



# ST. JOHN'S UNIVERSITY

## 2024–2026 GRADUATE BULLETIN

St. John's College of Liberal Arts and Sciences

The School of Education

The Peter J. Tobin College of Business

College of Pharmacy and Health Sciences

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

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Please note: The Graduate Bulletin also can be found at our website [stjohns.edu/bulletin](http://stjohns.edu/bulletin)

## Academic Calendar 2024–2026

### Summer 2024

#### August

- 2 **Friday:**  
The School of Education  
Last day for dissertation defense to be eligible for September conferral
- 16 **Friday:**  
The School of Education  
Last day to upload to ProQuest
- 30 **Friday:**  
The School of Education  
Last day to be approved by the library for September conferral

### Fall 2024

#### September

- 2 **Monday:**  
Labor Day University Closed—No Classes \*
- 4 **Wednesday:**  
Fall Semester Begins
- 10 **Tuesday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Last date to apply for fall Master's and Doctoral comprehensive examinations
- 11 **Wednesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Dissertation and thesis copies due for Dean's Office review for September 2024 degree conferral
- 13 **Friday:**  
College of Pharmacy and Health Sciences  
Last day to apply for Master's and Doctoral Comprehensive Examinations
- 18 **Wednesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Final revisions for dissertations and theses for September 2024 degree conferral to be submitted by this date to the University Library
- 23 **Monday:**  
Last day to submit Diploma Application (via UIS) for September 2024 degree conferral
- 30 **Monday:**  
September degree conferral

#### October

Web registration begins.  
Schedule to be announced.

- 14 **Monday:**  
Fall Mini Break—University Closed—No Classes \*
- 14 **Monday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Readers' copies of doctoral dissertations and Master's theses for degree candidates in January 2025 to be submitted to the department chair by this date.
- 15 **Tuesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Last day to submit coursework for Spring 2024 incomplete grades  
  
Readers' copies of Doctoral dissertations and Master's theses for degrees in January 2025 to be submitted to the department chair by this date
- 16 **Wednesday:**  
**Monday Classes Meet**
- 31 **Thursday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Final dissertation and thesis defense deadline for candidates for January 2025 degree conferral

#### November

- 5 **Tuesday:**  
Presidential Election—University Closed—No Classes \*
- 6 **Wednesday:**  
College of Pharmacy and Health Sciences  
Doctoral and Master's Comprehensive Examination
- 7 **Thursday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Final Dissertation defense deadline for all candidates for doctoral degree in January 2025
- 11 **Monday:**  
Veteran's Day—University Closed—No Classes \*
- 15 **Friday:**  
The School of Education  
Last day for dissertation defense to be eligible for January conferral
- 20 **Wednesday:**  
College of Pharmacy and Health Sciences  
Final date for oral defense of dissertation by Doctoral/Master's candidates for January 2025 degree conferral

- 20 **Wednesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Dissertation and thesis copies due for Dean's office review for January 2025 degree conferral
- 20 **Wednesday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Dissertation and thesis copies due in Dean's office for review for January 2025 degree conferral
- 27 **Wednesday:**  
The School of Education  
Last day to upload to ProQuest
- 27 **Wednesday:**  
Thanksgiving Recess- No Classes \*
- 28-30 **Thursday-Saturday:**  
Thanksgiving Recess- University Closed—No Classes \*

#### December

- 2 **Monday:**  
College of Pharmacy and Health Sciences  
Last day to submit dissertation/thesis to CPHS Dean's office after Committee's approval
- 11 **Wednesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Final revisions of dissertations and theses for January 2025 degree conferral to be submitted by this date to the University Library
- 11 **Wednesday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Submit final copy of dissertation and thesis to the library
- 12 **Thursday:**  
Snow/Study Closed—No Classes \*
- 13 **Friday:**  
The School of Education  
Last day to be approved by the library for January conferral
- 13-19 **Friday-Thursday:**  
Final Examination/Assessment Week
- 13 **Friday:**  
College of Pharmacy and Health Sciences  
Final approved doctoral dissertations must be submitted to ProQuest ETD for January 2025 conferral eligibility

\*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](http://stjohns.edu/services/registrar/calendar).

For information on school closings, check [stjohns.edu/closings](http://stjohns.edu/closings).

## Spring 2025

### January

- 20 **Monday:**  
Martin Luther King, Jr. Day-  
University Closed–No Classes \*
- 22 **Wednesday:**  
Spring Semester Begins
- 22 **Wednesday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Last date to apply for fall master's and  
doctoral comprehensive examinations
- 24 **Friday:**  
Last day to submit a diploma application via  
UIS for January 2025 degree conferral.
- 29 **Wednesday:**  
**College of Pharmacy and Health Sciences**  
Last day to apply for Spring master's and  
doctoral comprehensive examinations
- 31 **Tuesday:**  
January degree conferral date.

### February

- 17 **Monday:**  
**Presidents' Day- University Closed–  
No Classes \***

### March

- 3-8 **Monday-Saturday:**  
Spring Break- No Classes \*
- 12 **Wednesday:**  
**College of Pharmacy and Health Sciences**  
Doctoral and master's comprehensive  
examination
- 12 **Wednesday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Readers' copies of doctoral dissertations  
and Master's theses for degree candidates  
in May 2025 to be submitted to the  
department chair by this date
- 14 **Friday:**  
**Graduate Division of St. John's College of  
Liberal Arts and Sciences**  
Readers' copies of Doctoral dissertations and  
Master's theses for degrees in May 2025 to  
be submitted to the department chair by  
this date
- 15 **Saturday:**  
**Graduate Division of St. John's College of  
Liberal Arts and Sciences**  
Last day to submit coursework for Fall 2024  
incomplete grades

- 28 **Friday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Final dissertation defense deadline for all  
candidates for doctoral degree in May 2025
- 31 **Monday:**  
**Graduate Division of St. John's College of  
Liberal Arts and Sciences**  
Final dissertation and thesis defense  
deadline for May 2025 degree candidates
- 31 **Monday:**  
**College of Pharmacy and Health Sciences**  
Final date for oral defense of dissertation by  
Doctoral/Master's Candidates for May 2025  
degree conferral eligibility

### April

- 4 **Friday:**  
**The School of Education**  
Last day for dissertation defense to be  
eligible for May graduation
- 11 **Friday:**  
**The School of Education**  
Last day to upload to ProQuest
- 11 **Friday:**  
**College of Pharmacy and Health Sciences**  
Last day to submit dissertation/thesis to  
CPHS Dean's office after Committee's  
Approval
- 17 **Thursday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Last day to submit approved theses and  
dissertation to the CCPS Dean's Office for  
May graduation. Theses and dissertations  
must meet SJU Library and EDT/ProQuest  
and publication requirements prior to  
degree conferral
- 17-21 **Thursday-Monday:**  
Easter Recess-University Closed–No Classes \*
- 22 **Tuesday:**  
**Graduate Division of St. John's College of  
Liberal Arts and Sciences**  
Dissertation and thesis copies due for  
Dean's office review for May 2025 degree  
conferral
- 23 **Wednesday:**  
**Monday Classes Meet**
- 25 **Friday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Submit final copy of dissertation/thesis to  
the CCPS Dean's Office

- 25 **Friday:**  
**College of Pharmacy and Health Sciences**  
Final approved doctoral dissertations must  
be submitted to ProQuest ETD for May 2025  
conferral eligibility

### May

- 2 **Friday:**  
**The School of Education**  
Last day to be approved by the library for  
May graduation
- 5 **Monday:**  
**Graduate Division of St. John's College of  
Liberal Arts and Sciences**  
Final revisions of dissertations and theses for  
May 2025 degree conferral to be submitted  
by this date to the University Library
- 5 **Monday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Submit final copy of dissertation/thesis to  
the Library
- 6 **Tuesday:**  
Snow/Study Day-No Classes \*
- 7 **Wednesday:**  
Snow/Study Day-No Classes \*
- 8-14 **Thursday-Wednesday:**  
Final Examination/Assessment Week
- 15 **Thursday:**  
Last day to submit a diploma application via  
UIS for May 2025 degree conferral
- 16 **Friday:**  
Graduate Level Commencement Ceremony  
for St. John's College of Liberal Arts and  
Sciences, College of Pharmacy and Health  
Sciences, and The Lesley H. and William L.  
Collins College of Professional Studies 10am,  
Carnesecca Arena, Queens Campus
- Graduate Level Commencement Ceremony  
for The School of Education and Peter J.  
Tobin College of Business 4pm, Carnesecca  
Arena, Queens Campus

## Summer 2025

### May

- 5 **Monday:**  
**The Lesley H. and William L. Collins  
College of Professional Studies**  
Final date to apply for doctoral  
comprehensive examination for Summer  
2025

\*Doctoral Cohort programs may be subject to alternative dates.

<b>July</b>					
<b>End of Summer Session I</b>					
<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>					
Final dissertation and thesis defense deadline for September 2025 degree candidates					
1	<b>Tuesday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>	22	<b>Friday:</b>	<b>College of Pharmacy and Health Sciences</b>
Readers' copies of doctoral dissertations and Master's theses for degree candidates in September 2025 to be submitted to the department chair by this date			Final approved doctoral dissertations must be submitted to ProQuest ETD for September 2025 conferral eligibility		
10	<b>Thursday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>	22	<b>Friday:</b>	<b>The School of Education</b>
Final dissertation defense deadline for all candidates for doctoral degree in September 2025			Last day to be approved by the library for September conferral		
<b>August</b>			<b>Fall 2025</b>		
<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>			<b>September</b>		
<b>End of Summer Session II</b>			1	<b>Monday:</b>	
Final dissertation and thesis defense deadline for September 2025 degree candidates			Labor Day- University Closed–No Classes *		
8	<b>Friday:</b>	<b>College of Pharmacy and Health Sciences</b>	3	<b>Wednesday:</b>	
Final date for oral defense of dissertation by doctoral/master's candidates for September 2025 degree conferral eligibility			First Day of Classes		
8	<b>Friday:</b>	<b>The School of Education</b>	9	<b>Tuesday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>
Last day for dissertation defense to be eligible for September conferral			Dissertation and thesis copies due in Dean's Office for review for September 2025 degree conferral		
13	<b>Wednesday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>	10	<b>Wednesday:</b>	<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>
Last day to submit approved theses and dissertations to the CCPS Dean's Office for September graduation. Theses and dissertations must meet SJU Library and EDT/ProQuest and publication requirements prior to degree conferral			Dissertation and thesis copies due for Dean's office review for September 2025 degree conferral		
15	<b>Friday:</b>	<b>College of Pharmacy and Health Sciences</b>	12	<b>Friday:</b>	<b>College of Pharmacy and Health Sciences</b>
Last day to submit dissertation/thesis to CPHS Dean's office after committee's approval			Last day to apply for master's and doctoral comprehensive examinations		
15	<b>Friday:</b>	<b>The School of Education</b>	17	<b>Wednesday:</b>	<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>
Last day to upload to ProQuest			Final revisions for dissertations and theses for September 2025 degree conferral to be submitted by this date to the University Library		
			17	<b>Wednesday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>
			Final revisions of dissertations and theses for September 2025 degree conferral to be submitted by this date		
			Last day to apply for fall master's and doctoral comprehensive examinations		
			<b>October</b>		
			13	<b>Monday:</b>	
			Fall Mini Break- University Closed–No Classes *		
			13	<b>Monday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>
			Readers' copies of doctoral dissertations and Master's theses for degree in January 2026 to be submitted to the department chair by this date		
			15	<b>Wednesday:</b>	<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>
			Last day to submit coursework for Spring 2025 incomplete grades		
			Readers' copies of doctoral dissertations and Master's theses for January 2026 degrees to be submitted to the department chair by this date.		
			28	<b>Tuesday:</b>	<b>The Lesley H. and William L. Collins College of Professional Studies</b>
			Final dissertation defense deadline for all candidates for doctoral degree in January 2026		
			31	<b>Friday:</b>	<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>
			Final dissertation and thesis defense deadline for January 2026 degree candidates		
			<b>November</b>		
			5	<b>Wednesday:</b>	<b>College of Pharmacy and Health Sciences</b>
			doctoral and master's comprehensive examination		
			11	<b>Tuesday:</b>	
			Veterans Day-University Closed–No Classes *		
			14	<b>Friday:</b>	<b>The School of Education</b>
			Last day for dissertation defense to be eligible for January conferral		
			14	<b>Friday:</b>	<b>College of Pharmacy and Health Sciences</b>
			Final date for oral defense of dissertation by doctoral/master's candidates for January 2026 degree conferral		
			20	<b>Thursday:</b>	<b>Graduate Division of St. John's College of Liberal Arts and Sciences</b>
			Dissertation and thesis copies due for Dean's office review for January 2026 degree conferral		

\*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](http://stjohns.edu/services/registrar/calendar).

For information on school closings, check [stjohns.edu/closings](http://stjohns.edu/closings).

- 20 **Thursday:**  
The Lesley H. and William L. Collins  
College of Professional Studies  
Last day to submit approved theses and dissertations to the CCPS Dean's office for January graduation. Theses and dissertations must meet SJU Library and EDT/ProQuest and publication requirements prior to degree conferral.
- 26 **Wednesday:**  
Thanksgiving Recess- No Classes \*
- 26 **Wednesday:**  
College of Pharmacy and Health Sciences  
Last day to submit dissertation/thesis to CPHS Dean's office after committee's approval
- 27-29 **Thursday-Saturday:**  
Thanksgiving Recess- University Closed- No Classes \*

## December

- 4 **Thursday:**  
Graduate Division of The Lesley H. and William L. Collins College of Professional Studies  
Final revisions of dissertations and theses for January 2026 degree conferral to be submitted by this date
- 10 **Wednesday:**  
Snow/Study Day- No Classes \*
- 11-17 **Thursday-Wednesday:**  
Final Examination/Assessment Week
- 11 **Thursday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Final revisions for dissertations and theses for January 2026 degree conferral to be submitted by this date to the University Library
- 11 **Thursday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Submit final copy of dissertations and theses to the library
- 12 **Friday:**  
College of Pharmacy and Health Sciences  
Final approved doctoral dissertations must be submitted to ProQuest ETD for January 2026 conferral eligibility
- 15 **Monday:**  
The School of Education  
Last day to be approved by the library for January conferral

## Spring 2026

### January

- 19 **Monday:**  
Martin Luther King, Jr. Day-  
University Closed-No Classes
- 21 **Wednesday:**  
First Day of Classes
- 22 **Thursday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Last date to apply for fall master's and doctoral comprehensive examinations
- 28 **Wednesday:**  
College of Pharmacy and Health Sciences  
Last day to apply for Spring master's and doctoral comprehensive examinations

### February

- 16 **Monday:**  
Presidents' Day- University Closed- No Classes \*

### March

- 2-7 **Monday-Saturday:**  
Spring Break-No Classes \*
- 4 **Wednesday:**  
College of Pharmacy and Health Sciences  
Doctoral and master's comprehensive examinations
- 12 **Thursday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Readers' copies of doctoral dissertations and master's theses for degree candidates in May 2026 to be submitted to the department chair by this date
- 13 **Friday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Readers' copies of doctoral dissertations and master's theses for May 2026 degrees to be submitted to the department chair by this date.
- 15 **Sunday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Last day to submit coursework for Fall 2025 incomplete grades
- 27 **Friday:**  
College of Pharmacy and Health Sciences  
Final date for oral defense of dissertation by doctoral candidates for May 2026 degree conferral eligibility

- 27 **Friday:**  
The School of Education  
Last day for dissertation defense to be eligible for May graduation
- 27 **Friday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Final dissertation defense deadline for all candidates for doctoral degree in May 2026
- 31 **Tuesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Final dissertation and thesis defense deadline for May 2026 degree candidates

## April

- 2-6 **Thursday-Monday:**  
Easter Recess-No Classes \*
- 8 **Wednesday:**  
Monday Classes Meet
- 10 **Friday:**  
College of Pharmacy and Health Sciences  
Last day to submit dissertation/thesis to CPHS Dean's office after committee's approval
- 10 **Friday:**  
The School of Education  
Last day to upload to ProQuest
- 15 **Wednesday:**  
The Lesley H. and William L. Collins College of Professional Studies  
Last day to submit approved theses and dissertations to the CCPS Dean's office for May graduation. Theses and dissertations must meet SJU Library, EDT/ProQuest and publication requirements prior to degree conferral.
- 22 **Wednesday:**  
Graduate Division of St. John's College of Liberal Arts and Sciences  
Dissertation and thesis copies due for Dean's office review for May 2026 degree conferral
- 24 **Friday:**  
College of Pharmacy and Health Sciences  
Final approved doctoral dissertations must be submitted to ProQuest ETD for May 2026 conferral eligibility

## May

- 1 **Friday:**  
College of Pharmacy and Health Science  
Last day to be approved by the library for May graduation

\*Doctoral Cohort programs may be subject to alternative dates.

\*\*Calendar is subject to change. Please consult the Web regularly at [stjohns.edu/services/registrar/calendar](http://stjohns.edu/services/registrar/calendar).

For information on school closings, check [stjohns.edu/closings](http://stjohns.edu/closings).

1 **Friday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final revisions of dissertations and theses for May 2026 degree conferral to be submitted by this date.

5 **Tuesday:**  
Snow/Study Day-No Classes

5 **Tuesday:**  
**Graduate Division of St. John's College of Liberal Arts and Sciences**  
Final revisions for dissertations and theses for May 2026 degree conferral to be submitted by this date to the University Library

6 **Wednesday:**  
Snow/Study Day-No Classes

7-13 **Thursday-Wednesday:**  
Final Examination/Assessment Week

## Summer 2026

### May

5 **Tuesday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final date to apply for doctoral comprehensive examination for Summer 2026

### July

9 **Thursday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Readers' copies of doctoral dissertations and master's theses for degree candidates in September 2026 to be submitted to the department chair by this date

24 **Friday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final Dissertation defense deadline for all candidates for doctoral degree in September 2026

### August

7 **Friday:**  
**The School of Education**  
Last day for dissertation defense to be eligible for September conferral

10 **Monday:**  
**College of Pharmacy and Health Sciences**  
Final date for oral defense of dissertation by doctoral/master's candidates for September 2026 degree conferral eligibility

17 **Monday:**  
**College of Pharmacy and Health Sciences**  
Last day to submit Dissertation/Thesis to CPHS Dean's office after committee's approval

24 **Monday:**  
**College of Pharmacy and Health Sciences**  
Final Approved Doctoral Dissertations must be submitted to ProQuest ETD for September 2026 Conferral Eligibility

28 **Friday:**  
**The School of Education**  
Last day to be approved by the library for September conferral

## Fall 2026

### September

9 **Wednesday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Dissertation and thesis copies due in Dean's office for review for September 2026 degree conferral

17 **Wednesday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final revisions of dissertations and theses for September 2026 degree conferral to be submitted by this date  
Last day to apply for fall master's and Doctoral comprehensive examinations

### October

5 **Monday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Readers' copies of doctoral dissertations and Master's theses for degree in January 2027 to be submitted to the department chair by this date

28 **Wednesday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final Dissertation defense deadline for all candidates for doctoral degree in January 2027

## November

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

## December

3 **Thursday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Final revisions of dissertations and theses for January 2027 degree conferral to be submitted by this date

10 **Thursday:**  
**The Lesley H. and William L. Collins College of Professional Studies**  
Submit final copy of dissertations and theses to the library



## General Information

Most of our graduate programs operate on a rolling admission basis, meaning we will continue to review qualified and completed applications as space permits or until the semester begins. For programs without a specific deadline, we recommend you submit your application by April 1 for fall admission and October 1 for spring admission.

For programs with an admission deadline, the application and all required supporting documentation must be received by the deadline to be considered for admission. For individual program deadlines, please visit [www.stjohns.edu/admission/graduate-admission](http://www.stjohns.edu/admission/graduate-admission) and then select "Deadlines and Notifications" from the left toolbar.

### International Students

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

- April 1 (Fall)
- October 1 (Spring)

## Admission to a Degree Program

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

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

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

1. A completed admission application, found at [grad.stjohns.edu/apply](http://grad.stjohns.edu/apply).
2. Evidence of a baccalaureate degree from an accredited college or university or the international equivalent including transcripts from each institution attended.
3. Letter(s) 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.
4. Official results of performance on standardized tests as appropriate to the requirements of the particular school, division or program.
5. Most programs also require a resume, statement of professional goals or both.
6. Evidence that conditions or requirements specific to the school, division or program of interest have been met.

The Office of Graduate Admission and International Admission will make every effort to notify students of the status of their application. Ultimately, however, it is the student's responsibility to make sure that all supporting credentials are received by the application deadline.

A non-refundable \$70 application fee is required for applicants who do not receive a waiver.

Supplemental application materials should be uploaded directly to the application portal or emailed to [gradhelp@stjohns.edu](mailto:gradhelp@stjohns.edu).

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").

Applicants with international credits must submit a course-by-course foreign credit evaluation with GPA calculation from a NACES member. Participants in short-term study abroad programs, as well as other unique circumstances, may be waived of this requirement, please contact the Office of Graduate Admission for additional information.

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

## International Student Admission

In addition to the previously listed requirements, international applicants not on our English exempt list will be required to submit one of the following: (1) TOEFL (Test of English as a Foreign Language) or (2) IELTS (International English Language Testing System) or (3) Duolingo to demonstrate English language proficiency.

English as a Second Language: International applicants may be required to enroll in ESL courses to ensure their success in graduate-level courses. Students will be informed of this requirement in the decision letter. Students requiring additional English language support may be considered for the University's full-time English Language Institute (ELI) or English as a Second Language (ESL) classes.

Upon acceptance to the University, all F1 and J1 students must provide documentation to the International Student and Scholar Services Office (ISSSO) so that an I-20 or DS-2019 can be issued for the student to apply for a visa. ISSSO can be contacted at 718-990-6083.

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

## General Graduate Information

Questions concerning admission procedures or graduate programs offered by the University

should be directed to the Office of Graduate Admission, 718-990-1601, [gradhelp@stjohns.edu](mailto:gradhelp@stjohns.edu).

## Transfer Student Admission

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 another 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 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.

Please refer to the College sections 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](http://universityhealthplans.com).



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

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

## Health Insurance Rates 2024-2025

- 1) Residence Dorm Students \$3,942 per year
- 2) New Spring 2025 Only Residence Dorm Students \$2,453 for the semester
- 3) F1/J1 Visa Fall/Spring International Students \$1,971 per semester
- 4) New F1/J1 Visa Spring 2025 Only International Students \$2,453 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 enrollment can be completed. All payments must be made by check or money order payable to St. John's University or online through the student's or Authorized User's Account Suite by credit card or ACH. Credit cards for tuition payments are only accepted online through the student's or Authorized User's Account Suite. Credit card payments are not accepted over the phone or in person by the Office of Student Financial Services.

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

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

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

For the most up-to-date information, check the online version of this bulletin at [stjohns.edu/bulletin](http://stjohns.edu/bulletin).

### 2024-2025 Tuition\*

Graduate Cost	per credit
Collins College of Professional Studies	\$1,560
The School of Education	\$1,560
The Peter J. Tobin College of Business	\$1,575

St. John's College	
Grad Arts & Sciences	\$1,560
School Psychology	\$1,660
Library Science	\$1,660
Speech-Language Pathology	\$1,660
Audiology	
(\$500 General Fee per semester)	\$1,710
Ph.D. Clinical Psychology	\$1,860
Masters of Science PA	\$1,790
College of Pharmacy and Health Sciences	\$1,790
Public Health	\$1,560
Institute for Biotechnology	\$1,655

\* Check for regular yearly tuition updates online at [stjohns.edu](http://stjohns.edu).

### Fees

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

### Laboratory Fees

Individual courses may carry a laboratory fee. Please refer to the online course description for fee information. Laboratory fees are non-refundable. Additional charges will be made for breakage and losses.

### Room and Board

#### Queens-Residence Village

##### Academic Year 2024-2025

Single Room	\$7,165 per semester
Double	\$6,460 per semester
Junior Triple	\$6,100 per semester
Triple	\$6,350 per semester
Damage Deposit Charge	\$125 per semester

##### Queens Townhouses -Founder's Village

Single	\$8,300 per semester
Double	\$7,550 per semester
Junior Double	\$7,350 per semester
Triple	\$7,200 per semester
Damage Deposit Charge	\$125 per semester

#### Queens Off-Campus Henley Road

Single	\$8,850 per semester
Double	\$7,350 per semester
Damage Deposit Charge	\$125 per semester

#### Queens Off-Campus Seton

Single	\$8,850 per semester
Double	\$7,350 per semester
Private Double	\$7,490 per semester
Deluxe Double	\$7,390 per semester
Triple	\$7,000 per semester
Damage Deposit Charge	\$125 per semester

#### Queens Off-Campus - DePaul

Single	\$8,850 per semester
Deluxe Single	\$8,950 per semester
Private Single	\$9,100 per semester
Double	\$7,350 per semester
Private Double	\$7,490 per semester
Damage Deposit Charge	\$125 per semester

#### Queens Off Campus - Goethals

Single	\$8,800 per semester
Double	\$7,100 per semester
Damage Deposit Charge	\$125 per semester

### Meal Plans

Carte Blanche - First Year New Students	\$3,805 per semester
Carte Blanche - Continuing Students	\$3,805 per semester
Carte Blanche Plus - Residence Village	\$4,055 per semester
Meal Plan 14 - Residence Village	\$3,755 per semester
Meal Plan 10	\$3,755 per semester
Apartment Meal Plan 7	\$2,625 per semester

## Room and Board Withdrawals

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

The withdrawal schedule for Room and Board credits may be found at [stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds](http://stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds).

## Withdrawal from Courses and Tuition Credits and Refunds

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

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

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

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

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

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

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

The withdrawal schedule for tuition credits may be found at [stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds](http://stjohns.edu/admission-aid/tuition-and-financial-aid/tuition/withdrawals-and-refunds).

# Academic Information and Regulations

## Program Requirements

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

## Academic Units and Programs

### Approved Programs of Study

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

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

### St. John's College of Liberal Arts and Sciences

#### Major Name HEGIS Code Credentials

Applied Mathematics, Computing & Machine Learning	1703.00	M.A.
Audiology	1220	Au.D.
Biological and Pharmaceutical Biotechnology	0499	M.S.
Biology	0401/0401	B.S./M.S.
Biology	0401	M.S.
Biology*	0401	M.Phil.
Biology	0401	Ph.D.
Chemistry	1905/1905	B.S./M.S.
Chemistry	1905	M.S.
Chinese Studies	0399	M.A.
Clinical Psychology	2003	M.A.
Clinical Psychology*	2003	M.Phil.
Clinical Psychology	2003	Ph.D.
Communication Arts/International Communication	0601/0699	B.S./M.S.
Communication Arts/Government and Politics	0601/2207	B.S./M.A.
Communication Arts/Sociology	0601/2208	B.S./M.A.
Computational Biology & Biostatistics	0420.00	M.S.
Computer Science/Library and Information Science	0701/1601	B.S./M.S.
Criminal Justice/Government and Politics	2105/2207	B.S./M.A.
Criminal Justice/Sociology	2105/2208	B.S./M.A.

Criminology and Justice	2209	M.A.
East Asian Studies	0302/0302	B.A./M.A.
East Asian Studies	0302	M.A.
English	1501/1501	B.A./M.A.
English	1501	M.A.
English	1501	Ph.D.
Environmental OMICS	0402.00	M.S.
Environmental Sustainability & Decision Making	0402	M.A.
French/Library and Information Science	1102/1601	B.A./M.S.
Global Development and Social Justice	4903	M.A.
Government and Politics	2207 /2207	B.A./M.A.
Government and Politics	2207	M.A.
Government and Politics/Law	2207/1401	M.A./J.D.
Government and Politics/Library and Information Science	2207/1601	M.A./M.S.
History	2205/2205	B.A./M.A.
History	2205	M.A.
International Law and Diplomacy	2210	Adv. Cert.
Information Technology/Library and Information Science	0702/1601	B.S./M.S.
Italian/Library and Information Science	1104/1601	B.A./M.S.
Journalism/Government and Politics	0602/2207	B.S./M.A.
Journalism/Sociology	0602/2208	B.S./M.A.
Latin American and Caribbean Studies	0308	Adv. Cert.
Legal Studies/Government and Politics	0599/2207	B.S./M.A.
Legal Studies/Sociology	0599/2208	B.S./M.A.
Liberal Studies	4901	M.A.
Library and Information Science	1601	M.S.
Management for Information Professionals	1601	Adv. Cert.
Museum Administration	1099	M.A.
Neuroscience	0425.00	M.A.
Philosophy, Politics & Economics	4901.00	M.A.
Psychology	2002	M.A.
Psychology/Criminology and Justice	2001/2209	B.A./M.A.
Psychology/Psychology	2001/2002	B.A./M.A.
Public Administration	2102	Adv. Cert.

Public History	4903	M.A.
Public History/Library and Information Science	4903/1601	M.A./M.S.
School Psychologist**	0826.02	M.S.
School Psychology	0822	Psy.D.
Scientific Literacy & Integrity	4901.00	M.A.
Sociology	2208/2208	B.A./M.A.
Sociology	2208	M.A.
Sociology/Criminology and Justice	2208/2209	B.A./M.A.
Spanish/Spanish	1105/1105	B.A./M.A.
Spanish	1105	M.A.
Spanish/Library and Information Science	1105/1601	B.A./M.S.
Social Justice Information Systems	1601.00	Adv. Cert.
Speech Language Pathology	1220	M.A.
Theology	1510/1510	B.A./M.A.
Theology (Religious Studies)	1510	M.A.
World History	2205	Ph.D.

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

\*\* Leads to permanent bilingual certification.

### The School of Education

#### Major Name HEGIS Code Credentials

Adolescent Education Career Change	0803	M.S.Ed.
Adolescent Education Career Change NON CERT	0803	M.S.Ed.
Adolescent Education Field Change	0803	M.S.Ed.
Adolescent Education Biology 7-12/ Literacy PK-12		B.S.Ed./M.S.Ed.
	0803/0830	
Adolescent Education Social Studies 7-12/ Literacy PK-12		B.S.Ed./M.S.Ed.
	0803/0830	
Adolescent Education: Mathematics 7-12	1701.01	M.S.Ed.
Adolescent Education English 7-12/ Literacy PK-12		B.S.Ed./M.S.Ed.
	0803/0830	

Adolescent Education Math 7-12/ Literacy PK-12	B.S.Ed./ M.S.Ed.	Childhood Education and TESOL PK-12 Career Change	1508	M.S.Ed.	Teaching Children with Disabilities in Childhood	0808	M.S.Ed.
0803/0830		Childhood Education and TESOL Career Change	1508	M.S.Ed.	Teaching Children with Disabilities in Childhood	0808	Adv. Cert.
Adolescent Education Physics 7-12/ Literacy PK-12	B.S.Ed./ M.S.Ed.	Clinical Mental Health Counseling	2104.10	Adv. Cert.	Teaching Reading & Literacy, PK-12 (non cert)	0830.00	M.S.Ed.
0803/0830		Clinical Mental Health Counseling	2104.10	M.S.Ed.	Teaching Literacy B-6 (Non-Cert Option)	0830.00	M.S.Ed.
Adolescent Education Spanish 7-12/ Literacy PK-12	B.S.Ed./ M.S.Ed.	Clinically Rich Intensive Teacher Inst.	0899.70	Adv. Cert.	Teaching Literacy 5-12 and TESOL PK-12	0830.01	M.S.Ed.
0803/0830		In Bilingual Education (CR-ITI-BE/ ESOL)			Teaching Reading and Literacy PK-12 and Teaching Students with Disabilities PK-12	M.S.E.d.	0830.01
Adolescent Education: Social Studies 7-12	2201.01	Early Childhood Education: Career Change	0823	M.S.Ed.	TESOL PK-12 (Teaching English to Speakers of Other Languages)	1508	M.S.Ed.
Adolescent Education: Spanish 7-12	1105.01	Early Childhood Education: Career Change NON CERT	0823	M.S.Ed.	TESOL PK-12	1508	Adv. Cert.
Adolescent Education Residency Program*	0899.50	Early Childhood Education: Field Change	0823	M.S.Ed.	* Admission into these Alternative Certification/ Transitional B (Teaching Fellows) programs is initiated through the New York City Department of Education. ** Admission into these Intensive Teacher Institute (ITI) Certificate Program is initiated through B.O.C.E.S.		
Adolescent Education Residency Teaching Students with Disabilities 7-12 Generalist*	0899.50	Early Childhood Education B-2 and Teaching Students with Disabilities B-2	0808	M.S.Ed.			
Alt. Cert. Trans B. Adolescent Math Special Ed*	0899.50	Education Administration and Supervision	0827	Ed.D.	<b>The Peter J. Tobin College of Business</b>		
Alt. Cert. Trans B. Adolescent Math 7-12*	0899.50	Gifted Education	0811	Adv. Cert.			
Alt. Cert. Trans B. Teaching Students with Disabilities Generalist*	0899.50	Instructional Leadership	0829	Adv. Cert.	<b>Major Name HEGIS Code Credentials</b>		
Bilingual Education: ITI**	0899.00	Instructional Leadership	0829	Ed.D.			
Bilingual Education: CR-ITI**	0899.70	Literacy	0830	Ph.D.	Accounting	0502	M.S.
Bilingual Extension	0899	Literacy PK-12	0830	M.S.E.d.	Accounting	0502	M.B.A.
Childhood Education Grade 1-6/Literacy PK-12	B.S.Ed./ M.S.Ed.	Literacy 5-12	0830	M.S.Ed.	Accounting/Business Administration	0502/0506	B.S./ M.B.A.
0802/0830		Literacy 5-12 and STD 7-12 Gen'l w/SUBJ EXT	0830.01	M.S.Ed.	Accounting/ Finance	0502.00/5020.00	B.S./M.S.
Childhood and Childhood Special Education (Internship)	0808	Literacy B-6	0830	M.S.Ed.	Accounting/Law	0502/1401	M.S./J.D.
Childhood and Childhood Special Education (Internship)	0808	Middle Childhood 5-6: Extension	0802	Adv. Cert.	Accounting (non-CPA)/ Business Administration	0512/0506	B.S./M.B.A.
Childhood Education 0802	M.S.Ed.	Middle Childhood 7-9: Extension	0802	Adv. Cert.	Accounting Risk & Financial Advisory	0502.00/0502.00	B.S./M.S.
Childhood Education: Career Change	0802	School Building Leadership	0827	Adv. Cert.	Accounting/Taxation	0502/050210	M.B.A./M.S.
Childhood Education: Career Change NON CERT	0802	School Building Leadership	0828	M.S.Ed.	Actuarial Science	0512.00	M.S.
Childhood Education: Field Change	0802	School Building Leadership/School District Leadership	0827	Adv. Cert.	Anthropology/ Business Administration**	2202/0506	B.A./M.B.A.
Childhood Education 1-6/ Literacy B-6	0802/0830	School Counseling	0826.01	Adv. Cert.	Asian Studies/ Accounting**	0301/0502	B.A./M.S.
Childhood Education 1-6/Teaching Children with Disabilities in Childhood	0802/0808	School Counseling Bridge	0826.01	Adv. Cert.	Asian Studies/ Business Administration**	0301/0506	B.A./M.B.A.
		School District Leadership	0827	Adv. Cert.	Business Administration	0506	M.B.A.
		Special Education Childhood and TESOL	0808.00	M.S.Ed.	Business Administration Dual Concentration	0506	M.B.A.
		Teacher Institute in ESL (CR-ITI) **	0899.70	Adv. Cert.	Computer Science/ Accounting*	0701/0502	B.S./M.S.
					Business Administration	0506.00	Adv. Cert.

Business Analytics	0503.00	M.S.
Business Analytics	0503.00	Adv. Cert.
Computer Science/Business Administration*	0701/0506	B.S./M.B.A.
Cyber Security Systems/Accounting*	0799/0502	B.S./M.S.
Cyber Security Systems/Business Administration*	0799/0506	B.S./M.B.A.
Economics/Accounting	0504/0502	B.S./M.S.
Economics/Business Administration	2204/0506	B.S./M.B.A.
English/Business Administration**	1501/0506	B.A./M.B.A.
Enterprise Risk Management	0512	M.S.
Enterprise Risk Management	0826.01	Adv. Cert.
Entrepreneurship & Innovation	0506.00	M.S.
Finance	0502	M.S.
Finance	0505.00	Adv. Cert.
Finance/Accounting	0504/0502	B.S./M.S.
Finance/Business Administration	0504/0506	B.S./M.B.A.
French/Business Administration**	1102/0506	B.A./M.B.A.
Global Management and Leadership	0506.00	M.S.
History/Business Administration**	2205/0506	B.A./M.B.A.
Information Technology/Accounting*	0702/0502	B.S./M.S.
Information Technology/Business Administration*	0702/0506	B.S./M.B.A.
Internal & Information Technology Audit	0502.00	Adv. Cert.
Italian/Business Administration**	1104/0506	B.A./M.B.A.
Management	0506.00	Adv. Cert.
Management/Accounting	0506/0502	B.S./M.S.
Management/Business Administration	0506/0506	B.S./M.B.A.
Marketing/Accounting	0509/0502	B.S./M.S.
Marketing/Business Administration	0509/0506	B.S./M.B.A.
Marketing Intelligence	0509.00	Adv. Cert.
Marketing Intelligence	0509	M.S.
Mathematical Physics/Business Administration**	1902/0506	B.S./M.B.A.
Networking Systems/Accounting*	0799/0502	B.S./M.S.
Networking Systems/Business Administration*	0799/0506	B.S./M.B.A.
Physics/Business Administration**	1902/0506	B.S./M.B.A.
Psychology/Business Administration**	2001/0506	B.A./M.B.A.

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

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

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

## College of Pharmacy and Health Sciences

### Major Name HEGIS Code Credentials

Health Sciences	1201.00	M.S.
Pharmacy	1211	Pharm.D.
Pharmacy 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.

## Collins College of Professional Studies

### Major Name HEGIS Code Credentials

Computer Science/Data Science	0701.00/0702.00	B.S./M.S.
Data Science	0702.00	M.S.
Healthcare Informatics	0799.00	M.S.
Homeland Security/Homeland Security & Criminal Justice Leadership	2105/2105	B.S./M.P.S.
Homeland Security	2105/2105	B.S./M.P.S.
Homeland Security	2105.00	D.P.S.
Integrated Advertising Communications	0604	M.S.
International Communication	0699	M.S.
Sport Management	0599	M.P.S.

Cyber and Information Security	0701.00	M.S.
International Hospitality Management	0508	M.S.
Multi-Sector Communication	0601.00	Ph.D.

## Office of the Registrar

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

The Office of the Registrar facilitates the University course registration process. The office announces the exact dates for registration in advance of each registration period. Continuing students register in October/November for the spring semester and in March/April for the Summer and/or Fall semesters. Students are expected to see their advisors before registering. Advisors will provide their advisees with Priority Registration Numbers and a Registration Time Ticket, which are needed to register. Once students have their Priority Registration Number and Registration Time Ticket, they may select and register for classes online via The New UIS Experience through <https://signon.stjohns.edu>

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

Students may change their registration with the approval of their Dean. Students are not permitted to enroll in a class after the late registration period is over.

Students who wish to withdraw from a class must obtain the approval of their Dean. Students who stop attending a class and who fail to officially withdraw remain academically liable for the class. The professor will submit whichever grade is deemed appropriate based on the student's attendance and participation.

In addition to allowing students to register and to view grades online, St. John's makes a wealth of information available to students through <https://signon.stjohns.edu>. Students are encouraged to consult the University website and the Office of the Registrar site on a regular basis.

## 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 you register for a course, St. John's considers your registration as a clear indication of your intention to attend that class. When you complete your registration, you are fully liable for your registration both academically and financially. You must notify us officially if you will not attend St. John's after your registration is complete.

## Complete Your Registration

Students must pay their tuition and fees in full before registration can be completed. Students can access their eBills via <https://signon.stjohns.edu>. For information on payment options, please visit <https://www.stjohns.edu/admission/tuition-and-financial-aid/payment-options> or contact the Office of Student Financial Services. Students who have no payment due or a refund due must complete their registration process by confirming registration for the semester by going to the "View/Confirm Term Bill" section via the UIS account through <https://signon.stjohns.edu>.

## Withdrawing from Class

You can add or drop a class via the New UIS Experience through <https://signon.stjohns.edu> the first week of the semester. After this date, you will need your dean's permission to change your registration. Please note that if you would like to drop all of your classes, you must inform your dean of this in writing.

During the first three weeks of the semester, you may drop a class with permission from your Dean's Office. Classes dropped through the first three weeks of the semester do not appear on your transcript. If you would like to drop a class after the third week of the semester, it will be noted as a withdrawal (WD) on your transcript. To withdraw from one or more of your classes, you must contact your Dean's Office. You should visit the office in person so that someone can discuss this decision with you. If you cannot visit the office, you must put your request in writing. This mark does not calculate into your GPA. Please consult the academic calendar for the last day to withdraw from a class. You may or may not be entitled to tuition credit for a withdrawn class. Please see the Office of Student Financial Services or their Withdrawals and Credits website for more information <https://www.stjohns.edu/admission/tuition-and-financial-aid/tuition/withdrawals-and-credits>

Refunds are based on the official date on which you drop or withdraw from your class(es).

## DegreeWorks

Student advisement reports powered by DegreeWorks is a web-based program that enables students to easily track academic progress. The report is an unofficial guide and source of information on degree requirements. The information on advisement reports is in "realtime" — accurate at the point in time the report is run. For more information, please visit <https://www.stjohns.edu/academics/office-registrar>

## Transcripts and Verifications

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

### Electronic Transcripts (PDF)

Electronic Transcripts (PDF) are now available. Delivery is within hours of the request being processed. Electronic Transcripts are \$6.50 per copy, payable by credit card only. St. John's University has partnered with Parchment for electronic transcript delivery. To order an eTranscript log into - <https://www.parchment.com/u/registration/33150/institution>

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

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

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

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

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

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

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

Author Unknown, can have two possible meanings: The certificate is a self-signed certificate or has been issued by an unknown or untrusted certificate authority and therefore has not been trusted, or the revocation check could not complete. If this message

is received make sure there is a proper connection to the internet. If there is a connection and the digital signature cannot be validated, reject the document.

### Via the Web in UIS

Current students may order transcripts via the web by signing into <https://signon.stjohns.edu> and clicking on the New UIS Experience icon. Under the Student menu, click the Student Records link. Then select Request Printed/Official Transcript. Please take special care entering the name and address of the recipient of your transcript. These will print on the transcript exactly as you enter them. These transcripts will be mailed to the recipient via U.S. mail.

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

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

### Mail-In Requests

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

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

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

- Full name and any other name used while at St. John's University
- "X-number" - If you don't know this number, please give us the last four digits of your Social Security number.
- Dates of attendance
- Division of the University you attended
- Degree(s) you received
- Address and phone number at which we can reach you
- The name and address of the person where you would like the transcript sent
- The purpose for which you are requesting the transcript
- **Please be sure to sign your request.**

**Transcript Questions:** Undergraduate and Graduate students please email [transcripts@stjohns.edu](mailto:transcripts@stjohns.edu).

## Veterans and their Dependents

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



The Office of Student Financial Services certifies the enrollment of veterans and their dependents for educational benefits. Students seeking to obtain more information can contact the Office of Student Financial Services at 718-990-2000.

## Graduation/Application for Diplomas

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 apply for a diploma, you can access the Application for Diploma through <https://signon.stjohns.edu>. Please note that your diploma will not be ordered until you have submitted your diploma application online. Applications must be submitted online no later than two weeks prior to graduation. Certain holds on a student's account may prevent the ordering of a diploma. Students who have a hold can view their online account details or contact 718-990-2000 to review.

## Walking at Commencement

Undergraduate students in good academic standing and not subject to academic discipline or in violation of the Student Code of Conduct, may participate in the May commencement ceremony if they are short a maximum of two courses (up to eight credits)\* provided that there is evidence that these courses will be completed during the Summer sessions (in time for the September conferral date), OR Fall semester (prior to the January conferral date).\*\*

Graduate students in good academic standing and not subject to academic discipline or in violation of the Student Code of Conduct, may participate in the May commencement ceremony if they are short a maximum of one course, provided that they have completed all other degree requirements and there is evidence that this course will be completed during the Summer sessions (prior to the September conferral date) OR Fall semester (prior to the January conferral date).

\*For College of Pharmacy and Health Sciences this can be no more than a maximum of two rotations

\*\*Individual Schools and Colleges may have similar limitations with regard to non-traditional coursework, please inquire at the Dean's Office.

## Replacement Diplomas

If an original diploma is lost, stolen or destroyed, a replacement diploma can be ordered. To order a replacement diploma, a standard application for diploma must be submitted with a notarized affidavit and two forms of identification,

one containing a photograph. Examples of identification include a passport, driver's license, social security card, and work ID. There is a \$50 fee for a replacement diploma. Please call 718-990-2000 for applications and affidavits. We do not issue duplicate diplomas.

Applications for replacement diplomas may be mailed to:

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

## Full-Time Study in Graduate Programs

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

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

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

## Credit Hour Guidelines

All St. John's University degree and certificate programs are approved by the New York State Education Department (NYSED). Therefore, all courses and degree programs at the University must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations [highered.nysed.gov](http://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's definition of a credit hour can be found at <https://fsapartners.ed.gov/sites/default/files/attachments/dpcletters/GEN1106.pdf>

The Dean of each school is responsible for assuring that their school establishes, maintains, and follows appropriate procedures and protocols for assigning credit hours. The procedures and protocols must meet these minimum guidelines:

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

## Time Limit

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

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

## Examinations

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

may be taken only on the date published in the Academic Calendar and the student is subject to a make-up examination fee in each case.

## Auditing Courses

A student who audits a credit-bearing course will not earn any credit for it. Students may not audit a course which they subsequently would be required to complete for their degree. Auditors are expected to attend class sessions 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 from the students' dean. The 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 audited courses. A student may not change from audit to credit status or vice versa once the semester begins.

## Grading System

A letter system is used in assigning grades for courses, and these quality points are given for each grade:

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

Total Quality Points are computed by multiplying the quality points of the grade in a class by the credit hours of the course. Example: a B in a three-credit course would generate 9.0 quality points. For each semester's work, a semester's grade-point average is computed as follows:

$B = 3.000 \times 3 \text{ (credits)} = 9.0 \text{ quality points}$

$A = 4.000 \times 4 \text{ (credits)} = 16.0 \text{ quality points}$

$A = 4.000 \times 7 \text{ (credits)} = 28.0 \text{ quality points}$

The sum of all quality points earned is divided by the total number of GPA hours.

For example, 53 Quality Points = 3.785 GPA  
14 GPA hours

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

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

The mark of **UW** (unofficial withdrawal) may be assigned, at the instructor's discretion, in cases in which there is insufficient basis for an earned grade. Students may NOT request this mark.

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

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

## Academic Standing

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

Students in graduate programs are required to receive at least a "B" grade in all courses. When a student receives a grade of less than a "B," their program enrollment will automatically become subject to review by the appropriate department, inter-departmental graduate committee and the office of the dean.

## Residence

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

With the exception of the Master of Arts program in Speech-Language Pathology offered by St. John's College of Liberal Arts and Sciences, the master's and professional diploma programs offered by The School of Education, and the Master of Business Administration offered by The Peter J. Tobin College of Business, all master's degree students must successfully complete 12 semester hours of academic credit during two consecutive academic semesters. For regulations on satisfying the residence requirement of a particular master's or doctoral program, each student should consult the appropriate college/school and department/division section in this bulletin.

## Continuous Enrollment—Maintaining Matriculation

### Master's Degree and Advanced Certificate

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

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

### Comprehensive Examination

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

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

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

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

### Doctoral Degree

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

each semester until the degree is awarded. In order to register for the proper course, students should consult their departmental/divisional course offerings.

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

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

## Research Review Board

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

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

*\*Guidelines and application forms for both IRB and IACUC review are available on-line at: [sju.stjohns.edu/grants/research.html](http://sju.stjohns.edu/grants/research.html).*

## Master's Thesis

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

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

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

Before beginning the writing of the thesis, the student should consult with the chair of the department and become familiar with the style sheet utilized by the department. In addition to departmental/school requirements, students should also consult the University's Electronic Dissertations & Theses Guide for publication formatting requirements.

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.

After the thesis has been approved by the mentor, it must be submitted to the Graduate Dean's office via the ProQuest Electronic Theses and Dissertation (ETD) portal. The Graduate Dean's office provides the appropriate link and instructions for submitting the ETD, and serves as your contact for ETD status and graduation deadlines/requirements.

## Doctoral Dissertation

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

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

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

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

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

7. The mentor acts as the chair of the oral defense, unless otherwise determined by the Department GEPC or its equivalent. The chair of the oral defense shall be responsible for conducting the defense according to parliamentary procedure.

Students must consult their respective Graduate 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. In addition to departmental/school requirements, students should also consult the University's Electronic Dissertations & Theses Guide for publication formatting requirements.

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.

After a successful defense, and any necessary changes to content are made, the mentor signs off the student's work as ready for submission to the Graduate Dean's office for approval.

Doctoral dissertations are submitted electronically to the Graduate Dean's office through the University's Electronic Theses and Dissertations Management System, ProQuest ETD. This simplifies the submission and review process for the student, the University Schools and the Library. Ultimately, your work is added to the ProQuest Dissertations and Theses Global Database as well as the University's Institutional Repository, St. John's Scholar.

The Graduate Dean's office provides the appropriate link to the ProQuest ETD portal as well as instructions for submitting the work into the portal.

Please refer to the Library's Dissertation and Theses Guide for more information on research resources, Subject Specialist assistance from Library Faculty, and Publication requirements. (<https://campusguides.stjohns.edu/dissertations>)

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: (1) inspect and review educational records; (2) request an amendment to these records; (3) consent to disclosures of personally identifiable information in these records; (4) restrict disclosure of information designated as directory information that may be released without consent of the student; and (5) file a complaint with the U.S. Department of Education for alleged failure by St. John's University to comply with FERPA requirements.

FERPA provides that "Directory Information" may be released to any person without the written consent of the student, unless the student has requested that such information not be disclosed. For further information go to [stjohns.edu/FERPA](http://stjohns.edu/FERPA)

## 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
- Visit Studentaid.gov to review requirements.
- 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 FAFSA Submission Summary. You may obtain and complete your FAFSA application online at studentaid.gov.

## Assistantships and Fellowships

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

### Doctoral Fellows

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

### Graduate Assistantships

There are several types of Graduate Assistantships. Those assigned to departments are expected to teach and/or conduct research within those disciplines. The purpose of the Graduate Assistant program is to provide a graduate student the opportunity to supplement coursework with practical experience related to the student's educational course of study and career objectives. Assistantships are an extension to, and application of, classroom instruction through hands-on experience with guidance from experienced faculty, administrators, or staff. Other types of Graduate Assistantships are assigned to offices and capacities throughout the University not directly affiliated with departments. The majority

of Graduate Assistants in both categories will be master's students, although doctoral students are also eligible for these positions.

### University Doctor of Arts Fellowships

UDAF's are tuition-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

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

### Requirements for Consideration

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

### How to Apply

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

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

### Catholic School Educator Grant

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

### Requirements for Consideration

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

### How to Apply

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



## Excellence in Education Scholarship

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

### How to Apply

Please speak with your department chair.

## Special Graduate Scholarship Program for Public Employees

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

## Endowed Scholarships

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

## Federal Financial Aid—Staying Eligible

A recipient of any type of federal financial aid must make appropriate satisfactory academic progress in order to continue to be eligible to receive federal financial aid. Students who fail to make satisfactory academic progress lose eligibility for federal aid. Please review the Satisfactory Academic Progress ("SAP") Policy at [stjohns.edu/sapeligibility](http://stjohns.edu/sapeligibility).

## Federal Direct Student Loan Programs

### What is a Federal Direct Student Loan?

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

### How much can I borrow?

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

### What is an Unsubsidized loan?

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

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

### Are there any other federal loans available to graduate students?

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

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

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

### How do I apply for a Federal Direct Student Loan?

#### Federal Direct Unsubsidized Stafford Loan Process

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

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

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

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

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

#### Federal Direct Graduate PLUS Loan Process

All new Direct Grad PLUS borrowers must complete a separate Grad PLUS Entrance interview at [Studentaid.gov](http://Studentaid.gov). All borrowers must have their credit history checked by the Department of Education. Approved borrowers will then have to complete a Master Promissory Note in order to obtain a loan. Students should go to [studentaid.gov](http://studentaid.gov) to complete the PLUS process.

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

For more information, please visit the following websites:

- [stjohns.edu/financialaid](http://stjohns.edu/financialaid)
- [studentaid.gov](http://studentaid.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*

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*impacts of a withdrawal. A withdrawal from courses could affect a student's eligibility for Title IV Aid as outlined below and in subsequent terms. Students who decide to withdraw from a course should see their academic advisor to complete a Change of Program Form.*

## Return of Federal Title IV aid

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

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

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

## Determining Federal Title IV Aid Earned

To determine the amount of federal aid a student earned, the Office of Student Financial Services will first calculate the student's percentage of the semester/term attended. The calculation is based on the number of days the student attended classes divided by the number of days in the semester (excluding breaks of 5 days or more). That

percentage is then calculated, together with other required elements including the institutional cost, and total federal funds received or that a student was eligible to receive, to determine the amount of federal aid a student is eligible to retain.

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

## Post-Withdrawal Disbursement

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

## Module Programs

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

## Return of Federal Title IV Aid Allocation

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

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

## Important Notes

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

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

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



# Student Support Services and Resources

## Alumni Relations

The Office of Alumni Relations is dedicated to keeping our over 198,000+ graduates connected to each other and to St. John's University. It strives to continually enhance services and develop new programs to engage St. John's alumni. Through our affinity groups and regional chapters, there are opportunities to volunteer both locally and regionally. Realizing that today's students are tomorrow's alumni, it offers support through partnerships with Student Affairs, Career Services, Residence Life and others. Graduates and supporters of the University can enjoy a wealth of year-round discounts, services, and resources provided through its wide selection of corporate partners. Stay connected with St. John's University and fellow classmates by visiting [www.stjohns.edu/alumni](http://www.stjohns.edu/alumni).

The Office of Alumni Relations:

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

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

- Queens campus  
718-990-6232  
[alumni@stjohns.edu](mailto:alumni@stjohns.edu)

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

- Facebook
- Youtube
- Instagram
- Flickr
- LinkedIn

## Athletics

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

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

The seven men's intercollegiate team offerings consist of baseball (Tied for 11th all-time with 38 NCAA Tournament appearances, six College World Series appearances), basketball (29 NCAA Tournament appearances, ninth-most wins in NCAA history), fencing (2001 NCAA National Champions), golf (five NCAA Regional appearances), lacrosse, tennis (five BIG EAST Championships) and soccer (1996 NCAA National Champions, four College Cups, 21 NCAA Tournament berths).

## Campus Recreation

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

### The Fitness Center

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

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

### Intramurals

Having the opportunity to participate in both formal and informal recreational activities is a vital part of everyday life. The Intramural program at St. John's University provides formal recreational sports opportunities to all students, faculty, staff and administrators by offering an opportunity for interesting and rewarding competition in

men's, women's and co-recreational activities. The program offers a variety of activities that the entire university community can participate in regardless of preference or athletic ability.

### Personal Training

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

### Club Sports

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

For more information about Campus Recreation services and hours of operation please visit [www.stjohns.edu/crec](http://www.stjohns.edu/crec)

## Campus Ministry

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

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

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

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

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

We invite students, staff, faculty, and administrators to participate in various ministries in the Chapel such as readers, Eucharistic Ministers, singers, and musicians.

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

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.

## Abundance

This student offering affords all students the opportunity to gather as a community to enjoy fellowship and common prayer. Rooted in Sacred Scripture and led collectively, this weekly evening gathering inculcates conversation and prayer. The steady meeting time and friendly culture of the group gives students a space to feel connected, seen, heard, and cared for.

## First Gen Community

This community gathers students that identify as first-generation college students, the first in their families to pursue a higher education degree. Students celebrate, reflect, and pray together in their shared identity. The program content is varied from listening to speakers and experts in higher learning to team building activity onto movie nights and other recreation. The development and purpose of the community is to empower, embolden, and support these students in successfully attaining their degrees.

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

## University Career Services

University Career Services is excited to welcome you to St. John's, and eager to assist as you continue your professional journey. Our team of dedicated career advisors are available to

support your career exploration and professional development, helping you to prepare for and embark on a meaningful career. We offer a wide array of career education resources, in person and virtual programs and on-demand platforms available to fit your schedule and needs.

## Career Advisement

Advising sessions are offered in-person or virtually and can be scheduled using Handshake, our Career Services Online Platform and Job Board. Some of the many topics that advisors can assist with are resume and cover letter development, internship and job search strategies, networking and evaluating job offers/salary negotiations.

## Internships and Employment

Throughout the year, Career Services offers a wide range of programs and events that provide opportunities to network with top employers from diverse industries and tap into a network of alumni eager to connect with and recruit St. John's students. The Career and Internship Expos held each fall and spring semester, bring recruiters to campus who seek applicants for full-/part-time jobs and internship opportunities.

## Leadership and Professional Development

Leadership, a key career competency, can be developed and practiced through our leadership and professional development programs. Students have opportunities to participate in a range of workshops and experiences that support and nurture leadership skills.

## 24/7 Online Career Resources

Students have 24/7 access to a wide range of career resources designed to support their professional development at any time. These include Big Interview, an interactive platform for interview preparation and practice, and Interstride, which offers tailored guidance for international students and those pursuing global career opportunities. Additionally, students can explore real-world job simulations through Forage, alongside a variety of other tools, ensuring they are well-prepared for career success whenever and wherever they need support. We look forward to seeing you often throughout your journey at St. John's and welcome you to follow us on Instagram @gethiredstjohns or contact us.

### Office Location

Chiang Ching Kuo Hall (CCK) | 718-990-6375 | [careers@stjohns.edu](mailto:careers@stjohns.edu)

## Counseling and Psychological Services

As part of the Department of Student Wellness, the Counseling and Psychological Services (CAPS)

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 CAPS 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. CAPS 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 CAPS 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 Counseling and Psychological Services 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 CAPS 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 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 CAPS if they have concerns about the welfare of their child.

### Office Location

Marillac, Room 130  
Tel: 718-990-6384

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

For more information about the Counseling and Psychological Services services and hours of operation please visit [www.stjohns.edu/caps](http://www.stjohns.edu/caps).

## Dining Services

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

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

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

## Student Health Services

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

## Immunization Requirements

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

### Office Location

DaSilva Hall  
Tel: 718-990-6360

## SOAR (Sexual violence Outreach, Awareness, and Response)

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

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

For more information about the SOAR Office please visit [www.stjohns.edu/soar](http://www.stjohns.edu/soar)

## Housing: Non-University Housing

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

## International Student and Scholar Services

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

## The Global Language and Culture Center

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

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

Students can receive individual tutoring or practice their language skills by engaging in group activities under the guidance of a native speaker of the language: grammar, pronunciation and writing workshops, round table conversations, or C.V. preparation in the target

language before an internship abroad in France, Italy, or Spain. Lectures and cultural events are held regularly at the Center. Language placement tests are also administered for students interested in majoring or minoring in French, Italian, or Spanish.

## The Center for Nonpublic School Building Leadership

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

This unique, multifaceted program is grounded in SJU Vincentian **core values of truth, love, respect, opportunity, excellence and service**. Steeped in the most current educational research, each participant is prepared to lead and administer in diverse communities, especially those with significant populations of English Language Learners (ELLs) and Multilingual Learners (MLs). NPSLPD not only aligns with the National Professional Standards for Educational Leaders (PSEL), but also with the Performance Indicators and Competencies required for School Building Leadership Certification in NYS. Faculty's ongoing research of the impact the program's preparation courses on aspiring school leaders continues to inform accreditation processes, field experiences, and program changes.

For Catholic educators, the NPSLPD serves and prepares students in collaboration with the Emerging Leaders Programs of the Catholic Schools Administrators Association of New York State (CSAANYS), with the Archdiocese of New York, the Diocese of Brooklyn and the Diocese of Rockville Centre. For participating students, St. John's School of Education faculty continue to create unique learning and leadership opportunities that align with the National Standards and Benchmarks for Effective Catholic Schools and offer graduates opportunities to present at the Annual RISE Conference for NYS Coalition of Independent and Religious Schools and other local and national conferences.

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## The Institute for Catholic Schools

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

Its overarching purpose is to foster long-term sustainability of Catholic school education and facilitate the growth and excellence of Catholic education in enhancing the administrative and academic infrastructure of schools. Past programs, such as the Curriculum Leadership Team (CLT) and Marketing the Mission, were developed with the input of the diocesan leaders and in conjunction with the School of Education as well as the Peter J. Tobin College of Business and the Vincentian Center for Church and Society. Most recently, ICS has collaborated closely with the School of Education and St. John's University leadership to develop and implement a Catholic School Teacher Scholarship (CSTS) to assist current Catholic School educators in the Brooklyn Diocese, the Archdiocese of New York, and the Diocese of Rockville Centre to pursue a master's degree or Advanced Certificate in the School of Education at a substantial savings. Send inquiries regarding the ICS and the CSTS to Robert DiNardo, at [dinardr1@stjohns.edu](mailto:dinardr1@stjohns.edu).

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

## Speech and Hearing Center

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

The Center serves as a training site for St. John's University graduate students enrolled in the Speech-Language Pathology and Audiology Program. Therapy is provided by graduate

clinicians under the direct supervision of licensed and highly experienced Speech-language Pathologists. The Center is a fully equipped, modern facility, housing the latest diagnostic, therapeutic materials and instrumentation.

Two complete audiometric suites are on site to provide audiological evaluation and hearing aid fitting.

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

Audiology Services include audiological evaluations, such as pure tone and speech audiometry, impedance and site of lesion testing; brainstem-evoked response testing; hearing aid evaluation: dispensing and orientation; early childhood testing; and otoacoustic emission testing. The Center provides free screenings on and off-site as well as free hearing-aid help on designated days. Complete evaluations and treatment services are offered free of charge, after a \$50 administrative fee. 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 the Atrium Connect application through <https://signon.stjohns.edu> immediately, and then proceed to the Public Safety office upon your return to campus to obtain your replacement card. If stolen, provide your police report and contact numbers, and a new card will be issued for free. If you are unable to come to campus, you may suspend your card through the Atrium Connect application through <https://signon.stjohns.edu> system, but will be required to come to a Public Safety office listed below upon your return.

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

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

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

## Student Computing Facilities

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

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