

Higher Education. For Adults With Higher Expectations.®

Shhh, Testing in Progress

FIND OUT HOW CREDIT-BY-EXAMINATION MAY BE ONE OF THE BEST KEPT SECRETS IN HIGHER EDUCATION

No multiple assignments, lectures or interaction required, just one exam and it is 'course accomplished'. Once considered an academic outlier, credit-by-examination programs are dominating more transcripts as an increasing number of college students strive to control tuition costs and accelerate the time it takes to complete their degree.

Credit-by-examination programs like the College's TECEP® exams can be a boon for students who are independent learners or those who already possess experience that equates to college-level learning.



TECEP® Tested: Alain Holtz, BSBA Student

program student, has completed 27 credits thus far toward his degree through credit-by-exam options in subjects ranging from Network Technology (CMP-354) and Principles of Managerial Accounting (ACC-102), to Marriage and the Family (SOC-210).

"Prior to my first TECEP® in 2013, the last time I had taken an exam of any kind was before I entered the workplace 25 years ago," said Holtz, who has held senior management positions in the interim. "Make no mistake, you do have to study to prepare, but the online test descriptions provided by the College along with studying the recommended textbook for each exam are a big help."

As an out-of-state student, Holtz is paying \$111 for each 3-credit TECEP® he completes. "You can't beat the convenience of this method of self-paced learning or the cost-effectiveness," he said.

However, Holtz cautions that preparation may be essential to a successful exam experience.

"I've read many posts from students who claim they have passed TECEP® exams without studying for them, but that was not the case for me. Initially, I made the mistake of assuming that SOC-210 would be common sense and did not prepare for the exam. As a result, I failed it. I did get through the textbooks faster for



Elizabeth Gehrig, Assistant Director of Test Development in the Center for Learning and Technology

and Technology and her colleagues are focused on making TECEP® preparation for students like Holtz even more seamless.

"To help students like Alain control costs, we have begun including links to free academic resources in our TECEP® test descriptions," said Gehrig. "In particular, we have identified a number of free, open online courses offered by Saylor Academy that provide excellent preparation for many of our TECEP® exams. By taking these courses, which are completely self-paced, students can find all the necessary study material within the course components and avoid purchasing textbooks."

In addition to its own TECEP® exams, the College also accepts credit toward degree programs from other credit-by-exam programs such as the College-Level Examination Program (CLEP); the Defense Activity for Non-Traditional Educational Support Subject Standardized Tests (DSST) Program (formerly DANTES); the New York University Foreign Language Proficiency Testing Program; the College Board Advanced Placement Program (AP); the Defense Language Institute (DLI) Defense Language Proficiency Tests; and the Foreign Service Institute (FSI) assessments. Nearly 3,000 colleges and universities are now willing to accept credit-by-examination transfer credits, according to the College Board.

Make no mistake, you do have to study to prepare, but the online test descriptions provided by the College along with studying the recommended textbook for each exam are a big help.

-BSBA student Alain Holtz.

If the idea of a single, high-stakes exam has you recoiling, Thomas Edison State College student Alain Holtz assures that most students can adapt to this method of earning credit. Holtz, a Bachelor of Science in Business Administration

the topics I was already familiar with, but I still studied. The moral of the story for me was there is no substitute for preparation."

Elizabeth Gehrig, the College's assistant director of Test Development in the Center for Learning

Learner Support Center Nominated for International Award

COLLEGE IS A FINALIST IN 'BEST CONTACT CENTER' CATEGORY

By Anna Krum Senior Student Affairs Specialist

The College's Learner Support Center (LSC) was recently nominated in the 'Best Small to Medium Contact Center' category in the International Customer Management Institute's (ICMI) Global Contact Center Awards. ICMI is a global provider of resources for customer management professionals. This is the second year that the LSC has been nominated in the category and the second year we have made it to the final round.

"This operation is in many ways an embodiment of the best of what a contact center should be: one place where customers can go to easily get the help they need," said Justin Robbins, community manager at ICMI speaking about the College. "It's far and away ahead of the piecemeal approach many colleges and universities still have in place."

The LSC takes away some important lessons from its status at the awards competition. We've learned that we won't ever stop trying to make our student's experience with Thomas Edison State College a great one. We will continue to listen, as many of the improvements we have made are a direct result of the feedback that we receive from our students. We want to empower you to succeed, and be in your corner every step of the way. The Learner Support Center looks forward to being competitive in the Global Contact Center Awards again next year, and with the support of our students, we know we will.



Anna Krum, senior student affairs specialist at Thomas Edison State College.

Shhh, Testing in Progress

(continued from front cover)

Holtz, who has also completed credits via DANTES and CLEP® exams, said he preferred the convenience of taking TECEP® exams online through ProctorU, the College's online proctoring service provider, from the convenience of his home, 24 hours a day.

"The convenience of being able to take a TECEP® at a time suited for me, is so incredibly productive because you can take your exam day or night, and when you're finished, you're already home," he said. "I also found that some of the TECEP® exams allowed more time than DANTES and CLEP® tests. For me, that was the difference between passing and failing."

According to Gehrig, students who express initial uneasiness with the idea of being monitored by a proctor online, warm to the idea once they experience the support they provide. "ProctorU staff are very helpful and can quickly address any issues that arise during the exam," she said. "And, of course, you can't beat the convenience."

To find out more about the College's TECEP® exams, visit www.tesc.edu/TECEP. Are you considering taking a free, open online course in preparation for your next TECEP® exam? Visit www.tesc.edu/opencourse to find out how this option can work in your degree program. ■

NJCBAA Inducts The Best Among BSBA Students

The New Jersey Collegiate Business Administration Association (NJCBAA) inducted Thomas Edison State College Bachelor of Science in Business Administration (BSBA) degree student Nicole Dawdy into its statewide honor society on May 1.

The NJCBAA recognizes undergraduate students who have excelled in their studies in business education, and honorees represent the top 1 percent of business students in their respective colleges and schools.

Established in 2003, the NJCBAA Honor Society annually honors students who are pursuing associate or bachelor's degrees in business, who have completed a minimum of 35 percent of course work from the nominating institution and are in good academic standing.



Pictured with Nicole Dawdy, NJCBAA Honor Society inductee (second from left) are Camilla King Lewis, assistant dean; Dr. James D. Phillips, associate dean; and Alicia Malone, assistant dean in the School of Business and Management.

Operation College Promise Now Part of Thomas Edison State College

MEANS PROMISES KEPT FOR MILITARY VETERANS

Operation College Promise (OCP), a national policy, research and education program that supports the transition and postsecondary advancement of U.S. military veterans, is now officially part of Thomas Edison State College.

According to Louis Martini, associate vice president of the Office of Military and Veteran Education, combining forces with OCP will reinforce the College's expanding mission to support military and veteran students in their academic goals, and beyond.

"Having OCP's staff and services incorporated into our structure will greatly benefit the students we serve," said Martini. "When the College launched its own Operation Vet Success program earlier this year, we were focused on providing a resource center that guides our military and veteran students toward degree completion. Bringing in the OCP program enables us to expand these objectives by connecting our students to services that go beyond academic support."

According to Martini, this can include career assessment support and helping students identify and connect to ancillary services such as housing, childcare and health services.

Having OCP's staff and services incorporated into our structure will greatly benefit the students we serve.

- Louis Martini, Associate Vice President Office of Military and Veteran Education

OCP was established by the New Jersey Association of State Colleges and Universities (NJASCU) in 2008 as a Web-based platform centralizing information for veterans interested in pursuing a college degree. The program grew into a leading resource for both U.S. veterans and a higher education community that included Thomas Edison State College, by



Thomas Edison State College welcomes Operation College Promise staff (from left) Frank Foy, outreach specialist; Wendy Lang, director; and William Keyes, associate director.

providing professional development programs for institutions that work with military and veteran students. Through its workshops, the OCP program has trained more than 500 professionals from 30 states through its Certificate for Veterans' Service Providers (CVSP), a multiday professional development program.

The College welcomes Director of Operation College Promise Wendy Lang; Associate Director William Keyes, also a retired U.S. Navy chief petty officer; and OCP Outreach Specialist Frank Foy, a former U.S. Marine, to its staff.

"Now that OCP staff is part of our College community, we are more uniquely positioned to answer the needs of our military students and other institutions that seek to support them," said Martini.

You can contact the OCP office by emailing William Keyes at wkeyes@tesc.edu. For additional information on the services Thomas Edison State College provides U.S. military and veterans, visit www.tesc.edu/military/veterans/.

College Announces NRC Scholarship Opportunity

SCHOLARSHIP AWARDS AVAILABLE TO ELIGIBLE STUDENTS IN NUCLEAR POWER-RELATED PROGRAMS



The U.S. Nuclear Regulatory Commission has awarded more than \$194,000 in scholarship funds to Thomas Edison State College to benefit students enrolled in undergraduate programs related to the nuclear power industry.

If you are enrolled in Thomas Edison State College's undergraduate degree programs in Nuclear Engineering Technology, Nuclear Energy Engineering Technology, Electronics Systems Engineering Technology, Electronics Engineering Technology or Radiation Protection, you may be eliqible for a scholarship.

Please note that students in these programs who are already receiving tuition assistance and federal or state financial aid may still be eligible for additional scholarship support.

During the NRC scholarship term, the College will award scholarships ranging from \$2,000 to \$4,000 each to qualified students based on need and academic performance.

To learn more about eligibility criteria or to apply, visit www.tesc.edu/nrcscholarship.

New Accelerated Graduate Programs Launched

NEW GRADUATE PROGRAMS IN THE SCHOOL OF BUSINESS AND MANAGEMENT PACED AT THE SPEED OF YOU

The School of Business and Management recently added two new accelerated master's degree programs to its suite of offerings.

"The Master of Science in Hospitality Management and the Master of Science in International Business Finance degree programs feature scholar-practitioner course formats structured to accelerated eight week terms," noted Dr. Michael Williams, dean of the School. "The breadth and quality of the curriculum will prepare our graduates to make strategic contributions to their organizations."

To learn more about these and other programs offered by the School of Business and Management, visit: www.tesc.edu/business.

Master of Science in Hospitality Management:

- ► Prepares graduates to lead and work effectively in the hospitality industry.
- ➤ Curriculum focuses on globally oriented, culturally aligned best practices in hospitality management. Key content areas include historical overview, trends and issues, and relevant business management operations and topics.

"Our Hospitality Management program enables hospitality professionals to expand their capabilities and advance their careers," said Williams. "With the rise of global travel, shifting demographics and the implications of social media, hospitality industry professionals must remain current, possessing the competencies and skills to lead and succeed."

Master of Science in International Business Finance:

- ▶ Prepares graduates for international business and finance managerial roles in global organizations.
- ➤ Curriculum focuses on global business and finance topics specifically relevant to conducting international business. Key content areas include comparative economic and political analysis, financial modeling and international finance all necessary to effective manage in international organizations.

"Our master's program in International Business Finance addresses employers' needs worldwide for business and finance professionals who can make immediate contributions to organizational productivity," noted Williams

College Pilots eBooks in Select Courses

FREE ELECTRONIC TEXTBOOKS AVAILABLE IN POPULAR COURSES FOR A LIMITED TIME

During the October 2015 term, the College will be offering free electronic versions of textbooks (eBooks) in nine popular courses.

"Environmentally friendly, eBooks are more portable and their usage eliminates the customary wait for paper textbook delivery at the beginning of each term," said Dr. Henry van Zyl, dean of Graduate Programs and vice provost for Academic Administration, whose office is overseeing the pilot. "Of course, students who prefer printed versions of their textbooks will still have the option of ordering and purchasing their course materials in that format."

Courses in which eBooks will be piloted during the October 2015 term:

Course Name	ame Course Code Course Format in which eBooks are Ava	
Introduction to Mass Communications I	COM-120	Online and Guided Study Courses
Introduction to Mass Communications II	COM-121	Online and Guided Study Courses
Interpersonal Communication	COM-330	Online Courses
Managerial Communications	MAN-373	Online Courses
Ethics and the Business Professional	PHI-384	Online and Guided Study Courses
Introduction to Psychology	PSY-101	Online, Guided Study and <i>e-</i> Pack® Courses
Introduction to Sociology	SOC-101	Online and Guided Study Courses
Marriage and the Family	SOC-210	Online and Guided Study Courses
Drugs and Society	SOS-304	Online and Guided Study Courses

Registration for the October 2015 term runs from Aug. 21 through Sept. 12, 2015, with late registration from Sept. 13 to Sept. 17 (fees may apply).



During the pilot, College staff intends to gather data on the usage of the eBook option.

"We will be tracking the number of students who utilize this option while the pilot is underway. Those who elect the eBook option in their courses will be asked to complete a brief survey at the conclusion of the term," said van Zyl. "Students, who feel they can adapt to eBooks, are encouraged to register for the pilot program."

Not sure the courses in which eBooks are being piloted will satisfy your degree requirements? An advisor can help. Email the Office of Academic Advising: academicadvising@tesc.edu. Please be sure to include your degree program and College ID number in the subject line so your message can be routed promptly.

Meet a Mentor: Tami Moser, PhD

BRINGING ONLINE COURSES TO LIFE

If you have ever navigated an online course, you might get a sense of the work behind its construction.

Dr. Tami Moser, who mentors courses for the School of Business and Management's graduate-level programs and also assists in the structure and development of the School's online courses, said she finds that work a challenging, albeit rewarding, experience.

"Course development is really fun for me," said Moser, who has had a hand in building out a number of courses in the School's everexpanding suite of programs.

Moser, who works closely with College staff in bringing online courses to life, noted that from course concept to launch, the focus remains on learning objectives.

"Beginning with the infrastructure, I work closely with the deans and assistant deans and also collaborate with instructional designers," said Moser. "We all work through the generalized structure of modules, topics, course descriptions, learning objectives and, later, incorporate elements of the textbook. In its final phase, the new course goes up for approval before the College's Curriculum Committee. Once those basics are in place, we work on practical details like composing assignment questions."

Moser became acquainted with TESC through the dean of the School of Business and Management, Dr. Michael Williams. Williams served as a former chair on the dissertation committee that reviewed Moser's submission while she was a doctoral candidate at Capella University.

Tami is a model scholarpractitioner and our School of Business and Management is fortunate to have her.

> - Dr. Michael Williams Dean, School of Business and Management

"Tami is a model scholar-practitioner and our School of Business and Management is fortunate to have her," said Williams. "She is a seasoned industry professional, effective mentor and proven leader whose professionalism serves as an exemplar of excellence for our students and her colleagues."

Moser's academic trajectory includes Bachelor of Liberal Studies and Master of Public Administration degrees earned from the University of Oklahoma and a Doctor of Philosophy degree earned from Capella University. She is currently enrolled in the Doctor of Behavioral Health degree program at Arizona State University.

She said her ability to relate to online students comes from her own academic journey. "I completed my Doctorate in Philosophy degree in Organization and Management online, never seeing a professor or classmate in-person, while tackling complex material," she said.



Dr. Tami Moser with her dog, Patrick.

At the College, the graduate-level courses Moser mentors include, Leadership, Vision and Strategic Planning (MSM-620); Organizational Research (ORR-510); Marketing Management (MKM-560); and Change Management (MAN-415). She noted that the School's graduate-level degree programs are strongly practitioner focused. As such, the background of many TESC students is often compatible with the framework.

"The distinction between traditional college students and our adult learners is that the latter can more readily apply the theoretical components in their courses to real world experience," said Moser. She encourages students to synthesize their work experience with the curriculum tools and models presented in their courses. "For example, their assignment might be to identify a change initiative in their organization that did not go well and identify why it may have failed," she said.

Having taught and taken classes herself in traditional settings as well as online and developing courses for both, Moser is convinced that online students cultivate a deeper level of education.

"Overall, what online students often derive from the experience are stronger writing and communication skills than their counterparts," she said. "Our students are not spoon fed nor do they expect to be. Their self-motivation sets the tone in our courses and often defines the learning. Online learning fosters a different level of internal motivation and problem-solving initiative."

Outside of TESC, Moser is an associate professor of Pharmacy Administration at Southwestern Oklahoma State University and editor-in-chief of the university's *Administrative Issues Journal*. She is also owner of Moser Analytics in Weatherford, Okla., state chair for the Oklahoma Women in Higher Education and is involved in ongoing scholarly research projects, new curriculum development and conference presentations.

Off the clock, Moser loves to read. "It has served me well in my profession, and I never gave up reading fiction even when working on my doctorate degrees," she said. "It really helps with creativity and it's a nice break." Her two dogs, Ginger, a 50-pound Standard Poodle, and Patrick, a 50-pound Chow and Golden Retriever mix, make sure she gets plenty of fresh air. Family members who live close by serve as a constant source of support. "My parents live nearby and have been greatly supportive of my educational endeavors," she said.

Accelerated Program and Scholarship Support Pave the Way to Patient Care for Nursing Student

FOR CHAYNA HARDY-TAYLOR, THE SECOND TIME'S THE CHARM.

It was while Chayna Hardy-Taylor was earning her first degree and launching a career in healthcare administration that she uncovered her true passion: patient care.

"I received my first bachelor's degree in biology from Georgetown College in Kentucky, and was focused on working in hospital administration," said Hardy-Taylor, a Trenton, N.J., resident. "While I was pursuing that degree, I worked for an on-campus clinic and a local doctor's office where I fell in love with direct patient care."

Rather than change her major, Hardy-Taylor completed her studies while searching for the right accelerated nursing degree program. In late 2014, she applied and was admitted to the W. Cary Edwards School of Nursing's Accelerated 2nd Degree Bachelor of Science in Nursing (BSN) Program. Hardy-Taylor also earned one of the School's Robert Wood Johnson Foundation New Careers in Nursing (NCIN) scholarships and explained that the financial support was essential in completing the program.

"Since this is my second degree, I did not qualify for grants to fund my education," she said. "So any financial assistance I receive gets me closer to my goal of becoming a registered nurse."

Hardy-Taylor grew up witnessing the love her mother, also a registered nurse, had for the profession. "I grew up watching her work and

Chayna Hardy-Taylor

saw the enthusiasm she had in caring for her patients," she said. "Through her, I learned that the relationship between a nurse and patient can make the difference in their recovery."

The Accelerated 2nd Degree BSN Program is a 12-month, intensive academic journey for RN hopefuls who already possess a non-nursing bachelor's degree. On-campus classes, online course work and clinical experiences at Capital Health in Mercer County, N.J., make up the program's curriculum.

"The scholarship funding allows me to focus on my education without having to worry about how I'm going to repay my loans," said Hardy-Taylor, who is interested in earning a Doctor of Nursing Practice (DNP) degree so that she can become a pediatric nurse practitioner. "My goal is to become a nurse practitioner in the family practice specialty focusing on all stages of child development. I also plan on earning my master's degree to become a nurse educator. I would like to assist others who are planning on becoming RNs in the same way that nurse educators are helping me now."

The scholarship support also improves the College's ability to attract students of Hardy-Taylor's caliber to the program.

"Our ability to recruit and retain students like Chayna is priority in our program," said Dr. Filomela Marshall, dean of the W. Cary Edwards School of Nursing at the College. "Help from supporters like the Robert Wood Johnson Foundation ensure we have the ability to attract these students and lessens the burden of cost for them."

Hardy-Taylor joined other NCIN scholars in April at the NCIN Northeastern Regional Scholars Network Leadership Conference, which was hosted for the first time by Thomas Edison State College and attracted more than 100 people.

According to the American Association of Colleges of Nursing, every NCIN scholar has already earned a bachelor's degree in another field and is making a transition to the field of nursing through accelerated programs like the one at Thomas Edison State College. NCIN funding is awarded with the objective of increasing the diversity of the nursing workforce and assisting schools in making their institutions more inclusive. The program also promotes leadership development and provides mentoring to scholars.



(From left to right) Accelerated BSN students Chayna Hardy-Taylor, Suzanne Szary, Victoria Burch and Charles Thompson at the NCIN Northeastern Scholars Network Leadership Conference held at the College in April.

To find out more about the programs available at the W. Cary Edwards School of Nursing, visit www.tesc.edu/nursing.

Nurse Advocacy in Action



Students from the Accelerated 2nd Degree BSN Program at the College joined more than 100 nursing professionals, legislators and lobbyists from across New Jersey during the Health Policy: Nurse Advocacy in Action event at the College on June 18. The event was sponsored by the W. Cary Edwards School of Nursing and presented by The Institute for Nursing and the New Jersey State Nurses Association. Topics centered on how nurses can impact health policy and legislation. Pictured from left to right are Charles Thompson, Corinne Timberman, Marisa Meyer and Christine Clark.

We Asked, You Answered

FIND OUT HOW STUDENTS LIKE YOU RESPONDED IN A RECENT STUDENT COMMUNICATIONS SURVEY

The results of the 2015 Student Communications Survey gave Thomas Edison State College a glimpse of how students feel about the College's social media and Web-based student communications, their preferred method of contact and their myEdison® student portal experience.

Key highlights of the survey:

Percentage of Students Surveyed	Reported that:
82 Percent	they are either very satisfied or satisfied with the College's website, email outreach, social media and the myEdison® student portal
88 Percent	their preferred method of receiving course- and program-related information from the College is email
68 Percent	they would not prefer receiving information about courses, course registration or degree program via text message
76 Percent	they are interested in a live, online chat feature in order to speak directly with student service representatives
82 Percent	they are either very satisfied or satisfied with the College's newly designed myEdison® student portal
84 Percent	they are either very satisfied or satisfied with their Online Student Services experience

When asked what type of information and stories students wanted to see more often in student publications and newsletters, the most common student responses were: More success stories/profiles of successful alums; more information about the job market and employment trends for specific academic areas; more student resources and tips for being successful in courses; more information on course deadlines; more stories geared toward military students; and more information or advice on handling college costs and financial aid.



The College thanks all students who participated in the survey.

"We are honored that so many students took the time to complete the survey," said Joe Guzzardo, the College's communications director. "Learning how our students feel about how we communicate with them helps us make improvements and serve them better."

Want to know what our grads think? Visit www.tesc.edu/satisfaction. ■

COURSE NEWS

NEW TECEP® COURSES:

SOC-101 Introduction to Sociology

NEW UNDERGRADUATE ONLINE COURSES:

ENS-360 Environmental Sustainability and Social Justice

LIB-312 From Hansel and Gretel to Hunger Games: An Evolution of Children's and Young Adult Literature

LIB-320 The Music of War and Peace

LIB-342 Online Obsessions: Determining and Dealing with Digital Dependency

PHI-475 Biomedical Ethics

PSY-374 Physiological Psychology

RPT-490 Radiation Protection /
Health Physics Assessment /
Career Planning

Note: A complete listing of all undergraduate and graduate courses and their availability may be found on the College website at www.tesc.edu/courses.

NEW GRADUATE ONLINE COURSES:

DHM-510 Introduction to Digital Humanities

GER-510 Adult Development and Aging

HLS-645 Pandemics, Bioterrorism and Biosecurity

HRM-761 Human Resource Management in the 21st Century Global Workplace: The Era of Internationalism

HRM-762 Human Capital Management in Multi-Cultural Organizations:
Diversity, Inclusion and Teaming

HRM-763 The HRM Professional and Relationship: Engagement, Management and Partnership

HRM-764 Technology, Data and Analytics as Change Agents: Human Capital Applications, Predictive Analytics and Workforce Productivity IBF-500 International Business Policies and Operations

IBF-501 Cooperative Economic and Political Analysis

IBF-503 U.S. and International Accounting

IOP-610 Psychological Factors in Growing and Selecting Organizational Talent

MBA-730 Management Capstone

MSH-501 Hospitality Management in the 21st Century Global Marketplace

MSH-502 Hospitality Industry Law and Labor Relationships

MSH-503 Strategic Planning and Operations in the Hospitality Industry

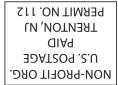
MSI-505 Principles of Database Design

ORR-710 Organizational Research

Academic Calendar	August 2015	September 2015	October 2015
Registration Dates	June 26 – July 18, 2015	July 24 – Aug. 15, 2015	Aug. 21 – Sept. 12, 2015
Late Registration	July 19 – 23, 2015	Aug. 16 – 20, 2015	Sept. 13 – 17, 2015
Course Transfer Period	June 26 – Aug. 7, 2015	July 24 – Sept. 4, 2015	Aug. 21 – Oct. 2, 2015
Term Start Date	Aug. 3, 2015	Aug. 31, 2015*	Sept. 28, 2015*
Midterm Exam Week **	Sept. 14 – 20, 2015	Oct. 12 – 18, 2015	Nov. 9 – 15, 2015
Final Exam Week**	Oct. 19 – 25, 2015	Nov. 16 – 22, 2015	Dec. 14 – 20, 2015
Term Ends	Oct. 25, 2015	Nov. 22, 2015	Dec. 20, 2015

^{*}Term start date applies to both graduate and undergraduate courses.

SUMMER 2015 • VOL. 17, NO. 3





^{**}Select courses have midterm examinations or online proctored midterm and final examinations; please refer to your course materials for details.