs and courses is the College's purpose to develop in each graduate student the skills, knowledge, and commitment to function as a problem solver and an agent of change.

### Admission to Graduate Study

#### *Admission Standards*

Admission to graduate study at The College of New Jersey is selective and competitive. Prospective applicants are encouraged to familiarize themselves with the contents of this bulletin and to observe carefully the particular requirements of each individual program or option. Admission decisions are based generally on evidence of achievement in appropriate undergraduate studies, performance on nationally standardized tests, strength of recommendations, and other materials submitted with the application. Standards are applied rigorously but not mechanically, the purpose being to identify applicants who show promise of benefiting from advanced studies and of making significant contributions to both the College community and their chosen professions.

#### *Admission Procedures*

Those who wish to apply or to learn more about the graduate program should begin by contacting: Office of Graduate Studies, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718. The office is located in Green Hall 109, and may be reached at 609.771.2300. Our application is also available for download on our Web site at [www.tcnj.edu/~graduate](http://www.tcnj.edu/~graduate).

### Admission Categories

#### *Graduate Program Degree Candidates/ Matriculated Students*

Most students entering The College of New Jersey at the graduate level are candidates for the master's degree. The institution offers six degrees: the Master of Arts, the Master of Education, the Master of Arts in Teaching, the Educational Specialist, the Master of Science in Education, and the Master of Science in Nursing. Master's programs and program options are outlined throughout the *Graduate Bulletin*.

Individuals applying for matriculation are expected to hold a bachelor's degree from an accredited institution in the United States or proof of equivalent preparation from a foreign college or university. Applicants should have a 2.75 cumulative average or a 3.0 in the major at the undergraduate level, although some programs may have a higher requirement; must submit letters of recommendation from individuals who can evaluate their academic performance, relevant work experience, and/or ability to pursue graduate studies; must submit an essay calling for a personal evaluation of their strengths and weaknesses as prospective graduate students; and must provide scores from the general standardized test appropriate to the discipline. Some programs require scores from specialized sections of standardized tests. Other programs require interviews or auditions (see program requirements).

Graduate program candidates are approved for admission by the program admissions committee and endorsed by the dean of graduate studies.

#### *Special-Admission Students*

Qualified applicants who wish to pursue graduate studies for professional renewal or personal growth may apply for special admission. All regular graduate classes are open to them if they meet the prerequisites, are accepted into the course by the graduate coordinator or the instructor teaching the course, and space is available.

Applicants must have a bachelor's degree and a 2.75 cumulative average or 3.0 in the major from an accredited institution in the United States, or proof of equivalent preparation from a foreign university or college. If special-admission students wish to matriculate into a program, they must submit an application and all documentation necessary for matriculation.

Special-admission students may choose to become graduate program candidates. However, only six credits can be taken prior to seeking admission. Special-admission students have one year from the time of initial enrollment to matriculate into a degree program in order to utilize six credits toward that degree. Failure to matriculate in this time frame will negate the use of these credits toward a degree at TCNJ. Applications for matriculation are available in the Office of Graduate Studies.

#### *Change of Status from Special Admission to Matriculation*

Students who wish to change their status from special admission to a graduate program candidate must file an application for matriculation with the Office of Graduate Studies. Students should inform themselves of the requirements of each classification and be aware that there is no guarantee that requests for change of status will be approved.

#### *Students from Foreign Countries*

Students from countries in which English is not the native language must submit the results of the Test of English as a Foreign Language (TOEFL) with the graduate program application. Information on TOEFL and other nationally standardized examinations is available in the Office of Graduate Studies, Green Hall 109.

#### *Readmission*

Students who have been dismissed from a graduate program may apply for readmission after one calendar year from the time of dismissal. The matriculation application is to be used for readmission. In addition to the essay, students must cite the reason for dismissal and explain why they believe they will be able to perform successfully if readmitted. Readmission is approved by the department and endorsed by the dean of graduate studies.

#### *Assistantships*

Various types of assistantships are periodically available for matriculated graduate students. The nature and number of such grants vary from year to year, but typical assignments are to academic departments, the library, administrative offices, athletic programs, the Office of Student Life, or the Learning Center. Written requests for information concerning the availability of assistantships and for application forms

## 6 Graduate Opportunities at The College of New Jersey

should be directed to the Office of Graduate Studies, Green Hall 109, 609.771.2300. For additional information concerning graduate assistantships, please visit our Web site ([www.tcnj.edu/~graduate/graduateassist.html](http://www.tcnj.edu/~graduate/graduateassist.html)).

### Degree Requirements

#### Academic Advisement/Supervision

Students are encouraged to develop a collaborative relationship with their program advisers and/or graduate coordinators early in their graduate careers. Advisers help students plan their courses of study, comply with program requirements, and assess academic progress. They are also available for broader consultation and discussion. In instances when formal approval is required (some of which are identified below), students will need to obtain formal approval of their adviser before actions may be taken.

#### Prerequisites

All courses listed in this bulletin are graduate courses that require competent preparation at the undergraduate level. Certain courses—typically at the 600 level—require that specific prerequisites (or their equivalents) be met. Students should consult individual course descriptions in this bulletin and confer with their graduate advisers to plan appropriate course sequences.

#### Credit Load

A full-time graduate student load is nine credits during the fall or spring semester. A graduate student may register for a maximum of 12 credits during any given semester. If a program requires more than 12 credits to be taken during a given semester, students must submit written permission from their academic adviser at the time of registration.

#### Grading System

A student's academic standing in every subject is reported at the end of each semester by a letter grade. Grades are assigned by the faculty member of record.

Grade	Weight—Description
A	4.00
A–	3.67
B+	3.33
B	3.00
B–	2.67
C+	2.33
C	2.00
C–	1.67
F	0.00
INC	Not calculated—Incomplete work
W	Not calculated—Withdrew from course before midpoint of semester
WD	Not calculated—Withdrew from college before midpoint of semester
WF	0.00—Withdrew from college, failing*
AU	Not calculated—Audit
IP	Not calculated—In Progress

\*For withdrawals from college after the midpoint of the semester.

### Incomplete Grades

Incomplete grades may be given only when a student is unable to complete a course because of illness or other serious problems.

A grade of Incomplete may be awarded where appropriate but must be removed by the following semester. Incomplete grades granted in May or August must be completed by October 15 of the following fall semester. Incomplete grades granted in December must be completed by March 1 of the following spring semester. Incomplete grades granted in the summer session must be completed by the end of the fall semester. If these deadlines are not met, the grade automatically becomes an "F."

To give an Incomplete grade, the instructor should file an Incomplete Grade Form with the Office of Records and Registration. This form will indicate the reason for giving the Incomplete, the requirements the student must meet in order to complete the course, and the deadline for completion. The student is responsible for making any necessary contact with the instructor.

The In Progress (IP) designation applies only to certain courses, such as Department Project and Thesis, requiring more than one semester to complete (see also Retention Standards).

### Calculation of GPA

A student's grade point average (GPA) is based only on courses taken at The College of New Jersey. Not included in the calculation of the grade point average are courses transferred from other institutions. The grade point average is calculated by dividing a student's total quality points by her/his total quality hours. Quality points are calculated by multiplying the number of credits for a course by the weight of the grade (see Grading System) in that course. Quality hours are the sum of credits a student attempts (regardless of whether the courses are passed) at TCNJ in letter-graded courses.

At the end of each semester, a student can view and print a grade report showing a cumulative grade point average as well as a grade point average for that semester on The Electronic Student Services (T.E.S.S.) <http://tess.tcnj.edu>.

### Transfer of Credit

A maximum of six graduate credits may be transferred for degree programs with less than 45 credits. For graduate programs with 45 or more credits, nine graduate credits may be accepted pending departmental approval. Transfer courses must be applicable to the student's current program of study and have been completed at a regionally accredited graduate institution within the last six years with a grade of B or higher to be eligible for approval. They cannot duplicate any graduate or undergraduate work for which credit has been given at The College of New Jersey and cannot have been applied to an academic degree at any other institution.

### Transfer of Prior Course Work

Students wishing to apply for transfer of previously completed graduate credits must do so during their first year of enrollment as a matriculated student. Transfer of credits shall be understood to apply to credits previously earned at The College of New Jersey as well as at other regionally accredited graduate institutions. Forms are available in the Office of Records and Registration, Green Hall 112 or online at [www.tcnj.edu/~graduate/forms.html](http://www.tcnj.edu/~graduate/forms.html).

### ***Approval of Future Course Work for Transfer of Credit***

Matriculated students must obtain written approval from their graduate coordinators before enrolling in graduate courses that are to be transferred for credit to this college. Only courses that are to be completed at a regionally accredited graduate institution shall be eligible for such approval. Forms are available in the Office of Records and Registration, Green Hall 112 or online at [www.tcnj.edu/~graduate/forms.html](http://www.tcnj.edu/~graduate/forms.html).

### ***Course Auditing***

A student who audits a course will receive a grade of "AU." The same information will be placed on the student's record.

Students with graduate status at the College who wish to audit a graduate course must have the permission of the instructor or the approval of the graduate coordinator for the program in which the course resides. Instructors determine the degree of class participation required of auditors in their classes.

Audit courses may not be counted in determining enrollment status or graduate assistant eligibility. Audit grades may not later be converted to any other grade.

### ***Withdrawing from a Course***

Students may withdraw from a course up to the end of the ninth week of the fall and spring semesters. The College's *Schedule of Classes* and the Records and Registration Web site document specific dates for each semester and for summer school. To withdraw, a student must file the appropriate form in the Office of Records and Registration. Students withdrawing from courses within the withdrawal period will automatically receive a grade of W, which has no effect on the student's grade point average. **It is the student's responsibility to withdraw officially from a course. Failure to withdraw formally may result in failing grades and dismissal.**

### ***Withdrawing from the College***

A student who wishes to leave the College and withdraw from all courses must complete and sign an Intent to Withdraw form before the last four sessions of the course. Students who neglect to follow this procedure will receive a failing grade for any course they cease to attend.

Students who withdraw from the College before the midpoint of the semester will be given a grade of WD in all courses. Withdrawal after that will result in the instructors' assigning the grades of WP or WU (which do not affect a student's GPA), or WF (which is calculated as an F in a student's GPA). A student may not withdraw from the College in the last three weeks of a semester.

Withdrawal forms are available in the Student Life Office, Brower Student Center 214. The forms are also available online at [www.tcnj.edu/~studlife/withdraw/](http://www.tcnj.edu/~studlife/withdraw/). Eligibility for refunds will be determined by the date which the completed Intent to Withdraw form is received. The amount of the refund is based on the date of withdrawal. Dates for the end of each semester's withdrawal period are listed in the College's *Schedule of Classes* and on the Office of Records and Registration Web site.

**It is the student's responsibility to withdraw officially from the College. Failure to withdraw formally may result in failing grades, dismissal, and additional financial obligations.**

### ***Independent Study***

Students who wish to supplement departmental course work by investigating a particular topic may do so under the direction and guidance of a faculty member who is considered an expert in the field. A final paper reporting the findings of the study must be submitted to the faculty member.

Requests for independent study must be submitted for approval to the faculty member and the department chair or designee. The resulting contract will describe the study, specify the format, length, and scope of the final paper, and determine the number of credits—from one to six—to be awarded.

No more than nine credits of independent study may be taken in any one graduate program.

Please Note: Independent study will not be approved as a substitute for an existing graduate course. If under extraordinary circumstances it becomes evident that the conferral of the student's degree will be significantly deferred because a required course is not available, that course should be waived and another course of comparable content be used to fulfill the requirement. The student must seek permission for the substitution from the coordinator of his or her graduate program, who will forward it (if approved) to the department chair and the dean of the school for final approval.

### ***Department Project***

Students enrolled in master's programs may elect to do a department project, with the approval of the student's adviser, and will be awarded three credits upon completion of the project. Advisement is usually three credit hours for one semester. Those whose projects are in progress (IP) will register for three credits of project advisement each semester until the project is completed.

Students should consult this bulletin for descriptions of department projects offered.

### ***Thesis or Creative Project***

In Master of Arts, Master of Education, or Master of Science in Nursing programs, a thesis or creative project may be elected for six credits for any semester in which advisement is desired. A student must be registered to receive thesis advisement.

Students wishing to write a thesis should apply to the Office of Graduate Studies for the rules and regulations and standards governing submission of the thesis. Please be advised that a thesis is not accepted in place of the comprehensive examination.

### ***Retention Standards***

Students have six years from the time of matriculation to complete a graduate program. Petitions for extension will be considered by the dean on merit.

Any student whose grade point average (GPA) falls below 3.0 will be placed on probation. At the end of the probationary semester, the student will be dismissed if an overall GPA of 3.0 is not achieved. Students may appeal dismissal according to the procedures provided with the notification of dismissal.

## **8 Graduate Opportunities at The College of New Jersey**

### ***Comprehensive Examination***

Every candidate for a graduate degree must take a comprehensive examination. (Only programs that offer an approved culminating experience are exempt from the comprehensive examination.) The comprehensive examination may be taken no earlier than the final semester of program course requirements, except the internship or practicum, thesis or project. All "Incomplete" and "In Progress" grades must be cleared.

The comprehensive examination requires the candidate to synthesize and apply knowledge acquired throughout the program. Therefore the entire examination must be retaken when a candidate fails the first time.

Candidates who fail the comprehensive are permitted to retake it a second time at the next or a subsequent scheduled offering within the six-year limit from the candidate's matriculation date into a program.

Candidates who are ill or who have an emergency that interferes with their ability to take the examination should take it at the next scheduled offering.

Comprehensive exams are scheduled during each semester: fall, spring, and summer. Students must register for the comprehensive exam during registration periods for each semester. Specific exam dates may be obtained from the appropriate department.

### ***Application for Conferral of Degree***

Candidates for the master's degree must file an Application for Conferral of Degree with the Office of Records and Registration, Green Hall 112. Degrees are conferred in December, May, and August. For deadlines, contact the Office of Records and Registration. The Application for Conferral of Degree is available online at [www.tcnj.edu/~graduate/forms.html](http://www.tcnj.edu/~graduate/forms.html).

### ***Graduation***

Commencement exercises are held in the spring of each year. Students are not required to attend but are encouraged to do so including those whose degrees were conferred after the date of the previous commencement. Individual ceremonies in several departments are held immediately following the main event of the day. A special reception and ceremony is held by the Office of Graduate Studies each August for students who complete their program in the summer. More information will be provided for these students as they approach completion of their programs.

## Financial Aid

The College of New Jersey (TCNJ) has a financial aid policy that evaluates the financial need of applicants who are pursuing degrees (are matriculated). The evaluated financial need equals the difference between the total Cost of Attendance (COA) including tuition, fees, books, supplies, room and board, transportation, and miscellany and the calculated ability of the student to contribute to those costs based on federal methodology. The factors taken into consideration when evaluating the Expected Family Contribution (EFC) include student income and assets, family size, number attending college, additional educational benefits (including graduate assistantships) and aid from outside sources, i.e., employer reimbursement.

*Comprehensive financial aid application and program information including what is printed here may be found in The College of New Jersey's Guide to Student Financial Counseling which may be viewed at [www.tcnj.edu/%7Eosfa/index.htm](http://www.tcnj.edu/%7Eosfa/index.htm).*

### Financial Aid Application Process

To be considered for most types of aid, you must first complete either the 2003–04 Free Application for Federal Student Aid (FAFSA), FAFSA on the Web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), the 2003–04 Renewal FAFSA or the 2003–04 Renewal FAFSA on the Web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). TCNJ's federal school code is 002642.

Filing one of the aforementioned forms begins the financial aid process. Keep in mind that you must file a new application for each academic year. You must complete one of these application types to be considered for all federal aid including loans.

A Personal Identification Number (PIN) notice is mailed to previous FAFSA filers to the address on record with the United States Department of Education in November. You may use the PIN to complete a Renewal FAFSA on the Web. The Web site offers online help and quicker turnaround time.

If you are a previous FAFSA filer and have not received a PIN, you may either complete FAFSA on the Web or a paper application. The paper applications are available in the Office of Student Financial Assistance, many public libraries or any college or university. Filing a Renewal FAFSA on the Web or FAFSA on the Web is the fastest, most efficient way to apply.

After filing one of the FAFSA types, you will receive either a Student Aid Report (SAR) or a Student Aid Report acknowledgement. You will receive this via U.S. mail if you do not provide an e-mail address on the FAFSA. If you do provide an e-mail address, you will receive an e-mail from the federal processor with a link to your SAR or SAR acknowledgement. Read all comments to ensure that your application has been processed and that all information is accurate and complete. Also check the Information Release section to be sure that TCNJ is listed as a school to receive your information. If TCNJ is not listed and/or there are other changes to be made, please contact the Office of Student Financial Assistance (609.771.2211).

### Financial Aid Programs

The College of New Jersey offers financial aid to qualified matriculated students. Amounts of the award(s) vary and depend upon the student's

demonstrated and verified financial need, the amount of funds available, and the student's enrollment status: graduate student—full-time (at least nine credits), or half time (five credits).

### Loan Programs

#### Federal Stafford Loans

Students must be matriculated and enrolled for at least five credits per semester to qualify for these loans. The maximum loan limit for graduate students is \$18,500 per academic year, or the estimated cost of attendance based on enrollment, whichever is lower. The interest rate is an annual variable rate that will not exceed 8.25 percent. Subsidized Stafford Loans are awarded based on demonstrated need. The federal government pays the interest on these loans during the in-school period. Students who do not qualify for the maximum subsidized loan may receive the balance in an unsubsidized loan. The interest on an unsubsidized loan is not paid by the federal government and begins to accrue immediately.

#### New Jersey College Loan to Assist State Students (NJCLASS)

Loans are available to matriculated students enrolled for at least five credits per semester. Qualified students may borrow up to the cost of attendance less other financial aid resources. The interest rate will be fixed or variable depending on the repayment option chosen by the borrower. The borrower also has the option of deferring repayment of principal and/or interest until graduating, leaving school or dropping below five credits. New Jersey Higher Education Student Assistance Authority (NJHESAA) is lender, guarantor, and administrator of the program. Contact NJHESAA at 800.792.8670 for further information or visit the Web site at [www.hesaa.org](http://www.hesaa.org).

### Veterans' Assistance

TCNJ participates in federal and state assistance programs for veterans. Please contact Robert E. Alston, assistant director in the Office of Student Financial Assistance at 609.771.2211.

### Important Information

609.771.2211  
 Fax: 609.637.5154  
 OSFA@tcnj.edu  
 Web: [www.tcnj.edu/%7Eosfa/index.htm](http://www.tcnj.edu/%7Eosfa/index.htm)

Location:  
 Green Hall 101  
 Monday–Friday, 8:30 A.M. to 4:30 P.M.  
 PO Box 7718, Ewing, NJ 08628-0718  
**FAFSA school code: 002642**

## Tuition and Fees

### Application Fee

A \$50 non-refundable application fee, payable to The College of New Jersey, is charged to all applicants for admission to graduate study. The fee is waived for students who formerly attended the College.

### Costs per Semester

Costs are charged per credit hour (fall 2002 rates shown). See [www.tcnj.edu/~admsys/faframe.html](http://www.tcnj.edu/~admsys/faframe.html) for current rates.

	NJ Resident	Out-of- State Resident
Tuition	\$387.86	\$542.92
General Service Fee	44.54	44.54
Student Center Fee	4.25	4.25
Computing Access Fee	7.13	7.13
Total Cost Per Semester Hour	\$443.78	\$598.84
ID Fee	2.50	2.50

Additional fees:

Late Registration Fee	\$100
Returned Check Fee	\$25
Late Payment Fee	\$50

Graduate students pay tuition and fees at the level of their acceptance; i.e., graduate students pay graduate rates for undergraduate and graduate classes.

Costs reflect 2002–2003 academic year rates and are subject to change at any time. Rates are usually higher during the next academic year. Check with the Office of Student Accounts for current charges.

A student is classified as a “New Jersey resident” for tuition purposes if the student has been a bona fide domiciliary of the state of New Jersey prior to registering for classes.

### General Service Fee

A \$39.37 per-credit-hour fee is charged to all graduate students during the fall, spring, and summer semesters.

### Computing Access Fee

A \$6.32 per-credit-hour fee is charged to all graduate students during the fall, spring, and summer semesters.

### Student Center Fee

A \$4.20 per-credit-hour fee for use of the student center is charged to all graduate students during the fall, spring, and summer semesters.

### Identification Fee

A non-refundable \$2.50 identification fee is charged each semester to all students who attend the College.

### Health Insurance Fee

Graduate students registered for nine or more credits in a term will be billed \$34 for Student Health and Accident Insurance. This fee must be paid to the College. However, if the student can demonstrate to the College health services office, during the first three weeks of the semester, that he/she has adequate insurance coverage, the student may complete a waiver form and receive a refund of the insurance premium. Contact the College health services office about specifics.

### Special Fees

Students who register for Seminar in Supervised Teaching, internships, practicum, NURS 633/Holistic Health Assessment for Advanced Practice, and NURS 634/Primary Care of Women pay fees determined by the appropriate program.

### Parking/Vehicle Registration Fee

The 2002–2003 fee is \$57 per year, excluding the summer session. Rates usually increase each academic year.

### Payment

Payment of tuition and fees may be made by check or money order payable to The College of New Jersey. Visa, MasterCard, and Discover credit cards are also accepted.

### Identification Cards

Graduate student identification cards may be obtained in the Office of Student Accounts located in Green Hall 119. During the fall and spring semesters, the office is open from 8:30 A.M. to 5:30 P.M., Monday through Thursday, and from 8:30 A.M. to 4:30 P.M., Friday. The College of New Jersey ID card is the official college identification for students and should be carried at all times. The card also serves as a library card for purposes of checking out books and recordings. The card is non-transferable. Loss of the ID card should be reported immediately via the Web at [www.tcnj.edu/lioncard](http://www.tcnj.edu/lioncard) or to the Office of Student Accounts, 609.771.3146. A fee of \$10 is charged for each replacement.

### Parking Decals

To be allowed to park on campus, each vehicle must bear a valid (current) decal or temporary dashboard permit which must be visibly displayed whenever on campus. Currently registered students will receive a student parking decal by mail along with related materials. Students can also purchase a parking decal at the Office of Student Accounts by presenting a current course registration certificate and college ID. Those individuals under contract with the College as graduate assistants may register their vehicles on a faculty/staff basis.

## Refunds of Tuition and Fees

A student must withdraw from all courses for the semester (or reduce their registered course load) by the last day of Add/Drop in order to be eligible for a refund. The computing of all refunds will be based upon the date of receipt shown on the written notice or Intent to Withdraw Form. Refunds are not based upon date of last class attendance. A student who leaves school without officially withdrawing from the College forfeits all rights to a refund or to a reduction in his or her account. No refunds or reductions will be made until the student's ID is returned to the Card Service Center.

The College uses the following policy to determine the amount of refund:

1. A student withdrawing from the College on or before the official last day of Add/Drop shall receive a 100 percent refund of applicable tuition and fees\* paid.
2. A student reducing his/her load in a manner that results in a decrease in billable tuition and applicable fees\* on or before the last official day of Add/Drop shall receive a 100 percent refund of the reduced amount. Reductions in load after the last official day of Add/Drop will not result in refunds.
3. A student withdrawing from the College after the official end of Add/Drop but before the end of the fifth week of classes in the fall and spring semesters shall receive a 50 percent refund of applicable tuition and fees\* paid.
4. A student withdrawing from the College after the fifth week of classes shall receive no refund.
5. Summer withdrawal policies are different. Please consult the College's Web site at [www.tcnj.edu/~summer](http://www.tcnj.edu/~summer).
6. Students receiving Federal Title IV financial aid funds must contact the Office of Student Accounts, Green Hall 119, prior to withdrawing.

*\*Only General Services, Computing Access Fee, Student Activity, Student Center, and Student Services Fees.*

## Refunds for Students Receiving Federal Title IV Funds

Federal regulations require that a pro-rata portion of Title IV Funds be returned to the funding source if students withdraw from the College. Students may, therefore, incur a liability to The College of New Jersey and should consult with the Office of Student Accounts, Green Hall 119, prior to withdrawing.

For additional information concerning the refund process at TCNJ, we invite you to visit our Web site at [www.tcnj.edu/~admsys/faframe.html](http://www.tcnj.edu/~admsys/faframe.html).

## Residency for Tuition Purposes

Persons who have been a resident within the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education are presumed to be domiciled in this state for tuition purposes. Persons who have been residents within this state for less than 12 months prior to enrollment are presumed to be non-domiciliaries for tuition purposes. Persons whose residency status is challenged by TCNJ may demonstrate residency status according to the rules set forth by the New Jersey Commission on Higher Education. These guidelines are available in the Office of Records and Registration, Green Hall 112. Residence established solely for the purpose of attending TCNJ is not domicile for the purpose of achieving in-state residency. United States military personnel and their dependents who are living in New Jersey and are attending public institutions of higher education in New Jersey shall be regarded as residents of the state for the purpose of determining tuition.

## Financial Obligations to the College

Students with unfulfilled obligations to the College (including tuition, fees, library materials, fines, or damage assessments) may be prevented from registering or from obtaining a transcript. Students with delinquent loans (federal, state, or college) may also have their transcripts withheld.

## Registration Procedures

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Registration for graduate courses must be approved by a graduate adviser. Only those students who have been officially admitted may register for classes (see Admission to Graduate Study).

TCNJ offers students an online registration system. T.E.S.S. (The Electronic Student Services) is a Web application accessible worldwide via the Internet at <http://tess.tcnj.edu>.

For assistance or more information, please contact the Office of Records and Registration at 609.771.2141.

### Change of Registration

Students with adviser approval may change their registration before the registration process is terminated. Add/Drop continues through the first week of classes, after which only withdrawals are permitted.

### Change of Program of Study

Students who contemplate changing their program of study should consult the Office of Graduate Studies for guidance. All requests for change of program must be signed by the graduate coordinator of the previous program, and approved by the graduate coordinator in the new program and the dean of graduate studies. Students should remember that entrance requirements vary from one program to another and that there may be space limitations. Forms are available at [www.tcnj.edu/~graduate/form.html](http://www.tcnj.edu/~graduate/form.html).

### Graduate Enrollment in Undergraduate Courses

Graduate students may obtain approval to take certain undergraduate courses for personal or academic reasons. Such courses do not normally count toward the graduate degree. Students should consult their graduate program advisers for guidance.

### Undergraduate Enrollment in Graduate Courses

Undergraduates may petition to enroll in graduate courses if they have a grade point average of 3.0 or above or are exceptionally qualified to take a course; have accumulated 96 credit hours at the undergraduate level; have been recommended to take the course by the undergraduate adviser and the coordinator of the graduate program in which the course is offered; and have the approval of the graduate dean. Undergraduate students are not permitted to enroll in courses above the 500 level.

These courses may not be applied to both the graduate and the undergraduate degree. If the credits are counted toward the undergraduate degree, they may not be transferred to a graduate program at this college. Approval forms are available in the Office of Graduate Studies, Green Hall 109.

### Summer Session

Students who are interested in registering for summer courses should consult the current issue of the *Summer Course Schedule*. The schedule is available in PDF format at [www.tcnj.edu/~recreg](http://www.tcnj.edu/~recreg). It can also be viewed on the Web at The Electronic Student Services, a Web application accessible worldwide via the Internet at <http://tess.tcnj.edu>. The schedule provides complete course listings and procedures for registering, which may differ from those for fall and spring semesters.

For further information, contact the Office of Records and Registration, Green Hall 112, 609.771.2141.

### Release of Transcripts and Disclosure of Educational Records

In order to comply with federal regulations, The College of New Jersey has adopted institutional policies and procedures to be followed with regard to the disclosure of information from the education records of current and former students. The student record policy of TCNJ conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Copies of Public Law 93-380 may be found in the Office of Records and Registration. This policy gives a student the right to inspect his or her educational record within a reasonable length of time, to ask for interpretations, and to request that any inaccuracies be corrected.

Copies of the student's official transcript are released only on the written request of the student and only after all obligations to the College, financial and otherwise, have been fulfilled. Requests for transcripts should be made to the Office of Records and Registration. There is no charge for this service. Transcripts are issued within one week of receipt of the written request, except during the beginning and ending weeks of each semester, when more processing time may be required. Transcripts received from other schools are the property of the College and are not copied or released.

Grades and personally identifiable financial information cannot be released to parents, guardians, or other interested parties without the specific permission of the student. Forms are available in the Office of Records and Registration and must be completed every semester for which a student wishes to release grades to third parties. If parents/guardians have the student's full name, date of birth, PIN and Social Security numbers, TCNJ officials will assume that the student has provided permission to obtain financial information (including tuition, fees, room and board account balances, financial aid, and Gold Card information).

With the exception of directory information, TCNJ does not permit access to or the release of education records without the written consent of the student. Records release exceptions will be made to the following: (a) to TCNJ officials, including faculty and administrators who require such records in the proper performance of their duties; (b) in connection with the student's application for or receipt of financial aid

or Veterans Administration benefits; (c) to organizations conducting studies for educational and governmental agencies (in which case individual students are neither identified nor identifiable); (d) U.S. government agencies as listed in Public Law 93-380; (e) parents of a dependent student as defined in the Internal Revenue Code of 1954; (f) accrediting agencies; (g) to comply with a judicial order or lawfully issued subpoena; and (h) appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person.

Directory information is defined as: student's name, hometown, telephone number, e-mail address, date and place of birth, entrance status, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution previously attended by the student. Students who do not wish their information released outside

TCNJ or published in the campus directory must give written notice to the Office of Records and Registration annually by the beginning of the fall semester.

TCNJ assigns the Social Security number as the student identification number. Should any student object to this practice, he or she may submit a written request to the Office of Records and Registration. A non-identifiable number will be assigned.

### **Cancellations**

Students should assume that classes will be held unless notice of cancellation is given. When an instructor fails to appear and no notice of cancellation is evident at the start of a class, it is recommended that students wait a reasonable time before assuming that the class is canceled.

## General Academic Policies and Procedures

### Orientation and Responsibility to Inform and Keep Informed

The main responsibility for keeping informed rests with each student. The current *Graduate Bulletin* will typically be the primary source of information about the graduate program. The College will make every effort to inform students of changes in the programs as they occur. Nevertheless, students should take the initiative to consult their graduate program advisers and the Office of Graduate Studies to keep current and for advice before making significant decisions.

Students have the concomitant responsibility to inform their advisers and the administration of any changes affecting their status.

### Academic Honesty

All students are expected to adhere to standards of academic honesty in their study at the College. Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means; to submit, as his or her own, work, which has not been done by him or her; or to give improper aid to another student in the completion of an assignment. Such dishonesty includes, but is not limited to, submitting as one's own a project, paper, test, or speech copied from, partially copied, or partially paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. These standards apply to any academic work, whether it is graded or ungraded, group or individual, written or oral.

### Academic Integrity Policy

#### I. Policy and Procedures for Disciplinary Action

As described below, enforcement of the Academic Integrity Policy will depend upon individual faculty members, upon an academic integrity officer for each school (designated by the dean), and upon an All-College Academic Integrity Board. The board will include three students and three faculty members (with three student and three faculty alternates), as well as one staff member from the Office of the Provost/Vice President for Academic Affairs, who will vote only in case of a tie and who will be responsible for all documentation relevant to integrity matters. Responsibilities of faculty members, academic integrity officers, and the All-College Academic Integrity Board are specified below. Records of academic integrity violations will be kept in academic files in the Office of the Provost/Vice President for Academic Affairs.

If a faculty member believes that a student has violated the Academic Integrity Policy, the faculty member will first discuss the matter with the student. Also, the faculty member may choose to discuss the matter with the department chairperson. The faculty member may also determine whether there is any record of academic dishonesty in the student's academic file.

#### II. Unintentional Violations

If the faculty member is convinced that the lapse was *not intentional*, then he/she need not refer the matter to the academic integrity officer (although that remains an option). The faculty member will decide what consequence(s) seem(s) appropriate and educational. Consequences may include:

1. Allowing the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) giving a full grade for the assignment, or
  - b) giving a diminished grade for the work.
 or
2. Assigning a grade of zero for failing to do the work. After the matter has been resolved, the faculty member may choose to send a report to the school's academic integrity officer, although this is not required for unintentional violations. If a report is sent, the student will be given an opportunity to read and sign it.

#### III. Intentional Violations

If the violation seems intentional, then the faculty member must report the case to the academic integrity officer of the school by which the course is offered. The academic integrity officer will talk with the student and with the faculty member, and will gather any other information relevant to the case. The academic integrity officer will also check whether there is a prior record of academic integrity violation(s) by the student.

The academic integrity officer will then use the gathered information to decide whether to refer the case to the All-College Academic Integrity Board. *An Academic Integrity Board hearing will be mandatory if there is a prior record of intentional integrity violation(s).* However, any case may be referred to the All-College Academic Integrity Board. Thus, there are two possible courses of action when an intentional violation has been reported:

- A. The academic integrity officer considers the evidence and decides on the appropriate consequence(s).

If the Academic Integrity Policy was violated, the academic integrity officer, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below. The academic integrity officer will give the student an opportunity to read the report to be filed in his/her academic folder; the report will describe the violation and the penalty. By signing at the end of the report, the student will indicate either: "I accept this decision," or alternatively, "I wish to appeal to the All-College Academic Integrity Board." If the student accepts the decision, then the matter will not be forwarded to the Academic Integrity Board for a hearing. The student may attach a personal statement to the report.

If the academic integrity officer decides that no violation occurred, then no report will be filed.

*Note: An All-College Academic Integrity Board hearing is mandatory if the student has a prior record of integrity violation(s).*

OR

- B. The academic integrity officer refers the case to the All-College Academic Integrity Board for a hearing.

The board (with attendance of five members required for a quorum) will meet as soon as possible with the student in question. The faculty member who reported the violation will be required to attend the hearing.

If the board decides that there has been a violation, board members, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below, with severity determined by the nature of the violation

and by whether a prior record exists. The board will prepare a report, describing the violation and the penalty for the student's academic folder. The student will be given an opportunity to read and sign the report, and may attach a personal statement to the report.

If the board decides that no violation occurred, then no report will be filed.

#### IV. Disciplinary Options for Academic Integrity Officers and Board

An academic integrity officer or Academic Integrity Board shall choose among the following disciplinary options:

For an **unintentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the assignment, or
  - b) give a diminished grade for the assignment.
- or
2. Assign a grade of zero or failing to the work.

For an **intentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the assignment, or
  - b) give a diminished grade for the assignment.
- or
2. Assign a grade of zero or failing to the work.
- or
3. Record a grade of F for the course. Furthermore, the student may not withdraw from registration in the class.
- or
4. Record a disciplinary F for the course; this F shall permanently contribute to calculation of the grade point average (although not explicitly labeled disciplinary on the transcript).
- or
5. Suspend the student for the rest of the semester.
- or
6. Suspend the student for the rest of the semester and for the following semester. The board will determine whether credits earned at another institution during these semesters may be transferred for TCNJ credit.
- or
7. Dismiss the student from the College.

#### V. Appeals of Academic Integrity Decisions

Appeals may be directed as follows:

- Any decision by a faculty member may be appealed to the academic integrity officer who will hear the case.
- Any decision by the academic integrity officer may be appealed to the All-College Academic Integrity Board, which will hear the case.
- Any decision by the All-College Academic Integrity Board may be appealed to the All-College Disciplinary Board. Appeals of All-College Integrity Board decisions are heard by the All-College Disciplinary Board at its discretion.
- All decisions of the All-College Disciplinary Board are final.

#### VI. Integrity Statement

Students entering The College of New Jersey will receive a brochure explaining the College's commitment to academic integrity and the current policy and procedures for dealing with academic integrity violations. They will be required to submit a signed copy of the following integrity statement:

*I have received The College of New Jersey brochure on academic integrity, and I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violation as stated in their entirety in the Student Handbook.*

#### Attendance

Students are expected to attend their classes and contribute to discussions and other activities. Though grades are not based directly on attendance, they may well be based in part on classroom participation. When absences are unavoidable, students should notify the appropriate instructor beforehand if possible. For long absences (more than two consecutive classes), students must also consult the dean of graduate studies.

#### Absence for Religious Observations

Students who are absent for religious observations are excused from their classes without penalty and are permitted to make up any work they may have missed including examinations. Instructors should be informed of such absences in advance.

#### Graduate Student Complaint/Appeals Policy

Note: This policy is for complaints/appeals not involving discrimination or sexual harassment. Also see Major Policies Section-Sexual Harassment Policy for procedures in case of sexual harassment.

- I. Each department in the Schools of Culture and Society and Education may establish its own complaint procedure and committee, preferably with graduate student members. Appeals to the School of Nursing shall go directly to its respective school committee.
- II. The dean of graduate studies shall establish a procedure and a committee for appeal of complaints. The procedure for selecting faculty and students to serve on an appeals panel will follow these guidelines:
  - A. Faculty members who sit on The Graduate Program Advisory Council, including at least one from each school offering graduate programs, shall serve on the panel. Three of these members are to be drawn by lot for each appeal. For each appeal, one faculty member from the department involved shall sit on the committee. If one member of the panel is already from the department, no additional department member need be involved. A faculty member involved in the appeal shall not sit on the committee hearing that appeal.
  - B. The dean of graduate studies shall choose at least six graduate students for the graduate panel. Three of these students are drawn by lot for each appeal. For each appeal, if possible, one student from the department involved shall also sit on the committee hearing that appeal. If one member of the panel is already from the department, no additional department mem-

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ber need be involved. A student involved in the appeal shall not sit on the committee hearing that appeal.

- C. The procedure for appeals shall be posted on bulletin boards in each school and department and on relevant Web pages accessible to students and faculty members. Copies shall be sent to: the Student Affairs and Faculty Affairs Councils of the Faculty Senate, the bargaining unit, the provost/VPAA, the dean of student life, the SGA Executive Board, and the dean of graduate studies.
- III. The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. If either party is not satisfied with the decision at any step, appeal may be made to the next step.
- A. Discussion with the faculty member.
  - B. Discussion with the chairperson of that department.
  - C. Appeal to the department complaint committee, if any.
  - D. Appeal to the graduate school complaint committee.
  - E. Appeal to the dean of graduate studies.
  - F. Appeal to the provost/VPAA.
  - G. Appeal to the president of the College.
- IV. The complaint and the proposed solution from step B onward shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step and signed by all present.
- Hearings at each step shall be held within 30 days after the request for hearing.
- In steps B through G, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.
- V. The statute of limitations on filing student appeals shall be one semester following the end of the semester in which the incident occurred.

## Academic Facilities and Services

### Library

The Roscoe L. West Library, named for the ninth president of the College, is centrally located on the campus. Its original building and an attached annex completed in 1970 house more than 550,000 volumes in 100,000 square feet of space. There is seating for 1,400 people, half of it assigned to carrels, in surroundings both pleasant and conducive to study.

The expert librarians and staff are dedicated to providing support for the work of the students and faculty of the College. Each subject librarian has a background in advanced studies in information science and a subject specialty, including the major academic areas. Students are encouraged to consult them. They can be located in the library reference department and in listings identifying the subject specialist librarians.

The Felix E. Hirsch Reference Collection of nearly 25,000 volumes provides rich support for undergraduate and graduate study and research. It includes comprehensive bibliographical resources together with a broad collection of encyclopedias, dictionaries, handbooks, and guides in every discipline, as well as many specialized reference works in major languages. The collection is constantly augmented by new acquisitions.

The library subscribes to over 1,400 periodicals, including scholarly, professional, and general interest journals and newspapers, both American and foreign. The library houses extensive microform collections; publications of the New Jersey state government (the library is a New Jersey Depository); various special collections; and a media viewing and listening room with sound recordings, videos, and interactive computer software.

The library's online catalog provides access to holdings in the book, media, and periodical collections and is accessible through the library's Web site, [www.tcnj.edu/~library](http://www.tcnj.edu/~library). In addition, the Web site offers access to over 80 electronic databases in various disciplines. Many of these databases include full text journal articles. Students and faculty may access these resources both on and off campus. The Web site also provides information about library collections, finding aids, and library services.

The library provides a document delivery service to supplement the periodical collections. Any student or faculty member may request, at no charge, document delivery of periodical articles not owned by the library; books not owned by the library may be borrowed through the nationwide interlibrary loan network of academic libraries and research centers. Materials are usually received within two weeks.

The library maintains cooperative arrangements with many regional academic libraries, from which students and faculty may borrow materials directly.

All floors of the library are easily accessible to the physically challenged or wheelchair-bound. Additional services are available for patrons with special needs. The library is open to the public more than 95 hours per week; a reduced schedule applies during vacations. For additional information concerning access to the library and its collections, consult the library Web page through the TCNJ home page.

### Computer Services

Students will find computer facilities abundant and readily accessible, with over 400 computers in more than 20 computer labs located throughout the campus. The majority of the computer labs are PC workstations. There are also a variety of computer labs that contain specialized hardware including Macintosh and SUN computers. Lab locations include Roscoe L. West Library, Brower Student Center, Forcina Hall, and Holman Hall.

Computer labs are equipped with standard campus software including MSOffice (Word for word processing, Excel for spreadsheets, Access for databases, and PowerPoint for presentations). Each computer has access to the Internet and e-mail capabilities.

A variety of specialized hardware and software exists as well for the departments that use computer labs. While all computer labs have the standard campus software, some have specialized software to accommodate specific departments.

For weekly lab hours, visit [www.tcnj.edu/~it/uss](http://www.tcnj.edu/~it/uss).

### Bookstore

The College Bookstore, located in the Brower Student Center, offers text and trade books, academically priced software, magazines, newspapers, supplies, clothing, and snack foods.

The entire store is open during the fall and spring semesters from:

7:30 A.M.–8 P.M. Monday–Thursday

7:30 A.M.–5 P.M. Friday

10 A.M.–4 P.M. Saturday and Sunday

The convenience store section is open:

7:30 A.M.–10 P.M. Monday–Thursday

7:30 A.M.–9 P.M. Friday

10 A.M.–9 P.M. Saturday and Sunday

Check with the store for summer business hours.

Most college programs require adherence to APA writing styles. This reference book is available in the bookstore.

### Instructional Technology Services Center

The center serves to promote effective communication through the use of instructional technology. ITS is located in Forcina Hall 111 and provides an open facility in which students and faculty may preview, plan, organize, and produce computer-generated and other forms of presentation materials for classes and out-of-class assignments. For more information, please call 609.771.2114.

### Equipment Distribution Center

The Equipment Distribution Center maintains and distributes a large inventory of AV equipment in support of campus instructional programs. Technicians provide simple to sophisticated audio-visual setups and services for campus lecture halls and classrooms.

**18 Academic Facilities and Services****College Art Gallery**

The College Art Gallery, located in Holman Hall, offers a diverse program of exhibitions, lectures, panel discussions, gallery talks and demonstrations throughout the academic year. Major exhibitions have included juried national drawing and printmaking exhibitions as well as works on loan from distinguished collections. The art gallery is open from NOON–3 P.M. Monday through Friday, 7–9 P.M. Thursday, and 1–3 P.M. Sunday. All gallery programs are free and open to the public.

**Kendall Performance Center**

The Kendall Performance Center located in Kendall Hall is the main performance facility for the campus, serving the needs of the students, faculty, staff, alumni, and surrounding community. Renovated with extensive upgrades, Kendall Hall houses the Department of Communication Studies and many laboratory and performance spaces including a television studio, a theatrical studio, a radio production lab, and 800+ seating in the main theater. The facilities include scenic and costume shops with storage, makeup, and dressing rooms; and video-editing studios. WTSR, the campus radio station, is housed in this facility.

**Music Building Concert Hall**

The College's state-of-the-art Music Building Concert Hall serves as the primary facility for concerts and recitals. This building, designed in the Georgian colonial style of the campus, contains a 300+ seat concert hall critically acclaimed for its aesthetic and acoustical properties, instrumental and choral rehearsal halls, computer synthesizers and keyboard laboratories, numerous classrooms, small ensemble suites, and practice rooms.

## Support Facilities, Services, and Organizations

### Alumni Association

Students who receive advanced degrees or graduate certificates from The College of New Jersey become members of the Alumni Association. The association provides alumni with opportunities to be part of networking and mentoring programs, affinity chapters, and college-wide events. For more information, please contact the Alumni Affairs office at 609.771.2393 or e-mail [alumni@tcnj.edu](mailto:alumni@tcnj.edu).

### Athletic Events

The College participates in NCAA Division III sports. For ticket information, contact the Office of Athletics at 609.771.2230. Graduate students may attend some events free of charge with a student ID card.

### Athletic Facilities

Graduate students may utilize the College's indoor and outdoor athletic-recreation sport facilities for general recreation. The Student Recreation Center offers cardiovascular and selectorized fitness equipment, racquetball, tennis, volleyball, basketball, and jogging. There are also eight lighted outdoor tennis courts and an eight-lane, 400-meter synthetic track for jogging. The Aquatic Center and Physical Enhancement Center, both located in Packer Hall, are also available for use. For more information regarding athletic-recreation sport programs and facilities, please call 609.771.2230.

### The Clayton R. Brower Student Center

The Clayton R. Brower Student Center offers graduate students a variety of resources to fulfill your dining, banking, academic, and entertainment needs. This includes:

- The Food Court
- First Union ATM machines
- The Game Room
- The Box Office
- The Rathskeller
- The Information Desk
- The College Bookstore
- lounges and conference rooms and much more...

For more information about the student center, visit the Information Desk, or call 609.771.2331.

### Campus Police Services

The Office of Campus Police Services provides the campus community with law enforcement, security, and other related services. The Office of Campus Police Services is located in the Administrative Services Building near Metzger Drive adjacent to parking lot 8 and is staffed 24 hours a day, seven days a week.

Fully commissioned, armed police officers and civilian security officers patrol the campus on foot, on bicycles, and in vehicles. Police officers are fully trained and empowered with the responsibility and authority to enforce criminal and motor vehicle laws. Officers are available to conduct crime prevention awareness presentations on a number of specific topics through "CAP"—Crime Awareness Program.

To ensure that the College continues to maintain a safe campus, members of the community are urged to report all crimes (actual,

attempted, or suspected) to the Office of Campus Police Services. Motor vehicle accidents should also be reported.

To view online the College's Annual Security Report, please address the College Web site at [www.tcnj.edu/~tcnjpd/safety](http://www.tcnj.edu/~tcnjpd/safety) or contact a campus police representative at 609.771.2171.

Emergency telephones may be found at various locations around the campus, which connect directly with campus police headquarters and may be used to summon help in an emergency.

From on-campus telephones and pay phones, please dial 911 to report police, fire, or medical emergencies. Please note that dialing 911 from a cell phone will result in the routing of the emergency call, potentially delaying service and response. For non-emergency situations, questions or general administrative matters, please call 609.771.2167.

### Career Services

The Office of Career Services offers a variety of services and programs designed to assist graduate students with career planning. The career planning process begins early in a student's graduate career. A staff of professional career counselors assists students in clarifying their interests, skills, and values. This self-assessment helps graduate students choose appropriate career options. Graduate students are encouraged to explore career options and develop professional skills by participating in internships. A comprehensive placement program assists students in finding employment.

Career Services offers the following:

- Individual counseling designed to help students clarify career goals and develop strategies for pursuing occupational choices.
- Workshops on topics such as resume writing, interviewing, job search strategies, and planning for graduate study.
- SIGI-PLUS, a computerized system of career guidance.
- Graduate and Professional School Advisement assists students in identifying and applying to advanced degree programs.
- Student Employment: campus employment and community service opportunities.
- Experiential Education: full-time and part-time employment listings (local, state, and national).
- Annual Education On-Campus Recruitment Program: Six days each spring semester where school districts hold job interviews for full-time permanent positions within their districts.
- Credentials Service: coordinates letters of reference for seniors, graduate students, and alumni.
- MonsterTRAK: an online database of internship and full-time employment opportunities. MonsterTRAK assists students and alumni with their job searches by posting student resumes and making resumes Web-accessible to employers.
- Annual Graduate and Professional School Admissions Day.\*
- Education Days.\*
- Special Programs: Dining Out in Professional Style teaches students professional and dining etiquette. Framing Your Future prepares graduate students to make a smooth transition into careers and/or additional graduate study.

\*Please call the Office of Career Services for dates, times, and locations.

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The Office of Career Services is located at 1938 Pennington Road. The office is open from 8:30 A.M.–6 P.M. Monday–Thursday, and 8:30 A.M.–4:30 P.M. Friday. For further information, visit career services at TCNJ's Web site at [www.tcnj.edu/~career/](http://www.tcnj.edu/~career/). The office can be reached via e-mail at [career@tcnj.edu](mailto:career@tcnj.edu) or by phone at 609.771.2161.

### Certification Office

Upon recommendation of the respective program chair/coordinator, the STEP: Certification Office provides and processes application documents for students seeking New Jersey certification in the area of their completed College and state-approved program. Inquiries concerning certification should be directed to Roberta Conjura (609.771.2318 or [rconjura@tcnj.edu](mailto:rconjura@tcnj.edu)) or JoAnn Sufnar (609.771.2396 or [jsufnar@tcnj.edu](mailto:jsufnar@tcnj.edu)) in the STEP: Certification Office, Forcina Hall 141.

### Child Care Center

The College of New Jersey Child Care Center is designed to serve the needs of students, faculty, staff, and alumni with children from two and a half to six years of age. All children must be toilet trained. The purpose of the center is to enhance the development of the total child—physical, mental, social, and emotional. Activities are planned according to age, interest, and capabilities of the child.

Indoor and outdoor experiences include: creative art, rhythm and music, math-their-way calendar, practical life activities, story boards, whole-language activities, books and stories, manipulative toys and games, block building and carpentry, campus walks, dramatic play, water play, climbing, riding, sand play, and much more.

A unit approach is used to incorporate many of these activities around one subject area. Children are encouraged to learn by doing—to explore and discover in a safe and healthy environment.

Summer Child Care includes all of the academic year “Play and Learn” activities plus daily water play and weekly visits to the Aquatic Center for supervised recreational swimming. Children enjoy campus nature walks, visiting our lakes, feeding the ducks and geese, and also picnicking under shade trees.

The center is open Monday through Friday from 7:45 A.M. to 5 P.M. Services are provided year round, closing during the last two weeks in August, College holidays, and College energy-saving days.

For information and registration, please contact Nikki Robinson, Coordinator, Child Care Center, at 609.771.3055. Applications are available at the Child Care Center, Forcina Hall 159 or write to The College of New Jersey, Forcina Hall 159, PO Box 7718, Ewing, NJ 08628-0718.

### Differing Abilities Services

The Office of Differing Abilities Services, located in Eickhoff Hall 159 (609.771.2571), is committed to meeting an individual's special needs to allow full participation in college life. Our goal is the successful integration of individuals with disabilities into the College community. The staff addresses specific issues which may interfere with the academic or social adjustment of a person and functions as an advocate in removing physical and/or attitudinal barriers that may impede that person's pursuit of an education. Some services that the office provides include sign interpreters, alternate testing accommodations, and assistance with campus-wide accessibility. Services are confidential and the staff will

only inform professors and other staff members of an individual's differing ability with the individual's consent.

This office recognizes that the student has the right to decline to be identified as a person with differing abilities. However, if special assistance is needed, in order for TCNJ to provide the most effective services, it is imperative that one identifies oneself.

## Dining Facilities on Campus

### Brower Student Center

#### Food Court

Salad bar, deli, pizza, grill, bagels, drinks, and more  
Monday–Thursday 7 A.M.–8 P.M.  
Friday 7 A.M.–5 P.M.

#### Edith's Place (Starbucks)

Coffee, tea, fruit juices, bagels, snacks, and more  
Monday–Friday 7:30 A.M.–2:30 P.M.

#### Rathskeller

Pub food, drinks  
Monday, Wednesday, Thursday, Friday 11 A.M.–11 P.M.  
Tuesday 11 A.M.–12 A.M.  
Saturday 12 P.M.–1 A.M.  
Sunday 12 P.M.–6 P.M.

### Eickhoff Hall

#### Eickhoff Dining Hall

Deli, homestyle meals, grill, pizza, international saute station, Mexican grille, salad bar, desserts, snacks, drinks, and more  
Monday–Thursday 7:30 A.M.–7:30 P.M.  
Friday 7:30 A.M.–7 P.M.  
Saturday, Sunday 10 A.M.–7 P.M.

#### The 1855 Room

Menu selections, buffet luncheon, and waitstaff service at lunch and dinner  
Monday–Friday 11:30 A.M.–2 P.M. and 5 P.M.–8 P.M.  
Saturday, Sunday 5 P.M.–8 P.M.

#### Marketplace Convenience Store

Snacks, drinks, convenience items  
Monday–Friday 7:30 A.M.–1:30 A.M.  
Saturday, Sunday 11 A.M.–12 A.M.

### Travers-Wolfe Hall

#### Travers-Wolfe Dining Hall

Grill, wraps, breakfast, home-style meals, pizza, salad bar, snacks, desserts, drinks, and more  
Sunday–Thursday 5 P.M.–12 A.M.  
Friday, Saturday 6 P.M.–12 A.M.

### Holman Hall

#### The Holman Cart

Snacks, drinks  
Monday, Tuesday, Thursday 8:30 A.M.–5 P.M.  
Wednesday 8:30 A.M.–1:30 P.M.  
Friday 8:30 A.M.–2:30 P.M.

## Health Services

The Office of Health Services, located in Eickhoff Hall 107, provides quality, confidential, interim health care to all current TCNJ students with special attention given to those problems frequently encountered

in a college-age population. Office hours are as follows: Monday through Thursday 8:30 A.M. to 8 P.M., Friday 8:30 A.M. to 4 P.M., and Saturday 9 A.M. to 11:30 A.M. while the College is in session. *Appointments are required.* Saturday and evening appointments are reserved for students with acute illnesses and injuries.

In addition to treatment services for the acute care of common illnesses and injuries, Health Services provides the following: vaccinations, tuberculosis screening, testing for sexually transmitted infections, emergency contraception (“morning-after pill”), required physical examinations, pregnancy tests, flu shots, allergy injections, HIV testing, and other health-related services and information. Health services works with students to increase their knowledge of health-related issues, improve individual self-care capabilities, encourage responsible use of health care resources, and promote an appreciation for wellness based on healthy lifestyle choices.

More complicated or chronic health conditions are referred to physicians and other specialists in the community. Please note that dental services and vision care are not available on campus. In the event of an on-campus medical or psychological emergency, please call Campus Police at 9-1-1 for immediate assistance and transport to the nearest emergency facility.

Visits to health services are free. However, there is a charge for vaccinations, certain tests, and supplies. Community health facilities must be utilized for pharmacy, X-ray, laboratory, emergency services, specialized care, etc. at additional cost to the student. Student insurance will help defray the cost of most of these services and is strongly recommended.

For more information or to schedule an appointment, call Health Services at 609.771.2483.

#### ***Routine Gynecological Care and Contraceptive Services:***

Planned Parenthood Association of the Mercer Area, Inc. operates an on-site clinic within health services during the fall and spring semesters by appointment. Routine gynecological examinations and testing, as well as birth control counseling and supplies, can be obtained. Call 609.771.2110 for information. There is a fee for this service.

#### ***Student Health Insurance:***

A special low-cost insurance health program at TCNJ was adopted to provide students with adequate accident and illness coverage as well as some preventive-care coverage. Since this is not an excess policy, claims may be filed regardless of what other insurance coverage the student may have. Full-time undergraduate (with at least 12 credit hours) and graduate students (with at least nine credit hours) are automatically billed and enrolled in this program. Part-time students interested in participating in this program should contact health services. Enrollment for dependents is available to married TCNJ students at additional cost. Full-time students can decline student health insurance by completing a waiver form in Health Services by October 1 of each fall semester and by March 1 of each spring semester. For questions about the student health insurance program, contact health services.

### **Psychological Counseling Services**

Short-term counseling is available to students on an individual and group basis. Counseling helps ameliorate problems that interfere with a

student’s educational progress and can be helpful in developing one’s professional role. For the graduate population there are often more demands on time along with other stresses and challenges. Counseling can serve as an opportunity to develop a constructive response to these many demands. Individual brief counseling may be chosen, along with group counseling for a variety of topics. Groups may be ongoing, short-term, or in a workshop format. All counseling is confidential and free.

**Counselor-in-Training Program:** The Office of Psychological Counseling Services offers a training program for graduate students studying to become professional counselors. Equivalent to a practicum, this applied experience puts classroom knowledge into action. Interviews for counselor-in-training positions are held each spring semester for the following academic year, typically in March.

The Office of Psychological Counseling Services is located in Eickhoff Hall 107, part of the Center for Campus Wellness. The office is open from 8:30 A.M. to 4:30 P.M. Monday through Friday, with evening hours on Thursday through 7 P.M. For further information call 609.771.2247.

### **Speech-Language and Hearing Services**

The Speech-Language and Hearing Center, located in Forcina Hall, is staffed by ASHA-certified and NJ-licensed speech-language pathologists and audiologists and administered jointly by Speech and Hearing Associates and The Department of Language and Communication Sciences. The center provides assessment and rehabilitation services to the campus community and the greater Mercer County area.

Services are provided by graduate students in clinical practicum under the direct supervision of certified and licensed staff. All students and staff of the College are eligible for speech, language, and hearing services at no cost. All others are charged according to a standard fee schedule.

Clients for speech-language services are scheduled just prior to or during the first weeks of each academic session. Appointments for the hearing services may be scheduled during regular office hours. For information, call 609.771.2322.

### **Student Campus Employment Program**

Various on-campus jobs are available that do not require the completion of a FAFSA/RFAFSA, nor do they require the demonstration of financial need. Students desiring employment may apply through The College of New Jersey’s Office of Career Services, 609.771.2161.

### **Women’s Center**

Staffed by volunteers on a part-time basis, the Women’s Center is dedicated to addressing the concerns of women students. It provides a comfortable place for relaxation and conversation and offers services and programs relevant to women students’ lives. It is located in the basement of the student center under the campus-side entrance. Meetings are Wednesdays at 3:15 P.M. It is open from 8:30 A.M. to 4:30 P.M. Monday through Friday. For more information, please call 609.771.2120.

