



ST. JOHN'S UNIVERSITY

2022–2024 GRADUATE BULLETIN

St. John's College of Liberal Arts and Sciences

The School of Education

The Peter J. Tobin College of Business

College of Pharmacy and Health Sciences

The Lesley H. and William L. Collins
College of Professional Studies

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Please note: The *Graduate Bulletin* also can be found at our website www.stjohns.edu/bulletin

Academic Calendar

Academic Calendar 2022–2024

Summer 2022

May

- 9 **Monday:**
The School of Education
DAIL final date to apply for doctoral comprehensive examinations for Summer 2022.

June

- 2 **Thursday:**
The School of Education
DAIL doctoral comprehensive examinations – to be administered.
- 16 **Thursday:**
The School of Education
DAIL doctoral comprehensive examinations – to be submitted.

July

- 5 **Tuesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations and master's theses for degrees in September 2022 to be submitted to the department chair by this date.
- 29 **Friday:**
The School of Education
Last day for dissertation defense to be eligible for September graduation.

August

- 10 **Wednesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in September 2022.
- 12 **Friday:**
The School of Education
Last day to upload to ProQuest.
- 30 **Tuesday:**
The School of Education
Last day to be approved by the library for September graduation.

Fall 2022

August

- 31 **Wednesday:**
Fall Semester Begins.

September

- 5 **Monday:**
Labor Day University Closed- No Classes.
- 7 **Tuesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Dissertation and thesis copies due in Dean's Office for review for September 2022 degree conferral.
- 9 **Friday:**
College of Pharmacy and Health Sciences
Last Day to apply for master's and doctoral comprehensive examinations.
- 14 **Wednesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final revisions of dissertations and theses for September 2022 degree conferral to be submitted by this date.
- 14 **Wednesday:**
The Lesley H. and William L. Collins College of Professional Studies
Last date to apply for fall master's and doctoral comprehensive examinations.
- 16 **Friday:**
Last day to submit Diploma Application (via UIS) for September 2022 degree conferral.
- 30 **Friday:**
September degree conferral.

October

- Web registration begins. Schedule to be announced. Consult the Web.
- 10 **Monday:**
Fall Break University Closed- No Classes.
- 11 **Tuesday:**
Monday Classes Meet.
- 11 **Monday:**
The School of Education
DAIL final date to apply for doctoral comprehensive examinations for Fall 2022.
- 14 **Friday:**
Last day to submit coursework for Spring and Summer 2022 incomplete grades.

- 17 **Monday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations and master's theses for degrees in January 2023 to be submitted to the department chair by this date.
- 31 **Monday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in January 2023.

November

- 4 **Friday:**
The School of Education
DAIL doctoral comprehensive examinations – to be administered.
- 9 **Wednesday:**
College of Pharmacy and Health Sciences
Doctoral and master's comprehensive examinations.
- 10 **Thursday:**
The School of Education
Last day for dissertation defense to be eligible for January graduation.
- 10 **Thursday:**
The School of Education
Department of Education specialties comprehensive exam is distributed.
- 11 **Friday:**
Veteran's Day University Closed- No Classes.
- 16 **Wednesday:**
College of Pharmacy and Health Sciences
Final date for oral defense of dissertation by doctoral/master's candidates for January 2023 degree conferral.
- 18 **Friday:**
The School of Education
DAIL doctoral comprehensive examinations – to be submitted.
- 18 **Friday:**
The Lesley H. and William L. Collins College of Professional Studies
Last day to submit approved theses and dissertations to the CCPS Dean's Office for January graduation. Theses and dissertations must meet SJU Library and EDT/Proquest and publication requirements prior to degree conferral.

*Doctoral Cohort programs may be subject to alternative dates.

**Calendar is subject to change. Please consult the Web regularly at www.stjohns.edu/services/registrar/calendar.

For information on school closings, check www.stjohns.edu/closings.

- 21 **Monday:**
Graduate Division of St. John's
College of Liberal Arts and Sciences
Dissertation and thesis copies due in
Dean's Office for review for January
2023 degree conferral.
- 23 **Wednesday:**
Thanksgiving Recess- No Classes.
- 24-26 **Thursday-Saturday:**
Thanksgiving Recess- University Closed-
No Classes.
- 30 **Wednesday:**
The School of Education
Last day to upload to ProQuest.

December

- 7 **Wednesday:**
Friday Classes Meet.
- 8 **Thursday:**
Snow/ Study Day- No Classes.
- 9 **Friday:**
Snow/ Study Day- No Classes.
- 12 **Monday:**
College of Pharmacy and Health
Sciences
Final approved doctoral dissertations
must be submitted to ProQuest ETD for
January 2023 conferral eligibility.
- 12 **Monday:**
The School of Education
Last day to be approved by the library for
January graduation.
- 12 **Monday:**
Graduate Division of St. John's
College of Liberal Arts and Sciences
Final revisions of dissertations and theses
for January 2023 degree conferral to be
submitted by this date.
- 12-17 **Monday-Saturday:**
Final Examination Assessment Week.

Spring 2023

January

- 6 **Friday:**
Last day to submit a diploma application
(via UIS) for January 2023 degree
conferral.
- 16 **Monday:**
Martin Luther King, Jr. Day – University
Closed - No Classes.

- 18 **Wednesday:**
Spring Semester Begins.
- 25 **Wednesday:**
College of Pharmacy and Health
Sciences
Last Day to apply for Spring master's and
doctoral comprehensive examinations.
- 25 **Wednesday:**
The Lesley H. and William L. Collins
College of Professional Studies
Last date to apply for Spring
master's and doctoral comprehensive
examinations.
- 31 **Tuesday:**
January degree conferral date.

February

- 20 **Monday:**
Presidents' Day- University Closed- No
Classes.
- 27 **Monday-Saturday:**
Spring Break- No Classes.

March

- Web registration begins. Schedule to be
announced. Consult the web.
- 8 **Wednesday:**
College of Pharmacy and Health
Sciences
Doctoral and master's comprehensive
examination.
- 13 **Monday:**
The School of Education
DAIL final date to apply for doctoral
comprehensive examinations for Spring
2023.
- 13 **Monday:**
Last day to submit coursework for Fall
2022 incomplete grades.
- 15 **Wednesday:**
Graduate Division of St. John's
College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations
and master's theses for degrees in May
2023 to be submitted to the department
chair by this date.
- 24 **Friday:**
The School of Education
Department of Education Specialties –
comprehensive exam is distributed.

- 31 **Friday:**
The School of Education
Last day for dissertation defense to be
eligible for May graduation.
- 31 **Friday:**
Graduate Division of St. John's
College of Liberal Arts and Sciences
Final dissertation defense deadline for all
candidates for doctoral degrees in May
2023.

April

- 6-10 **Thursday-Monday:**
Easter Recess- University Closed-
No Classes.
- 7 **Friday:**
The School of Education
DAIL doctoral comprehensive
examinations – to be administered.
- 12 **Wednesday:**
Monday Classes Meet.
- 14 **Friday:**
College of Pharmacy and Health
Sciences
Final date for oral defense of dissertation
by Doctoral/Master's Candidates for May
2023 degree conferral eligibility.
- 14 **Friday:**
The School of Education
Last day to upload to ProQuest.
- 21 **Friday:**
The School of Education
DAIL doctoral comprehensive
examinations – to be submitted.
- 21 **Friday:**
Graduate Division of St. John's
College of Liberal Arts and Sciences
Dissertation and thesis copies due in
Dean's Office for review for May 2023
degree conferral.
- 21 **Friday:**
The Lesley H. and William L. Collins
College of Professional Studies
Last day to submit approved theses and
dissertations to the CCPS Dean's Office
for May graduation. Theses and
dissertations must meet SJU Library and
EDT/Proquest and publication
requirements prior to degree conferral.
- 24 **Monday:**
The School of Education
DAIL final date to apply for doctoral
comprehensive examinations for Summer
2023.

*Doctoral Cohort programs may be subject to alternative dates.

28 **Friday:**
College of Pharmacy and Health Sciences
Final approved doctoral dissertations must be submitted to ProQuest ETD for May 2023 conferral eligibility.

May

2 **Tuesday:**
Snow/ Study Day- No Classes.

3 **Wednesday:**
Snow/ Study Day- No Classes.

4-10 **Thursday – Wednesday:**
Final Examination Week.

5 **Friday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final revisions of dissertations and theses for May 2023 degree conferral to be submitted by this date.

10 **Wednesday:**
Last day to submit a diploma application (via UIS) for May 2023 degree conferral.

18 **Thursday:**
The School of Education
DAIL doctoral comprehensive examinations – to be administered.

TBA **Sunday:**
Queens and Staten Island campus Undergraduate Commencement.

Summer 2023

June

TBA **Sunday:**
Rome campus Commencement.

1 **Thursday:**
The School of Education
DAIL doctoral comprehensive examinations – to be submitted.

July

6 **Thursday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations and master's theses for degrees in September 2023 to be submitted to the department chair by this date.

28 **Friday:**
The School of Education
Last day for dissertation defense to be eligible for September graduation.

August

10 **Thursday:**
College of Pharmacy and Health Sciences
Final date for oral defense of dissertation by doctoral/master's candidates for September 2023 degree conferral eligibility.

10 **Thursday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in September 2023.

11 **Friday:**
The School of Education
Last day to upload to ProQuest.

18 **Friday:**
The Lesley H. and William L. Collins College of Professional Studies
Last day to submit approved theses and dissertations to the CCPS Dean's Office for September graduation. Theses and dissertations must meet SJU Library and EDT/Proquest and publication requirements prior to degree conferral.

29 **Tuesday:**
The School of Education
Last day to be approved by the library for graduation.

29 **Tuesday:**
College of Pharmacy and Health Sciences
Final approved doctoral dissertations must be submitted to ProQuest ETD for September 2023 conferral eligibility.

Fall 2023

August

30 **Wednesday:**
Fall Semester Begins.

September

2 **Saturday:**
No Classes.

4 **Monday:**
Labor Day – University Closed- No Classes.

6 **Wednesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Dissertation and thesis copies due in Dean's Office for review for September 2023 degree conferral.

11 **Monday:**
Last day to submit a diploma application online (via UIS) for September 2023 conferral.

13 **Wednesday:**
College of Pharmacy and Health Sciences
Last Day to apply for master's and doctoral comprehensive examinations.

13 **Wednesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final revisions of dissertations and theses for September 2023 degree conferral to be submitted by this date.

13 **Wednesday:**
The Lesley H. and William L. Collins College of Professional Studies
Last date to apply for fall master's and doctoral comprehensive examinations.

29 **Friday:**
September degree conferral date.

October

Web Registration begins. Schedule to be announced. Consult the Web.

9 **Monday:**
Fall Mini Break- University Closed- No Classes.

9 **Monday:**
The School of Education
DAIL final date to apply for doctoral comprehensive examinations for Fall 2023.

10 **Tuesday:**
Monday Classes Meet.

16 **Monday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations and master's theses for degrees in January 2024 to be submitted to the department chair by this date.

16 **Monday:**
Last day to submit coursework for Spring and Summer 2023 incomplete grades.

31 **Tuesday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in January 2024.

*Doctoral Cohort programs may be subject to alternative dates.

**Calendar is subject to change. Please consult the Web regularly at stjohns.edu/services/registrar/calendar. For information on school closings, check stjohns.edu/closings.

November

- 3 **Friday:**
The School of Education
DAIL doctoral comprehensive examinations – to be administered.
- 8 **Wednesday:**
Friday Classes Meet.
- 8 **Wednesday:**
College of Pharmacy and Health Sciences
Doctoral and master's comprehensive examination.
- 9 **Thursday:**
The School of Education
Department of Education Specialties – doctoral comprehensive examinations distributed.
- 10 **Friday:**
Veterans Day Observed- University Closed-No Classes.
- 11 **Saturday:**
Veterans Day- University Closed- No Classes.
- 15 **Wednesday:**
College of Pharmacy and Health Sciences
Final date for oral defense of dissertation by doctoral/masters candidates for January 2024 degree conferral.
- 17 **Friday:**
The Lesley H. and William L. Collins College of Professional Studies
Last day to submit approved theses and dissertations to the CCPS Dean's Office for May graduation. Theses and dissertations must meet SJU Library and EDT/Proquest and publication requirements prior to degree conferral.
- 17 **Friday:**
The School of Education
Last day for dissertation defense to be eligible for January graduation.
- 17 **Friday:**
The School of Education
DAIL doctoral comprehensive examinations – to be submitted.
- 20 **Monday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Dissertation and thesis copies due in Dean's Office for review for January 2024 degree conferral.

- 22 **Wednesday:**
Thanksgiving Recess- No Classes.
- 23-25 **Thursday-Saturday:**
Thanksgiving Recess-University Closed- No Classes.
- 30 **Thursday:**
The School of Education
Last day to upload to ProQuest.

December

- 7 **Thursday:**
Snow/Study Day- No Classes.
- 8 **Friday:**
Snow/Study Day- No Classes.
- 9 **Saturday:**
Saturday Classes Held.
- 11 **Monday:**
College of Pharmacy and Health Sciences
Final approved doctoral dissertations must be submitted to ProQuest ETD for January 2024 conferral eligibility.
- 11 **Monday:**
The School of Education
Last day to be approved by the library for January graduation.
- 11 **Monday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Final revisions of dissertations and theses for January 2024 degree conferral to be submitted by this date.
- 11-16 **Monday-Saturday:**
Final Examination/Assessment Week.
- *This calendar is short one Saturday. Class time will be added to each session to make up the minutes needed for each course.

Spring 2024

January

- 8 **Monday:**
Last day to submit a diploma application online (via UIS) for January 2024 conferral.
- 15 **Monday:**
Martin Luther King, Jr. Day – University Closed- No Classes.
- 17 **Wednesday:**
Spring Semester Begins.

- 24 **Wednesday:**
College of Pharmacy and Health Sciences
Last Day to apply for spring master's and doctoral comprehensive examinations.
- 24 **Wednesday:**
The Lesley H. and William L. Collins College of Professional Studies
Last date to apply for spring master's and doctoral comprehensive examinations.
- 31 **Wednesday:**
January degree conferral date.

February

- 19 **Monday:**
Presidents' Day –University Closed- No Classes.
- 26- **March 2 Monday-Saturday:**
Spring Break- No Classes.

March

Web registration begins. Schedule to be announced. Consult the web.

- 6 **Wednesday:**
College of Pharmacy and Health Sciences
Doctoral and master's comprehensive examination.
- 11 **Monday:**
The School of Education
DAIL final date to apply for doctoral comprehensive examinations for Spring 2024.
- 15 **Friday:**
Graduate Division of St. John's College of Liberal Arts and Sciences
Readers' copies of doctoral dissertations and master's theses for degrees in May 2024 to be submitted to the department chair by this date.
- 15 **Friday:**
Last day to submit coursework for Fall 2023 incomplete grades.
- 22 **Friday:**
The School of Education
Department of Education Specialties – doctoral comprehensive examinations distributed.
- 27 **Wednesday:**
The School of Education
Last day for dissertation defense to be eligible for May graduation.

*Doctoral Cohort programs may be subject to alternative dates.

**Calendar is subject to change. Please consult the Web regularly at stjohns.edu/services/registrar/calendar. For information on school closings, check stjohns.edu/closings.

28-April 1 Thursday-Monday:
Easter Recess- University Closed- No
Classes.

April

- 1 **Monday:**
**Graduate Division of St. John's College
of Liberal Arts and Sciences**
Final dissertation defense deadline for all
candidates for doctoral degrees in May
2024.
- 3 **Wednesday:**
Monday Classes Meet.
- 5 **Friday:**
The School of Education
DAIL doctoral comprehensive
examinations – to be administered.
- 12 **Friday:**
**College of Pharmacy and Health
Sciences**
Final date for oral defense of dissertation
by Doctoral/Master's Candidates for May
2024 degree conferral eligibility.
- 12 **Friday:**
The School of Education
Last day to upload to ProQuest.
- 19 **Friday:**
The School of Education
DAIL doctoral comprehensive
examinations – to be submitted.
- 19 **Friday:**
**Graduate Division of St. John's College
of Liberal Arts and Sciences**
Dissertation and thesis copies due in
Dean's Office for review for May 2024
degree conferral.
- 19 **Friday:**
**The Lesley H. and William L. Collins
College of Professional Studies**
Last day to submit approved theses
and dissertations to the CCPS Dean's
Office for January graduation. Theses
and dissertations must meet SJU Library
and EDT/Proquest and publication
requirements prior to degree conferral.
- 26 **Friday:**
**College of Pharmacy and Health
Sciences**
Final approved doctoral dissertations must
be submitted to ProQuest ETD for May
2024 conferral eligibility.
- 26 **Friday:**
The School of Education
Last day to be approved by the library for
May graduation.

30 **Tuesday:**
Snow/Study Day- No Classes.

May

- 1 **Wednesday:**
Snow/Study Day- No Classes.
- 2-8 **Thursday-Wednesday:**
Final Examination/Assessment Week.
- 3 **Friday:**
Last day to submit a diploma application
online (via UIS) for May 2024 conferral.
- 6 **Monday:**
**Graduate Division of St. John's College
of Liberal Arts and Sciences**
Final revisions of dissertations and theses
for May 2024 degree conferral to be
submitted by this date.
- TBA **Sunday:**
**Queens & Staten
Island campus Undergraduate
Commencement.**

Summer 2024

June

TBA **Sunday:**
Rome campus Commencement.

August

- 8 **Thursday:**
**College of Pharmacy and Health
Sciences**
Final date for oral defense of dissertation
by doctoral/master's candidates for
September 2024 degree conferral
eligibility.
- 23 **Friday:**
**College of Pharmacy and Health
Sciences**
Final approved doctoral dissertations
must be submitted to ProQuest ETD for
September 2024 conferral eligibility.

General Information

Applications for admission to graduate degree programs are accepted throughout the academic year. It is highly recommended that both the application and all supporting credentials be submitted to the Office of Graduate Admission three months prior to the semester in which the student wishes to begin a program of study. Specific program deadlines can be found online at www.stjohns.edu under the Deadlines & Notifications section of the Graduate Admission webpage.

International Students

International students applying for Graduate Admission are subject to the application deadlines noted on the Deadlines & Notifications page of the Graduate Admission website. Otherwise, international students are strongly encouraged to apply by the following suggested dates:

May 1 (Fall)
November 1 (Spring)

Admission to a Degree Program

Admission to a degree program is contingent upon an assessment of the candidate's ability to successfully pursue graduate study.

Ability is demonstrated by previous academic performance, satisfactory achievement on appropriate standardized tests, letters of recommendation and other factors that suggest academic potential and motivation.

Specifically, degree candidates must provide the following for admission consideration:

1. Evidence of a baccalaureate degree from an accredited college or university including *official* transcripts from each institution attended.
2. Letters of recommendation (requirements vary according to program; please refer to appropriate program information in other sections of this bulletin) from instructors in the proposed area of specialization or other qualified individuals as designated by the school, division or program to which the candidate is applying.
3. Official results of performance on standardized tests as appropriate to the requirements of the particular school, division or program.
4. Evidence that conditions or requirements specific to the school, division or program of interest have been met.

The Office of Graduate Admission and International Admission will make every effort to notify students of the status of their

application. Ultimately, however, it is the student's responsibility to make sure that all supporting credentials are received by the application deadline.

A non-refundable application fee of \$70 must accompany the application for admission. Applications to select programs may require an additional fee.

Completed applications and supporting credentials should be forwarded to the University as follows, noting the College to which the applicant is applying:

**Office of Graduate Admission
8000 Utopia Pkwy
Queens, NY 11439**

Admission to a degree program does not guarantee advancement to degree candidacy. Additional requirements must first be met before the student may be considered a degree candidate (see "Degree Requirements"). In special cases, the dean of the college may waive an admission requirement if it is deemed warranted.

Applicants whose transcripts are from international universities must submit an evaluation from a NACES (naces.org) accredited evaluation source.

The Office of Graduate Admission reserves the right to request additional documentation and to waive certain requirements as part of the admission process.

International Student Admission

Applicants whose native language is not English and who have not attended a postsecondary institution in which English is the language of instruction must take the (1) TOEFL (Test of English as a Foreign Language) or (2) IELTS (International English Language Testing System) or (3) Duolingo to demonstrate English language proficiency. Certain programs may require TOEFL or IELTS scores to demonstrate English language proficiency. English as a Second Language: International applicants may be asked to take a University sponsored English placement examination prior to the start of their academic studies at St. John's. Students will be informed of this test in the decision letter. Students requiring additional English language support may be considered for the University's full-time English Language Institute (ELI) or English as a Second Language (ESL) classes.

All students living outside the United States who require a student visa are strongly encouraged to provide completed applications (including all supporting materials) by May 1 for the fall semester and November 1 for the spring semester. However, applicants must first adhere to any specific deadlines for their intended program of study.

Applicants must present a formal application, official school records issued by their college/university and results of an approved English language proficiency examinations. All documents in languages other than English must be accompanied by certified English translations. Upon acceptance to the University, all F1 and J1 students must provide documentation to the International Student and Scholar Services Office (ISSSO) so that an I-20 or DS-2019 can be issued for the student to apply for a visa. ISSSO can be contacted at 718-990-6083, fax 718-990-2070.

The University reserves the right to request additional documentation and to waive certain requirements as part of the admission process.

General Graduate Information

Questions concerning admission procedures or graduate programs offered by the University should be directed to the Office of Graduate Admission, 718-990-1601, fax 718-990-2346, or you may email gradhelp@stjohns.edu.

Transfer Student Admission

Students may seek admission to one of the graduate programs at the University after having successfully completed some graduate coursework at another accredited institution. The student must present the catalog description(s) of the graduate course(s) for which transfer credit or advanced standing is requested and complete a Transfer of Credit form (where applicable), which is available from the office of the appropriate academic dean. No credit will be allowed for courses beyond the stipulated time limit or in which the grade attained is below "B" (3.0). Only after the academic Dean evaluates all documentation may requests for transfer of credit or advanced standing be approved. Transferred or advanced standing grades will not affect the cumulative quality point index.

Transfer Credit

A student may request that credit for previously completed coursework be transferred to the St. John's University program of study, provided that it has not been applied toward the fulfillment of requirements for another degree. The number of transfer credits permitted is contingent upon assessment of the previously earned credit in accordance with department/division and school/college regulations.

A matriculated student may wish to take a course at an accredited institution and transfer the credit toward the St. John's degree program. The student must present the catalog description of the course and a

permission form to his/her department/division chair. Upon the recommendation of the chair and the approval of the academic dean, the student may register for the course. Upon completion of the course, the student must submit an official transcript to the Office of the Registrar.

Advanced Standing

Students enrolled in advanced certificate and doctoral programs may request advanced standing for coursework completed in fulfillment of a previously earned graduate degree.

The number of advanced standing credits permitted is contingent upon assessment of the previously earned credit in accordance with department/division and school/college regulations. All doctoral students in The School of Education are required to take a minimum of 45 credits at St. John's University.

Please refer to the College Section of this bulletin for further information.

Accident and Sickness Insurance

The University makes available health insurance to all students through University Health Plans. This insurance allows students to be covered for illness and accidents. The University requires all international students holding F1 and J1 visas and all resident students to have adequate health insurance coverage.

F1 and J1 Students: All F1 and J1 students will be automatically provided with and charged for health insurance each semester. The mandatory charge for the insurance will be added to the semester invoice, which is due and payable with the tuition and fee charges.

Resident students: Resident students who have not waived the University-provided insurance will be automatically provided with and charged for this health insurance. The charge for this insurance will be added to the semester invoice, which is due and payable with the tuition and fee charges. To waive the insurance coverage, resident students are required to submit their insurance information online at universityhealthplans.com.

Commuter Students: Insurance is also available to our commuter full-time and part-time graduate population and can be purchased at universityhealthplans.com.

Please direct any questions to the Office of Student Financial Services at 718-990-2000 (Queens campus); or University Health Plans at 1-800-437-6448.

Health Insurance Rates 2022-2023

- 1) Resident Students \$3,508 per year
- 2) New Spring 2023 Resident Students \$2,184 for the semester
- 3) F1/J1 Fall 2022 Students \$1,754 for the semester
- 4) F1/J1 Spring 2023 Continuing Students \$1,187.50 for the semester
- 5) New F1/J1 Spring 2023 \$2,184 for the semester

Expenses

All fees and the entire tuition as well as room and/or board charges for each semester are due and payable in full before registration can be completed. All payments must be made by check or money order payable to St. John's University or by credit card. MasterCard, VISA and Discover are currently accepted by the Office of Student Financial Services.

Students holding full-tuition scholarships are required to pay the General Fee and any other fees required for the course(s) they are taking.

Students whose accounts are in arrears will not be permitted to register for a subsequent semester or receive grades. All past due balances are charged interest at the rate of one percent per month. Delinquent accounts may be referred to a third party for collection, which will result in the addition of collection costs to the account balance.

The University reserves the right to change the schedule of tuition and fees when necessary, but every effort is made to maintain them at the lowest possible level.

For the most up-to-date information, check the online version of this bulletin at www.stjohns.edu/bulletin.

2022-2023 Tuition*

Graduate Cost	per credit
Collins College of Professional Studies	\$1,400
The School of Education	\$1,400
The Peter J. Tobin College of Business	\$1,415
St. John's College	
Grad Arts & Sciences	\$1,400
School Psychology	\$1,490
Library Science	\$1,490
Speech-Language Pathology	\$1,490
Audiology	\$1,595
Ph.D. Clinical Psychology	\$1,675
College of Pharmacy and Health Sciences	\$1,610
Public Health	\$1,400
Institute for Biotechnology	\$1,485
Physician Assistant	\$1,610

* Check for regular tuition updates online at www.stjohns.edu.

Fees

General Fee per semester (non-refundable)	\$170
Particular Fees (non-refundable)	
Application fee	\$70
Late registration/payment	\$200
Maintaining matriculation, per semester	\$100
Microfilming of doctoral dissertation and abstract	\$100
Payment Plan Enrollment Fees Between and	\$75 \$250
Examination Fees (non-refundable)	
Comprehensive examination for master's degree	\$100
Qualifying examination for doctoral degree	\$40
Comprehensive examination for doctoral degree, reading of dissertation and oral examination	\$200
Make-up examinations	\$80
Special Assessment	\$50
Dissertation Copy Editing fee	\$150

Laboratory Fees

Individual courses may carry a laboratory fee. Please refer to the online course description for fee information.

Laboratory fees are non-refundable. Additional charges will be made for breakage and losses.

Room and Board

Queens-Residence Village

Academic Year 2022-2023

Single Room	\$6,530 per semester
Standard Double Room	\$5,875 per semester

PLEASE NOTE:

At the time of printing doubles and singles are the only rooms available for 2022-2023 academic year

Meal Plan

Board (Meal) Plan	
Freshman Meal Plan	\$3,520 per semester
Residence Village	
Meal Plan	\$3,470 per semester
Apartment Meal Plan	\$2,460 per semester

Queens Off-Campus (Seton Complex, and Henley)

Academic Year 2022-2023

Single Room	\$7,970 per semester
Double Room	\$6,540 per semester

Queens Off-campus (DePaul)

Academic Year 2022-2023

Single Room	\$7,980 per semester
Deluxe Single Room	\$8,035 per semester
Private Single Room	\$8,135 per semester
Double Room	\$6,540 per semester
Deluxe Double Room	\$6,590 per semester
Private Double Room	\$6,695 per semester

Queens Off-campus (Goethals)

Academic Year 2022–2023

Single Room \$7,865 per semester

Double Room \$6,360 per semester

Queens Town Home

Academic Year 2022–2023

Town Home Single Rooms \$7,130 per person

Town Home Double Rooms \$6,730 per person

Room and Board Withdrawals

Withdrawal from campus housing could affect your cost of attendance for financial aid purposes. Please contact the Office of Student Financial Services for details.

The withdrawal schedule for Room and Board credits may be found at www.stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds.

Withdrawal from Courses and Tuition Credits and Refunds

A student who wishes to withdraw from a course must complete a Change of Program form and have it signed by the appropriate departmental chair and academic dean. The date of withdrawal will be the date of the student's written request as attested by his or her dean.

Withdrawal from courses may entitle the student to a credit for tuition. The credit policy refers only to tuition. Fees are not refundable. Students should allow at least three weeks from the date of filing a Change of Program with the dean for refund claims to be approved and processed, and for checks to be mailed.

Students will not be entitled to any portion of a refund until all federal Title IV programs are credited and all outstanding charges have been paid.

Students are considered in attendance until they officially withdraw from the University or are requested to do so by a dean.

Students who leave school voluntarily or drop a course must do so through the proper channels, or otherwise risk assuming full tuition charges.

Please also see page 12 "Officially Notifying the University of a Withdrawal from Class" and "Withdrawing from Class."

The withdrawal schedule for tuition credits may be found at www.stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds.

Academic Information and Regulations

Program Requirements

In addition to the regulations in this section, each student is responsible for becoming familiar with the requirements specific to the college/school, department/division and academic program of study in which they enrolled. For further details, consult the appropriate section of this bulletin.

Academic Units and Programs

Approved Programs of Study

Students may only enroll in programs of study officially registered with the New York State Education Department or otherwise officially approved. Enrollment in non-registered or unapproved programs of study may jeopardize eligibility for certain student aid awards.

Most graduate courses at St. John's are conveniently scheduled for late afternoons, evenings and Saturday mornings. The following is a listing of all approved graduate programs at St. John's University. To learn which of the University's campuses offer specific programs, please consult your academic dean.

As of August 2022, the University is no longer admitting students to the Staten Island campus due to a proposed substantive change pending approval by the Middle States Commission on Higher Education. For more information, please visit www.stjohns.edu/SITeachOut.

St. John's College of Liberal Arts and Sciences

Major Name HEGIS Code Credentials

Applied Mathematics, Computing & Machine Learning	1703.00	M.A.
Audiology	1220	Au.D.
Biological and Pharmaceutical Biotechnology	0499	M.S.
Biology	0401/0401	B.S./M.S.
Biology	0401	M.S.
Biology*	0401	M.Phil.
Biology	0401	Ph.D.
Chemistry	1905/1905	B.S./M.S.
Chemistry	1905	M.S.
Chinese Studies	0399	M.A.
Clinical Psychology	2003	M.A.
Clinical Psychology*	2003	M.Phil.
Clinical Psychology	2003	Ph.D.
Communication Arts/International Communication	0601/0699	B.S./M.S.
Communication Arts/Government and Politics	0601/2207	B.S./M.A.
Communication Arts/Sociology	0601/2208	B.S./M.A.
Computational Biology & Biostatistics	0420.00	M.S.

Computer Science/Library and Information Science	0701/1601	B.S./M.S.
Criminal Justice/Government and Politics	2105/2207	B.S./M.A.
Criminal Justice/Sociology	2105/2208	B.S./M.A.
Criminology and Justice	2209	M.A.
East Asian Studies	0302/0302	B.A./M.A.
East Asian Studies	0302	M.A.
English	1501/1501	B.A./M.A.
English	1501	M.A.
English	1501	Ph.D.
Environmental OMICS	0402.00	M.S.
Environmental Sustainability & Decision Making	0402.00	M.A.
French/Library and Information Science	1102/1601	B.A./M.S.
Global Development and Social Justice	4903	M.A.
Government and Politics	2207 /2207	B.A./M.A.
Government and Politics	2207	M.A.
Government and Politics/Law	2207/1401	M.A./J.D.
Government and Politics/Library and Information Science	2207/1601	M.A./M.S.
History	2205/2205	B.A./M.A.
History	2205	M.A.
International Law and Diplomacy	2210	Adv. Cert.
Information Technology/Library and Information Science	0702/1601	B.S./M.S.
Italian/Library and Information Science	1104/1601	B.A./M.S.
Journalism/Government and Politics	0602/2207	B.S./M.A.
Journalism/Sociology	0602/2208	B.S./M.A.
Latin American and Caribbean Studies	0308	Adv. Cert.
Legal Studies/Government and Politics	0599/2207	B.S./M.A.
Legal Studies/Sociology	0599/2208	B.S./M.A.
Liberal Studies	4901	M.A.
Library and Information Science	1601	M.S.
Management for Information Professionals	1601	Adv. Cert.
Math	1703	M.A.
Applied and Computational Mathematics		
Museum Administration	1099	M.A.
Neuroscience	0425.00	M.A.

Philosophy, Politics & Economics	4901.00	M.A.
Psychology	2202	M.A.
Psychology/Criminology and Justice	2001/2209	B.A./M.A.
Psychology/Psychology	2001/2001	B.A./M.A.
Public Administration	2102	Adv. Cert.
Public History	4903	M.A.
Public History/Library and Information Science	4903/1601	M.A./M.S.
School Psychologist**	0826.02	M.S.
School Psychology	0822	Psy.D.
Scientific Literacy & Integrity	4901.00	M.A.
Sociology	2208/2208	B.A./M.A.
Sociology	2208	M.A.
Sociology/Criminology and Justice	2208/2209	B.A./M.A.
Spanish/Spanish	1105/1105	B.A./M.A.
Spanish	1105	M.A.
Spanish/Library and Information Science	1105/1601	B.A./M.S.
Social Justice Information Systems	2501.01	Adv. Cert.
Speech Language Pathology	1220	M.A.
Theology	1510/1510	B.A./M.A.
Theology (Religious Studies)	1510	M.A.
World History	2205	Ph.D.

* *The Master of Philosophy (M. Phil.) is an intermediate degree between other academic Master's degrees and the Doctor of Philosophy (Ph.D.) degree. It is awarded to candidates in some of the University Ph.D. programs for completion of all requirements for the Ph.D. except the dissertation.*

** *Leads to permanent bilingual certification.*

The School of Education

Major Name HEGIS Code Credentials

Administrative Studies	0827	Adv. Cert.
Adolescent Education Career Change	0803	M.S.Ed.
Adolescent Education Career Change NON CERT	0803	M.S.Ed.
Adolescent Education Field Change	0803	M.S.Ed.
Adolescent Education 7-12/Teaching Literacy 5-12	0803/0830	B.S.Ed./M.S.Ed.
Adolescent Education: English 7-12	1501.01	M.S.Ed.

Adolescent Education: Mathematics 7–12 1701.01	M.S.Ed.	Clinically Rich Intensive Teacher Inst. 0899.70	Adv. Cert.	Teaching Literacy B-6 (Non-Cert Option) 0830.00	M.S. Ed.
Adolescent Education: Social Studies 7–12 2201.01	M.S.Ed.	In Bilingual Education (CR-ITI-BE/ ESOL)		Teaching Literacy 5–12 and TESOL PK–12 0830.01	M.S.Ed.
Adolescent Education: Spanish 7–12 1105.01	M.S.Ed.	Early Childhood Education: Career Change 0823	M.S.Ed.	TESOL PK–12 (Teaching English to Speakers of Other Languages) 1508	M.S.Ed.
Adolescent Education Residency Program* 0899.50	M.S.Ed.	Early Childhood Education: Career Change NON CERT 0823	M.S.Ed.	TESOL PK–12: ITI 0899.60	Adv. Cert.
Adolescent Education Residency Teaching Students with Disabilities 7–12 Generalist* 0899.50	M.S.Ed.	Early Childhood Education: Field Change 0823	M.S.Ed.		
Alt. Cert. Trans B. Adolescent Math Special Ed* 0899.50	M.S.Ed.	Early Childhood Education B–2 and Teaching Students with Disabilities B–2 0808	M.S.Ed.		
Alt. Cert. Trans B. Adolescent Math 7–12* 0899.50	M.S.Ed.	Education Administration and Supervision 0827	Ed.D.		
Alt. Cert. Trans B. Teaching Students with Disabilities Generalist* 0899.50	M.S.Ed.	Gifted Education 0811	Adv. Cert.		
Bilingual Education: ITI** 0899.60	Adv. Cert.	Instructional Leadership 0829	Adv. Cert.		
Bilingual Education: CR–ITI** 0899.70	Adv. Cert.	Instructional Leadership 0829	Ed.D.		
Bilingual Extension Childhood and Childhood Special Education (Internship) 0808	Adv. Cert. M.S.Ed.	Literacy 0830 Literacy 5–12 0830 Literacy 5-12 and STD 7-12 Gen'l w/SUBJ EXT 0830.01	Ph.D. M.S.Ed. M.S.Ed.		
Childhood and Childhood Special Education (Internship) NON CERT 0808	M.S.Ed. M.S.Ed.	Literacy B–6 0830 Middle Childhood 5–6: Extension 0802	M.S.Ed. Adv. Cert.		
Childhood Education 0802	M.S.Ed.	Middle Childhood 7–9: Extension 0802	Adv. Cert.		
Childhood Education: Career Change 0802	M.S.Ed.	School Building Leadership 0827	Adv. Cert.		
Childhood Education: Career Change NON CERT 0802	M.S.Ed. M.S.Ed.	School Building Leadership 0828	M.S.Ed.		
Childhood Education: Field Change 0802	M.S.Ed.	School Building Leadership/School District Leadership 0827	Adv. Cert. M.S.Ed.		
Childhood Education 1–6/ Literacy B–6 0802/0830	B.S.Ed./ M.S.Ed.	School Counseling 0826.01 School Counseling 0826.01	Adv. Cert. Adv. Cert.		
Childhood Education 1–6/Teaching Children with Disabilities in Childhood 0802/0808	B.S.Ed./ M.S.Ed.	School District Leadership 0827	Adv. Cert.		
Childhood Education and TESOL PK–12 Career Change 1508	M.S.Ed.	Special Education Childhood and TESOL 0808.00	M.S.Ed.		
Childhood Education and TESOL Career Change NON CERT 1508	M.S.Ed.	Teacher Institute in ESL (CR–ITI) ** 0899.70	Adv. Cert.		
Clinical Mental Health Counseling 2104.10	Adv. Cert.	Teaching Children with Disabilities in Childhood 0808	M.S.Ed.		
Clinical Mental Health Counseling 2104.10	M.S.Ed.	Teaching Children with Disabilities in Childhood 0808	Adv. Cert.		
		Teaching Literacy 5-12 (Non-Cert Option) 0830.00	M.S.Ed.		
		Teaching Literacy B-6 (Non-Cert Option) 0830.00	M.S.Ed.		
		Teaching Literacy 5-12 (Non-Cert Option) 0830.00	M.S.Ed.		

* Admission into these Alternative Certification/
Transitional B (Teaching Fellows) programs
is initiated through the New York City
Department of Education.

** Admission into these Intensive Teacher
Institute (ITI) Certificate Program is
initiated through B.O.C.E.S.

The Peter J. Tobin College of Business

Major Name HEGIS Code Credentials

Accounting	0502	M.S.
Accounting	0502	M.B.A.
Accounting/Business Administration	0502/0506	B.S./M.B.A.
Accounting/ Finance	0502.00/5020.00	B.S./M.S.
Accounting/Law	0502/1401	M.S./J.D.
Accounting (non-CPA)/ Business Administration	0512/0506	B.S./M.B.A.
Accounting with Information Systems	0502	M.S.
Accounting with International Financial Reporting	0502	M.S.
Accounting Risk & Financial Advisory	0502.00/0502.00	B.S./M.S.
Accounting/Taxation	0502/0502.10	M.B.A./M.S.
Actuarial Science	0512.00	M.S.
Anthropology/ Business Administration**	2202/0506	B.A./M.B.A.
Asian Studies/ Accounting**	0301/0502	B.A./M.S.
Asian Studies/ Business Administration**	0301/0506	B.A./M.B.A.
Business Administration	0506	M.B.A.
Business Administration Dual Concentration	0506	M.B.A.
Computer Science/ Accounting*	0701/0502	B.S./M.S.
Business Administration	0506.00	Adv. Cert.
Business Analytics	0503.00	M.S.
Business Analytics	0503.00	Adv. Cert.
Computer Science/Business Administration*	0701/0506	B.S./M.B.A.

Cyber Security Systems/ Accounting*	0799/0502	B.S./M.S.
Cyber Security Systems/Business Administration*	0799/0506	B.S./M.B.A.
Economics/ Accounting	0504/0502	B.S./M.S.
Economics/Business Administration	2204/0506	B.S./M.B.A.
English/Business Administration**	1501/0506	B.A./M.B.A.
Enterprise Risk Management	0512	M.S.
Entrepreneurship & Innovation	0506.00	M.S.
Finance	0504	M.S.
Finance	0505.00	Adv. Cert.
Finance/Accounting	0504/0502	B.S./M.S.
Finance/Business Administration	0504/0506	B.S./M.B.A.
French/Business Administration**	1102/0506	B.A./M.B.A.
Global Management	0506.00	M.S.
History/Business Administration**	2205/0506	B.A./M.B.A.
Investment Management	0505	M.S.
Information Technology/ Accounting*	0702/0502	B.S./M.S.
Information Technology/Business Administration*	0702/0506	B.S./M.B.A.
Internal & Information Technology Audit	0502.00	Adv. Cert.
Italian/Business Administration**	1104/0506	B.A./M.B.A.
Management/ Accounting	0506/0502	B.S./M.S.
Management/ Business Administration	0506/0506	B.S./M.B.A.
Marketing/ Accounting	0509/0502	B.S./M.S.
Marketing/Business Administration	0509/0506	B.S./M.B.A.
Marketing Intelligence	0509.00	Adv. Cert.
Marketing Intelligence	0509	M.S.
Mathematical Physics/ Business Administration**	1902/0506	B.S./M.B.A.
Networking and Telecommunications/ Accounting*	0799/0502	B.S./M.S.
Networking and Telecommunications/ Business Administration*	0799/0506	B.S./M.B.A.
Physics/Business Administration**	1902/0506	B.S./M.B.A.
Psychology/Business Administration**	2001/0506	B.A./M.B.A.
Risk Management and Risk Analytics	0512	M.S.
Risk Management and Insurance/ Accounting	0512/0502	B.S./M.S.

Risk and Financial Advisory	0502	M.S.
Risk Management and Insurance/ Business Administration	0512/0506	B.S./M.B.A.
Risk Management	0512.00	Adv. Cert.
Sociology/Business Administration**	2208/0506	B.A./M.B.A.
Spanish/Business Administration**	1105/0506	B.A./M.B.A.
STEM	0506.00	MBA
Taxation	0502.10	M.S.
Taxation/ Accounting	0502/0502.10	M.B.A./ M.S.

* The UG portion of these Combined Degrees are offered through the College of Professional Studies.

** The UG portion of these Combined Degrees are offered through St. John's College of Liberal Arts and Sciences.

College of Pharmacy and Health Sciences

Major Name HEGIS Code Credentials

Health Sciences	1201.00	M.S.
Pharmacy	1211	Pharm.D.
Pharmacy, Practitioner Option	1211	Pharm.D.
Pharmacy Administration	1211	M.S.
Pharmaceutical Sciences	1211	M.S.
Pharmaceutical Sciences	1211	Ph.D.
Physical Therapy	1212.00	DPT
Physician Assistant	1299	M.S.
Public Health	1214	M.P.H.
Toxicology/Toxicology	0426	B.S./M.S.
Toxicology	0426	M.S.

Collins College of Professional Studies

Major Name HEGIS Code Credentials

Computer Science/ Data Science	0701.00/0702.00	B.S./M.S.
Criminal Justice/ Criminal Justice Leadership and Data Science	0702.00	M.S.
Healthcare Informatics	0799.00	M.S.
Homeland Security	2105/2105	B.S./M.P.S.
Homeland Security	2105.00	D.P.S.
Integrated Advertising Communications	0604	M.S.
International Communication	0699	M.S.

Sport Management	0599	M.P.S.
Cyber and Information Security	0701.00	M.S.
International Hospitality Management	0505.00	M.S.
Multi-Sector Communication	0601.00	Ph.D.

Office of the Registrar

The Office of the Registrar is responsible for the accuracy and integrity of the University's official student records. Our chief responsibilities fall into six broad categories: registration; record-keeping; enrollment verifications and transcripts; course offerings; classroom scheduling; and graduation.

The Office of the Registrar facilitates the University course registration process. The Office announces the exact dates for registration in advance of each registration period. Continuing students register in October/November for the spring semester and in March/April for the summer and/or fall semesters. Students are expected to see their advisor before registering.

Students can access grades online through the University Information System (UIS).

Because the University is continually expanding the services and information it makes available online, students should refer to the University's website (www.stjohns.edu) on a regular basis. For the Office of the Registrar site, visit www.stjohns.edu/academics/office-registrar.

Advisement

Advisement policies vary among the individual schools and students should consult with their respective dean's office to ensure that proper procedures are followed.

Students are responsible for consulting with their advisor to plan their schedule each semester. Registering for a class does not guarantee that it is applicable toward one's degree program. Students who register for classes without their advisors' approval put themselves at financial and academic risk.

Any changes in a student's schedule must be completed before the end of the registration period.

Students will not be permitted to enroll in a course after the late registration period has ended, even if the student has been unofficially attending a class. If a student wishes to withdraw from a course, the appropriate Withdrawal form must be approved by the appropriate academic dean and filed in the Office of the Registrar.

Registration

Once advised, students may register according to the schedule published by the Registrar. This schedule can be found on the Office of the Registrar's website.

Students register for classes using UIS. Registration requires students to enter a Priority Registration Number, which is obtained from their advisor or dean.

Students must pay their tuition and fees in full before registration can be completed. Students having no payment due or a refund due must complete their registration process by confirming registration for the semester via UIS by going to the "View/Confirm Term Bill" section.

E-Bills are sent to students after each registration period. Financial services representatives are available year-round to assist students in satisfying their financial obligation to the University. Registration is not complete until payment is made, and the University reserves the right to drop a student from an individual class or from their entire program if payment is not made by the due date.

Officially Notifying the University of a Withdrawal from Class

When a student registers for a class, the University considers it a clear indication of an intention to attend that class. If a student changes their mind about attending class or if circumstances prevent him/her from attending, they must notify St. John's of the change in status. The manner in which this notification is made depends on when during the semester the withdrawal decision is made.

During the first week of the semester, classes can be added or dropped through UIS. Please note that to drop all classes, the dean must be informed in writing.

Classes dropped through the first three weeks of a semester do not appear on a University transcript.

Withdrawing from Class

Students wishing to withdraw from classes may do so by the last day to withdraw found in the academic calendar. These classes are noted as a withdrawal (WD) on transcripts. This mark does not calculate into Grade Point Averages (GPAs). Please consult the academic calendar for the last day to withdraw from a class.

To withdraw from one or more classes, students must contact their dean's office. It is recommended that students visit the office in person so a discussion can be had regarding this decision. If an in-person meeting is not possible, the request to withdraw from class(es) must be put in writing.

Dropping or withdrawing from a class may result in a full or partial refund of tuition paid for the class. Refunds are based on the date the class was dropped or withdrawn, whether via UIS or through the dean's office.

Students who stop attending a class without withdrawing from it officially will receive the appropriate grade or mark as determined by their attendance, participation, and performance and in accordance with the grading criteria

provided by the instructor. See the "Grading Systems" section for additional information.

Advisement Reports

St. John's makes advisement reports available for Graduate programs via signon.stjohns.edu. Advisement reports match courses that students have taken against degree program requirements. All students should bring an advisement report with them when they see their advisors prior to registration. For additional information, consult the Registrar's web site at www.stjohns.edu/academics/office-registrar/student-advisement-reports

Transcripts and Verifications

There are three ways you can order a transcript of your academic record at St. John's University.

Electronic Transcripts (PDF)

Electronic Transcripts (PDF) are now available. Delivery is within hours of the request being processed. Electronic Transcripts are \$6 per copy, payable by credit card only. St. John's University has partnered with Parchment for electronic transcript delivery. To order an eTranscript log into - <https://www.parchment.com/u/registration/33150/institution>

PDF transcripts are not available for students or alumni who attended prior to 1990 (please see below).

If you need a form or document included with your transcript, please use the electronic transcript request method of delivery. You will be able to upload your fully completed documents to be sent along with your transcript.

Requestors will receive an email confirmation when the transcript is available for the recipient to download and another email when the transcript has been downloaded by the recipient.

PDF document delivery is becoming increasingly common across institutions, organizations, and agencies. However, before requesting PDF transcript delivery, please verify that the recipient will accept an electronic transcript. Additionally, it is important that you verify the correct email address for transmission of the transcript.

Official PDF transcripts are transmitted electronically to the recipient and is intended solely for use by the recipient. The official transcript has been digitally signed and therefore contains special characteristics.

The Blue Ribbon Symbol is assurance that the digital certificate is valid, the document is authentic, and the contents of the transcript have not been altered.

If the transcript does not display a valid certification and signature message an invalid digital certificate display means either the digital signature is not authentic, or the document has been altered. The digital signature can also be revoked by the transcript office if there is cause, and digital signatures can expire. A document with an invalid digital signature display should be rejected.

Lastly, one other possible message, Author Unknown, can have two possible meanings: the certificate is a self-signed certificate or has been issued by an unknown or untrusted certificate authority and therefore has not been trusted, or the revocation check could not complete. If this message is received make sure there is a proper connection to the internet. If there is a connection and the digital signature cannot be validated, reject the document.

Via the Web in UIS

Current students may order transcripts and request enrollment and degree verifications via the web by signing into signon.stjohns.edu and clicking on the UIS icon. Under the Student menu click the Student Records link. From the Student Records menu, select Request Printed/Official Transcript or Request Enrollment or Degree Verification and follow the prompts. Please take special care entering the name and address of the recipient of your transcript. These will print on the transcript exactly as you enter them. These transcripts will be mailed to the recipient via U.S. mail.

If you need a form or document included with your transcript, please use the electronic transcript request method of delivery. You will be able to upload your fully completed documents to be sent along with your transcript.

Recent alumni who continue to have access to UIS may also order transcripts online.

Mail-In Requests

All students and alumni may also order transcripts by mail. Any student who attended St. John's in 1984 or prior should submit a written request to the appropriate campus. Students who attended the College of Insurance should submit a written request to the Queens Campus. Requests should be mailed to one of the following addresses:

Students and alumni of the Queens, Manhattan and Rome Campuses:
St. John's University
Office of Registrar
8000 Utopia Parkway
Queens, NY 11439
Attn: Transcript Desk

Students and alumni of the Staten Island Campus:
St. John's University
Office of the Registrar
300 Howard Avenue
Staten Island, NY 10301
Attn: Transcript Desk

When requesting a transcript by mail, please be sure to provide the following information:

- Full name and any other name used while at St. John's University
- "X-number" - If you don't know this number, give us the last four digits of your Social Security number.
- Dates of attendance
- Division of the University you attended
- Degrees you received

- Address and phone number at which we can reach you
- The name and address of the person to whom you want us to send the transcript
- The purpose for which you are requesting the transcript
- **Please be sure to sign your request.**

Transcript Questions: Undergraduate and Graduate students email transcripts@stjohns.edu.

Veterans and their Dependents

Veterans and their dependents should contact the Department of Veterans Affairs regional office in Buffalo, New York for information about education benefits. The telephone number is 888-442-4551. The Department of Veterans Affairs also maintains a very useful website, which can be found at gibill.va.gov.

The Office of Student Financial Services (SFS) certifies the enrollment of veterans and their dependents for educational benefits.

Graduation

The University confers degrees three times a year: January, May, and September. Students awarded degrees in September and January are invited to attend the May commencement ceremony. The Office of University Events informs degree candidates of which commencement ceremony they are invited to attend. Only those students who complete all degree requirements by the end of the spring semester will be eligible to participate in the spring commencement exercise. For details regarding the Rome campus commencement ceremony, which is held in June, please contact the Office of University Events.

To ensure that a diploma is ordered, the Office of the Registrar requires all pending graduates to complete an online Application for Diploma, which is available through UIS.

Replacement Diplomas

If an original diploma is lost, stolen or destroyed, a replacement diploma can be ordered. To order a replacement diploma, a standard application for diploma must be submitted with a notarized affidavit and two forms of identification, one containing a photograph. Examples of identification include a passport, driver's license, social security card, and work ID. There is a \$50 fee for a replacement diploma. Please call 718-990-2000 for applications and affidavits. Loss, destruction, change of name, and theft are the only reasons for which a diploma will be replaced. We do not issue duplicate diplomas.

Applications for replacement diplomas may be mailed to one of the following addresses:

St. John's University
Office of the Registrar
8000 Utopia Parkway
Queens, NY 11439
ATTN: Diploma Desk

St. John's University
Office of Enrollment Services
300 Howard Avenue
Staten Island, NY 10301
ATTN: Diploma Desk

Full-Time Study in Graduate Programs

Full-time study shall mean enrollment for at least 9 credits a semester or the equivalent. This includes independent or individualized study, practice teaching, graduate assistantships, thesis or dissertation research and preparation for language or qualifying examination. Non-credit or prerequisite courses may be considered as contributing toward full- or part-time study on an equivalent basis. Such equivalence is determined through the program or school in which the student is enrolled and must be approved prior to registration. A student carrying a full-time program that includes non-credit prerequisite courses will carry at least six credit hours each semester with the exception of the first semester, in which a student only needs to carry three credit hours. A combination of such credit and prerequisite work shall equal the minimum student effort requirement for full-time study.

Courses taken entirely on a personal or voluntary basis, or solely to meet teacher certification, licensing or other external requirements, not recommended or required by the school, shall not contribute to full- or part-time study.

Students will not be permitted to register for more than 12 credit hours of graduate study in any semester. All students holding F-1 or J-1 visas must be enrolled in a full-time program (9 credits or the equivalent).

Credit Hour Guidelines

All St. John's University degree and certificate programs are approved by the New York State Education Department (NYSED). Therefore, all courses and degree programs at the University must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations highered.nysed.gov.

The University's method for awarding credit for courses in degree and certificate programs follow NYSED guidelines, which are based on the U.S. Department of Education's definition of credit hour. The U.S. Department of Education definition of a credit hour can be found at ifap.ed.gov/dpletters/attachments/GEN1106.pdf.

Each school's dean is responsible for assuring that their school establishes, maintains, and follows appropriate procedures and protocols for assigning credit hours. The procedures and protocols must meet these minimum guidelines:

- Each school must maintain procedures, written and web-accessible, pertaining

to the assignment of credit hours for all courses offered, regardless of the format or modality of instruction. This includes but is not limited to traditional lectures, individual voice or music instruction, online courses, and any other offering that can result in earned credit.

- Each school must document that its procedures provide for the assignment of credit hours for each course the school offers based on the following criteria:
 - Stated objectives for student learning, including (but not limited to) acquisition of content knowledge, key competencies, (such as skill in oral or written communication), or analytic reasoning skills;
 - Hours of instruction proposed for the course; and
 - Hours of supplementary assignments and student effort that are anticipated to take place outside the classroom. Hours of anticipated student effort outside the classroom can include estimated time spent on reading, writing, laboratory or studio assignments, preparation for examinations, etc.

Time Limit

Students who are unable to devote their full time to graduate study may extend the time for obtaining the master's degree or professional diploma beyond the normal span of two years. All coursework, research tool, residence and examination requirements must be satisfied within five years. No degree credit will be allowed for courses completed more than five years before the granting of the degree or diploma.

Students working towards their doctorate must complete all requirements for the degree within seven years (eight years for The School of Education). No degree credit will be allowed for courses completed more than seven years prior to the granting of the degree.

Examinations

If a student is not present for the regular final examination, a make-up examination may be permitted by the appropriate dean. Permission may be granted in the case of students whose academic work is acceptable and only when the reason for absence from the scheduled examination is of a sufficiently serious nature, i.e., an emergency situation which absolutely precluded attendance and can be documented to the dean's satisfaction. The deferred examination may be taken only on the date published in the Academic Calendar and the student is subject to a make-up examination fee in each case.

Auditing Courses

A student who audits a course is one who is qualified to register for a credit course for which no credit will be granted. *Students may not audit a course which they subsequently would be required to complete for their degree.* Auditors are expected to attend class but are not responsible for examinations or written assignments. A grade of "AU" for the course will be noted on the permanent record.

Permission to audit a course must be obtained on Audit Option Request form from the student's dean and the dean of the school in which the course is offered. This written permission must be presented to the Office of the Registrar. Audit and credit courses may not exceed 12 semester hours per term. Full tuition and fees are charged for an audited courses. A student may not change from audit to credit status or vice versa once the semester begins.

Grading System

A letter system is used in assigning grades for the course with quality points given for each grade:

Grade	Points	
A	Excellent	4
A-	Excellent	3.7
B+	Very Good	3.3
B	Good	3
B-	Good	2.7
C+	Fair	2.3
C	Passing	2
F	Failure	0
INC	Incomplete	0
ABF	Absent/Failure	0
WD	Withdrawal	0
P	Passing	0
AU	Audit	0
UW	Unofficial Withdrawal	0

Credit for courses is given in semester hours. The quality points for a course are obtained by multiplying the points corresponding to the grade given for the course by the number of semester hours of credit attached to the course. The total quality points for all courses divided by the total credits attempted give students their quality point index.

Besides term examinations, courses which carry three semester credits but which meet for only two hours a week require the submission of a research paper or some equivalent research project before credit may be given.

Written tests, term papers and other assignments are given during the term at the discretion of the individual instructor. Credit will not be given for a semesters' work unless all assignments have been satisfactorily completed.

The mark of UW (unofficial withdrawal) may be assigned, at the instructor's discretion, in cases

in which there is insufficient basis for an earned grade. Students may NOT request this mark.

A grade of incomplete (INC) may be given, at the discretion of the instructor, if the student fails to submit a research paper or some equivalent research project. Students receiving an INC grade must submit all required materials no later than the deadline indicated in the Academic Calendar. If the INC is not removed within the time period, it will remain a permanent INC grade on the student's record. In some cases, it may be necessary for the student to repeat the course. The student must request in writing a grade of incomplete from the professor before the end of the semester.

The grade of ABF will be assigned if the student fails to sit for the scheduled final examination if one is required for the course. The grade of ABF will remain on the student's transcript and will be calculated as an F grade if the student fails to sit for the make-up examination.

Academic Standing

Students in the master's and advanced certificate programs must maintain a 3.0 quality point average to continue in graduate work. Students who fail to maintain this average, either in a particular semester or in their overall academic record, are subject to having their academic program terminated. Students in the master's programs of the College of Pharmacy and Health Sciences will automatically become subject to review by the appropriate college committee and dean. Students are subject to academic dismissal as a result of such review.

Students in doctoral programs are required to receive at least a "B" grade in all courses. Grades of "B-" will not count as a "B" where required for doctoral courses. When a student receives a grade of less than a "B," their program enrollment will automatically become subject to review by the appropriate department, inter-departmental graduate committee and the office of the dean.

Residence

Residence requirements assure adequate contact between the University and the graduate student while providing necessary association with scholars in the student's area of specialization.

With the exception of the Master of Arts program in Speech-Language Pathology offered by St. John's College of Liberal Arts and Sciences, the master's and professional diploma programs offered by The School of Education, and the Master of Business Administration offered by The Peter J. Tobin College of Business, all master's degree students must successfully complete 12 semester hours of academic credit during two consecutive academic

semesters. For regulations on satisfying the residence requirement of a particular master's or doctoral program, each student should consult the appropriate college/school and department/division section in this bulletin.

Continuous Enrollment— Maintaining Matriculation

Master's Degree and Advanced Certificate

Continuous enrollment for matriculation until the degree is awarded is obligatory for students enrolled in degree programs. Those who are not enrolled in coursework must maintain their active status each semester by enrolling in a Maintaining Matriculation course at the scheduled registration periods. Students who have not satisfied the continuous enrollment requirement for two or more semesters must

- 1) apply for re-admission,
 - 2) meet the admission requirement in effect at that time,
 - 3) be re-admitted,
 - 4) pay the appropriate maintaining matriculation fees for two semesters.
- In order to register for the proper Maintaining Matriculation course, students should consult their departmental course offerings.

Comprehensive Examination

Most degrees require the satisfactory completion of a comprehensive examination. This examination must be taken within a year after the satisfaction of all courses, language and residence requirements.

Students in The Peter J. Tobin College of Business and the College of Pharmacy and Health Sciences should consult with the appropriate dean's office for complete details and requirements regarding the comprehensive exam.

This examination may be oral, written or both, according to the regulations of a particular department/division. The content of this examination is not limited to the courses taken by the student, but may cover general concepts as well as the whole area of the candidate's field of study. The comprehensive examinations may be held in the fall, spring or summer according to departmental/divisional regulations as noted in the Academic Calendar.

Applications for these examinations should be made in the dean's office no later than the dates assigned in the Academic Calendar. Late fees may apply. The individual examiners report the results of this examination in writing to the dean, who communicates them to the individual candidates. In case of failure, one re-examination may be permitted upon the recommendation of the departmental/divisional chair and the dean.

Doctoral Degree

Before sitting for the comprehensive examination, students must be registered in coursework or be enrolled in the appropriate Maintaining Matriculation course. In order to register for the proper Maintaining Matriculation course, students should consult their departmental course offerings. After successful completion of the comprehensive examination, students must enroll in the appropriate three-credit Doctoral Research course each semester until the degree is awarded. In order to register for the proper course, students should consult their departmental/divisional course offerings.

Students who have not satisfied the continuous enrollment requirement for two or more semesters must

- 1) apply for re-admission,
- 2) meet the admission requirements in effect at that time,
- 3) be re-admitted,
- 4) pay the appropriate fees for two semesters.

Research Review Board

All research carried out by students, faculty or affiliates of St. John's University involving human subjects must be approved by the Institutional Review Board for use of Human Subjects (IRB).

All research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC). This requirement includes any thesis, dissertation, research project or research essay. Such approvals must be secured before research is begun, *must be renewed each year and expires upon completion of degree.*

**Guidelines and application forms for both IRB and IACUC review are available on-line at: www.stjohns.edu/academics/research/grants-and-sponsored-research*

Master's Thesis

A department or division may require a thesis for the master's degree. Students should consult the appropriate department to ascertain if this is required or optional.

The master's thesis should offer evidence of sound research and an adequate treatment of a well-defined subject. A mere essay or compilation of facts will not be accepted. The thesis must be written on a subject comprehended under the major and approved by the mentor and the departmental committee.

The responsibility for a well-organized presentation of personal research rests with the student and is in no sense a part of the instructional responsibility of faculty members.

Before beginning the writing of the thesis, the student should consult with the chair of the department and become familiar with the

style sheet utilized by the department. The completed thesis should be submitted to the readers no later than the date indicated in the Academic Calendar, normally three calendar months before the end of the semester.

Doctoral Dissertation

The responsibility for a well-organized presentation of personal research (as well as the details involved) rests entirely with the student and is not part of the instructional responsibility of faculty members.

Since the doctoral dissertation research essay must present evidence of a substantial contribution to existing knowledge as a result of personal research, it is considered a criterion of the student's scholarly attainment and will largely determine their final success in reference to the degree.

The title of the dissertation, along with the names of the mentor and members of the research committee, must be submitted to the department and then the dean for approval. When the student's mentor has approved the completed dissertation, the reader's copies, typewritten according to the approved format, must be submitted approximately four calendar months before the end of the semester. The format to be used is specified by the appropriate department or school.

In establishing a doctoral dissertation/ research essay committee, preparing a dissertation proposal and submitting and defending the dissertation, the following guidelines apply:

1. Students have the responsibility for requesting a mentor from the doctoral core faculty.
2. The student and mentor work together to choose a committee adhering to the following procedures and guidelines:
 - a. The committee shall consist of the mentor and at least two other members.
 - b. The two members plus the mentor shall come from the department/division.
 - c. One additional member of the committee may come from outside St. John's University.
 - d. The departmental/divisional chair, dean and mentor must unanimously approve any outside member.
 - e. Final approval of the committee composition rests with the dean.
3. The dissertation proposal must be approved by the committee and then forwarded to the departmental chair for their recommendations and then to the appropriate dean for their approval.
4. There shall be an interim oral presentation of the dissertation in progress made before the doctoral committee which shall be scheduled by the mentor.

5. A manuscript based upon the dissertation and properly prepared for submission to a refereed journal must be submitted to the mentor prior to the scheduling of the oral defense.
6. The oral defense shall be open to the University community.
7. The mentor acts as the chair of the oral defense, unless otherwise determined by the Department GEPC or its equivalent. The chair of the oral defense shall be responsible for conducting the defense according to parliamentary procedure.

Students must consult their respective dean's office, as well as the directors or chairs of their doctoral programs, for the specific guidelines, timelines and stylistic formats which apply to the dissertation within their discipline.

After the completed dissertation has been formally accepted, the candidate must defend the dissertation in a final oral examination before the faculty and the doctoral committee.

Doctoral dissertations are submitted through the ProQuest ETD (Electronic Theses and Dissertations) Administrator Management System. This simplifies the submission and review process for the student, the University Schools and the Library. The process is entirely online. Ultimately, your work is added to the ProQuest Dissertations & Theses Global Database as well as the institutional Repository, St. John's Scholar (<https://scholar.stjohns.edu/>).

Guidelines (https://campusguides.stjohns.edu/ld.php?content_id=52322630) for the formatting of your work are available on the Dissertations & Theses Main Guide at St. John's Libraries (<https://campusguides.stjohns.edu/dissertations/stjrequirements>). There is a convenient checklist (https://campusguides.stjohns.edu/ld.php?content_id=52322631) to review once your work is completed.

College of Pharmacy and Health Sciences students must submit to the CPHS ETD Administrator portal at ETD Administrator-College of Pharm. & H.S. (<https://www.etdadmin.com/student/inst?siteid=929>) and all other students submit to the St. John's ETD Administrator at ETD Administrator- St. John's (<https://www.etdadmin.com/student/inst?siteid=417>).

Please refer to Submitting Your Thesis or Dissertation to ETD Administrator at St. John's Guidelines (https://campusguides.stjohns.edu/proquest_electronic_publishing_agreement) on how to proceed with the submission process. In coordination with your School, "Formatting and Submitting Your ETD" Workshops are offered through the University Libraries prior to graduation each semester.

Please consult with your college or department office for further information.

Graduate Financial Aid Forms

St. John's University participates in the Federal Direct Loan programs and offers a variety of financial aid programs to support graduate study including assistantships and fellowships.

To be considered for Federal student aid (including federal loans) students must:

- Complete and sign the Free Application for Federal Student Aid (FAFSA) and meet federal eligibility requirements
- Be a U.S. citizen or an eligible noncitizen
- Have a High School Diploma or recognized equivalent such as a GED
- Have a valid Social Security Number
- Be registered with Selective Service if you are a male between the ages of 18 and 25
- Enrolled in an eligible degree or certificate program
- Maintain satisfactory academic progress at St. John's University. Please visit StudentAid.gov/eligibility for detailed information on all eligibility requirements for federal student aid.

Please use St. John's University federal institution code number 002823 when filing the FAFSA. Once the FAFSA is processed, the student will receive a federal Student Aid Report (SAR). You may obtain and complete your FAFSA application online at studentaid.gov.

Assistantships and Fellowships

Assistantships and fellowships are awarded annually to academically qualified graduate students. Descriptions of the Award Categories are below.

Doctoral Fellows

Doctoral Fellows are awarded to doctoral students only; these assistantships reside only in academic departments. Doctoral Fellows teach and/or conduct research. Teaching activities might include lab supervision, serving as teacher of record for select undergraduate courses, tutoring, or in some other capacity. Research must be confined to the faculty and/or program needs of the student's department. Doctoral Fellows are expected to devote a specified number of hours per week engaged in the teaching or mentoring of students in some capacity.

Graduate Assistantships

There are several types of Graduate Assistantships. Those assigned to departments are expected to teach and/or conduct research within those disciplines. The purpose

of the Graduate Assistant program is to provide a graduate student the opportunity to supplement coursework with practical experience related to the student's educational course of study and career objectives. Assistantships are an extension to, and application of, classroom instruction through hands-on experience with guidance from experienced faculty, administrators, or staff. Other types of Graduate Assistantships are assigned to offices and capacities throughout the University not directly affiliated with departments. The majority of Graduate Assistants in both categories will be master's students, although doctoral students are also eligible for these positions.

University Doctor of Arts Fellowships

UDAF's are tuition-reimbursement-only fellowships (no stipend) awarded to working professionals in the Doctor of Arts programs in History and English. UDAF's are granted at the discretion of the deans in consultation with chairs and supervisors. The criteria for selection of these awards are solely academic merit.

Summer Graduate Assistants

A limited number of summer Graduate Assistantships are available. Most of these are tuition-reimbursement only and come without stipends. Summer Graduate Assistantships can be for three or six credits but no more; credits can be taken over one or two sessions. Summer stipends are awarded to students in the following departments: Biology, Chemistry, Psychology (St. John's College) and all departments in the College of Pharmacy and Health Sciences.

Scholarships

Scholarship awards are offered primarily on the basis of scholastic achievement and need. They are generally given to full-time students for a period of one year. Application for scholarships should be made to the academic dean's office unless otherwise indicated.

Scholarship awards vary depending on availability of funds.

The School of Education Scholarships

Students interested in applying for any of the following scholarships offered by The School of Education are referred to the Office of the Dean in the Graduate School of Education.

Catholic Scholarship

An academic scholarship is awarded to select eligible graduates with a record of significant achievement from a Catholic college or university who have completed a major or minor in education. This scholarship is extremely

competitive. Each scholarship provides for full-time study in one master's degree program in the Graduate Division of the School of Education. The scholarship commences with the fall term and is applicable to new students applying to a master's degree only. Students are responsible for all fees, books, and other expenses.

Requirements for Consideration

You must be a graduate of a Catholic college or university and have completed a major or minor in education. You must also possess a proven track record of service to your college/university or community. To apply, please submit an application to the University, a statement of professional goals, a resume, and two letters of reference supporting your service to your college/university and/or community

How to Apply

Submit a Catholic Scholarship application along with transcripts, resume, and two letters of reference supporting service to your college/university and/or community, and a statement of goals.

Deadline: All materials are due April 1 for enrollment the following fall semester for master's degree candidates only. This is an extremely competitive scholarship.

Graduate Scholars in Education

In response to the critical need for teachers, St. John's University awards tuition scholarships for a full master's degree in education. This highly competitive, one-time scholarship is worth \$6,000 toward the 33-60 credit program and may be renewed for an additional year. It will be awarded to select eligible applicants commencing in the fall semester.

Requirements for Consideration

You must possess a cumulative grade point average of 3.25 or higher.

How to Apply

Submit an application for the scholarship signed by the chair, granting the student permission to apply.

Deadline: This is an extremely competitive scholarship. Students are urged to apply as far in advance as possible. Fall and spring awards are available.

Catholic School Educator Grant

Description: As part of our mission as a Catholic university, St. John's awards a 40 percent tuition reduction to full-time teachers and administrators in Catholic schools for one master's degree, one advanced certificate, and/or one of the following doctoral degrees; Doctorate in Education (Ed. D), Doctorate of

Arts in English (D.A.) or Doctorate in School of Psychology (Psy. D.). For up to six credits.

Requirements for Consideration

You must be a full-time employee at a Catholic school. Student must be employed at the school during the academic year for which grant funds are requested. Proof of employment must be submitted each academic year.

How to Apply

Submit your application along with all other necessary materials. If accepted by the University, you must complete a written form each semester with supporting documentation and submit it to the Office of Student Financial Services. The form can be found at www.stjohns.edu/catholiceducationapp.

Excellence in Education Scholarship

Description: This scholarship acknowledges outstanding academic achievement and is based on the recommendation of the faculty. The scholarship is awarded to three students continuing in a graduate program in the fall semester from each department in the Graduate division of the School of Education. This highly competitive, one-time scholarship is worth \$7,500 toward a master's degree, advanced certificate or doctorate.

How to Apply

Please speak with your department chair.

Special Graduate Scholarship Program for Public Employees

Each semester St. John's University awards a limited number of graduate scholarships to students who are Public Management employees pursuing a master's degree in the Graduate Division of Liberal Arts and Sciences, Department of Government, and Politics. Applicants may inquire through the Department of Government and Politics.

Endowed Scholarships

The University offers students the opportunity to apply for Endowed Scholarships which have been made possible by the generosity of our donors who include trustee, alumni parents, and friends of St. John's University.

Federal Financial Aid—Staying Eligible

A recipient of any type of federal financial aid must make appropriate satisfactory academic progress in order to continue to be eligible to receive federal financial aid. Students who fail to make satisfactory academic progress lose eligibility for federal aid. Please review SAP policy at www.stjohns.edu/sapelibility.

Federal Direct Student Loan Programs

What is a Federal Direct Student Loan?

Federal Direct Student loans are one form of student aid from the federal government. Under the Federal Direct Student Loan program students borrow money for school from the federal government. The student must be enrolled at least half-time in degree applicable coursework, to be eligible to borrow a Federal Direct Student Loan. The Office of Student Financial Services encourages students to evaluate loan options carefully, borrow only what is really needed and remember that loans must be repaid. All federal funding is subject to congressional action.

How much can I borrow?

\$20,500 is the maximum annual amount a graduate student is eligible to borrow in the form of a Federal Direct Unsubsidized Loan. Please note loan limits are set by federal regulation and determined by Congressional action.

What is an Unsubsidized loan?

A federal loan made to eligible students who file the FAFSA. Interest accrues during all periods.

Federal Direct Unsubsidized Student Loan payments can defer until after graduation, but interest on the loan accrues and is capitalized on the loan while you are enrolled in school and/or in deferment. Loan repayment must begin six months after the student ceases to be enrolled at least half-time (including leaves of absence or maintaining matriculation periods). The interest rate for Federal Direct Unsubsidized Loans is calculated annually by the Federal Government based on the 10-year Treasury note index.

Are there any other federal loans available to graduate students?

The Federal Direct Graduate PLUS Loan is a federal loan available to graduate students. The maximum amount you will be eligible to borrow for the school year will be indicated on your St. John's award letter. Students often elect to limit the amount which they borrow to the difference between annual direct costs and other financial aid received. Direct costs are those paid directly to St. John's including tuition and fees, and room and board for resident students. Indirect costs consist of all other expenses that relate to attendance at St. John's University. Your entire estimated cost of attendance is available on your UIS account. The interest rate for the Federal Direct Graduate PLUS Loan is calculated annually by the Federal Government based on the 10-year Treasury note index.

What fees, if any, are associated with these loans?

For Federal Direct Unsubsidized Loans, an origination fee is assessed and is automatically deducted by the federal government. For Graduate PLUS loans, an origination fee is assessed and is automatically deducted. Since origination fees are deducted before the federal government disburses loans to St. John's, the amount credited to the student's account will be less than the loan amount borrowed. Origination fees are determined by the U.S. Department of Education and are subject to change on an annual basis. Go to studentaid.gov for current origination fees.

How do I apply for a Federal Direct Student Loan?

Federal Direct Unsubsidized Stafford Loan Process

Step 1: All students who wish to borrow a Federal Direct Unsubsidized Stafford Loan must first accept their loans. Loans are accepted or declined on the student's personal UIS account by following the instructions below:

- Log in to UIS and click on the Financial Aid tab
- Click on My Award Information then Award by Aid Year
- Select the current aid year and submit
- Click on the Accept Award Offer tab
- Follow the on screen instructions to fully accept, partially accept, or decline your loan awards.

*Important note: If you wish to reinstate a loan you already declined or modify a loan you have already accepted, please print, complete and return a Student Loan Change Form available online at www.stjohns.edu.

Step 2: First-time Direct Loan borrowers only must complete a Federal Student Loan Entrance Counseling Session in accordance with federal regulations. Visit studentaid.gov and click on Entrance Counseling. Borrowers will need their FSA ID in order to complete Entrance Counseling. (When selecting a school during entrance counseling, search for "Saint John's University" without using abbreviations.)

Step 3: First-time Direct Loan borrowers must complete a Direct Loan Master Promissory Note (MPN) at studentaid.gov. Borrowers will need their FSA ID in order to complete the MPN.

Federal Direct Graduate PLUS Loan Process

All new Direct Grad PLUS borrowers must complete a separate Grad PLUS Entrance interview at Studentaid.gov. All borrowers must have their credit history checked by the Department of Education. Approved borrowers

will then have to complete a Master Promissory Note in order to obtain a loan. Students should go to studentaid.gov to complete the PLUS process.

Where can I learn about the various federal student loan programs?

For more information, please visit the following websites:

- www.stjohns.edu/financialaid
- www.studentaid.gov

Withdrawal from the University

Students are strongly encouraged to reach out to the Office of Student Financial Services, to discuss the possible impacts of a withdrawal. A withdrawal from courses could affect a student's eligibility for Title IV Aid as outlined below and in subsequent terms. Students who decide to withdraw from a course should see their academic advisor to complete a Change of Program Form. Learn more.

Return of Federal Title IV aid

Students who withdraw from all courses, either officially or unofficially in a semester/term, on or before completing 60% of the semester/term and who have received federal Title IV funds in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Direct Loan and/or Federal PLUS loan, in accordance with federal regulation are required to have their eligibility for those funds reviewed. The University is required to apply a federally mandated formula to determine how much of the federal funding was "earned" up to the determined date of the student's withdrawal. This review and calculation is referred to as a "Return of Title IV Aid Calculation".

Federal regulations mandate that federal Title IV funds disbursed in excess of the "earned" amount must be returned to the federal government by the university and/or the student. If a student received a refund from the Office of Student Financial Services, that was to be used for educationally related expenses, the student may be required to return all or a portion of the funds to the University. This portion represents funds that were intended to pay for educationally related expenses through the end of the semester/term. The amount to be returned to the University will be determined by federal formula.

The amount to be returned to the federal government will be calculated based on the date the student officially withdrew from classes or the determined date of an unofficial withdrawal. A student who fails to officially notify the academic advisor of intent to withdraw from classes and fails

to earn grades for all classes is considered an unofficial withdrawal. In the case of an unofficial withdrawal, the withdrawal date will be computed as the last date the student was involved in an academically related activity or the 50% point in the term in the event that a last date of academic activity is not available. Academically related is defined as academic participation in a course such as submitting an assignment, taking an exam or participating in an online academic-related discussion. Academic activity is not considered to be simply logging into a course or academic counseling or advisement.

Determining Federal Title IV Aid Earned

To determine the amount of federal aid a student earned, the Office of Student Financial Services will first calculate the student's percentage of the semester/term attended. The calculation is based on the number of days the student attended classes divided by the number of days in the semester (excluding breaks of 5 days or more). That percentage is then calculated, together with other required elements including the institutional cost, and total federal funds received or that a student was eligible to receive, to determine the amount of federal aid a student is eligible to retain.

Any "unearned" federal Title IV aid must be returned to the federal government. The University will return the unearned funds and will adjust the student's semester/term bill accordingly. Students will be responsible to repay the University due to an outstanding balance resulting from the return.

Post-Withdrawal Disbursement

A student may be entitled to a Post-Withdrawal disbursement if the student withdrew prior to the disbursement of Title IV funds. The institution will notify the student if he or she is eligible for a Post-Withdrawal disbursement of loan and/or grant federal funds. A student may opt to accept or decline an offer of a Post-Withdrawal disbursement of grant or loan funds if the student desires to save the funds for enrollment at another institution.

Module Programs

A course that does not span the entire length of a semester is considered a module course. Students who are enrolled in module courses and cease attendance in any course are considered to have withdrawn and may be subject to a Title IV recalculation unless the student notifies the University in writing of their intent to enroll in another module that falls within the same enrollment period. The confirmation of the student's intent to re-enroll must be submitted by the student within two weeks of receiving communication from the Office of Financial Services. If the student does not begin attendance in the later course,

then the student will be considered to have withdrawn and a Title IV recalculation will be completed.

Return of Federal Title IV Aid Allocation

Funds that are returned to the federal government are used to reduce the outstanding balances in an individual federal program. Federal regulation requires that "unearned" funds be returned in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct loan
3. Federal Perkins Loan
(Program currently not funded)
4. Federal Direct Parent Loan (PLUS)
5. Federal Direct Grad PLUS
6. Federal Pell grant
7. Federal SEOG
8. Federal TEACH Grant
9. Iraq Afghanistan Service Grant

Important Notes

Withdrawal from courses could also affect your institutional aid eligibility based on the type and amount of funding received and the resulting tuition liability. Be sure to review this information with the office of Financial Services.

A withdrawal could also affect your Satisfactory Academic Progress standing impacting future aid eligibility.

Your loans may go into repayment once you withdraw from school. It is important to pay close attention to communications about loan repayment. Be sure to make payments on time in order to avoid the possibility of default that could result in the loss of future federal aid eligibility.

Student Support Services and Resources

Alumni Relations

The Office of Alumni Relations is dedicated to keeping our over 195,000 graduates connected to each other and to St. John's University. It strives to continually enhance services and develop new programs to engage St. John's alumni. Through our affinity groups and regional chapters, there are opportunities to volunteer both locally and regionally. Realizing that today's students are tomorrow's alumni, it offers support through partnerships with Student Affairs, Career Services, Residence Life and others. Graduates and supporters of the University can enjoy a wealth of year-round discounts, services and resources provided through its wide selection of corporate partners. Stay connected with St. John's University and fellow classmates by visiting www.stjohns.edu/alumni.

The Office of Alumni Relations:

- Engages alumni through social and career networking functions throughout the year
- Provides leadership opportunities through alumni volunteer committees both locally and nationally
- Supports regional engagement activities and chapter programs
- Hosts alumni receptions and athletic events both home and away
- Collaborates with Career Services and Admission on alumni programming
- Provides exclusive programming and pricing for GOLD (Graduates of the Last Decade)

For more information about the Office of Alumni Relations, please visit www.stjohns.edu/alumni. Contact us:

- Queens campus
718-990-6232
alumni@stjohns.edu
- Staten Island campus
718-390-4094
statenisdalumni@stjohns.edu

Follow St. John's Alumni social media pages @stjohnsalumni:

- Facebook
- Instagram
- LinkedIn
- Youtube
- Flickr
- Twitter

Athletics

St. John's University offers 17 sports programs which compete at the highest level of intercollegiate athletics. The University participates at the Division I level of the National Collegiate Athletic Association (NCAA) and is a founding member of the BIG EAST Conference. Red Storm teams are also affiliated with the Eastern College Athletic Association (ECAC), the Intercollegiate Association of Amateur Athletics of America (IC4A), the Metropolitan Track and Field Association (MTFA), the Intercollegiate Fencing Association

(IFA) and the National Intercollegiate Fencing Association (NIFA).

The University has 10 intercollegiate offerings for women, including basketball (10 NCAA Tournament appearances), cross country, fencing (2001 NCAA National Champions), golf (2011 BIG EAST individual champion), indoor and outdoor track and field (28 NCAA Championship appearances), soccer (four NCAA Tournament appearances), volleyball (2007 and 2019 BIG EAST Champions), tennis (2018 BIG EAST Champions) and softball (2016 BIG EAST Champions).

The seven men's intercollegiate team offerings consist of baseball (Tied for 8th all-time with 37 NCAA Tournament appearances, six College World Series appearances), basketball (29 NCAA Tournament appearances, ninth-most wins in NCAA history), fencing (2001 NCAA National Champions), golf (five NCAA Regional appearances), lacrosse, tennis (five BIG EAST Championships) and soccer (1996 NCAA National Champions, four College Cups, 21 NCAA Tournament berths).

Campus Recreation

Campus Recreation is designed for the purpose of providing the the St. John's Student body with the opportunity to participate in a variety of leisure and recreational activities. These activities encompass team sports, individual and dual sports, as well as competitive and non-competitive activities. In addition to the obvious benefits of physical fitness, it is hoped the participants will also obtain improved skills, new and lifelong leisure time skills, along with social and ethical qualities (cooperation, trust, regard for others, etc.) from this program. It is felt these objectives are consistent with the University's educational mission. A high level of skill is not a prerequisite to participate in any activities offered by this department. All eligible students are urged to take part in as many activities as time and interest permit.

The Fitness Center

The Fitness Center offers a wide variety of cardio equipment including treadmills, arc trainers, ellipticals, stationary bikes, rowers, and Stairmasters. Strength training equipment, free weights, cross-fit area and a stretch/abdominal area are also available.

The Fitness Center is located on the east side of Carnesecca Arena. You may enter the Fitness Center from the lower level of Carnesecca Arena. A valid St. John's ID Card is required.

Intramurals

Having the opportunity to participate in both formal and informal recreational activities is

a vital part of everyday life. The Intramural program at St. John's University provides formal recreational sports opportunities to all students, faculty, staff and administrators by offering an opportunity for interesting and rewarding competition in men's, women's and co-recreational activities. The program offers a variety of activities that the entire university community can participate in regardless of preference or athletic ability.

Personal Training

The Personal Training program offers one-on-one sessions with a qualified personal trainer. The personal trainer will design a fitness program specifically designed to meet your needs and interests. This is the best way to receive high-quality instruction, motivation and support for your new fitness routine.

Club Sports

Campus Recreation's Club Sports Program provides opportunities for students with similar interests to participate in various sport and recreational activities. It is administered by Campus Recreation and is dedicated to improving the quality of life for students as well as encouraging healthy life choices. Club Sports are formed so the participants can learn new skills, improve existing skills, enjoy recreation and engage in competition. Participants can also enjoy both social and recreational fellowship through teamwork and develop their leadership skills. Current Clubs include: Bowling, Kickline, Men's Basketball, Running/Track, Tennis, Ultimate Frisbee, and Women's Soccer.

For more information about Campus Recreation services and hours of operation please visit www.stjohns.edu/crec

Campus Ministry

Campus Ministry at St. John's University is people, programs, places and most importantly, a presence. At St. John's, your journey is as spiritual as it is intellectual. Our passion for creative teaching and learning guides you as you take your place in this world and become the person you are truly called to be. Campus Ministry supports many Catholic and interfaith initiatives that help promote spiritual engagement and worship, encourage reflection and dedicated service, offer social justice and leadership opportunities, and foster a supportive and inclusive community among students, faculty, administrators, staff, and the Vincentian family.

We provide spiritual experiences that expand horizons, invite exploration, and challenge assumptions for all people of all faiths. For those who are Catholic, we help foster involvement in experiences designed to fulfill the Gospel call to justice, as well as invite

active participation in celebrations of the Eucharist and other sacraments.

Vincentian in tradition, Campus Ministry also seeks to instill in the University community a deep concern for the rights and dignity of the human person, especially the poor and most vulnerable.

The retreat experience is an important part of the Campus Ministry program, offering students time away from the pressure of classes and working to reflect, make friends, relax and give thanks. Retreats are conducted by student leaders and staff.

The St. Vincent de Paul Society is a student service organization sponsored by Campus Ministry. The members are involved in weekly service opportunities such as serving in soup kitchens, shelters and schools. They also sponsor service projects and fundraisers throughout the year.

The Queens and Staten Island campuses invite students, staff, faculty and administrators to participate in various ministries in the Chapel such as readers, Eucharistic Ministers, singers and musicians.

The RCIA program is available for those who are thinking of becoming Catholics and for Catholics who wish to receive First Communion or Confirmation or would like to be a sponsor for a candidate.

On the Queens campus, the Eucharist is celebrated daily at 8 a.m. and 12:15 p.m. in St. Thomas More Church. There is a Sunday celebration at 11 a.m. followed by a coffee hour. The opportunity for reconciliation is also available each day. A special mass for students is held on Sunday evenings at 5:30 p.m.

On Staten Island, Campus Ministry offers many of the same programs offered in Queens, including weekly service, plunges, retreats, the RCIA program, and Mass and Reconciliation. Mass is celebrated at 12:15 p.m. on class days and at 6:00 pm on Sunday's in St. Vincent de Paul Chapel in Lavelle Hall. There is an opportunity for reconciliation before mass, by requested appointment and during special days of Reconciliation during Advent and Lent. Special masses for campus groups are arranged with the Campus Ministry Office.

The Campus Ministers are always available to students to help with bereavement, or other issues that students may be facing in their lives. Campus Ministry welcomes all students to find a home.

University Career Services

University Career Services is excited to welcome you to St. John's and to work with you as you continue your professional journey. Career Services supports master's and doctoral students as they explore, prepare for, and choose meaningful careers. Our office

offers students a wide range of career-related education and development, which includes, but is not limited to:

Personalized Advisement

Career Services is committed to serving and walking alongside our graduate student population to help you understand yourself, explore career options, and take action to achieve your career goals. We offer one-on-one career advising sessions including resume writing/cover letters, internship/job search strategies, networking and evaluating job offers/salary negotiations.

Internships and Employment

Are you looking for internships or job opportunities?

If your answer is yes, connect with University Career Services to learn about resources and to assist you with identifying, researching and obtaining meaningful internships, part- and full-time employment.

Through Career and Internship Fairs, networking events, and information sessions you will be able to tap into a network of more than 190,000 alumni and top employers from all industries who connect with and recruit St. John's students. They are willing to offer advice about careers in their organizations and are seeking to meet qualified candidates to fill internships, part-time and full-time positions. Handshake visit signon.stjohns.edu.

Leadership and Professional Development

Our Leadership and Professional Development programs focus on developing and practicing competencies that you need to further develop yourself, so you are successful upon graduation in any profession or career path. Career Services helps you acquire leadership skills that are essential to the educational experience and can lead to greater personal enrichment, academic success, and career readiness in the global workforce.

We look forward to seeing you throughout your journey at St. John's. Follow us on Instagram [@getheredstjohns](https://www.instagram.com/getheredstjohns)

QUEENS | Chiang Ching Kuo Hall (CCK) | (718) 990-6375 | careers@stjohns.edu

STATEN ISLAND | Flynn Hall | (718) 390-4438 | jobs@stjohns.edu

Center for Counseling and Consultation

As part of the Department of Student Wellness, the Center for Counseling & Consultation (CCC) work closely with all members of the St. John's community to help create a healthy and positive living

and learning environment. The staff at the CCC is dedicated to helping students with a whole range of challenges that may interfere with the ability to live well, relate to others, and succeed academically. These challenges may include: stress, anxiety, family or social concerns, relationship difficulties, grief, trauma, alcohol or substance abuse, food relationship issues, homesickness and loneliness.

Our services include assessment, individual and group counseling, crisis intervention, consultation and referral and outreach programming. Psychiatric consultation is also available when appropriate. Center uses a short-term counseling model but should you need more longstanding or specialized support referrals can be made to resources within the community that best suit your needs.

All CCC services are **free and confidential** within the limits of legal and ethical restrictions. Information about students will not be shared with anyone without their written consent except in emergency situations if harm is imminent.

Who We Serve/ Eligibility for Services

The Center for Counseling and Consultation serves the entire St. John's University community including students, faculty, and staff:

- **Students:** Undergraduate and graduate students taking 6 or more credits at St. John's University are eligible for all CCC services. Students taking 5 or fewer credits and non-matriculating students are eligible for consultation and referral.
- **Faculty and Staff:** Faculty and staff are not eligible for direct counseling services, however available services include consultation regarding of students of concern, classroom presentations, workshops and trainings offered by the center.
- **Parents and Family:** Services for students are confidential including whether they are being seen for counseling at the center. However, parents and family are encouraged to contact CCC if they have concerns about the welfare of their child.

Queens Campus

Marillac, Room 130
Tel: 718-990-6384

Staten Island Campus

Spellman Hall, Room 101
Tel: 718-390-4451

Students at the Manhattan campus may use the services at the above campuses or be assisted with a referral to community practitioners.

For more information about the Center for Counseling and Consultation services and hours of operation please visit www.stjohns.edu/counseling

Dining Services

St. John's Dining Services are proudly operated by Chartwells Higher Education. Offering a wide variety of meal options in more than ten dining locations on two campuses, you're sure to find something to satisfy your hunger.

St. John's Dining also features a full service catering department. From casual meetings to gala affairs, our catering staff is available to guide the way to a successful event.

Should you have any questions regarding campus dining, please visit our website at DineOnCampus.com/StJohns or call us at 718-990-1535, or stop by our offices in Marillac Hall B-6.

Student Health Services

Student Health Services offers free and confidential services to all eligible students on the Queens and Staten Island campuses. You can get treated for minor illnesses and injuries. If there is a need for any additional testing, such as X-rays or blood work, we can assist you in finding an off-campus local health provider.

Immunization Requirements

As per New York State Public Health Laws 2165 and 2167, all St. John's University students must provide St. John's with proof of immunity to measles, mumps, and rubella and acknowledge receipt of information regarding meningococcal disease or provide proof of meningococcal vaccine. Failure to comply with this law will result in the University unenrolling you from classes. For more information about how to comply with New York State Public Health Laws 2165 and 2167 please visit www.stjohns.edu/healthforms

St. John's requires students to be vaccinated against the COVID-19 virus and to provide proof of vaccination before the start of each term. Proof of vaccination to COVID-19 must be submitted online via Medicat, the online patient portal. Please submit your health forms online via Medicat, the Student Health Services portal, at signon.stjohns.edu.

DaSilva Hall
Tel: 718-990-6360

Staten Island Campus
Campus Center, Room B-17
Tel: 718-390-4447

SOAR (Sexual violence Outreach, Awareness, and Response)

The SOAR Office works with community stakeholders to prevent and reduce the traumatic impact of sexual assault, dating and relationship violence, and stalking at St. John's University

The SOAR office also provides access to a Campus Support Advocate (CSA). The CSA is a confidential resource to any student who has been a victim of sexual violence. The CSA helps students recover from sexual violence by supporting them through the institution's response protocols, informing them of their options to report, and providing a survivor-centered space to talk. If preferred, the CSA may also connect students to off campus service providers. Please contact the Campus Support Advocate by calling 718-990-8484.

For more information about the SOAR Office please visit www.stjohns.edu/soar

Housing: Non-University Housing

The Residence Life office is located in Donovan Hall C16 and can be contacted at 718-990-2417. Residence Life has a relationship with a third-party vendor who provides a non-university rental listing website at <https://stjohns.jumpoffcampus.com/>. The University does not inspect these facilities. The evaluation of suitability of any facility is the responsibility of the potential renter.

International Student and Scholar Services

The International Student and Scholar Services Office, located on the Queens campus in Marillac Hall, Room 210 assists international students and scholars in all matters related to their life at St. John's University and in the community including: immigration assistance; applying for an I-20/DS-2019 and non-immigrant visa, orientation to life at St. John's; New York City and the American culture; counseling for financial, adjustment, personal, legal and other matters; advisement concerning medical insurance, Social Security, taxes, campus and community services; coordinating workshops for non-immigrants on employment, travel and maintaining status, documentation for foreign exchange, enrollment certification; liaison with foreign consular offices, U.S. government agencies/ departments and University offices.

The Global Language and Culture Center

The Global Language and Culture Center, located in St John Hall 104–106, is one of the academic support services offered by the University and a language resource center where all students can come to practice one of the 12 languages currently offered at St. John's University. Through immersion and interaction, with the help of trained language assistants, they can build on the language skills acquired in the classroom in a convivial and relaxed atmosphere. Students enrolled in the Speech Pathology Program can also do their required labs for phonetics and language acquisition at the Center under the supervision of a trained tutor.

The Center offers large seating and study areas equipped with computers, large screen TVs, and reference material. Individual language pods lend privacy to small study groups.

Students can receive individual tutoring or practice their language skills by engaging in group activities under the guidance of a native speaker of the language: grammar, pronunciation and writing workshops, round table conversations or C.V. preparation in the target language before an internship abroad in France, Italy, or Spain. Lectures and cultural events are held regularly at the Center. Language placement tests are also administered for students interested in majoring or minoring in French, Italian or Spanish.

The Center for Nonpublic School Building Leadership

The Nonpublic School Building Leadership Program (NPSLPD) is a St. John's University School of Education partnership program that, in conjunction with the NYCDOE Office of Non Public Schools and the New York State Office on Nonpublic Schools Services, provides school leadership professional development and School Building Leadership(SBL) degree preparation—Master in SBL or Advanced Certificate in SBL—leading to New York State Education Department SBL Certification for *aspiring non public school leaders, who teach and work in Catholic, Independent and Religious Schools*. Leadership, administrative competencies development and career development are emphasized and tailored specifically to each participant and to the school community in which each aspiring leader currently works.

This unique, multifaceted program is grounded in SJU Vincentian **core values of truth, love, respect, opportunity, excellence and service.** Steeped in the most current educational research, each participant is prepared to lead and administer in diverse communities, especially those with significant populations of English Language Learners (ELLs) and Multilingual Learners (MLs). NPSLPD not only aligns with the National Professional Standards for Educational Leaders (PSEL), but also with the Performance Indicators and Competencies required for School Building Leadership Certification in NYS. Faculty's ongoing research of the impact the program's preparation courses on aspiring school leaders continues to inform accreditation processes, field experiences, and program changes. For Catholic educators, the NPSLPD serves and prepares students in collaboration with the Emerging Leaders Programs of the Catholic Schools Administrators Association of New York State (CSAANYS), with the Archdiocese of New York, the Diocese of Brooklyn and the Diocese of Rockville Centre. For participating students, St. John's School of Education faculty continue to create unique learning and leadership opportunities that align with the National Standards and Benchmarks for Effective Catholic Schools and offer graduates opportunities to present at the Annual RISE Conference for NYS Coalition of Independent and Religious Schools and other local and national conferences.

The Institute for Catholic Schools

The Institute was established to serve as a valuable collaborative resource for local dioceses to support and enhance Catholic elementary and secondary education. Its overarching purpose is to foster long-term sustainability of Catholic school education and facilitate the growth and excellence of Catholic education in enhancing the administrative and academic infrastructure of schools. Past programs, such as the Curriculum Leadership Team (CLT) and Marketing the Mission, were developed with the input of the diocesan leaders and in conjunction with the School of Education as well as the Peter J. Tobin College of Business and the Vincentian Center for Church and Society.

Most recently, ICS has collaborated closely with the School of Education and St. John's University leadership to develop and implement a Catholic School Teacher Scholarship (CSTS) to assist current Catholic School educators in the Brooklyn Diocese, the Archdiocese of New York, and the Diocese of Rockville Centre to pursue a master's degree or Advanced Certificate in the School

of Education at a substantial savings. Send inquiries regarding the CSTS to mossm@stjohns.edu.

In addition, The Institute for Catholic Schools has partnered with the School of Education and the Catholic School Administrators Association of New York (CSAANYS) in assisting teacher leaders in the discernment process as to their pursuit of Catholic school leadership positions. Future programs of the Institute will continue to be responsive to the needs of Catholic educators to continue the mission of Catholic education.

Speech and Hearing Center

The Speech and Hearing Center, under the direction of Anne-Marie Maher, MA, CCC-SLP, has offered diagnostic and therapeutic services for communication disorders since 1976. Located off the Queens campus on Union Turnpike, the Center serves Queens, Long Island and the metropolitan New York community. The population served ranges from infants to adults. The Center's staff consists of ASHA certified and New York State licensed professionals who work with graduate clinicians to assess each client's communication impairment and design an appropriate therapy program to address the needs of the client. Therapy sessions are scheduled on a semester basis according to the Academic Calendar. When indicated, referrals are made to other appropriate agencies.

The Center serves as a training site for St. John's University graduate students enrolled in the Speech-Language Pathology and Audiology Program. Therapy is provided by graduate clinicians under the direct supervision of licensed and highly experienced Speech-Language Pathologists. The Center is a fully equipped, modern facility, housing the latest diagnostic, therapeutic materials and instrumentation. Two complete audiometric suites are on site to provide audiological evaluation and hearing aid fitting.

The Center provides comprehensive evaluation services and treatment for impairments in articulation, fluency, voice, expressive and receptive language, motor-speech skills and language-based-learning disabilities. In addition, highly experienced Speech-Language Pathologists provide intervention for adults with aphasia, accent modification services, aural rehabilitation services, social skills groups, aphasia groups and cognitive-language stimulation groups. The Speech and Hearing Center also provides community based services such as: speech-language screenings, hearing screenings, as well as

intervention in nursing homes, schools, churches and community centers.

Audiology Services include audiological evaluations, such as pure tone and speech audiometry, impedance and site of lesion testing; brainstem-evoked response testing; hearing aid evaluation: dispensing and orientation; early childhood testing; and otoacoustic emission testing. The Center provides free screenings on and off-site as well as free hearing-aid help on designated days. Complete evaluations and treatment services are offered for nominal fees. Call for information: 718-990-6480.

StormCard ID Cards

Your StormCard must be carried and used as Your PRIMARY means of identification while on St. John's University properties. It must be presented or surrendered to all St. John's personnel who request it when acting within the scope of their official University duties. Failure to comply with this type of request is a violation of the Student Code of Conduct and subjects the cardholder to disciplinary action. Your StormCard is the property of the issuer and is non-transferable. The access allowed by your StormCard is for your personal use only.

If you find a StormCard, please return it to any one of the Public Safety Officers or office. If you lose your StormCard, please report it via UIS immediately, and then proceed to the Public Safety office upon your return to campus to obtain your replacement card. If stolen, provide your police report and contact numbers, and a new card will be issued for free. If you are unable to come to campus, you may suspend your card through the UIS system, but will be required to come to a Public Safety office listed below upon your return.

Queens Campus: (718-990-6281) in the R.O.T.C. office outside of Gate 6.

Manhattan Campus: 212-277-5155 on the first floor by the security desk.

Staten Island: 718-390-4487 on the first floor inside Spellman Hall.

In Staten Island and Queens, you may receive a replacement StormCard 24 hours a day. On the Manhattan campus, 24 hour carding is not available at this time. For the replacement of a lost StormCard, there is an escalating fee which starts at \$25 initially and graduates to a maximum of \$35 for each occurrence thereafter.

Student Computing Facilities

St. John's University is committed to preparing its students with the technological skills necessary to meet the 21st-century marketplace's challenges. Under the leadership of the Information Technology Division, the University is prepared to meet the instructional needs of students and faculty through state-of-the-art academic computing facilities. Students have access to facilities that consist of several computer laboratories, over 250 technology-equipped classrooms, specialized labs, hands-on computer classrooms, and Library patron computers. For more information please use this link: www.stjohns.edu/IT