2014–2016 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

College of Professional Studies
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendars</td>
<td>3</td>
</tr>
<tr>
<td>Admission</td>
<td>7</td>
</tr>
<tr>
<td>Academic Information and Regulations</td>
<td>10</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>17</td>
</tr>
<tr>
<td>Student Support Services and Resources</td>
<td>20</td>
</tr>
<tr>
<td>St. John’s College of Liberal Arts and Sciences</td>
<td>26</td>
</tr>
<tr>
<td>The School of Education</td>
<td>92</td>
</tr>
<tr>
<td>The Peter J. Tobin College of Business</td>
<td>134</td>
</tr>
<tr>
<td>College of Pharmacy and Health Sciences</td>
<td>157</td>
</tr>
<tr>
<td>College of Professional Studies</td>
<td>169</td>
</tr>
<tr>
<td>University Libraries, Faculties and Administrators</td>
<td>177</td>
</tr>
<tr>
<td>Academic Service-Learning</td>
<td>178</td>
</tr>
<tr>
<td>Guidelines Determining Eligibility for Students with Disabilities</td>
<td>178</td>
</tr>
<tr>
<td>Officers of Administration</td>
<td>179</td>
</tr>
<tr>
<td>Recognition</td>
<td>180</td>
</tr>
<tr>
<td>Facilities</td>
<td>180</td>
</tr>
<tr>
<td>Directions</td>
<td>181</td>
</tr>
<tr>
<td>Index</td>
<td>183</td>
</tr>
</tbody>
</table>

Please note: The *Graduate Bulletin* also can be found at our Web site stjohns.edu/bulletin
Academic Calendar

2014–2016

Fall 2014

August

1 Friday: College of Pharmacy and Health Sciences
   Final Oral Examinations (defense) for all candidates for doctoral degrees in September 2014 to have been held by this date.

22 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Final Oral Examinations (defense) for all candidates for doctoral degrees in September 2014 to have been held by this date.

The School of Education
   Final date for oral defense of dissertation by doctoral candidates for September 2014 degrees. Editing and microfilm fees due.

29 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Dissertation and theses copy due in Dean’s Office for review for September 2014 degrees. Editing and microfilm fees due.

September

1 Monday: Labor Day – University closed. No classes.

3 Wednesday: Fall semester begins.

12 Friday: Last day to submit Diploma Application online (via UIS) for September 2014 conferral.

17 Wednesday: College of Pharmacy and Health Sciences
   Last day to apply for fall Master’s Comprehensive Examinations and Doctoral Qualifying and Comprehensive Examinations.

19 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Final copy of dissertation and theses must be submitted to the Dean’s Office for September 2014 graduation by this date. Microfilm fee to be paid at this time.

The School of Education
   Final examination week.

October

1 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 January 2015 to be submitted to the departmental chair for review.

9 Thursday: The School of Education
   Last day to apply for Fall Comprehensive Examinations. Portfolios and E-Portfolios due in Dean’s Office.

10 Wednesday: College of Pharmacy and Health Sciences
   Readers’ copies of Doctoral dissertations and Master’s theses for degrees in January 2015 to be submitted to the departmental chair for review.

13 Monday: Columbus Day – University closed. No classes.

15 Wednesday: Last day to submit coursework for Spring and Summer 2014 incomplete grades.

29 Wednesday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Doctoral and Master’s Comprehensive Examinations.

November

1 Saturday: All Saints Day – University closed. No classes.

5 Wednesday: College of Pharmacy and Health Sciences
   Doctoral and Master’s Comprehensive Examinations.*

December

4 Thursday: College of Pharmacy and Health Sciences
   Completed theses and dissertations for all January degrees to be submitted to the Office of the Dean by this date. Microfilm fee to be paid at this time.

8 Monday: Feast of the Immaculate Conception – University closed. No classes.

9 Tuesday: Monday classes meet. Last day of classes.

10 Wednesday: Study day. No classes.

11-17 Thursday – Wednesday: Final examination week.

---

*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.
March
11 Wednesday: 
Graduate Division of St. John's College of Liberal Arts and Sciences 
Doctoral and Master's Comprehensive Examinations.

13 Friday: 
The School of Education 
Final date for oral defense of Dissertation by doctoral candidates for May 2015 graduation. Editing and Microfilm fees due.

14 Saturday: 
The School of Education 
Doctoral Comprehensive Examination I.*

16 Monday: Last day to submit course work for Fall 2014 incomplete grades.

18 Wednesday: 
Graduate Division of St. John's College of Liberal Arts and Sciences 
D.A. Qualifying Examinations.

20 Friday: 
The School of Education 
Printed and electronic copy of doctoral dissertation must be handed in to the Dean’s office for editing for May 2015 graduation.

21 Saturday: 
The School of Education 
Doctoral Comprehensive Examinations II* and Master's Comprehensive Examinations.

April
2-6 Thursday – Monday: Easter Recess – University closed. No classes.

3 Friday: 
Graduate Division of St. John's College of Liberal Arts and Sciences 
Final Oral Examination (defense) for all candidates for Doctoral degrees in May 2015 to have been held by this date.

6 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 September 2015 to be submitted to the departmental chair by this date.

8 Wednesday: Last day to withdraw from classes. Last day to apply for Pass/Fail option.

*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.
September 2015 to have been held by this date.

The School of Education
Final date for oral defense of dissertation by doctoral candidates for September 2015 degrees. Editing and microfilm fees due.

28 Friday: The School of Education
Printed and electronic copy of doctoral dissertation must be handed in to the Dean’s Office for editing for September 2015 degrees.

September

2 Wednesday: Fall semester begins.

4 Friday: College of Pharmacy and Health Sciences
All language testing requirements must be fulfilled and requests for transfer credit must be processed by this date.

Graduate Division of St. John’s College of Liberal Arts and Sciences
Dissertation and theses copy due in Dean’s Office by this date for September 2015 graduation.

5 Saturday: University closed – no classes.

7 Monday: Labor Day – University closed.
No classes.

9 Wednesday: Monday classes meet.

11 Friday: Last day to submit Diploma Application online (via UIS) for September 2015 conferral.

18 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final copy of dissertation and theses must be handed in to the Dean’s Office for September 2015 graduation. Microfilm fee to be paid at this time for dissertation.

The School of Education
Printed and electronic copy of final edited and corrected doctoral dissertation must be handed in to the Dean’s Office for September 2015 degrees.

23 Wednesday: College of Pharmacy and Health Sciences
Last day to apply for fall Master’s Comprehensive Examinations and Doctoral Qualifying, Writing, and Comprehensive Examinations.

College of Professional Studies
Comprehensive Examinations will be offered on an as-needed basis. Please see the Director for details.

30 Wednesday: September degree conferral date.

Graduate Division of St. John’s College of Liberal Arts and Sciences
Last day to apply for fall Comprehensive Examinations. Portfolios and E-Portfolios are due in Dean’s Office.

October

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

1 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 January 2016 to be submitted to the departmental chair for review.

5 Monday: College of Pharmacy and Health Sciences
Readers’ copies of Doctoral dissertations and Master’s theses for degrees in January 2016 to be submitted to the departmental chair by this date.

The School of Education
Last day to apply for Doctoral and Master’s Comprehensive Examinations for Fall 2015.

12 Monday: Columbus Day – University closed. No classes.

15 Tuesday: Last day to submit coursework for Spring and Summer 2015 incomplete grades.

25-28 Wednesday – Saturday: Thanksgiving recess. No classes.

November

4 Wednesday: College of Pharmacy and Health Sciences
Doctoral and Master’s Comprehensive Examinations.

6 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final Oral Examination (defense) for all candidates for Doctoral degrees in January 2016 to have been held by this date.

DA Qualifying Examinations.

7 Saturday: The School of Education
Doctoral Comprehensive Examinations 1st

9 Monday: Last day to withdraw from classes. Last date to apply for Pass/Fail option.

December

3 Thursday: College of Pharmacy and Health Sciences
Completed theses and dissertations for all January degrees to be submitted to the Office of the Dean by this date. Microfilm fee to be paid at this time.

8 Tuesday: Feast of the Immaculate Conception – University closed.
No classes.

9 Wednesday: Last day of classes.

10 Thursday: Study day – no classes.

11 Friday: Study day – no classes.

Graduate Division of St. John’s College of Liberal Arts and Sciences
Final copy of dissertation and theses must be handed in to the Dean’s Office for January 2016 graduation. Microfilm fee to be paid at this time for dissertation.

The School of Education
Printed and electronic copy of final edited and corrected doctoral dissertation must be handed in to the Dean’s Office for January 2016 degrees.

12 Saturday: Saturday classes held.

14-19 Monday–Saturday: Final examination week.

*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.
Spring 2016

January
8 Friday: Last day to submit Diploma Application online (via UIS) for January 2016 conferral.
18 Monday: Martin Luther King, Jr. Day – University closed. No classes.
20 Wednesday: Spring semester begins.
26 Tuesday: College of Professional Studies Comprehensive Examinations will be offered on an as-needed basis. Please see the Director for details.
27 Wednesday: College of Pharmacy and Health Sciences
All language testing requirements must be fulfilled and requests for transfer credit must be processed by this date. Last day to apply for spring Doctoral and Master’s Comprehensive Examinations.

February
1 Monday: College of Pharmacy and Health Sciences
Readers’ copies of Doctoral dissertations and Master’s theses for degrees to be submitted to departmental chair by this date for May 2016 graduation.
2 Tuesday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Readers’ copies of Doctoral dissertations and Master’s theses to be submitted to departmental chair by this date for May 2016 graduation.
3 Wednesday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Last day to apply for fall Comprehensive Examinations. Portfolios and E-Portfolios are due in Dean’s Office.
8 Monday: The School of Education
Last day to apply for Master’s and Doctoral Comprehensive Examinations for Spring 2016.
10 Wednesday: Monday classes meet.
15 Monday: Presidents’ Day – University closed. No classes.

March
2 Wednesday: College of Pharmacy and Health Sciences
Doctoral and Master’s Comprehensive Examinations.
11 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Doctoral and Master’s Comprehensive Examinations.
12 Saturday: The School of Education
Doctoral Comprehensive Examinations I.
15 Tuesday: Last day to submit course work for Fall 2015 incomplete grades.
18 Friday: The School of Education
Final date for oral defense of dissertation by doctoral candidates for May 2016 degrees. Editing and microfilm fees due.
30 Wednesday: Graduate Division of St. John’s College of Liberal Arts and Sciences
D.A. Qualifying Examinations.
19 Saturday: The School of Education
Doctoral Comprehensive Examinations II* and Master’s Comprehensive Examinations.
24-28 Thursday – Monday: Easter Recess – University closed. No classes.
30 The School of Education
Printed and electronic copy of doctoral dissertation must be handed in to the Dean’s Office for editing for May 2016 degrees.

April
1 Friday: Last day to withdraw from classes. Last day to apply for Pass/Fail option.
8 Friday: College of Pharmacy and Health Sciences
Final Oral Examinations (defense) for all candidates for Doctoral degrees in May to have been held by this date.

May
2 Monday: Last day of classes.
3-4 Tuesday – Wednesday: Study days – no classes.
5 Thursday: Ascension Thursday – University closed.
6 Friday: Last day to submit Diploma Application online (via UIS) for May 2016 conferral.

June
TBA Sunday: Rome campus Commencement.

*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.
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 are as follows:

Psychology (Ph.D., Psy.D., M.S.)
January 15 (Fall only—Clinical Psy., Ph.D.)
January 15 (Fall only—School Psy., Psy.D.)
May 1 (Fall only—School Psy., M.S.)

Speech Pathology and Audiology (M.A.)
February 1 (Fall)
October 1 (Spring)

College of Pharmacy and Health Sciences
M.S., Ph.D.
March 1 (Fall)
November 1 (Spring)

The Peter J. Tobin College of Business (M.B.A.)
May 1 (recommended for Fall)
November 1 (recommended for Spring)

The School of Education (Ph.D., Ed.D., Adv. Crt., M.S.Ed.)
The School of Education deadlines for the completed applications for M.S.Ed., Adv. Crt., and Ed. D. (non-counseling majors)
January 5 (Spring)
May 8 (Summer)
August 10 (Fall)
Counseling majors (M. S. Ed., and Adv. Crt):
November 1 (Spring)
April 1 (Summer/Fall)
Ph.D. in Literacy
June 15 for the Fall semester every two years.

International Students
May 1 (Fall)
November 1 (Spring)
(unless program has deadline above.)
Submit by May 1 (see specific program deadlines)

A non-refundable fee of $70, in the form of a check or money order payable to St. John’s University, must accompany the application.

The Office of Graduate 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. Completed applications and supporting credentials should be forwarded to the campus of intended study as follows:

Queens, Staten Island and Rome Campuses
Office of Graduate Admission
St. John’s University
8000 Utopia Parkway
Queens, NY 11439

• Applicants to The School of Education:
St. John’s University
The School of Education
Office of Graduate Admission
8000 Utopia Parkway
Queens, NY 11439

• Applicants to The Peter J. Tobin College of Business:
St. John’s University
Office of Graduate Admission
8000 Utopia Parkway
Queens, NY 11439

International Student Admission

Applicants whose native language is not English and who have not attended a post-secondary 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). For applications and information regarding IELTS, please visit the Web site: www.ielts.org. For applications and information regarding TOEFL, contact TOEFL Services, Educational Testing Service, Box 6151, Princeton, NJ 08541-6151; or visit the ETS Web site: www.ets.org.

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 are considered for the University’s full-time Intensive English Program (IEP) or part-time English as a Second Language (ESL) classes.

Application Deadline: All students living outside the United States who require a student visa must 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 as noted in the Graduate Bulletin.

Applicants must present a formal application, official school records issued by your college/university and results of the TOEFL/IELTS examinations. All documents in languages other than English must be accompanied by certified English translations. For deadline dates, please see the “International Students” section. Students who require a Form I-20 for a student (F-1) visa or a Form DS-2019 for an exchange (J-1) visa must provide proof of financial support. Please refer to our University brochure “How To Get Your Form I-20” or “How To Get Your Form DS-2019”, or contact the International Student and Scholar Services Office, (718) 990-6083, fax (718) 990-2070.

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. At the master’s level, a maximum of six semester hours of graduate credit will be accepted on a tentative basis, pending re-evaluation after the student has successfully completed 12 semester hours of graduate credit at the University. For programs in the graduate divisions of St. John’s College of Liberal Arts and Sciences and the The Peter J. Tobin College of Business, please refer to the appropriate sections of this bulletin.

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 and complete a Transfer of Credit form, which is available in the office of the appropriate academic Dean.

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. However, all doctoral students in the Graduate Division of St. John’s College of Liberal Arts and Sciences and the College of Pharmacy and Allied Health Professions must complete a minimum of two-thirds of the total number of credits beyond the master’s degree at St. John’s University. All doctoral students in The School of Education are required to take a minimum of 45 credits at St. John’s University.

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 www.universityhealthplans.com.

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

Please direct any questions to the Office of Student Financial Services at (718) 390-4447 (Staten Island campus; or University Health Plans at 1 (800) 437-6448.

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. American Express, MasterCard, VISA and Discover are currently accepted by the Office of Student Financial Services.

For those students who wish to make tuition payments on a monthly basis, St. John’s University makes available services of an outside independent educational credit company plan. Information regarding this plan can be obtained from the Office of Student Financial Services.

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

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 Copyediting 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.
Health Insurance Rate 2014-2015
1) Resident Students $1,849 per year
2) New Spring 2014 Resident Students $1,241 for the semester
3) F1/J1 Fall 2014 Students $924.50 for the semester
4) F1/J1 Spring 2015 Continuing Students $924.50 for the semester
5) New F1/J1 Spring 2015 $1,241 for the semester

Room and Board
Queens
Academic Year 2014–2015
Single Room $6,190 per semester
Standard Double Room $5,130 per semester
Triple Room $4,980 per semester
Quad Room $4,120 per semester
Meal Plan
Board (Meal Plan)
Freshman Meal Plan $3,065 per semester
Residence Village (Soph.-Senior) Meal Plan $3,015 per semester
Apartment Meal Plan $2,110 per semester
Queens Off-Campus (Seton Complex, DePaul and Henley)
Academic Year 2014–2015
Single Room $6,830 per semester
Double Room $5,555 per semester
Triple Room $5,100 per semester
Queens Off-campus Coolidge and Goethals
Academic Year 2014-2015
Single Room $6,690 per semester
Double Room $5,570 per semester
Queens Town Home
Academic Year 2014-2015
Town Home Single Rooms $6,850 per person
Town Home Double Rooms $5,745 per person
Town Home Triple Rooms. $5,155 per person
Staten Island
Academic Year 2014–2015
Single Rooms $5,295 per semester
Double Rooms $4,895 per semester
Triple Room $4,190 per semester
Meal Plan
Meal Plan 1 $1,782 per semester
Meal Plan 2 $2,285 per semester

Fall 2014 Undergraduate/Graduate
100% .................. through September 2
90% .................. through September 7
80% .................. through September 12
70% .................. through September 17
60% .................. through September 22
50% .................. through September 27
25% .................. through October 2
0% .................. after October 3

Fall 2014 Law
100% .................. through August 18
90% .................. through August 23
80% .................. through August 28
70% .................. through September 2
60% .................. through September 7
50% .................. through September 12
25% .................. through September 17
0% .................. after September 18

Spring 2015 Undergraduate/Graduate
100% .................. through January 23
90% .................. through January 28
80% .................. through February 2
70% .................. through February 7
60% .................. through February 12
50% .................. through February 17
25% .................. through February 22
0% .................. after February 23

Spring 2015 Law
100% .................. through January 12
90% .................. through January 17
80% .................. through January 22
70% .................. through January 27
60% .................. through February 1
50% .................. through February 6
25% .................. through February 11
0% .................. after February 12

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

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 percentage of credit will be determined according to the schedules listed. 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, processed and for checks to be mailed.

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 for 2015-2016 will be announced in April 2015. The following percentage of tuition may be credited for withdrawals:

Fall 2014 Undergraduate/Graduate
100% .................. through September 9
80% .................. through September 16
60% .................. through September 23
40% .................. through September 30
20% .................. through October 7
0% .................. after October 7

Spring 2015 Undergraduate/Graduate
100% .................. through January 27
80% .................. through February 3
60% .................. through February 10
40% .................. through February 17
20% .................. through February 24
0% .................. after February 24

Fall 2014 Law
100% .................. through September 9
80% .................. through September 23
60% .................. through September 30
40% .................. through October 7
20% .................. through October 14
0% .................. after October 14

Spring 2015 Law
100% .................. through January 27
80% .................. through February 3
60% .................. through February 10
40% .................. through February 17
20% .................. through February 24
0% .................. after February 24

stjohns.edu/graduatebulletin
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 s/he 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.

St. John’s College of Liberal Arts and Sciences

<table>
<thead>
<tr>
<th>Major Name</th>
<th>HEGIS Code</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture Studies</td>
<td>0399</td>
<td>M.A.</td>
</tr>
<tr>
<td>Audiology</td>
<td>1220</td>
<td>Au.D.</td>
</tr>
<tr>
<td>Biological and Pharmaceutical Biotechnology</td>
<td>0499</td>
<td>M.S.</td>
</tr>
<tr>
<td>Biology</td>
<td>0401/0401</td>
<td>B.S./M.S.</td>
</tr>
<tr>
<td>Biology*</td>
<td>0401</td>
<td>M.S.</td>
</tr>
<tr>
<td>Biology</td>
<td>0401</td>
<td>M.Phil.</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>0401</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Catholic Theology and Pastoral Ministry</td>
<td>2399</td>
<td>M.A.</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1905/1905</td>
<td>B.S./M.S.</td>
</tr>
<tr>
<td>Chinese Studies</td>
<td>0399</td>
<td>M.A.</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>2003</td>
<td>M.A.</td>
</tr>
<tr>
<td>Clinical Psychology*</td>
<td>2003</td>
<td>M.Phil.</td>
</tr>
<tr>
<td>Communication</td>
<td>2003</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Arts/Government and Politics</td>
<td>0601/2207</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Communication Arts/Sociology</td>
<td>0601/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Criminal Justice/ Government and Politics</td>
<td>2105/2207</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Criminal Justice/ Sociology</td>
<td>2105/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Criminal Justice/ Criminology and</td>
<td>2105/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Justice</td>
<td>2209</td>
<td>M.A.</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>0302/0302</td>
<td>B.A./M.A.</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>0302</td>
<td>M.A.</td>
</tr>
<tr>
<td>English</td>
<td>1501/1501</td>
<td>B.A./M.A.</td>
</tr>
<tr>
<td>English</td>
<td>1501</td>
<td>M.A.</td>
</tr>
<tr>
<td>English</td>
<td>1501</td>
<td>D.A.</td>
</tr>
<tr>
<td>General-Experimental Psychology</td>
<td>2002</td>
<td>M.A.</td>
</tr>
<tr>
<td>Global Development and Social Justice</td>
<td>4903</td>
<td>M.A.</td>
</tr>
<tr>
<td>Government and Politics</td>
<td>2207</td>
<td>B.A./M.A.</td>
</tr>
<tr>
<td>Government and Politics</td>
<td>2207</td>
<td>M.A.</td>
</tr>
<tr>
<td>Government and Politics/Law</td>
<td>2207/1401</td>
<td>M.A./J.D.</td>
</tr>
<tr>
<td>Government and Politics/Library and Information Science</td>
<td>2207/1601</td>
<td>M.A./M.S.</td>
</tr>
<tr>
<td>Health Services Administration/ Government and Politics</td>
<td>1202/2207</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Health Services Administration/ Sociology</td>
<td>1202/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>History</td>
<td>2205</td>
<td>B.A./M.A.</td>
</tr>
<tr>
<td>History</td>
<td>2205</td>
<td>M.A.</td>
</tr>
<tr>
<td>Human Services/ Sociology</td>
<td>2101/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>International Law and Diplomacy Journalism/ Government and Politics</td>
<td>2210</td>
<td>M.A.</td>
</tr>
<tr>
<td>Journalism/ Sociology</td>
<td>0602/2207</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Legal Studies/ Government and Politics</td>
<td>0599/2207</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Legal Studies/ Sociology</td>
<td>0599/2208</td>
<td>B.S./M.A.</td>
</tr>
<tr>
<td>Library and Information Science</td>
<td>4901</td>
<td>M.A.</td>
</tr>
<tr>
<td>Library and Information Science</td>
<td>1601</td>
<td>M.S.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1701/1701</td>
<td>B.A./M.A.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1701</td>
<td>M.A.</td>
</tr>
<tr>
<td>Ministerial Studies</td>
<td>2301.10</td>
<td>M.Div.</td>
</tr>
<tr>
<td>Modern World History</td>
<td>2205</td>
<td>D.A.</td>
</tr>
<tr>
<td>Museum Administration</td>
<td>1099</td>
<td>M.A.</td>
</tr>
<tr>
<td>Pastoral Ministry</td>
<td>2301</td>
<td>Adv. Cert.</td>
</tr>
</tbody>
</table>

The School of Education

<table>
<thead>
<tr>
<th>Major Name</th>
<th>HEGIS Code</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adolescent Education</td>
<td>0803</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Adolescent Education Career Change</td>
<td>0803</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Adolescent Education NON CERT</td>
<td>0803</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Adolescent Education Field Change</td>
<td>0803</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Adolescent Education 7-12/Teaching Literacy 5-12</td>
<td>0803/0830</td>
<td>B.S.Ed/M.A.</td>
</tr>
<tr>
<td>Biology 7-12</td>
<td>0401.01</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Biology</td>
<td>0401</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Biology</td>
<td>1501</td>
<td>M.S.Ed.</td>
</tr>
<tr>
<td>Biology</td>
<td>1501</td>
<td>M.S.Ed.</td>
</tr>
</tbody>
</table>

* 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.
Adolescent Education:
Mathematics 7-12  1701.01  M.S.Ed.
Adolescent Education:
Social Studies 7-12  2201.01  M.S.Ed.
Adolescent Education:
Spanish 7-12  1105.01  M.S.Ed.
Adolescent Education:
Teaching Students with Disabilities 7–12
Generalist with Students with Disabilities Subject Extensions  0808  M.S.Ed.
Adolescent Education Residency Program*  0899.50  M.S.Ed.
Alt. Cert. Trans B. Adolescent Math Special Ed*  0899.50  M.S.Ed.
Alt. Cert. Trans B. Adolescent English 7-12*  0899.50  M.S.Ed.
Alt. Cert. Trans B. Adolescent Math 7-12*  0899.50  M.S.Ed.
Alt. Cert. Trans B. Teaching Students with Disabilities Generalist*  0899.50  M.S.Ed.
Bilingual Education: ITI**  0899.60  Adv. Cert.
Bilingual Special Education: ITI**  0899.60  Adv. Cert.
Childhood and Childhood Special Education (Internship)  0808  M.S.Ed.
Childhood Education and TESOL Career Change  1508  M.S.Ed.
Childhood Education and TESOL Career Change NON CERT  1508  M.S.Ed.
Clinical Mental Health Counseling  2104.10  M.S.Ed.
Early Childhood Education: Career Change  0823  M.S.Ed.
Early Childhood Education: Field Change  0823  M.S.Ed.
Early Childhood Education B-2 and Teaching Students with Disabilities B-2  0808  M.S.Ed.
Early Childhood Education B-2 and Teaching Student with Disabilities Subject Extensions  0808  M.S.Ed.
Early Childhood Education: Field Change  0823  M.S.Ed.
Gifted Education  0811  Adv. Cert.
Literacy  0830  Ph.D. M.S.Ed.
Literacy 5–12  0830  M.S.Ed.
Literacy 8–6  0830  M.S.Ed.
Middle Childhood 7–9: Extension  0802  M.S.Ed.
School Building Leadership  0828  M.S.Ed.
School Building Leadership  0827  M.S.Ed.
School Building Leadership School District Leadership  0827  M.S.Ed.
School Counseling  0826.01  Adv. Cert.
School Counseling  0826.01  M.S.Ed.
Teaching Children with Disabilities in Childhood  0808  M.S.Ed.
Teaching Literacy B-12  0830  M.S.Ed.
Teaching Literacy B-6  0830.01  Adv. Cert.
Teaching Literacy B-6 and Teaching Children with Disabilities  0830.01  M.S.Ed.
Teaching Literacy K-12  0830.01  M.S.Ed.
Teaching Literacy 5-12  0830.01  Adv. Cert.
Teaching Literacy 5-12 and TESOL K-12  0830.01  M.S.Ed.
Teaching Students with Disabilities 7–12
Generalist with Students with Disabilities Subject Extensions  0808  Adv. Cert.
Teaching Students with Disabilities 7–12
Generalist with Students with Disabilities Subject Extensions  0808  M.S.Ed.
TESOL (Teaching English to Speakers of Other Languages)  1508  M.S.Ed.
TESOL Special Education: ITI**  0899.60  Adv. Cert.

* 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
Accountancy 0502  M.S.
Accountancy/ Public Accounting 0502/0502  B.S./M.B.A.
Accountancy/ Taxation 0502/0502  B.S./M.S.
Accounting 0502/0502  M.S.
Accounting/ Business Administration 0502/0502  B.S./M.B.A.
Accounting/Law 0502/1401  M.S./J.D.
Accounting (non-CPA) 0502/1401  Adv. Cert.
Administration 0512/0506  B.S./M.B.A.
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.
Computer Science/Accounting* 0701/0502 B.S./M.S.
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.A.
Enterprise Risk Management 0512 M.S.
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.A.
History/Business Administration** 2205/0506 B.A./M.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.
Italian/Business Administration** 1104/0506 B.A./M.A.
Management/Accounting 0506/0502 B.S./M.S.
Management/Busines Administration 0506/0506 B.S./M.B.A.
Management Information Systems/Accounting* 0702/0502 B.S./M.S.
Management Information Systems/Business Administration* 0702/0506 B.S./M.B.A.
Management of Risk 0512 M.S.
Marketing/Accounting 0509/0502 B.S./M.S.
Marketing/Business Administration 0509/0506 B.S./M.B.A.
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.
Public Accounting Law 0502 M.S.
Risk Management and Insurance/Accounting 0512/0502 B.S./M.S.
Risk Management and Insurance/Business Administration 0512/0506 B.S./M.B.A.
Sociology/Business Administration** 2208/0506 B.A./M.B.A.
Spanish/Business Administration** 1105/0506 B.A./M.B.A.
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.

Major Name HEGIS Code Credentials

** The UG portion of these Combined Degrees

Major Name HEGIS Code Credentials

Law 1401 J.D.
Bankruptcy 1499 LL.M.
International and Comparative Sports Law 1401 LL.M.
Transitional Legal Practice 1401 LL.M.
U.S. Legal Studies for Foreign Law School Graduates 1499 LL.M.

College of Pharmacy and Health Sciences

Major Name HEGIS Code Credentials

Pharmacy/Library and Information Science 1211/1601 M.S./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.
Public Health 1214 M.P.H.
Toxicology 0426 B.S./M.S.
Toxicology 0426 M.S.

College of Professional Studies

Major Name HEGIS Code Credentials

Criminal Justice Leadership 2105 M.P.S.
Criminal Justice/Criminal Justice Leadership 2105/2105 B.S./M.P.S.
Data Mining and Predictive Analytics 0702 M.S.
International Communication 0699 M.S.
Sport Management 0599 M.P.S.

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. All students should bring a student advisement report to their advising appointments. Advisors will provide their advisories with Priority Registration Numbers, which are needed to register. Once they have their Priority Registration Number, students may select and register for classes online through St. John’s University Information System, UIS.

The Office of the Registrar mails student grade reports for the fall and spring semesters on a rolling basis. Summer grade reports are mailed at the end of all summer sessions. Grades are also available from the University’s website, www.stjohns.edu. Students can access grades online through the University Information System (UIS) via St. John’s Central, the University’s web portal. An assigned USERNAME and PASSWORD is required. Questions regarding access can be referred to the Office of the Registrar. Students are required to change their PASSWORD to a six digit number of their own design at their first login.

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.

Matriculated students are assigned an advisor upon admission to their graduate program. 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.

Students must complete a specific registration form with courses that have been pre-approved by an advisor and then signed by their Dean. Any changes in a student’s schedule must be completed before the end of the registration period by filing the appropriately approved Change of Program form.

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 Change of Program 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 is mailed to students and can also be accessed 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 obligations 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 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 his/her mind about attending class or if circumstances prevent him/her from attending, s/he 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. After this date, Dean’s permission is needed to change registration. Please note that to drop all classes, the Dean must be informed in writing.

During the second and third weeks of the semester, classes can still be dropped with permission from the Dean’s Office. Classes dropped through the first three weeks of a semester do not appear on a University transcript.

Withdrawing from Class

Students wishing to unregister for classes may withdraw from them. 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 the 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 University makes advisement reports available to students in many graduate programs via UIS. Advisement reports match courses that students have taken against degree programs’ requirements. While unofficial in nature, these reports complement the advisement process and should be presented to one’s advisor at each advisement session.

Note that even new students may and should obtain an advisement report from UIS. If a new student has been awarded transfer credit or advanced standing and if the Office of the Registrar has been informed of such, the advisement report will take it into consideration before the student has registered for any classes. Even without such credit, the report is still useful as it will show all degree requirements.

Please also note that not all graduate programs have an advisement report available. If UIS does not permit a report to be run for a specific program, then a report is not available for this program.

For additional information regarding advisement reports, consult the Office of the Registrar’s website at http://www.stjohns.edu/academics/office-registrar/student-advisement-reports.

Transcripts and Verifications

St. John’s University is pleased to provide enrollment and degree verifications free of charge to all student and alumni. Transcripts and enrollment verifications can be requested in person, by mail, or through UIS. Once a request has been received, most transcripts are mailed within three business days. If possible, enrollment verifications are provided when requested.

Requests submitted by mail must include the following information: full name and any other names used while at St. John’s, the last four digits of social security number, dates of attendance, division of the University attended, degrees received, current address and phone number, reason for request, and complete address to which the document should be sent. Written requests must be signed to authorize the release of academic information.

Written requests should be sent to one of the following addresses:

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

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

Students may view their entire academic record on UIS. This record may be printed and may be used as an unofficial document pending receipt of an official transcript or verification.

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 www.gibill.va.gov.

The Office of Student Financial Services (OSFS) 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.

“Degree conferral” refers to the official date a degree is awarded to a student and noted on the student’s academic record.

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. To access the application, a student should log into St. John’s Central, click on the UIS link, and navigate through the Student Records menu and Navigate sub-menu.

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. However, under unusual circumstances and with appropriate approval, students will be permitted to register for up to 15 hours. [All students holding F-1 or J-1 visas must be enrolled in a full-time program (12 credits or the equivalent).]

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 for the 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 a Pass/Fail/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 18 semester hours per term. Full tuition and fees are charged for 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>INC</td>
<td>0</td>
</tr>
<tr>
<td>ABF</td>
<td>0</td>
</tr>
<tr>
<td>WD</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>0</td>
</tr>
<tr>
<td>UW</td>
<td>0</td>
</tr>
</tbody>
</table>

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 semester’s work unless all assignments have been satisfactorily completed.

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 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.

Graduate students may audit courses with permission of their Dean. 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 record.

A student will be given the grade of “WD” if s/he officially withdraws from a course, any time up to the date indicated in the Academic Calendar.

**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 Allied Health Professions 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,” his or her program enrollment will automatically become subject to review by the appropriate department, interdepartmental 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 and Audiology 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 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, and
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 Allied Health Professions should consult with the appropriate Dean’s office for complete details and requirements regarding the comprehensive exam.

This examination may be oral or 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, and
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.sju.stjohns.edu/grants/research.html.

**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.

An original and one copy of every approved thesis for the master's degree must be submitted to the Dean. These will be bound and will become the property of the University Library. They must be printed on 20-pound, acid-free, non-corrasable bond paper with a minimum 25% rag or cotton content.

Theses must be submitted to the Dean in accordance with the date indicated in the Academic Calendar.

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 largely determining the student's final success in research. It must conform fully to current style guidelines appropriate to the discipline.

The title of the dissertation, along with the names 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 his/her recommendations and then to the appropriate Dean for his/her 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. The final copies (i.e., an original and two copies) of the completed dissertation must be submitted to the Dean for approval in accordance with the Academic Calendar. All dissertations must conform fully to current style guidelines appropriate to the discipline.

Each copy shall have a title page, bearing the subject, the author's name, the mentor's name, the date of presentation and the statement: "Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (or Doctor of Education or Doctor of Arts) to the faculty of the department (or division) of (Psychology, Administrative and Instructional Leadership, Pharmaceutical Sciences, etc.) at St. John's University, New York."

Dissertations that are accepted for publication by commercial publishing houses should indicate that they were originally submitted as a doctoral degree requirement at St. John's University.

On another page shall be listed the student's vita, giving the institutions at which undergraduate and graduate work was done, the degrees received and the dates.

The original and one copy of the dissertation will then be sent to the Serials Department, University Library. The library retains one paper copy of each doctoral dissertation and two paper copies of each master's thesis. The paper for all library copies must be of high quality—20 lb., acid-free, non-corrasable bond paper with a minimum of 25% rag or cotton content. The paper must have a good opacity, that is, print on one page should not easily show through the page in front of it. The margins for all copies must be one and one-half inches on the left side of each page and one inch on each of the other three sides. Note that these margins must also be left on pages containing graphs, illustrations, appendices, etc. Print on all copies must be dark and even. Word processed copies must be of letter quality.

The original abstract of each dissertation (not more than 350 words) and two copies thereof must accompany the dissertation. The original dissertation and abstract will be sent to University Microfilms, Inc. (UMI) for microfilming. The paper original and microfilm are returned to the library, while the abstract remains at UMI.

The microfilm will be kept permanently at the library. The original with the abstract, as well as the copy and its abstract, will be bound and returned to the library. The original will remain at Circulation/Reserve and the second bound copy will be sent to the appropriate graduate school.

A fee, per bound copy, will be assessed each candidate for this binding service. Each candidate for the doctoral degree is required to fill out a special contract (obtainable in the Dean's office) for "University Microfilms, Inc."
Graduate Financial Aid Forms

Graduate students requesting consideration for financial aid, must meet the following requirements:

- Be enrolled in a graduate degree program at St. John’s University or a qualified Advanced Certificate Program (please note that not all Advanced Certificate programs are eligible for federal assistance)
- Maintain the enrollment status (full or part-time) required by your type of assistance
- All coursework must be applicable to student’s program of study

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

- Complete and sign the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number
- Be registered with Selective Service if you are a male between the ages of 18 and 25
- Maintain satisfactory academic progress at St. John’s University

Please use St. John’s University federal institution code number 002823 when filing the FAFSA. Once the FAFSA is processed, the student receives a federal Student Aid Report (SAR). You may obtain and complete your FAFSA application online at fafsa.ed.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-remission-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-remission 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 made 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 an application for admission and the 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

Description: 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. It will be awarded to select eligible applicants commencing in the fall semester.

Requirements for Consideration

You must submit a graduate program application to the University for the fall semester, possess a minimum 3.5 grade point average (career changers and counseling majors must have a 3.6 GPA), and have passing test scores on the New York State Teacher Certification Examination (EAS, ALS, CST). * For information on how to register for the required exams, visit nystce.nesinc.com. *Note: NYS Teacher Certification Exams are not required for counseling majors or career changers.
How to Apply
Submit an application for admission along with your transcripts demonstrating a minimum 3.5 grade point average (3.6 for career changers and counseling majors), your NYS Teacher Certification Examination scores (not required for career changers and counseling majors), and a statement of goals.

Deadline: All materials are due by June 1 for enrollment the following fall semester. This is an extremely competitive scholarship. Students are urged to apply as far in advance as possible.

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, or one doctoral degree.

Requirements for Consideration
You must be a full-time teacher or administrator at a Catholic school.

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 and submit it to the Office of Student Financial Services.

Deadline: There is no deadline for this program.

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 entering 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 $10,000 toward the 33-60 credit program. It will be awarded to select eligible applicants commencing in the fall semester.

Requirements for Consideration: You must submit a graduate program application to the University for the fall semester, possess a minimum 3.75 cumulative grade point average, and provide a reference letter from a faculty member recommending you for this scholarship.

How to Apply
Submit your completed application and transcripts demonstrating a minimum 3.75 cumulative grade point average, as well as a reference letter from a faculty member recommending you for this scholarship.

Deadline: There is no deadline for this scholarship. Due to the highly competitive nature of this program, students are encouraged to apply as far in advance of actual enrollment as possible.

Superintendent’s Scholarship
Description: This scholarship provides a 25 percent tuition reduction for students applying to the Oakdale campus in any degree program who possess a minimum 3.0 grade point average.

How to Apply:
Submit a completed application and transcripts demonstrating a minimum 3.0 cumulative grade point average, as well as two reference letters from your supervisors recommending you for this scholarship.

Deadline: There is no deadline for this scholarship. Due to the highly competitive nature of this program, students are encouraged to apply as far in advance of actual enrollment as possible.

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 numerous 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. Visit: sjjohns.edu to view all available Graduate endowments.

Federal Financial Aid
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. Consult the Office of Student Financial Services regarding the University’s satisfactory academic progress requirements for federal aid recipients.

Federal Family Education Loan Programs
What is a Federal Direct Student Loan?
Under the Federal Direct Student Loan program students borrow money for school form the federal government. 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.

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?
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 you cease 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 for 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, consists 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.ed.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 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 StudentLoans.gov and click on 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 only must complete a Direct Loan Master Promissory Note (MPN) at StudentLoans.gov. Borrowers will need their FAFSA Personal Identification Number (PIN) in order to complete the MPN. If you do not have a PIN or cannot recall it, you can request your PIN at pin.ed.gov.

**Federal Direct Graduate PLUS Loan Process**

All new Direct Grad PLUS borrowers must complete a separate Grad PLUS Entrance interview at StudentLoans.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 studentloans.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:

- stjohns.edu/financialaid
- studentaid.ed.gov
- nslds.ed.gov
- ed.gov/offices/OSFAP/DirectLoan

**Alumni Relations**

The Office of Alumni Relations is dedicated to keeping our more than 166,000 graduates connected to each other and to St. John’s University. It strives to continually enhance services and develop new programs that meet the needs of an ever-evolving alumni body. Realizing that today’s students are tomorrow’s alumni, it encourages alumni to mentor our current students by offering them opportunities to share their personal expertise and experiences.

The Office sponsors and oversees more than 20 constituent groups (organized by School/College/Campus and other affiliations) and Regional Chapters across the country. Alumni who make annual contributions to the University support high quality education for deserving students; in appreciation of their generosity, they are entitled to many discounts and services provided by St. John’s corporate partners.

The Office of Alumni Relations:

- Coordinates social, educational and cultural functions throughout the year
- Sponsors professional networking and career development opportunities
- Sponsors the Alumni Insider’s View... Programs and Student Alumni Association (SAA) to foster interaction between current students and alumni
- Collaborates with the University’s Career Center on a variety of student engagement initiatives
- Hosts alumni receptions at both home and away athletic events
- Collaborates in publishing the St. John’s University Magazine
- Creates events specifically for young alumni
- Hosts the Alumni Online Community at alumni.stjohns.edu to provide a variety of online services to graduates

For more information about the Office of Alumni Relations, please visit www.stjohns.edu/alumni. To contact us, e-mail alumni@stjohns.edu or telephone the following campus locations:

- Queens campus (718) 990-6232
- Staten Island campus (718) 390-4147
- Rome campus 011 39 (06) 393-842

**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 (IC4A), the Metropolitan Track and Field Association (MTFA), the Intercollegiate Fencing Association (IFA) and the National Interscholastic Fencing Association (NIFA).

The University has 10 intercollegiate offerings for women, including basketball (six NCAA Tournament appearances), cross country, fencing (2001 NCAA National Champions), golf (2011 Big East individual champion), indoor and outdoor track and field (20 NCAA Championship appearances), soccer (2010 NCAA Tournament berth), volleyball (two NCAA Tournament berths), tennis and softball.

The seven men’s intercollegiate team offerings consist of baseball (tied for eighth all-time with 33 NCAA Tournament appearances, six College World Series appearances), basketball (27 NCAA Tournament appearances, seventh-most wins in NCAA history), fencing (2001 NCAA National Champions), golf (five NCAA Regional appearances), lacrosse, tennis (2011 Big East Coach of the Year) and soccer (1996 NCAA National Champions, four College Cups, 17 NCAA Tournament berths).
Campus Recreation
Campus Recreation is designed for the purpose of providing the entire university community 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. Therefore, all eligible students, faculty, staff and administrators are urged to take part in as many activities as time and interest permit.

- Monday-Thursday 7 a.m.–11 p.m.
- Friday 7 a.m.–9 p.m.
- Saturday 10 a.m.–9 p.m.
- Sunday Noon–9 p.m.

Special Events
The overall goal of Special Events and open recreation is to promote social interaction through providing outside activities. We also look for ways to provide visionary leadership and direction for a campus wide population.

If you have an idea or would like to see an event hosted by Campus Recreation please email us at recreation@stjohns.edu.

We host a variety of events focused on sports, fitness, wellness and social interaction.

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.

Fitness
As part of our fitness programming we offer a wide variety of fitness classes throughout the week. All classes take place in the Fitness Center Dance Studio.

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
The objectives of Club Sports are to fulfill the recreational and extramural competitive needs of students. The program emphasizes Instruction and Competition.

Club Sports are special interest groups where by the students, with the Campus Recreation Department, accept the responsibility for the majority of the organization responsibilities of the club. Anyone interested in joining a club may contact the Campus Recreation Department in Taffner Field House or the club’s coach or captain.

Campus Ministry
Campus Ministry at St. John’s University is people, programs, places and most importantly, a presence. The staff of Vincentian priests, religious women and lay ministers are all actively engaged in the development of a vibrant Christian community on the Queens, Staten Island and Manhattan campuses.

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. They hope to share with others the heritage of the Gospel, which is the source of life at the University and the very reason for its existence.

The weekend retreat experience is an important part of the Campus Ministry program, offering students time away from the pressure of classes and working to reflect, take stock, relax and give thanks. Retreats are conducted by student leaders and staff at the Vincentian Renewal Center in Princeton, NJ.

Campuses offer weeklong programs during the semester breaks with sites in Philadelphia, inner-city Brooklyn, Harlem and David, KY. This enables students to live and work among the poor with emphasis on prayer, service and community. On a weekly basis there are many opportunities to serve the needs of people in the metropolitan area through soup kitchens and shelters.

Career Center
Mission/Vision Statement
As a team of dedicated career educators we serve as a resource to internal and external constituents offering career advising, job-readiness skill training, internships, and employment services. The Career Center provides programs and services that create opportunities for students, alumni, faculty and employers to engage in mutually beneficial partnerships that meet the needs of an evolving and global workforce.

As a Career Center we will be known for leadership through our ability to anticipate and respond to changing student needs and the job market. We will be a target school of choice for NYC region employers seeking diverse and highly qualified interns and employees.
University Career Services

The Career Services Office serves as a resource to internal and external constituents offering career advising, job-readiness skill training, internships, and employment services. Career Services offers students a wide range of career-related education and development, which includes, but is not limited to:

Individual Advisement

Career advisors are available to meet one-on-one and will tailor appointments to meet your needs, including providing assistance in developing your professional objective, resume/cover letter writing, job search strategies, networking, evaluating job offers/salary negotiations and mock or videotaped interview practice.

COACH (Count on Alumni for Career Help)

Often the best, most inspiring advice comes from listening to the personal experiences of others. Communication with professionals can provide realistic information about career options, job responsibilities and employment conditions. The purpose of COACH is to provide you with a way to learn about potential career opportunities and meet people in your field.

Polished and Professional

The goal of this series is to provide you with the professional tools necessary to stand out in a social situation, particularly if the job for which you are interviewing requires a certain standard of conduct with clients and supervisors. On a practical level, interviews that last for several hours may extend through mealtimes. And in today’s competitive job market being polished and professional is essential! Programs include business networking strategies; dining etiquette; creating a professional brand; mock interviewing; and more.

Internships and Employment

Are you looking for internships or job opportunities? If your answer is yes, visit the Career Center to access resources and listings to assist you with identifying, researching and obtaining meaningful internships, part- and full-time employment. Access CareerLink through St. John’s Central (Career/Internships tab).

Career Fairs and Special Events

Employers from various fields come to campus several times each year offering advice about careers in their organizations and seeking to meet qualified candidates to fill internships, part-time and full-time positions through participation in career fairs, facilitated panel discussions and information sessions. In addition to on campus fairs we also partner with the Big East Consortium to participate in additional job fairs in NYC and virtually.

On Site Employer Visits

On Site Employer Visits provide students with an opportunity to learn about industries and opportunities. Network with alumni, learn more about specific career fields and get experience interacting with potential employers at their company.

Center for Counseling and Consultation

The Center for Counseling and Consultation provides assessment, individual and group counseling, crisis intervention, consultation, and community referrals to students who may be experiencing personal or emotional difficulties that interfere with their ability to perform well academically. Psychiatric consultation is also available when appropriate.

The Center is staffed by professionally licensed and credentialed mental health providers including psychologists, mental health counselors, and a part-time psychiatrist.

Services are free, voluntary and confidential within the limits of legal and ethical restrictions.

Any student currently enrolled for a minimum of six credits is eligible to be seen for a consultation at the Center.

The Centers operate within a short-term counseling model and students with more long-term or specialized needs are helped to find more appropriate resources within the community.

Common problems include academic concerns, depression, anxiety, family issues, romantic relationships, alcohol and substance abuse, stress, shyness, sexual assault or harassment, loneliness, homesickness, etc.

As part of the Department of Student Wellness, counseling staff work closely with all members of the St. John’s community to help create a healthy and positive living and learning environment.

Dining Service Facilities

St. John’s Dining Services are proudly operated by Chartwells Higher Education. Offering a wide variety of meal options in more than a dozen dining locations on three 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. You can browse our menus and place an order, at http://stjohns.catertrax.com.

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

On the Queens Campus, treatment for symptoms of flu, colds, allergies, GI upset, minor abrasions and burns together with health counseling are available from 8:30 a.m.—5:00 p.m. Monday–Thursday and 8:30 a.m.—3 p.m. on Friday in the Health office in DaSilva Hall, (718) 990-6360.

The Queens Student Health Services is staffed by two registered nurses. A physician is available to see St. John’s University students by appointment.

On the Staten Island campus, a nurse is available from 8:30 a.m.—4:30 p.m. Monday–Thursday and 8:30 a.m.—3 p.m. on Friday, in the Health Office, Room B17, Campus Center, (718) 390-4447.

Students at the Manhattan campus may be referred to nearby facilities or use the services of the Queens or Staten Island campus.

Immunization Requirements

NYS law 2165 requires that all students born on or after January 1, 1957 provide proof of immunity to measles, mumps and rubella disease. Immunization compliance is issued through the Health Office and allows for course registration and class attendance. All new students (freshmen, transfer, undergraduate/graduate, matriculated/non-matriculated, full or part-time) must have on file proof of TWO doses of measles vaccine and ONE dose of mumps and rubella vaccine. An immunization given before 1968 is acceptable only if the immunization record specifies that the vaccine was a live virus vaccine. A dose of live virus measles, mumps and rubella vaccine must be administered no more than four days prior to a child’s first birthday and a second dose of live measles, mumps and rubella must be administered no less than 28 days after the first dose.

Failure to provide the completed medical forms 30 days from the beginning of class will result in exclusion from class.

In compliance with NYS law 2167, ALL students attending colleges and universities in New York State are required to be given information relating to immunization against meningococcal meningitis. By law you must respond to this notification within 30 days. Information can be obtained in the Office of Health Services. Failure to complete the required form 30 days from the beginning of class will result in exclusion from class.

Housing: Off-Campus

The Queens campus maintains an Off-Campus Housing Office, located in Donovan Hall. You can contact the Office of Residence Life at (718) 990-2417. The Staten Island campus maintains a listing of local realtors. The University does not inspect these facilities. The evaluation of suitability of any facility is the responsibility of the potential renter. Persons listing facilities with the University certify they will accept any student registered at the University regardless of race, color or creed. On the Queens campus, information is available in the Office of Residence Life, Donovan Hall–Garden Level, and on the Staten Island campus, in the Student Life Office, Campus Center, Room B-11.

International Student and Residence Scholar Services

The International Student and Scholar Services Office, located on the Queens campus in St. John Hall, Room 116 and on the Manhattan campus, Room 465, assists international students and scholars in all matters related to their life at St. John’s University and in the community including: immigration assistance; 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 programs (social, travel, cultural, family visitation); documentation for foreign exchange, military waivers, 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 and part of the Department of Languages and Literatures, is a resource center where students, enrolled or not in a language class, can come to practice one of the 15 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.

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 to improve their grades, or engage in group activities under the guidance of a language assistant: grammar, pronunciation and writing workshops, round table conversations in the selected language, or workshops to prepare for 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 a Romance language and adviseen given on language courses within St. John’s College.

For all beginning (levels 1 and 2) and intermediate (levels 3 and 4) language courses 10 sessions at the GLCC are a department requirement per course per semester. A GLCC fee is required.
The Professional Development Center for School Improvement

The PDC’s mission is to provide educational assistance tailored specifically to individual school communities as well as to school districts and nonpublic central offices. This unique, customized approach is grounded in best practice and knowledge of the latest research in teaching and learning. Acknowledging that the educational process is multi-faceted, the PDC for School Improvement includes a wide variety of services including initiative in Curriculum Mapping, History, Technology, ESL, Guidance and Administrative Support.

In addition, the Nonpublic School Building Leadership Program (NPBL) was created to improve the quality of School Building Leadership. This program can lead to a Masters Degree in School Building Leadership including New York State Certification.

The uniqueness of the PDC and all of its programs is that St. John’s faculty work directly with the participants out in the field. In so doing, the faculty bring not only their wide knowledge of the most current research in each field, but strategies for practical application of such theories across the spectrum of needs in the schools.

The Institute for Catholic Schools

This Institute was established in a desire to serve as a valuable resource, collaborating with local dioceses to support and enhance Catholic elementary and secondary education. To date, the Institute’s programs include: the St. Vincent dePaul Program which is a two-year inservice program for principals, board chairs and board directors in the Diocese of Brooklyn focusing on the roll-out of the new governance structure for their elementary schools; Project TIE: Training Innovative Educators, a partnership with the Archdiocese of New York and the Brooklyn and Rockville Centre Dioceses, is designed to provide on-going staff development and teacher coaching with a school-wide program in Literacy and math instruction for low-achieving schools; a partnership with the School Sisters of Notre Dame Educational Center for Women, providing academic screening and instructional workshops; Curriculum Leadership Team Program is a year-long initiative that creates and supports teams of elementary school educators in our three neighboring dioceses in their alignment with the new Common Core Standards; and the Management Seminar is in collaboration with the Tobin School of Business and the Vincentian Center for Church and Society and provides seminars in key aspects of running a Catholic school effectively.

Speech and Hearing Center

The Speech and Hearing Center, under the direction of Donna Geffner, Ph.D., CCC–Sp/A, 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 ranges from infants to adults. The Center’s staff consists of ASHA certified and New York State licensed professionals who work with each client to completely evaluate and assess the communication disorder as well as design intervention strategies for a therapy program. 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 students enrolled in the Speech–Language Pathology and Audiology Program. Therapy is provided by professionals and by students under direct supervision. The Center is a fully equipped, modern facility, housing the latest diagnostic, therapeutic materials and instrumentation. Two complete audiological suites are on site to provide audiological evaluation and hearing aid fitting.

Speech–Language Pathology Services include evaluation and therapy for articulation, voice, language, stuttering, apraxia, learning disabilities and neurological disorders; and improvement of voice and diction for speakers with foreign accent/ESL or regional speech patterns. Social skills training groups and adult aphasia group are offered. Consultation and referral sources as well as conference visits to schools/agencies are also available.

The 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 and orientation; aural rehabilitation evaluation and training; early childhood testing; central auditory processing testing and otoacoustic emission testing. The Center provides free screenings on site and off-site for a reasonable fee and a free hearing aid help clinic on designated days.

Call for fees (718) 990–6480.

Stormcard ID Cards

StormCards must be carried at all times on the University premises. Lending a Stormcard to anyone or failure to present it when required by a University faculty or staff member is a violation of the Code of Conduct and subjects the holder to disciplinary action. Loss of a StormCard should be reported to the StormCard Office in the Department of Public Safety, ROTC Building (Queens) or the Office of Public Safety, Spellman Hall, Room 116 (Staten Island) or the Office of Public Safety, Room 465 (Manhattan). There will be a fee for replacement.
Student Computing Facilities

St. John’s University is committed to preparing its students with the technological skills necessary to meet the challenges of the 21st century marketplace. Under the leadership of the Information Technology Division, the University is equipped 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 seven microcomputer laboratories, over 250 multimedia classrooms, microcomputer classrooms, and Library patron computers. Deployment of desktop computers to these facilities now totals over 1000 Intel-based workstations and over 125 high-end Macintosh computers.

The University’s state-of-the-art computer network enables each microcomputer to access a wide range of software, as well as electronic mail and the Internet through the World Wide Web. A variety of educational, business, statistical and other electronic information resources are accessible through the campus’s high-speed GigiBit backbone with 100 Mbps Ethernet to each desktop computer. Internet connectivity is provided through a 1.2GB link. Wireless connectivity is available at all seven locations (Queens, Staten Island, Manhattan, Oakdale, Rome Italy, Paris France, and Seville Spain).

Microcomputer Laboratories

The microcomputer laboratories now contain more than 300 Intel workstations and over 30 high-end Macintosh computers. Two of these labs are located on the Queens campus. Additionally, each of the following locations has one lab: Staten Island, Manhattan, Oakdale, Rome Italy, Paris France, and Seville Spain.

Many of the desktop lab computers are Intel i7 platforms, DVD-RW and 8GB of RAM matched by LCD monitors, Windows 7 (OS), the MS Office 2010 suite as well as many other Windows-based applications. All the computers are connected to the STJ computer network, UNIX servers and Windows NT file servers.

Microlab/Classroom Macintosh computing resources consist of primarily MAC Pro’s running Intel Xeon Quad core with 8 GB of RAM, and running MAC OS 10.6. Wired and wireless printing facilities for both platforms consist of shared high speed B&W as well as color laser printers.

Multimedia Classrooms

Of the total 259 multimedia and seminar style classrooms, 177 are located on the Queens campus, 39 more are at the Staten Island campus and 18 are on the Manhattan Campus. Each multimedia classroom is equipped with a podium, faculty computer, a sound system and projection equipment that can be viewed by all the students. Faculty has the option of connecting and projecting the image from their laptop computers in all multimedia classrooms as well. Multimedia equipped classrooms are available at all other campuses as well.

Although students do not have individual workstations, each multimedia presentation environment allows faculty to incorporate technology as a teaching tool to enhance the learning experience for their students. The Queens campus has 6 multimedia equipped/large capacity facilities. (The D’Angelo Center Tiered Lecture Hall, D’Angelo Multipurpose Room, Marillac Auditorium, the two St. Albert Amphitheaters, and the Little Theatre.)

Microcomputer Classrooms (Intel and Macintosh)

Further, the Queens campus has 13 microcomputer classrooms and there are 6 in Staten Island. The Oakdale campus has 2 computer classrooms, the Manhattan campus has a combination computer labs/classrooms with the latest Intel-based hardware and the Rome and Paris campus each has one of the same. The microcomputer classrooms, at all six locations, provide students with individual computers through which they are able to participate in hands-on training, and a faculty station which enables demonstration of software. Individual instruction on how to use the equipment in both Multimedia and Microcomputer classrooms can be obtained through Information Technology.

Academic Computing Initiative

The Academic Computing Initiative has three primary components: The laptop program, campus wireless networks, and student portal (St. John’s Central).

All incoming full-time first-time freshmen and transfer students receive a state-of-the-art laptop, software, and accessories from the University. Again, this year the University is offering freshmen a choice of one from three laptops with two of them being Lenovo and the third a MacBook. The MAC is available for an additional $400 Program Fee. The Lenovo laptops run Microsoft Windows 7 with Office 2010 and are covered by a 4-year warranty supported by repair centers on the Queens and Staten Island campuses.

The DaSilva Academic Center on the Staten Island Campus illustrates how IT facilities are being adapted for increased laptop usage. Podium classrooms have been designed with a desktop as well as the capability to use video and sound from a laptop for faculty demonstrations. The DaSilva 109 and 110 Laptop Classrooms include desks, electrical connections and network access that are optimized for student laptop usage.

St. John’s Central is a one-stop web portal that makes University resources available to students from the Internet. It includes student productivity tools such as email and calendaring, communication tools like chats and discussion groups, and educational tools like course home pages, syllabi, library access, and course calendars.

The architecturally attractive, striking and intimate D’Angelo Center features state-of-the-art technology, including the latest version of the technology podium, video conferencing capabilities, 14 multimedia classrooms and 6 multimedia seminar rooms. The building has been constructed according to LEED (Leadership in Energy and Environmental Design) standards and includes...
many energy-saving mechanical and electrical systems. The Center is a wireless facility, allowing students to use their laptops wherever they choose. Every classroom is equipped with WallTalker, an innovative product that can be used as a projection screen and whiteboard at the same time. Every seminar room features a 65 inch high definition Video LCD display or a projector both with a DirecTV feed. There is also a large Multi-Function Room that can be subdivided into 3 full size fully equipped classrooms or used as one massive banquet hall. Finally, the Tiered Lecture Hall, which seats 145, boasts two DirecTV ready 65 inch LCD displays besides a video projector and motorized projection screen. Both the Tiered Lecture Hall and Multi-Function Room are equipped with wireless microphones, allowing the speaker to freely move anywhere in the room.

**Microlab Hours***

**Queens campus**

SULLIVAN HALL MICROLAB
Sullivan Hall, First Floor
(718) 990-6672
Sun.–Thurs. 7–2 a.m.
Fri.–Sat. 7 a.m.–11 p.m.

MARILLAC HALL MICROLAB
Marillac Hall, Second Floor
(718) 990-6748
Mon.–Thurs 7 a.m.– 9 p.m
Friday 7 a.m.–6 p.m.
Saturday Closed
Sunday Closed

*Please note: Lab hours are subject to change during intersession.
For Staten Island Microcomputer Lab hours, please call (718) 390-4498.