Please note: The Graduate Bulletin also can be found at our Web site stjohns.edu/bulletin
Academic Calendar 2018–2020

Summer 2018
July
9  Monday: The School of Education
   Final date to apply for Doctoral Comprehensive Examinations for Summer 2018.
26  Thursday: The School of Education
   Doctoral Comprehensive Examinations to be administered.

August
9  Thursday: College of Pharmacy and Health Sciences
   Final date for oral examination (defense) for all candidates for doctoral degrees in September 2018.
10  Friday: The School of Education
   Doctoral Comprehensive Examinations – to be submitted.
16  Thursday: The School of Education
   Final date for oral examination by Doctoral Candidates for September 2018 degrees. Editing and Microfilm fees due.
29  Wednesday: The School of Education
   Printed and electronic copy of Doctoral dissertation must be handed in to the Dean’s office for September 2018 degrees.

Fall 2018
September
3  Monday: Labor Day – University Closed. No classes.
5  Wednesday: Fall semester begins
12  Wednesday: College of Pharmacy and Health Sciences
   Last day to apply for fall Master’s Comprehensive Examinations and Doctoral Qualifying and Comprehensive Examinations.

October
5  Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Readers’ copies of doctoral dissertations and Master’s theses for degrees in January 2019 to be submitted to the departmental chair for review.
9  Tuesday: Thursday classes meet.
15  Monday: Last day to submit coursework for Spring and Summer 2018 incomplete grades.
15  Monday: The School of Education
   Final date to apply for Doctoral and Masters Comprehensive Examinations for Fall 2018.

November
1  Thursday: All Saints’ Day – University Closed. No classes.
2  Friday: The School of Education
   Doctoral Comprehensive Examinations to be administered.
3  Saturday: The School of Education
   Master’s Comprehensive Examinations.
7  Wednesday: College of Pharmacy and Health Sciences
   Doctoral and Master’s Comprehensive Examinations*.
9  Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Final dissertation defense deadline for all candidates for doctoral degrees in January 2019.
12  Monday: Veterans Day observed
   University Closed – No Classes.
16  Friday: The School of Education
   Doctoral Comprehensive Examinations to be submitted.
19  Monday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Dissertation and thesis copies due in Dean’s Office for review for January 2019 degree conferral.
20  Tuesday: College of Pharmacy and Health Sciences
   Final Oral Examinations (defense) for all candidates for Doctoral degrees in January 2019 to have been held by this date.
21-24 Wednesday – Saturday: Thanksgiving recess. No classes.
28  Wednesday: The School of Education
   Final date for oral defense of dissertation by Doctoral candidates for January 2019 degrees. Editing and Microfilm fees due.

December
3  Monday: Graduate Division of St. John’s College of Liberal Arts and Sciences
   Final copies of dissertations and theses must be submitted to the Dean’s Office for January 2019 graduation by this date.
   Microfilm fee to be paid at this time.

*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.
3 Monday: 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.

5 Wednesday: The School of Education
Printed and electronic copy of Doctoral dissertations must be handed into the Dean’s office for editing for January 2019 degrees.

8 Saturday: Feast of the Immaculate Conception – University Closed. No classes.

12 Wednesday: Snow/Study day. No classes.

13-19 Thursday – Wednesday: Final Examination Week.

19 Wednesday: The School of Education
Printed and electronic copy of final edited and corrected Doctoral dissertation must be handed into the Dean’s office for January 2019 degrees.

Spring 2019

January

7 Monday: Last day to submit Diploma Application online (via UIS) for January 2019 conferral.

21 Monday: Martin Luther King, Jr. Day – University Closed. No classes.

23 Wednesday: Spring semester begins.

23 Wednesday: College of Pharmacy and Health Sciences
Last day to apply for Spring doctoral and master’s comprehensive examinations.

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

31 Thursday: January degree conferral date.

February

4 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 May 2019 to be submitted to the department chair by this date.

15 Friday: The School of Education
Final date to apply for Master’s Comprehensive Examinations for Spring 2019.

18 Monday: Presidents’ Day – University Closed. No classes.

20 Wednesday: Monday classes meet

March

4-9 Monday – Saturday: Spring break – No classes.

6 Wednesday: College of Pharmacy and Health Sciences
Doctoral and Master’s comprehensive examinations.

15 Friday: Last day to submit coursework for Fall 2018 incomplete grades.

16 Saturday: The School of Education
Saturday: Masters Comprehensive Examinations.

19 Tuesday: The School of Education
Final date to apply for Doctoral Comprehensive Examinations for Spring 2019.

28 Thursday: The School of Education
Final date for oral defense of Dissertation by Doctoral candidates for May 2019 degrees. Editing and Microfilm fees due.

April

4 Thursday: The School of Education
Printed and electronic copy of Doctoral dissertation must be handed into the Dean’s office for May 2019 degrees.

5 Friday: The School of Education
Doctoral Comprehensive Examinations to be administered.

8 Monday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in May 2019.

10 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 September 2019 to be submitted to the department chair by this date.

12 Friday: The School of Education
Printed and electronic copy of final edited and corrected Doctoral dissertation must be handed into the Dean’s office for May 2019 degrees.

12 Friday: College of Pharmacy and Health Sciences
Readers’ copies of doctoral dissertations and Master’s theses for degrees in September 2019 to be submitted to the departmental chair by this date. Final Oral Examinations (defense) for all candidates for doctoral degrees in May to have been held by this date.

18-22 Thursday – Monday: Easter Recess – University Closed. No classes.

26 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Dissertation and thesis copies due in Dean’s Office for review by this date for May 2019 degree conferral.

26 Friday: The School of Education
Doctoral Comprehensive Examinations to be submitted.

May

3 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final copies of dissertations and theses must be submitted to the Dean’s Office for May 2019 graduation by this date. Microfilm fee to be paid at this time.

7-8 Tuesday – Wednesday: Snow/Study days. No classes.

9-15 Thursday – Wednesday: Final Examination Week.

10 Friday: Last day to submit diploma application (via UIS) for May 2019 conferral.

18 Saturday: Staten Island campus Commencement.

19 Sunday: Queens campus Undergraduate Commencement.

Summer 2019

June

9 Sunday: Rome campus Commencement.

July

3 Wednesday: The School of Education
Final date to apply for Doctoral Comprehensive Examinations for Summer 2019.

*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.
25 Thursday: The School of Education
Doctoral Comprehensive Examinations to be administered.

August
7 Wednesday: College of Pharmacy and Health Sciences
Final oral examinations (defense) for all candidates for Doctoral Degrees in September 2019 to have been held by this date.
8 Thursday: The School of Education
Doctoral Comprehensive Examinations to be submitted.

September
2 Monday: Labor Day – University Closed. No classes.
4 Wednesday: Fall semester begins.
4 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.
11 Wednesday: The School of Education
Printed and electronic copy of Doctoral dissertation must be handed into the Dean’s office for editing for September 2019 degrees.

Fall 2019
20 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final copies of dissertations and theses must be submitted to the Dean’s Office for September 2019 graduation by this date. Microfilm fee to be paid at this time.
25 Wednesday: College of Pharmacy and Health Sciences
Last day to apply for fall master’s comprehensive examinations and doctoral qualifying, writing, and comprehensive examinations.

October
4 Friday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Readers’ copies of doctoral dissertations and master’s theses for degrees in January 2020 to be submitted to the department chair by this date.
15 Tuesday: The School of Education
Final date for oral defense of dissertation.
30 Monday: September degree conferral date.

November
1 Friday: All Saints’ Day – University Closed – No classes.
4 Monday: Graduate Division of St. John’s College of Liberal Arts and Sciences
Final dissertation defense deadline for all candidates for doctoral degrees in January 2020.
6 Wednesday: College of Pharmacy and Health Sciences
Doctoral and master’s comprehensive examination and qualifying examination.

December
2 Monday: The School of Education
Printed and electronic copy of Doctoral dissertation must be handed into the Dean’s office for editing for January 2020 degrees.
6 Friday: 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.

*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.
12–18 Thursday – Wednesday
Final Examination Week.

13 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Final copies of dissertations and theses
must be submitted to the Dean’s Office
for January 2020 graduation by this date.
Microfilm fee to be paid at this time.

Spring 2020

January

10 Friday: Last day to submit Diploma
Application online (via UIS) for January
2020 conferral.

15 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.

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

20 Monday: Martin Luther King, Jr. Day –
University Closed. No classes.

22 Wednesday: Spring semester begins.

31 Friday: January degree conferral date.

February

4 Tuesday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Readers’ copies of doctoral dissertations
and master’s theses for degrees in May
2020 to be submitted to the department
chair by this date.

14 Friday:
The School of Education
Final date to submit course work
for Fall 2019 incomplete grades.

16 Monday: Last day to submit course work
for spring doctoral and master’s comprehensive examinations.

March

2-7 Monday–Saturday: Spring break –
No classes.

14 Saturday:
The School of Education
Masters Comprehensive Examinations.

16 Monday: Last day to submit course work
for Fall 2019 incomplete grades.

18 Wednesday:
The School of Education
Final date to apply for Doctoral
Comprehensive Examinations for
Spring 2020.

26 Thursday:
The School of Education
Final date for Oral defense of dissertation
by doctoral candidates for May 2020
degrees. Editing and Microfilm fees due.

April

2 Thursday:
The School of Education
Printed and electronic copy of Doctoral
dissertation must be handed into the
Dean’s office for editing for May 2020
degrees.

3 Friday:
The School of Education
Doctoral Comprehensive Examinations to
be administered.

7 Tuesday: 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.

9-13 Thursday – Monday:
Easter Recess – University Closed. No classes.

10 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Final dissertation defense deadline for all
candidates for doctoral degrees in May
2020.

15 Wednesday: Monday classes meet.

16 Thursday:
The School of Education
Printed and electronic copy of
final edited and corrected Doctoral
dissertation must be handed into the
Dean’s office for May 2020 degrees.

17 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Readers’ copies of doctoral dissertations
and master’s theses for degrees in
September 2020 to be submitted to the
department chair by this date.

17 Friday:
The School of Education
Doctoral Comprehensive Examinations to
be submitted.

23 Thursday:
College of Pharmacy and Health
Sciences
Final dissertations and theses must be
submitted to the Dean’s Office for May
2019 graduation by this date. Microfilm
fees to be paid at this time.

24 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Dissertation and thesis copies due in
Dean’s Office for review for May 2020
degree conferral.

May

4 Monday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Readers’ copies of dissertations and theses
must be submitted to the Dean’s Office
for May 2020 graduation by this date.
Microfilm fee to be paid at this time.

5-6 Tuesday – Wednesday: Snow/Study
days. No Classes.

6 Wednesday: Last day to submit Diploma
Application online (via UIS) for May 2020
conferral.

7-13 Thursday – Wednesday:
Easter Recess – University Closed. No classes.

10 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Final dissertation defense deadline for all
candidates for doctoral degrees in May
2020.

15 Wednesday: Monday classes meet.

16 Thursday:
The School of Education
Printed and electronic copy of
final edited and corrected Doctoral
dissertation must be handed into the
Dean’s office for May 2020 degrees.

May

4 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 2020 to be submitted to the
department chair by this date.

17 Friday:
The School of Education
Doctoral Comprehensive Examinations to
be submitted.

23 Thursday:
College of Pharmacy and Health
Sciences
Final dissertations and theses must be
submitted to the Dean’s Office for May
2019 graduation by this date. Microfilm
fees to be paid at this time.

24 Friday:
Graduate Division of St. John’s
College of Liberal Arts and Sciences
Dissertation and thesis copies due in
Dean’s Office for review for May 2020
degree conferral.

Summer 2020

June

TBD 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.
Admission

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.)
December 31 (Fall only—Clinical Psy., Ph.D.)
December 31 (Fall only—School Psy., Psy.D.)
March 15 (Fall only—School Psy., M.S.)

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

College of Pharmacy and Health Sciences
MS Physician Assistant
January 15 (Fall)

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. (Majors except counseling)
January 5 (Spring)
May 15 (Summer)
August 15 (Fall)
Counseling majors (M. S. Ed., and Adv. Crt.):
October 1 (Spring)
March 1 (Summer/Fall)
Ph.D. in Literacy
Pending NY State approval to offer Ph.D. program online, admission will be on a rolling basis.

College of Professional Studies
DPS Homeland Security
February 1 (Fall)

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 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

Admission to a Degree Program

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

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

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

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

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

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

International Student Admission

Applicants whose native language is not English and who have not attended a postsecondary institution in which English is the language of instruction must take the (1) TOEFL (Test of English as a Foreign Language) or (2) IELTS (International English Language Testing System). For applications and information regarding IELTS, please visit the Web site: 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: 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. The number of transfer credits permitted is contingent upon assessment of the previously earned credit in accordance with department/division and school/college regulations.

A matriculated student may wish to take a course at an accredited institution and transfer the credit toward the St. John’s degree program. The student must present the catalog description of the course and a permission form to his/her department/division Chair. Upon the recommendation of the Chair and the approval of the academic Dean, the student may register for the course. Upon completion of the course, the student must submit an official transcript to the Office of the Registrar.

Advanced Standing

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

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

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

Accident and Sickness Insurance

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

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

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

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

Please direct any questions to the Office of Student Financial Services at 718-990-7592 (Staten Island campus); or the Health Office at 718-390-4447 (Queens campus); the Health Office at 718-390-4447 (Staten Island campus); or University Health Plans at 1-800-437-6448.

Health Insurance Rates 2018-2019

1) Resident Students $1,999 per year
2) New Spring 2019 Resident Students $1,247 for the semester
3) F1/J1 Fall 2018 Students $999.50 for the semester
4) F1/J1 Spring 2019 Continuing Students $1,247 for the semester
5) New F1/J1 Spring 2019 $1,247 for the semester

Expenses

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

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

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

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

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

2018–2019 Tuition*

Graduate Cost  per credit
College of Professional Studies  $1,230
The School of Education  1,230
The Peter J. Tobin College of Business  1,245
St. John’s College  1,230
Grad Arts & Sciences  1,318
School Psychology  1,318
Library Science  1,318
Speech–Language Pathology and Audiology  1,318
Ph.D. Clinical Psychology  1,475
College of Pharmacy and Health Sciences  1,420
Public Health  1,230
Institute for Biotechnology  1,312

* Check for regular tuition updates online at stjohns.edu.
Fees
General Fee per semester (non-refundable) $170
MS Physician Assistant Fee $100
Particular Fees (non-refundable)
Application fee 70
Late registration/payment 200
Maintaining matriculation, per semester 100
Microfilming of doctoral dissertation and abstract 100
Payment Plan Enrollment Fees Between $65 and $250
Examination Fees (non-refundable)
Comprehensive examination for master’s degree 100
Qualifying examination for doctoral degree 40
Comprehensive examination for doctoral degree, reading of dissertation and oral examination 200
Make-up examinations 80
Special Assessment 50
Dissertation Copy Editing fee 150
Laboratory Fees
Individual courses may carry a laboratory fee. Please refer to the online course description for fee information. Laboratory fees are non-refundable. Additional charges will be made for breakage and losses.

Room and Board
Queens
Academic Year 2018–2019
Single Room $6,510 per semester
Standard Double Room $5,415 per semester
Triple Room $5,225 per semester
Quad Room $4,350 per semester
Meal Plan
Board (Meal) Plan $3,225 per semester
Freshman Meal Plan $3,225 per semester
Residence Village (Soph.-Senior) Meal Plan $3,170 per semester
Apartment Meal Plan $2,220 per semester
Queens Off-Campus (Seton Complex, DePaul and Henley)
Academic Year 2018–2019
Single Room $7,180 per semester
Double Room $5,830 per semester
Triple Room $5,360 per semester
Queens Off-campus
Academic Year 2018–2019
Single Room $7,015 per semester
Double Room $5,730 per semester
Queens Town Home
Academic Year 2018–2019
Town Home Double Rooms $6,040 per person
Town Home Triple Rooms $5,415 per person
Statens Island
Academic Year 2018–2019
Single Room $5,590 per semester
Double Rooms $5,150 per semester
Triple Room $4,395 per semester
Meal Plan
Meal Plan 1 $1,875 per semester
Meal Plan 2 $2,400 per semester

Withdrawal from Courses and Tuition Credits and Refunds
A student who wishes to withdraw from a course must complete a Change of Program form and have it signed by the appropriate departmental Chair and academic Dean. The date of withdrawal will be the date of the student’s written request as attested by his or her Dean.

Withdrawal from courses may entitle the student to a credit for tuition. The credit policy refers only to tuition. Fees are not refundable.

Students should allow at least three weeks from the date of filing a Change of Program with the Dean for refund claims to be approved, processed and for checks to be mailed.

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

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

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

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

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

Program Requirements
In addition to the regulations in this section, each student is responsible for becoming familiar with the requirements specific to the college/school, department/division and academic program of study in which 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.

Approved Programs of Study

St. John’s College of Liberal Arts and Sciences

Major Name HEGIS Code Credentials
Audiology 1220 Au.D.
Biological and Pharmaceutical Biotechnology 0499 M.S.
Biotechnology 0401/0401 B.S./M.S.
Biology 0401 M.S.
Biology* 0401 M.Phil.
Biology 0401 Ph.D.

Catholic Theology and Pastoral Ministry 2399 M.A.
Chemistry 1905/1905 B.S./M.S.
Chemistry 1905 M.S.
Chinese Studies 0399 M.A.
Clinical Psychology 2003 M.A.
Clinical Psychology* 2003 M.Phil.
Clinical Psychology 2003 Ph.D.

Communication Arts/International Communication 0601/0699 B.S./M.S.
Communication Arts/Government and Politics 0601/2207 B.S./M.A.
Communication Arts/Sociology 0601/2208 B.S./M.A.
Computer Science/Library and Information Science 0701/1601 B.S./M.S.
Criminal Justice/ Government 2105/2207 B.S./M.A.
Criminal Justice/ Sociology 2105/2208 B.S./M.A.
Criminology and Justice 2209 M.A.
East Asian Studies 0302/0302 B.A./M.A.
East Asian Studies 0302 M.A.
English 1501/1501 B.A./M.A.
English 1501 M.A.

French/Library and Information Science 1102/1601 B.A./M.S.
Global Development and Social Justice Government and Politics 2207/2207 B.A./M.A.
Government and Politics 2207 M.A.
Government and Politics/Law 2207/1401 M.A./J.D.

Government and Politics/Library and Information Science 2207/1601 M.A./M.S.
History 2205/2205 B.A./M.A.
History 2205 M.A.
International Law and Diplomacy Information Technology/Library and Information Science 2210 Adv. Cert.
Italian/Library and Information Science 0702/1601 B.S./M.S.
Journalism/ Government and Politics 0602/2207 B.S./M.A.
Journalism/ Sociology 0602/2208 B.S./M.A.
Legal Studies/ Government and Politics 0599/2207 B.S./M.A.
Legal Studies/ Sociology 0599/2208 B.S./M.A.
Liberal Studies Library and Information Science 4901 M.A.
Math 1701 M.A.

Applied and Computational Mathematics 1703 M.A.
Ministerial Studies 2301.10 M.Div.
Museum Administration 1099 M.A.
Pharmacy/Library and Information Science 1211/1601 M.S./M.S.
Psychology 2202 M.A.
Psychology/Criminology and Justice 2001/2209 B.A./M.A.
Psychology/ Psychology 2001/2001 B.A./M.A.
Public History 4903 M.A.
Public History/Library and Information Science 4903/1601 M.A./M.S.

School of Education
Psychologist** 0826.02 M.S.
School Psychology 0822 Psy.D.
Sociology 2208/2208 B.A./M.A.
Sociology 2208 M.A.
Sociology/Criminology and Justice 2208/2209 B.A./M.A.
Spanish/Spanish 1105/1105 B.A./M.A.
Spanish 1105 M.A.

Speech Language Pathology 1220 M.A.

Spanish/Library and Information Science 1105/1601 B.A./M.S.
Theology 1510/1510 B.A./M.A.
Theology (Religious Studies) 1510 M.A.
Theology (Catech, Min, Leader, and Min Prep) 2301 M.A.

World History 2205 Ph.D.

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

** Leads to permanent bilingual certification.

The School of Education

Major Name HEGIS Code Credentials
Adolescent Education Career Change 0803 M.S.Ed.
Adolescent Education Career Change NON CERT 0803 M.S.Ed.
Adolescent Education Career Change Field Change 0803 M.S.Ed.

stjohns.edu/graduatebulletin 11
<table>
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<tr>
<th>Major Name HEGIS Code</th>
<th>Credentials</th>
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<tr>
<td>Accounting/ Taxation</td>
<td>0502/0502</td>
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<td>Accounting/Law</td>
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<td>Accounting (non-CPA)/ Business</td>
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<td>Accounting with Data Analytics</td>
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<td>Accounting with Financial Services Reporting</td>
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<td>Accounting with Forensics</td>
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<td>Accounting with Information Systems</td>
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The Peter J. Tobin College of Business
Accounting with Internal Audit 0502 M.S.
Accounting with International Financial Reporting 0502 M.S.
Accounting with International Taxation 0502 M.S.
Accounting/Taxation 0502/0502.10 M.B.A./M.S.

Anthropology/Business Administration** 2202/0506 B.A./M.B.A.
Asian Studies/Accounting** 0301/0502 B.A./M.S.
Asian Studies/Business Administration** 0301/0506 B.A./M.B.A.
Business Administration 0506 M.B.A.
Business Administration Dual Concentration 0506 M.B.A.
Computer Science/Accounting* 0701/0502 B.S./M.S.
Business Administration 0506.00 Adv. Cert.
Computer Science/Business Administration* 0701/0506 B.S./M.B.A.
Cyber Security Systems/Business Administration* 0799/0502 B.S./M.S.
Cyber Security Systems/Business Administration 0799/0506 B.S./M.B.A.
Economics/Accounting 0504/0502 B.S./M.S.
Economics/Business Administration 2204/0506 B.S./M.B.A.
English/Business Administration** 1501/0506 B.A./M.B.A.
Enterprise Risk Management 0512 M.S.
Finance 0504 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.B.A.
History/Business Administration** 2205/0506 B.A./M.B.A.
Investment Management 0505 M.S.
Information Technology/Accounting* 0702/0502 B.S./M.S.
Information Technology/Business Administration* 0702/0506 B.S./M.B.A.
Italian/Business Administration** 1104/0506 B.A./M.B.A.
Management/Accounting 0506/0502 B.S./M.S.
Management/Business Administration 0506/0506 B.S./M.B.A.
Marketing/Accounting 0509/0502 B.S./M.S.
Marketing/Business Administration 0509/0506 B.S./M.B.A.
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.
Psychology/Business Administration** 2001/0506 B.A./M.B.A.
Risk Management and Risk Analytics 0512 M.S.
Risk Management and Insurance/Accounting 0512/0502 B.S./M.S.
Physician Assistant 1299.10 M.S.
Risk and Financial Advisory Accounting 0502 M.S.
Risk Management and Insurance/Business Administration 0512/0506 B.S./M.B.A.
Sociology/Business Administration** 2208/0506 M.S.
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.

College of Pharmacy and Health Sciences

Major Name HEGIS Code Credentials
Pharmacy/Library and Information Science 1212/1601 M.S./M.S.
Pharmacy 1211 Pharm.D.
Pharmacy Practice Option 1211 Pharm.D.
Pharmacy Administration 1211 M.S.
Pharmaceutical Sciences 1211 M.S.
Pharmaceutical Sciences 1211 Ph.D.
Physician Assistant 1299 M.S.
Public Health 1214 M.P.H.

Toxicology/Toxicology 0426 B.S./M.S.
Toxicology 0426 M.S.

College of Professional Studies

Major Name HEGIS Code Credentials
Computer Science and Data Mining Predictive Analytics 0701/0702 B.S./M.S.
Criminal Justice/Criminal Justice Leadership and Homeland Security 2105/2105 B.S./M.P.S.
Homeland Security 2105.00 D.P.S.
Data Mining and Predictive Analytics 0702 M.S.
Integrated Advertising Communications 0604 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.

Students can access grades online through the University Information System (UIS) via MYSJU, 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 (stjohns.edu) on a regular basis. For the Office of the Registrar, visit stjohns.edu/academics/office-registrar.
Advisement

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

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

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

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

Registration

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

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

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

E-Bills are sent to students after the due date. Financial services representatives are available year-round to assist students in satisfying their financial obligation to the University. Registration is not complete until payment is made, and the University reserves the right to drop a student from an individual class or from his or her 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 withdraw from classes may do so by the last day to withdraw found in the academic calendar. These dates are noted as a withdrawal (W) on transcripts. This mark does not calculate into Grade Point Averages (GPAs). Please consult the academic calendar for the last day to withdraw from a class.

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

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

Students who stop attending a class without withdrawing from it officially will receive the appropriate grade or mark as determined by their attendance, participation, and performance and in accordance with the grading criteria provided by the instructor. See the “Grading Systems” section for additional information.

Advisement Reports

St. John’s 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. 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.

For additional information regarding advisement reports, consult the Office of the Registrar’s website at 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.

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. All 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 gibill.va.gov.

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

Graduation

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

To ensure that a diploma is ordered, the Office of the Registrar requires all pending graduates to complete an online Application for Diploma, which is available through UIS. To access the application, a student should log into MY SJU, click on the UIS link, and navigate through the Student Records menu and Graduation sub-menu.
Credit Hour Guidelines

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

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

Each School Dean is responsible for assuring that his or her School establishes, maintains, and follows appropriate procedures and protocols for assigning credit hours. The procedures and protocols must meet these minimum guidelines:

- Each School must maintain procedures, written and web-accessible, pertaining to the assignment of credit hours for all courses offered, regardless of the format or modality of instruction. This includes but is not limited to traditional lectures, individual voice or music instruction, online courses, and any other offering that can result in earned credit.
- Each School must document that its procedures provide for the assignment of credit hours for each course the School offers based on the following criteria:
  - Stated objectives for student learning, including (but not limited to) acquisition of content knowledge, key competencies, (such as skill in oral or written communication), or analytic reasoning skills;
  - Hours of instruction proposed for the course; and
  - Hours of supplementary assignments and student effort that are anticipated to take place outside the classroom. Hours of anticipated student effort outside the classroom can include estimated time spent on reading, writing, laboratory or studio assignments, preparation for examinations, etc.

Time Limit

Students who are unable to devote their full time to graduate study may extend the time for obtaining the master’s degree or professional diploma beyond the normal span of two years. All coursework, research tools, residency 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 Audit Option Request form from the student’s Dean and the Dean of the school in which the course is offered. This written permission must be presented to the Office of the Registrar. Audit and credit courses may not exceed 12 semester hours per term. Full tuition and fees are charged for an audited course. 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:

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<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>4</td>
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<tr>
<td>A–</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
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</tbody>
</table>
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 offered by St. John's College of Liberal Arts and Sciences, the master's and professional diploma programs offered by the School of Education, and the Master of Business Administration offered by The Peter J. Tobin College of Business, all master’s degree students must successfully complete 12 semester hours of academic credit during two consecutive academic semesters. For regulations on satisfying the residence requirement of a particular master's or doctoral program, each student should consult the appropriate college/school and department/division section in this bulletin.

Continuous Enrollment—Maintaining Matriculation

Master’s Degree and Advanced Certificate

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

1) apply for re-admission,
2) meet the admission requirement in effect at that time,
3) be re-admitted,
4) pay the appropriate 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 expire upon completion of degree.
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-corralsable 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 of the student's scholarly attainment and will largely determine his/her final success in reference to the degree.

The title of the dissertation, along with the names of the mentor and members of the research committee, must be submitted to the department and then the Dean for approval. When the student’s mentor has approved the completed dissertation, the reader’s copies, typewritten according to the approved format, must be submitted approximately four calendar months before the end of the semester.

The format to be used is specified by the appropriate department or school.

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

1. Students have the responsibility for requesting a mentor from the doctoral core faculty.
2. The student and mentor work together to choose a committee adhering to the following procedures and guidelines:
   a. The committee shall consist of the mentor and at least two other members.
   b. The two members plus the mentor shall come from the department/division.
   c. One additional member of the committee may come from outside St. John’s University.
   d. The departmental/divisional Chair, Dean and mentor must unanimously approve any outside member.
   e. Final approval of the committee composition rests with the Dean.
3. The dissertation proposal must be approved by the committee and then forwarded to the departmental Chair for 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 vitae, 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-corralsable 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
St. John’s University participates in the Federal Direct Loan programs and offers a variety of financial aid programs to support graduate study including assistantships and fellowships.

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

Please use St. John’s University federal institution code number 002823 when filing the FAFSA. Once the FAFSA is processed, the student will receive a federal Student Aid Report (SAR). You may obtain and complete your FAFSA application online at 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 offered primarily on the basis of scholastic achievement and need. They are generally given to full-time students for a period of one year. Application for scholarships should be made to the academic Dean’s Office unless otherwise indicated.

Scholarship awards vary depending on availability of funds.

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

Catholic Scholarship
An academic scholarship is awarded to select eligible graduates with a record of significant achievement from a Catholic college or university who have completed a major or minor in education. This scholarship is extremely competitive. Each scholarship provides for full-time study in one master’s degree program in the Graduate Division of the School of Education. The scholarship commences with the fall term and is applicable to new students applying to a master’s degree only. Students are responsible for all fees, books, and other expenses.

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

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

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

Graduate Scholars in Education
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 and may be renewed for an additional year. It will be awarded to select eligible applicants commencing in the fall semester.

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

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

Deadline: This is an extremely competitive scholarship. Students are urged to apply as far in advance as possible. Semesters Available: Fall and Spring.
Catholic School Educator Grant
Description: As part of our mission as a Catholic university, St. John’s awards a 40 percent tuition reduction to full-time teachers and administrators in Catholic schools for one master’s degree, one advanced certificate, and/or one of the following doctoral degrees; Doctorate in Education (Ed. D), Doctorate of Arts in English (D.A.) or Doctorate in School o Psychology (Psy. D.)

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 with supporting documentation and submit it to the Office of Student Financial Services. The form can be found at stjohns.edu/catholiceducationapp.

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

How to Apply
Please speak with your department chair.

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

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

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

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

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

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

What is an Unsubsidized loan?
A federal loan made to eligible students who file the FAFSA. Interest accrues during all periods.

Federal Direct Unsubsidized Student Loan payments can defer until after graduation, but interest on the loan accrues and is capitalized on the loan while you are enrolled in school and/or in deferment. Loan repayment must begin six months after 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 to the difference between annual direct costs and other financial aid received. Direct costs are those paid directly to St. John’s including tuition and fees, and room and board for resident students. Indirect costs, 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. Borrowers will need their FSA ID in order to complete Entrance Counseling (When selecting a school during entrance counseling, search for “Saint John’s University” without using abbreviations.)

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

All new Direct Grad PLUS borrowers must complete a separate Grad PLUS Entrance interview at 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

Withdrawal from the University

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

Return of Federal Title IV aid

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

The amount to be returned to the federal government will be calculated based on the date the student officially withdrew from classes or the determined date of an unofficial withdrawal. A student who fails to officially notify the academic advisor of intent to withdraw from classes and fails to earn grades for all classes is considered an unofficial withdrawal. In the case of an unofficial withdrawal, the withdrawal date will be computed as the last date the student was involved in an academically related activity or the 50% point in the term in the event that a last date of academic activity is not available. Academically related is defined as academic participation in a course such as submitting an assignment, taking an exam or participating in an online academic-related discussion. Academic activity is not considered to be simply logging into a course or academic counseling or advisement.

Determining Federal Title IV Aid Earned

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

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

Post Withdrawal Disbursement

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

Module Programs

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

Return of Federal Title IV Aid Allocation

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

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

Important Notes

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

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

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

The Office of Alumni Relations is dedicated to keeping our more than 184,000 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 current students by offering them opportunities to share their personal expertise and experience.

The Office supports and oversees various constituent groups (organized by School/College/Campus and other affiliations) and Regional Chapters across the country. All alumni are entitled to year-round services and discounts made possible 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
- Collaborates with University Career Services on a variety of student engagement initiatives, including Alumni Insider’s View programs
- Hosts alumni receptions at both home and away athletic, social, and networking events
- Hosts the annual Grand Alumni Homecoming Weekend, a series of engaging programs that invite alumni back to campus to celebrate their St. John’s legacy
- Works alongside GOLD alumni leadership group to host professional networking series, seasonal socials and additional career-focused programs specifically designed for Graduates of the Last Decade (GOLD)

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

Email at alumni@stjohns.edu or call Alumni Relations at the following campus locations:
- Queens campus: 718-990-6232
- Staten Island campus: 718-390-4094
- 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 of America (IC4A), the Metropolitan Track and Field Association (MTFA), the Intercollegiate Fencing Association (IFA) and the National Intercollegiate Fencing Association (NIFA).

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

The seven men’s intercollegiate team offerings consist of baseball (Tied for 8th all-time with 37 NCAA Tournament appearances, six College World Series appearances), basketball (28 NCAA Tournament appearances, ninth-most wins in NCAA history), fencing (2001 NCAA National Champions), golf (five NCAA Regional appearances), lacrosse, tennis (five BIG EAST Championships) and soccer (1996 NCAA National Champions, four College Cups, 20 NCAA Tournament berths).

Campus Recreation

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

The Fitness Center

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

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

Intramurals

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

Personal Training

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

Club Sports

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

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

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 Catholic community supporting students of all faiths and those on a spiritual journey.

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

The 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.

Campuses offer weeklong programs during the semester breaks. 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.
The University community is served by students, staff, faculty and administrators through various ministries in the Chapel such as readers, Eucharistic Ministers, singers and musicians.

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

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

On Staten Island, Campus Ministry offers many of the same programs offered in Queens, including weekly service, plunges, retreats, the RCIA program, and Mass and Reconciliation. Mass is celebrated at 12:15 on class days and at 6:00 pm on Sunday’s in St. Vincent de Paul Chapel in Lavelle Hall. There is an opportunity for reconciliation before mass, by requested appointment and during special days of Reconciliation during Advent and Lent. Special masses for campus groups are arranged with the Campus Ministry Office. The Campus Ministers are always available to students to help with bereavement, or other issues that students may be facing in their lives.

The Campus Ministers are always available to help with any needs you may have.

University Career Services

Mission/Vision Statement

As a team of dedicated career educators we provide 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.

Career Services 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.

AAAS Career Development

Prepare yourself for today’s job market or for life in academia by learning professional skills that augment what you’ve learned in school. Career Services partners with AAAS Career Development to provide you with STEM-focused, online courses in topics such as networking, how to work in diverse teams 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 Handshake (Career Services tab on MySJU).

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

As part of the Department of Student Wellness, the Center for Counseling & Consultation (CCC) work closely with all members of the St. John’s community to help create a healthy and positive living and learning environment. The staff at the CCC is dedicated to helping students with a whole range of challenges that may interfere with the ability to live well, relate to others, and succeed academically. These challenges may include: stress, anxiety, family or social concerns, relationship difficulties, grief, trauma, alcohol or substance abuse, food relationship issues, homesickness and loneliness.

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

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

Who We Serve/

Eligibility for Services

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

• Students: Undergraduate and graduate students taking 6 or more credits at St. John’s University are eligible for all CCC services. Students taking 5 or fewer credits and non-matriculating students are eligible for consultation and referral.

• Faculty and Staff: Faculty and staff are not eligible for direct counseling services, however available services include consultation regarding of students of concern, classroom presentations, workshops and trainings offered by the center.

• Parents and Family: Services for students are confidential including whether they are being seen for counseling at the center. However, parents and family are encouraged to contact CCC if they have concerns about the welfare of their son or daughter.

Queens Campus

Marillac, Room 130
Tel: 718-990-68684
Fax: 718-990-2609
You must include your name and X-number. If you wish to submit your health forms online via the Online Patient Portal, please visit www.stjohns.edu/healthforms.

York State Public Health Laws 2165 and 2167 provide information about how to comply with New York State’s requirements for meningococcal disease and rubella, and acknowledge receipt of immunization records.

St. John’s University requires all students to provide evidence of immunization against meningococcal disease and rubella, and to provide a signed statement indicating that the student has not been exposed to meningococcal disease.

Immunization Requirements
As per New York State Public Health Laws 2165 and 2167, all St. John’s University students must provide proof of immunity to measles, mumps, and rubella. The documentation should be submitted to the Office of Student Health Services.

Student Health Services
Student Health Services offers free and confidential services to all eligible students on the Queens and Staten Island campuses. Services are available to treat minor illnesses and injuries, and to assist with a referral to community practitioners.

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

Dining Services
St. John’s Dining Services are proudly operated by Chartwells Higher Education. The dining options include a wide variety of meal options in more than a dozen dining locations on three campuses, ensuring that there is something to satisfy your hunger.

St. John’s Dining also features a full-service catering department. 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 for campus dining at DineOnCampus.com/StJohns or call us at 718-990-1535, or stop by our offices in Marillac Hall 8-6.

Student Health Services
Student Health Services offers free and confidential services to all eligible students at St. John’s University, including counseling, mental health services, and primary care.

Office of Disabilities Services
Services for Students with Disabilities
The Office of Disabilities Services provides services and supports to students with disabilities. Services include accommodations, support services, and advocacy.

SOAR (Sexual violence Outreach, Awareness, and Response)
The SOAR Office works with community stakeholders to prevent and reduce the traumatic impact of sexual assault, dating violence, and relationship violence, and stalking.

The SOAR Office also provides access to a Campus Support Advocate (CSA). The CSA is a confidential resource to any student who has been a victim of sexual violence.

The CSA helps students recover from sexual violence by supporting the student through the institution’s response protocols, informing them of their options to report, and providing a survivor-centered space to talk. If preferred, the CSA may also connect students to off-campus service providers. Please contact the Campus Support Advocate by calling 718-990-8494.

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

Housing: Non-University Housing
The Queens campus Residence Life office is located in Donovan Hall C16 and can be contacted at 718-990-2417. The Staten Island Residence Life office is located at 35 Arlo Road and can be contacted at 718-390-4167. Residence Life has a relationship with a third-party vendor who provides a non-university rental listing website at https://stjohns.jumppofcampus.com. The University does not inspect these facilities. The evaluation of suitability of any facility is the responsibility of the potential renter.

International Student and Scholar Services
The International Student and Scholar Services office, located on the Queens campus in St. Vincent Hall, Room B19 assists international students and scholars in all matters related to their life at St. John’s University and in the community including: immigration assistance; applying for an I-20/DS-2019 and non-immigrant visa, orientation to life at St. John’s; New York City and the American culture; counseling for financial, adjustment, personal, legal and other matters; advisement concerning medical insurance, Social Security, taxes, campus and community services; coordinating workshops for non-immigrants on employment, travel and maintaining status, documentation for foreign exchange, enrollment certification; liaison with foreign consular offices, U.S. government agencies/departments and University offices.
The Global Language and Culture Center

The Global Language and Culture Center, located in St John Hall 104–106 is one of the academic support services offered by the University and a language resource center where students, enrolled or not in a language class, can come to practice one of the 12 languages currently offered at St John’s University. Through immersion and interaction, with the help of trained language assistants, they can build on the language skills acquired in the classroom in a convivial and relaxed atmosphere.

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 advisement given on language courses within St John’s College.

For all language courses levels 1 through 4 and for ESL Speech classes 10 sessions at the GLCC are a Language 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

The Institute was established to serve as a valuable collaborative resource for local dioceses to support and enhance Catholic elementary and secondary education.

To date, the Institute’s programs include: Curriculum Leadership Team (CLT) Program, a year long initiative that creates and supports teams of elementary school educators and principals in our three neighboring dioceses in areas such as STEM/STREAM; Management Seminar and Advanced Management Symposium: Marketing the Mission in collaboration with the Peter J. Tobin College of Business and the Vincentian Center for Church and Society, a program focused on effectively administering Catholic schools through Catholic Identity and Servant Leadership, mission, vision and values, marketing and development, budgeting, time management, recruitment and retention, and strategic planning the St. Vincent DePaul Program, a two-year in-service program for principals, board chairs and board directors in the Diocese of Brooklyn focusing on the roll-out of the new academy governance structure for their elementary schools; and Project TIE: Training Innovative Educators, a partnership with the Archdiocese of New York and the Brooklyn and Rockville Centre Dioceses, designed to provide ongoing professional development and teacher coaching with a school-wide program in Literacy focused on improving student achievement; Future Development and Teacher Coaching with a school-wide program in Literacy focused on improving student achievement; Future Development and Teacher Coaching with a school-wide program.

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

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

Speech and Hearing Center

The Speech and Hearing Center, under the direction of Anne-Marie Maher, MA, CCC-SLP, has offered diagnostic and therapeutic services for communication disorders since 1976. Located off the Queens campus on Union Turnpike, the Center serves Queens, Long Island and the metropolitan New York community. The population served from infants to adults. The Center’s staff consists of ASHA certified and New York State licensed professionals who work with each client to evaluate their communicative functioning 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 graduate students enrolled in the Speech-Language Pathology and Audiology Program. Therapy services are provided by graduate clinicians under the direct supervision of licensed speech-language pathologists. The Center is a fully equipped, modern facility, housing the latest diagnostic, therapeutic materials and instrumentation. Two complete audimetric suites are on site to provide audiological evaluation and hearing aid fitting.

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

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

StormCard ID Cards

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

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

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

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

**L.I. Grad Center:** 718-374-1435 (if there is no Public Safety Officer available on-site; please call 718-990-6281 AFTER you suspend it on UIS to create a report. You will be contacted regarding replacement.

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

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

### Student Computing Facilities

St. John’s University is committed to preparing its students with the technological skills necessary to meet the 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 six computer laboratories, over 250 technology equipped classrooms, computer classrooms, and Library patron computers. Deployment of desktop computers to these facilities now totals over 1000 Intel-based Windows workstations and over 125 high-performance Macintosh computers.

The University’s state-of-the-art network enables each computer to access a wide range of software, as well as email and the Internet. A variety of educational, business, statistical and other electronic information resources are accessible through the campus’s high-speed Gigabit backbone with 1 Gbps Ethernet available for desktop computers. Internet connectivity is provided through a redundant 10 Gb link. Wireless connectivity is available at all seven locations (Queens, Staten Island, Manhattan, Hauppauge, Rome Italy, Paris France, and Limerick, Ireland).

### Computer Laboratories

The computer laboratories now contain more than 200 Windows computers and over 20 high-end Macintosh computers. All of the laboratory computers are Intel i7 platforms, with a minimum of 8GB of RAM, large LCD monitors, Windows 10 (OS), the MS Office 2016 suite as well as many other Windows-based applications.

Also, most computer labs also include Macintosh computing resources consisting of primarily MAC Pro’s running Intel i7 or Xeon Quad core processors with 16 GB of RAM, and running MAC OS 10.x. Wired and wireless printing facilities for both platforms consist of monochrome as well as color laser printers.

### Technology Enhanced Classrooms

Of the 250 technology enhanced, computer and seminar style classrooms, 167 are located on the Queens campus, 39 are located on the Staten Island campus and 18 are located on the Manhattan Campus. Each technology enhanced classroom is equipped with a podium, faculty computer, a sound system and a bright projected image that can be viewed by all the students. Faculty has the option of connecting and projecting the image from their laptop computers in all technology enhanced classrooms as well. In the Manhattan campus classrooms, many on the Queens campus, and some on the Staten Island campus, technology includes wireless presentation, a confidence monitor for the faculty member, a document camera, and lecture capture capabilities.

Rooms 137 and 137A in Marillac Hall on the Queens campus and Lavelle 111 on the Staten Island campus contain multiple wireless displays which are wall mounted above corresponding group discussion tables for teaching in an active learning format.

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

### Computer Classrooms (Intel and Macintosh)

Furthermore, the Queens campus has 13 computer classrooms and the Staten Island campus has 4 computer classrooms. The Manhattan campus has a combination computer lab/classroom, and the Rome and Paris campus each has one of the same. The computer classrooms, at all five 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 Technology Enhanced and Computer Classrooms can be obtained through Information Technology.

### Academic Computing Initiative

The Academic Computing Initiative has three primary components: The laptop program, the campus wireless network, and the student portal (MySJU).

All new incoming full-time undergraduate freshman and transfer students who have satisfied their financial obligations to the University have the option to participate in the Academic Computing Initiative. Students that participate in the ACI Program are charged a Laptop Usage Fee each semester until they graduate. The University is offering the students who participate in the ACI Program a choice between two Lenovo laptops or an Apple laptop. All laptops are covered by a 4-year warranty supported by repair centers on the Queens and Staten Island campuses.

### Other Highlights of Technology at St. John’s

MySJU 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 technology enhanced classrooms and 6 technology enhanced 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 seminar room features an 80-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.

### Computer Lab Hours*

(Queens campus)

**SULLIVAN HALL COMPUTER LAB**

Sullivan Hall, First Floor
(718) 990-5000

Monday – Thursday 7am to 7pm
Friday – 7am to 5pm
Saturday & Sunday - CLOSED

* Please note: Lab hours are subject to change during intersession.

For Staten Island Computer Lab hours, please call (718) 390-4498.