

# Directory

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## Athletic/Recreation

Mr. Don DiJulia, Associate Vice President .....Recreation Center (610) 660-1707

## Bookstore

Ms. Paula Straka, Store Manager .....Simpson (610) 660-3170

## Career Development Center

Mr. Matthew Brink, Director .....Overbrook (610) 660-3100

## Counseling Center

Dr. Gregory Nicholls, Director .....Merion Gardens (610) 660-1090

## Executive Programs

### *Executive MBA Program*

Ms. Terese Waldron, Director .....392 Mandeville (610) 660-3150

Ms. Patricia Rafferty, Manager, Executive Relations and Industry Recruitment . .392 Mandeville (610) 660-1318

Ms. Eileen Fabry, Program Administrator/Market Development Manager . . . .392 Mandeville (610) 660-1254

Ms. Kathleen Klarich, Administrative Assistant .....392 Mandeville (610) 660-1692

### *Executive Pharmaceutical Marketing M.B.A. Program*

Ms. Terese Waldron, Director .....387 Mandeville (610) 660-3150

Ms. Christine Anderson, Market Development Manager/Prog. Administrator . .387 Mandeville (610) 660-3157

Mr. Brian Donnelly, Program Administrator for On-Line Program .....387 Mandeville (610) 660-3149

Ms. Kathy Maloney, Administrative Assistant .....387 Mandeville (610) 660-3154

### *Executive Master's in Food Marketing Program*

Ms. Christine A. Hartmann, Director .....387 Mandeville (610) 660-1659

Ms. Amanda McCabe, Market Development Manager/ Program Administrator 387 Mandeville (610) 660-3156

Ms. Kathleen Kennedy, Administrative Assistant .....387 Mandeville (610) 660-3152

## Financial Assistance

Ms. Eileen M. Tucker, Director ..... Saint Thomas (610) 660-1344

## Graduate and Continuing Studies

Dr. Paul L. Devito, Dean .....110 Barbelin (610) 660-1289

## Graduate Admissions

Ms. Susan Kassab, Director .....St. Albert's Annex (610) 660-1306

Mr. Sundar Kumarasamy, Asst. Vice President for Enrollment Mgt. ....St. Thomas (610) 660-1351

## Graduate Business Programs

Ms. Adele Foley, Associate Dean/Director, Graduate Business Programs .....284 Mandeville (610) 660-1690

Ms. Susan Jacobs, Assistant Director .....284 Mandeville (610) 660-1695

Ms. Stella Jacobs, Office Manager/

Off-Campus Coordinator .....284 Mandeville (610) 660-1694

Mr. David Benglian, Director, MSFS, MSHRM, MSDSS Graduate Programs . . . .324 Mandeville (610) 660-1626

## International Marketing Program

Ms. Christine Kaczmar-Russo, Director .....224 Mandeville (610) 660-1238

## Libraries

Ms. Evelyn C. Minick, University Librarian .....Drexel Library (610) 660-1905

Ms. Pat Weaver, Director .....Campbell Library (610) 660-1196

## Public Safety and Security

Mr. Bill Mattioli, Director .....13 Barbelin (610) 660-1164

## Student Service Center (Registration/Tuition)

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# Academic Calendar

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## Fall 2007

### May

29 Tue First day of general registration—Fall Semester

### August

23 Thu New Student Orientation

27 Mon Fall Semester begins

27 Mon First day of late registration—121 BL

30 Thu Last day of late registration—121 BL

### September

3 Mon Labor Day

21 Fri Last day to apply for January degrees

### October

15 - 16 Mon - Tue Mid-semester break—no classes

### November

2 Fri Last day to withdraw from courses

9 Fri First day of general registration—Spring Semester

20 Tue Thanksgiving holidays begin after classes

22 Thu Thanksgiving Day

26 Mon Classes resume

### December

10 Mon Last day of class

11 Tue Fall Semester examinations begin

17 Mon Last day of examinations, end of Fall Semester

## Spring 2008

### January

10 Thu New Student Orientation

14 Mon Spring Semester begins

14 - 17 Late registration—121 BL

21 Mon Martin Luther King Holiday. No classes

22 Tue Last day to add/drop courses

March

- 1 Sat Quarter ends
- 3 - 9 Mon - Sun Spring Break—no classes
- 10 Mon Classes resume
- 17 Mon (Approximate) First day of general registration—Summer Session
- 19 Wed Easter recess begins after classes
- 23 Sun Easter
- 24 Mon Classes resume
- 31 Mon Last day to withdraw from courses

April

- 26 Sat Last day of class, Spring Semester
- 28 Mon Spring Semester examinations begin

May

- 3 Sat Last day of examinations, end of Spring Semester
- 9 - 11 Sat Commencement Weekend
- 12 Mon Summer Session begins
- 12 - 13 Mon - Tue Late registration
- 14 Wed Last day to add/drop courses
- 26 Mon Memorial Day—no classes
- 30 Fri Make-up class for Memorial Day

2007

JANUARY							FEBRUARY							MARCH						
1	2	3	4	5	6		S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13					1	2	3	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
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APRIL							MAY							JUNE										
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2008

JANUARY							FEBRUARY							MARCH																															
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# General Information

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## University Mission Statement

Saint Joseph's University is a Catholic and Jesuit university which instills in each member of its academic community: a love of learning and of the highest intellectual and professional achievement; moral discernment reflecting Christian values; and a transforming commitment to social justice. Saint Joseph's is a private Independent and Comprehensive university.

The defining element of Saint Joseph's intellectual tradition experienced by all of its undergraduate students is its strong and integrative core curriculum in the liberal arts that informs their study of particular disciplines. While remaining true to that humane and formative tradition, Saint Joseph's now embraces the challenge of excellence in graduate education in both the arts and sciences and in business. Our understanding of the centuries-old Jesuit educational vision of "concern for the individual student" (*cura personalis*) establishes effective and rigorous teaching and learning as a primary value. Since teaching and learning in the modern academic context require research at both the undergraduate and graduate level, the University cultivates, in students and faculty, generative scholarship that embodies free and open inquiry, and provokes imaginative thinking, aesthetic appreciation, and precise communication. As a necessary complement to intellectual achievement, we seek to illuminate the affective and ethical dimension in learning within the various disciplines at every level. *Cura personalis* also calls for the fullest development of the individual student's potential both inside and outside the classroom.

The Catholic character of Saint Joseph's University springs from its historical relationship with the Roman Catholic Church, and from its current embodiment of the great traditions of Catholic life and culture. For this University, Christ and the Church are sources of truth, guides and inspirations for life. Catholic values are normative, including: full respect for the freedom of conscience of each person, freedom in research and teaching according to one's discipline, and the continuous pursuit of truth, human rights, and the common good. We foster a lived awareness of the challenging and mutually enriching interaction between Christian faith and diverse contemporary culture; we seek to engage the full participation of the entire community in the University's intellectual, cultural, and spiritual life.

The University's Ignatian identity derives from its founding by the Society of Jesus in 1851 and from the subsequent shaping of the University's development by the evolving world view of the Society. In ways consistent with its nature as a university, Saint Joseph's espouses the educational priorities of the Society of Jesus which include: searching for God in all things, pursuit of the greater good, the service of faith together with the promotion of justice, and effective compassion for the poor and those in need.

For the University's defining institutional ideals to matter at the regional, the national, or the international level, they need to be realized and expressed within an inclusive environment marked by trust and enriched by a diversity of ideas, cultures, and religious commitments. The contemporary Ignatian vision of educating "men and women for others" assumes a Saint Joseph's University community—students, staff, and faculty—that exists as a vital cultural plurality, aware of and committed to its central identity, while yet open and welcoming to all.

## The University

Saint Joseph's University is one of twenty-eight Jesuit colleges and universities in the United States. As a Catholic university, Saint Joseph's strives to be perceptibly Christian. As a Jesuit university, Saint Joseph's strives to manifest elements of the Ignatian tradition: faith, justice, and service for others.

## The Graduate Programs

Saint Joseph's University has awarded graduate degrees since 1898 when the then Saint Joseph's College granted four M.A. degrees in course.

The oldest of the degrees currently given by the University is the Master of Science degree in Education which was first awarded in 1960. Since then, many additional programs have been added: M.S. in Education (1971), M.S. in Health Education (1975), Master's degree in Business Administration (M.B.A.) (1978), M.S. in Health Administration (1979), M.S. in Criminal Justice (1980), M.S. in Public Safety (1981), M.S. in Gerontological Services (1981), M.S. in Computer Science (1984), M.S. in Nurse Anesthesia (1986), M.S. in Training and Organization Development (1989), Executive Master's in Food Marketing (1989), 20-Month Executive M.B.A. (1990), Executive Pharmaceutical Marketing M.B.A. (1990), M.S. in International Marketing (1991), M.S. in Psychology (1992), M.S. in Biology (1995), M.A. in Biology (1995), Ed.D. in Educational Leadership (1999), One-Year Executive M.B.A. (2001), Executive On-line Pharmaceutical Marketing M.B.A. (2001), M.S. in Human Resources (2001), M.S. in Financial Services (2001), M.A. in Writing Studies (2002), Executive M.B.A. in Food Marketing (2005), and M.S. in Decision and System Sciences (2005).

## Graduate Programs at Other Locations

In order to make the graduate programs of the University more widely available and to offer additional convenience to students, Saint Joseph's University offers courses at locations beyond the Philadelphia campus. Graduate Arts and Sciences courses are offered at Ursinus College in Collegeville, Einstein Medical Center in Philadelphia, and the Bucks County, Delaware County, and Montgomery County Intermediate Units. Courses in the M.B.A. program, Masters in Financial Services, and Masters in Human Resources are offered at Ursinus College in Collegeville. In addition, the courses for the Executive Pharmaceutical Marketing M.B.A. Program and the Executive Master's Food Marketing Program are conducted at Ace Center, Lafayette Hill, Pa., and there is also an Executive On-line Pharmaceutical Marketing M.B.A. degree offered. These programs are administered by Saint Joseph's University, and courses taken at these locations are fully equivalent to courses taken at the Philadelphia campus. The Executive On-Line Pharmaceutical Marketing M.B.A. Program takes place over 22 months. Three residencies are organized at Ace Center. The remaining courses are taught on-line. Degrees earned are awarded by Saint Joseph's University.

The general policies and procedures published in this *Catalog* or established by the College of Arts and Sciences or the Haub School of Business apply, at all locations, to all graduate programs administered by Saint Joseph's University.

Application is made directly through Saint Joseph's University. Course registration may be made by mail or in person at the host college/location or at Saint Joseph's University. All late registration is conducted through Saint Joseph's University.

## ACE Conference Center—Executive Master's in Food Marketing (M.S. and M.B.A.)

### Executive Pharmaceutical Marketing M.B.A. Program

ACE Center is dedicated to the needs of the business professional, offering meeting space and amenities well suited to the Executive Programs offered there by the University. Separate meeting, sleeping, and recreational facilities create a balance between work and leisure activities. Tennis and racquetball courts, whirlpool, sauna and steam room, fitness center, and indoor pool are available.

### Executive Pharmaceutical Marketing M.B.A. Program

(Residencies held at Ace Center)

## Ursinus College—

### M.B.A. Program

M.S. Program, Criminal Justice: Administration

M.S. Program, Education: Educational Leadership, Instructional Technology

M.S. Program, Financial Services

M.S. Program, Health Administration

M.S. Program, Health Administration and Education Joint Degree

M.S. Program, Human Resources

### CONTACT:

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Fetterolf Hall  
Ursinus College  
P.O. Box 1000  
Collegeville, PA 19426  
(610) 409-3400

Ursinus College is an independent, four-year liberal arts college with a tradition of academic excellence, since its founding in 1869. Ursinus College is host to a chapter of Phi Beta Kappa.

Ursinus College enrolls an average of 1,550 full-time students and 600 part-time students. Currently, there are 300 graduate students enrolled at the Ursinus College campus. Most graduate students who attend the campus are able to complete the entire M.B.A. program at the Ursinus location.

The mission of Ursinus College is to enable students to become independent, responsible and thoughtful individuals through a program of liberal education. Three out of four Ursinus students enter graduate and professional schools within five years of graduation. Over 85 percent of the full-time teaching faculty hold terminal degrees in their field. Faculty who engage in research are committed first to teaching.

Ursinus College Continuing Education Division offers a Bachelor of Science degree and a Bachelor of Business Administration degree. Majors include Accounting, Finance, Human Resources, Management, Marketing, and Psychology. The Continuing Education Division offers pre-M.B.A. undergraduate courses designed to meet the foundation core requirements of the M.B.A. program.

The Ursinus campus occupies 140 country acres in Collegeville, Montgomery County, and is 30 miles from Center City. It is 15 minutes from King of Prussia, the Main Line, Norristown, and Pottstown. In recent years the physical facilities have undergone a dramatic renovation transforming the campus into a modern and highly attractive campus. The most recent renovations and construction projects include Pfahler Hall of Science, housing chemistry, physics, and earth science, the Berman Museum of Art, F.W. Olin Hall housing the humanities, Thomas Hall housing the psychology and biology departments, the expanded Floy Lewis Bates

athletic complex, the Kaleidoscope, a dramatic new performing arts center, and the newly renovated Bomberger Hall.

## Admissions

Saint Joseph's University is a coeducational academic community open to persons of all races, colors, handicaps, and national origins.

Applicants for admission must possess a bachelor's degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs, and students are advised to consult the appropriate program descriptions in this *Catalog*. All documents submitted become the property of the University and cannot be returned or transferred. Official transcripts and test scores, per departmental requirements, must be submitted in a timely manner for full admissions review.

## International Students

International students outside the United States who wish to enter graduate Arts and Sciences programs or Graduate Business programs for the fall term in August should submit their application by April 15. Those who wish to enter for the spring term in January should apply by October 15. In addition to the completed application package and the \$35, non-refundable application fee, *all* international students must submit the documents listed below.

All applicants with international credentials are required to submit an official course-by-course evaluation of their transcripts. The evaluation must be completed by a recognized organization; please visit [www.naces.org](http://www.naces.org) for further information. The University recommends that students use World Education Services ([www.wes.org](http://www.wes.org)) and that they request the evaluation as early in the application process as possible, as applications cannot be considered for admission until it has been received. Students are responsible for all fees associated with securing the evaluation. Students who are accepted and enroll at the University should bring their evaluation receipt from the credential evaluation service to the Office of Financial Assistance at the beginning of their first academic term. A credit for the basic evaluation fee will be placed on their SJU account.

- official translated copies of all college records and
- official Test of English as a Foreign Language (TOEFL) score report is required of all non-native English speakers. A minimum composite score of 550 on the Paper-Based Test, 213 on the Computer-Based Test, or 79 on the Internet-Based Test is required for students to be eligible for admission. Successful completion of Level 112 at the ELS Center accompanied by a strong, positive letter of recommendation from the Center may be accepted in lieu of the TOEFL.

International applicants will receive an admissions decision only after all of the required documents are on file in the Admissions Office. No decision will be made on incomplete files.

International students applying for F or J visa status must also submit:

- proof of their ability to meet their financial obligations while pursuing graduate studies at the University in the form of a letter from a bank stating that sufficient funds are available to finance all educational and living expenses for the first year of study;
- a letter of financial support signed by the sponsoring person or agency and;
- **official** test scores from either the GMAT/GRE/MAT for scholarship consideration.

Official academic records will be evaluated by a recognized credentials evaluation service provider.

The I-20 immigration form, necessary for securing an F-1 visa, or the DS-2019 form, necessary for securing a J-1 visa, is issued by the Center for International Programs only to a student who has been accepted to the University and provides current documentation of financial support, as required by US immigration authorities. International graduate students in F and J status must maintain full-time enrollment (9 credits) during both the fall and spring semesters.

The University observes all regulations of the student's home country regarding foreign exchange.

All F-1 and J-1 international students must register for the Student Health insurance plan or show evidence of alternate, equivalent coverage. In most cases the plan provides coverage for one year beginning in late August. Students can obtain an insurance application form which must be completed and returned to the Center for International Programs. International students in any other immigration status can pick up an application from the Center for International Programs and return it with payment directly to the insurance company.

Individuals on a B non-immigrant visa (both B-1 business and B-2 pleasure visitors) are prohibited by immigration regulations from enrolling in a course of study while holding B status. He/she must first be granted a change to the appropriate student status by US Citizenship and Immigration Services (USCIS). Otherwise, the non-immigrant would be considered to be in violation of B status.

The F-2 spouse of an F-1 student may not engage in full time study. An F-2 child may only engage in full-time study if the study is in an elementary or secondary school. The F-2 spouse and child may engage in study that is avocational or recreational in nature. To pursue any other type of studies, the F-2 must first be granted a change to the appropriate student status by US Citizenship and Immigration Services (USCIS). Otherwise, he/she would be considered to be in violation of F-2 status. *The Center for International Programs does not consider part-time or full-time coursework leading to a degree to be avocational or recreational in nature.*

## Accreditations, Approvals, and Memberships

Saint Joseph's University is approved by the Commonwealth of Pennsylvania Department of Education. It is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Haub School of Business and its Accounting program are accredited by the AACSB—The Association to Advance Collegiate Schools of Business. The Chemistry Department is on the approved list of the American Chemical Society. The Teacher Education program was granted *Program Approved Status* by the Pennsylvania Department of Education and is recognized by the New Jersey Department of Education for issuance of certificates.

The University is also a member of the American Council on Education, the Association of Jesuit Colleges and Universities, the National Catholic Educational Association, the National Association of Independent Colleges and Universities, the Pennsylvania Association of Colleges and Universities, the American Library Association, the Association of Liberal Arts Colleges of Pennsylvania for the Advancement of Teaching, the American Association of Colleges for Teacher Education, and the Middle Atlantic Association of Colleges of Business Administration.

There is a chapter of Phi Beta Kappa at the University.

## Policy for Students with Disabilities

Although Saint Joseph's University does not offer a formal program for students with learning disabilities, the University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA) and employs a Coordinator and Assistant Coordinator for Students with Disabilities. As part of the implementation of this law, the University will provide reasonable accommodation for academically qualified students with disabilities so that they can participate fully in the University's educational programs and activities. The University is not required by law to change the "fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students." An applicant whose record of achievement and potential for success in a rigorous liberal arts and sciences curriculum, who compares favorably with other well-qualified applicants, will be admitted without regard to his or her disability.

## Non-Discrimination Policy

Saint Joseph's University is committed to a policy of equal opportunity in every aspect of its operations. The University values diversity and seeks talented students, faculty, and staff from a variety of backgrounds. Accordingly, the University does not discriminate on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status, and any other status protected by law in the administration of its admission, educational, financial aid, employment, athletic, or recreational policies and programs.

Questions or concerns regarding the University's equal opportunity policies and programs should be directed to the University's Affirmative Action/Equal Opportunity Officer, (610) 660-3336.

# Expenses and Financial Aid

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## General Regulations

All students taking graduate business courses are charged on a per credit basis, except for the Executive Programs. All charges must be paid when due in order to complete the registration process and avoid late payment fees.

Students who are financially delinquent will forfeit the privilege of attending classes, and the University has the right to withhold grades, transcripts, and the diploma until such indebtedness is paid. Students who are financially delinquent at the close of a term will not be permitted to register for another term until all accounts are settled.

## Applicability to Executive Programs

Although the information on expenses and financial aid in this section is generally applicable to the Executive Programs, there are some differences, varying with each of the specific Executive Programs.

The sections of this *Catalog* dealing with each specific Executive Program (Executive M.B.A. Program, Executive Master's in Food Marketing Program, Executive Pharmaceutical Marketing M.B.A. Program, and Executive On-line Pharmaceutical Marketing M.B.A. Program) contain some information relating to tuition and other financial matters. This information in the specific sections is to be understood as superseding this general section on Expenses and Financial Aid.

## Remittances

In order to complete the registration process, all charges must be paid in full in accordance with University guidelines. Payment is due upon receipt of invoice.

The student's name and student identification number must appear on all checks or money orders, which must be drawn for the exact amount due. Cash payments will be accepted during the in-person or general registration but *not* during the mail-in or early registration period.

Students presenting checks which are returned by the bank due to insufficient funds or because the account has been closed will be charged a fee of \$20.00. Checks returned due to insufficient funds will be redeposited one time only. If the check is returned by the bank a second time, the student will be required to pay by cash or certified check and dropped from all courses. Students may also pay tuition by means of Visa, MasterCard, and American Express cards or through the Deferred Payment Program. Credit card payments can be made on the web.

Students being sponsored by their employers or religious community must have a letter on the sponsor's letterhead, signed by a company official or religious superior, to present to the Office of Financial Assistance at each registration. The letter should include the student's name and identification number and the number of courses or credits the sponsor is authorizing. Payment must not be contingent upon receiving passing grades.

## Deferred Payment Program

During the early and general registration periods, students may elect to finance part of their tuition through the HES/DPP deferred payment program. This program requires a nonrefundable \$35 fee.

Application for the HES/DPP Deferred Payment Program is made on the web. Students who wish to take advantage of the HES/DPP Deferred Payment Program must apply on the web. The required deposit must be submitted on the due date of tuition. All loans must be paid in full before a student may register for another semester.

## Tuition and Fees

The following fees are in effect for the academic year 2007-2008:

Tuition, per semester credit

M.B.A. ....	\$765
Financial Services, Human Resources, Decision & System Sciences courses .....	\$765
<i>(For executive programs, see section for specific program.)</i>	
Graduate Arts and Sciences .....	\$687
Computer Science, Education, Psychology 5th Year Programs ..	\$738
Application fee .....	.35
Late Registration fee .....	.35
Late final examination fee .....	.15
M.B.A. challenge exam .....	.100
Transcript fee (per copy) .....	.5
Laboratory Fee, graduate Biology, per course .....	.80
Education Teacher Placement fee .....	.100
Computer Science Laboratory fee, per course .....	.50
HES/DPP deferred payment fee, per semester .....	.35
Parking fee, per academic year .....	.100
Student identification card .....	.10/20
Psychology laboratory fee, per semester .....	.150

## Refunds

Students who voluntarily withdraw from a graduate course on or after the first official class day of the semester (whether or not class is held on that day) will be entitled to a refund according to the scale found below. The date of withdrawal is determined by the date shown on the official withdrawal notice. Withdrawal forms are available on the Registrar's web site. Refund checks will be issued one month from date of withdrawal.

Students who withdraw from class without notification will receive the grade FA and will not be entitled to any refund.

Under the University's refund policy, if a student received financial aid under any of the Title IV Student Financial Aid programs other than the College Work-Study program, a portion of the refund shall be returned to the Title IV programs according to current federal regulations.

If a student or parent feels individual circumstances warrant exception to the refund policy, a request for consideration must be made in writing to the Student Account Committee of the Student Service Center, Saint

Joseph's University. All tuition and fees must be paid in full before any exceptional refund requests can be considered.

### Refund Policy—Fall-Spring

Withdrawal within 2nd week of class . . . . .	.80% of total tuition refunded
Withdrawal within 3rd week of class . . . . .	.60% of total tuition refunded
Withdrawal within 4th week of class . . . . .	.40% of total tuition refunded
Withdrawal within 5th week of class . . . . .	.20% of total tuition refunded
Withdrawal after 5th week of class . . . . .	.No refund

### Withdrawal and Refund Policy—Summer

Students who are obliged to withdraw from class must notify the Student Service Center immediately and in writing (or complete the withdrawal form in the appropriate office). The date of withdrawal is the date the notification is received. Withdrawal may be made in person or by mail. The last date a student may withdraw (except for extraordinary cause) is listed under *Academic Calendar*.

For withdrawal within the second week of class, a fifty percent refund will be granted; no refund will be made after the second week of class.

### Withdrawal and Refund Policy—5- to 7-day classes

For students in classes that meet for five to seven days, the schedule is as follows:

Withdrawal up to and including second day of class . . . . .	.50% refund of tuition
Withdrawal after second day of class . . . . .	.no refund

### Residence on Campus

On-campus housing for graduate students is available subject to space limitations. Preference is given to the needs of undergraduates. Further information is available from the Office of Residence Life.

### Financial Aid

Students applying for financial aid administered by Saint Joseph's University must file the FREE Application for Federal Student Aid (FAFSA). Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Include our school code, 003367.

In order to be eligible for federal financial assistance, the applicant must be enrolled on a half-time basis (at least six credits per semester) and be a citizen of the United States or have permanent resident status.

Students who are receiving federal aid must maintain satisfactory academic progress and also meet the *Minimum Requirements for Retention* in order to keep their financial eligibility. These regulations are clearly defined in the catalog under *Academic Policies and Regulations*.

NOTE: Any change in the number of courses taken in a semester must be reported to the Financial Assistance Office immediately. This occurrence may affect financial aid eligibility.

Students placed on academic probation forfeit their eligibility for financial aid. They may regain eligibility for financial aid if, after being placed on academic probation, they receive two grades no lower than **B**.

The following financial aid is available to graduate students who are fully accepted into a graduate program, attending on at least a half-time basis (6 credits), and maintaining satisfactory academic progress:

## Loans

**Federal Stafford Student Loan—Subsidized:** This program allows graduate students who demonstrate federal financial aid eligibility and who are enrolled for at least 6 credits per term to borrow up to \$8,500 per academic grade level. The interest rate is fixed at 6.8 percent. Interest does not accrue, nor does repayment begin on subsidized Stafford Loans until six months after termination of college enrollment on a less than half-time basis.

**Federal Stafford Student Loan—Unsubsidized:** This loan allows all students regardless of federal financial aid eligibility and who are enrolled for at least 6 credits per term to borrow up to \$20,500 per academic level including any amount borrowed under the subsidized Stafford Loan Program. The interest is the same as specified above, however, interest accrual begins immediately during in-school and deferment periods. Interest accruing during those periods may be paid or capitalized.

**Federal Graduate PLUS Loan:** This program allows graduate students who do not have an adverse credit history to borrow up to the full cost of attendance, less other financial aid received, including Federal Stafford Loans (Subsidized and Unsubsidized).

The interest is fixed at 8.50%. Interest accrual begins on the date of the first disbursement; the first payment is due within 60 days after the final disbursement.

Colleges determine eligibility for the Federal Stafford Loan before determining any remaining eligibility for a Federal Graduate PLUS Loan. The Financial Aid Office will calculate the maximum a student may borrow through the Graduate PLUS Loan program after completion of the Federal Stafford Loan application process.

## Refunds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution

must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the students withdrawal.

Refunds are allocated in the following order: Unsubsidized Federal Stafford Loans; Subsidized Federal Stafford Loans; Unsubsidized Direct Stafford Loans (other than PLUS loans); Subsidized Direct Stafford Loans; Federal Perkins Loans; Federal Parent (PLUS) Loans; Direct PLUS Loans; Federal Pell Grants for which a Return of funds is required; Federal Supplemental Opportunity Grants for which a Return of funds is required; Other assistance under this Title for which a return of funds is required (e.g., LEAP).

## **PHEAA Workforce Advancement Grant for Education (WAGE) Program**

Scholarships are awarded to independent students enrolled in an approved program of study who are:

- a Pennsylvania Resident before the start of term
- not be in default on any federally guaranteed loan not be eligible for a State Grant
- classified as an independent student in demonstrate financial need based

## **Financial Aid Application Procedure**

To apply for financial aid administered by St. Joseph's University please follow these instructions carefully:

1. Complete the Saint Joseph's University Institutional Financial Aid Application, available for download at [www.sju.edu/finaid](http://www.sju.edu/finaid).
2. All upperclassmen, regardless of their legal state of residence, must file the Free Application for Federal Student Aid to be eligible for funds administered by the University. You may file online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Use our school code, 003367, in the appropriate section of this application and file by May 1.

## **Verification Policy**

Verification is a requirement of the U.S. Department of Education and is the process of confirming information submitted on the Free Application for Federal Student Aid for various Federal Title IV Funds including the Federal Stafford Loan. Applicants should be aware that this federal regulation requires them to submit tax data and other requested information to the Office of Financial Assistance before processing of student loan applications and/or the awarding of funds. Students must submit the required information to complete the verification process no later than 45 days before the last day of the student's enrollment.

Items to be verified include: adjusted gross income from the IRS form; U.S. income taxes paid; number of family members for whom parents provide more than half of their support; the number of children in post secondary schools who are enrolled at least half time; dependency status; untaxed income; eligible non-citizen status and any other item for which conflicting information has been submitted to the Office of Financial Assistance. Any change in eligibility as a result of verification will be noted in a revised award letter to the student.

## Documents Required

- ***Dependent students:*** Signed copies of parents/stepparent and student's U.S. income tax returns from the prior year as well as W-2's, as well as the Dependent Verification Form
- ***Independent students:*** Signed copy of the student's (and spouse's if applicable) prior year U.S. income tax return as well as W-2's, as well as the Independent Verification Form

If the student or parent/stepparent did not file taxes, a signed non-tax filer statement and copies of all W-2 forms must be submitted. Non-taxable income verification may be requested.

## Assistantships

Several departments offer assistantships which provide a stipend in addition to a tuition scholarship. Application for assistantships should be made to the director of the particular program. Further information is available from the Dean for Graduate and Continuing Studies, from the Associate Dean/Director, Graduate Business Programs and from the Director, International Marketing Program.

## Veterans' Benefits

Saint Joseph's University is approved by the Federal Government for education benefits for Veterans and Dependents of Veterans. For information concerning these benefits contact the Veterans' Administration or the Coordinator of Veterans' Administration program at the University. Certifications for VA benefits are processed in the Student Service Center. All students are expected to familiarize themselves with the policies posted by the Veterans' Administration.

# Academic Policies

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## Applicability to Executive Programs

Although the academic policies and regulations in this section are generally applicable to the Executive Programs, there are some differences, varying with each of the specific Executive Programs.

The sections of this *Catalog* dealing with each specific Executive Program (*20-month Executive M.B.A. Program, One-Year Executive M.B.A. Program, Executive Master's in Food Marketing Program, Executive M.B.A. in Food Marketing, Executive On-line Pharmaceutical Marketing M.B.A. Program, and Executive Pharmaceutical Marketing M.B.A. Program*) contain some information relating to academic policies and regulations. This information in the specific sections is to be understood as superseding this general section on *Academic Policies and Regulations*.

## Time Limit and Leaves of Absence

Graduate students in the College of Arts and Sciences are required to complete all degree requirements within five years. Extensions beyond this limit may be made only with the program director's recommendation and the approval of the Dean for Graduate and Continuing Studies, and then only for unusual and serious reasons.

Graduate students in the Haub School of Business have six years to complete their degree. This six year rule begins with the student's first 4000 level registration. Extensions beyond this limit may be made only with the recommendation of the appropriate program director, and then only for unusual and serious reasons. Students who have received a leave of absence from their program director may have up to seven years to complete all degree requirements.

## Transfer of Courses

Students who have taken graduate courses elsewhere may request transfer of not more than six graduate credits in Arts and Sciences programs or six graduate credits in Business programs. Such requests must be filed at the time the student applies for admission. Only those courses which are judged to meet program requirements and in which a student has received a grade of **B** or better will be accepted. A grade of **B-** is not acceptable as transfer. In no instance will courses taken more than five years ago be accepted for transfer credit. Under no conditions will Continuing Education units be accepted for transfer credit. However, ACE approved courses are eligible for transfer.

## Double Counting of Courses

Any student wishing to matriculate into another Saint Joseph's University graduate degree program is advised that, for each additional degree to be awarded, a maximum of 6 credits of graduate work at the 4000 level or above will be transferred.

## Grades

The following system of grades, with their grade point equivalent in parenthesis, is used in graduate courses:

<b>A</b>	(4.0)	distinguished; exceptional performance in all aspects of the course
<b>A-</b>	(3.7)	exceptional performance, but somewhat less than that rated as A
<b>B+</b>	(3.3)	very good; meritorious work; exceptional performance in several aspects of the course; notably above average expected of students
<b>B</b>	(3.0)	good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course
<b>C</b>	(2.0)	passing; marginal work, acceptable, sound performance in some aspects of the course, but below the level of expected competence in other areas
<b>F</b>	(0.0)	failure; not evidencing significant grasp of subject matter or techniques; failure remains on record even if course is repeated and the original grade still affects the cumulative average
<b>P</b>		pass (lab or thesis)
<b>NP</b>		no penalty (lab or thesis)
<b>F</b>	Failure	No grade points. No credit. Failure remains on record and as part of GPA even if course is repeated.
<b>FA</b>	Failure, Absence	Failure, absence; equivalent of F; given by the instructor when the student completed the course, but did not comply with the instructor's stated attendance policy. This grade can not be changed by an administrative withdrawal.
<b>P</b>	Pass	No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.
<b>NP</b>	No Penalty	No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.
<b>NA</b>	Never Attended	equivalent of F; given by the instructor when the student never attended or did not attend after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.
<b>VF</b>	Unofficial Withdrawal	equivalent of F; given by the instructor when the student stopped attending after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.
<b>NG</b>	No Grade	a grade that is only used by the University Registrar to indicate that no grade has been submitted by the instructor. Just as with an I or incomplete grade, this grade will automatically turn to an F grade, if it is not resolved within four weeks from of the last day of the final examination period for the semester in question.
<b>IP</b>	In Progress	A temporary grade assigned to all students of a given course that extends meeting requirements beyond the grading period for a traditional semester. Other grades on the scale will be assigned by the appropriate faculty member at the conclusion of the given course or within 180 days from the initial issuance of the IP grade. At that point, the University Registrar is instructed to change all outstanding IP grades to F. Extensions may only be granted by the Dean of the college through which the course is offered.
<b>WA</b>	Administrative	equivalent to W; given by the Dean of the college to which the student belongs in

- Withdrawal consultation with the University Registrar or with the Vice-President of Student Life in selected involuntary cases, or both, following consideration of exceptional situations where a standard withdrawal from all courses is or was not possible. Students who must withdraw from the university after the end of the last day to withdraw should consult with their academic advisors for appropriate procedures, justification, and documentation to request an administrative withdrawal. Further, Administrative withdrawals are approved only in circumstances with sufficient documentation of impacted academic performance because of medical illness, death or critical illness of an immediate family member, or military service, or when it is deemed that the University can no longer provide education services to a given student (involuntary withdrawal). Administrative withdrawal petitions based upon extraordinary circumstances are only considered for all courses in a semester (not selected courses) and are only considered for courses in the calendar year immediately preceding the date of the petition. Petitions for withdrawal from a second successive semester based on the same circumstances will not be approved.
- I Incomplete A temporary grade which may be assigned when a student has permission of the instructor to complete requirements within a short time after the end of the course. (This grade is not used when a student's work is qualitatively deficient.) The I grade must normally be resolved within four weeks of the last day of the final examination period for the semester in question. I grades may not appear on a final record. At the end of the stated period unresolved incomplete grades become Failures. Extensions may be granted only by the Dean of the appropriate college.
- X audit; see *Audit Students*

## Audit Students

Audit students may elect to enroll in a course on an audit basis or may elect to change from a graded and credit status to audit. Audit students may participate in examinations and class discussions and may enjoy all of the privileges of a for-credit student. The only difference is that a grade of **X** will be recorded on the official record indicating that the course has been audited. In no case will a change to audit status be permitted after the last class in the semester has been held. An audit status may not be changed to a credit status. Audit students are charged the full tuition rate.

## Academic Dismissal

Individual graduate programs may have regulations in addition to the general graduate policy. Students are advised to consult the appropriate section of this *Catalog* to determine them. Doctoral students should refer to the Doctoral Student Handbook for the academic dismissal policy for the doctoral program. The University reserves the right to request the withdrawal of any student when, in its judgment, the general good of the University requires it.

## Graduate Arts and Sciences

Students enrolled in degree programs in the College of Arts and Sciences that require fewer than twelve courses for the degree who receive three grades below **B** will be dropped from the degree program. Students in programs that require twelve or more courses who receive four grades below **B** will be dropped from the degree program. Also, students who receive two grades of **F** will be dropped from the degree program. The term *course* as used in this regard, applies only to 4000 or higher level courses.

Students in Post-Master's Certificate programs that require four courses will be dropped from such programs if they receive a grade below **B**. Students in programs that require more than four courses will receive a warning letter if they receive a grade below **B**; they will be dismissed if they receive a second such grade.

## Graduate Business

Students enrolled in degree programs in the Haub School of Business who receive three grades of **C** or below in courses at the 4000 level or higher will be dropped from the program. Students who receive a single grade of **C** or below will receive a warning letter; students who receive a second grade of **C** or below are placed on academic probation and will be so advised by letter.

Students enrolled in the Post-M.B.A. Certificate Program who receive two grades of **C** or below will be dropped from the program.

To graduate, students must fulfill all credit hour requirements for the degree programs. Each candidate for graduation must have at least 3.0 cumulative GPA (excluding all prerequisite courses), no more than two grades below a **C**, and no **F** grades outstanding in order to be certified for graduation. The program director with support from the Registrar's Office is responsible for monitoring student academic progress throughout the course of the program.

## Withdrawal From Courses

Students may withdraw from one or more courses up to two weeks after the mid-term by completing the withdrawal form available in the Student Service Center. The dates for the end of the withdrawal period are listed under *Academic Calendar*. Students who stop attending classes without officially notifying the University in writing will receive a grade of **FA**.

Students dropping during the late registration period, which in a fall or spring semester ends six days after the first class meets, will not have the course listed on the official record or transcript. Students who withdraw after this time will have the grade of **W** entered on their record.

Withdrawal later than two weeks after the mid-term requires an extraordinary and unusual reason, the approval of the instructor, and the approval of the appropriate Director of the graduate program. In no case will withdrawal be permitted after the last class in the semester has been held. For the policy on refund of tuition, applicable to students who withdraw within the first four weeks of class, see *Expenses and Financial Aid*.

Instead of withdrawing from a course, students may wish to consider changing to audit status, described under *Audit Students*. Auditors receive the grade of **X**.

## Cancellation of Courses

The University reserves the right to cancel a course for which there is insufficient enrollment. When such a cancellation becomes necessary, students will be notified in advance and given the choice of receiving a full refund or enrolling in another available course without penalty.

## Snow Policy

The policy governing cancellation of classes due to adverse weather conditions is as follows:

## Graduate Programs—Philadelphia campus: 2104

Classes will be conducted as usual unless an announcement to the contrary is made by means of the closing number, 2104, being announced on radio station KYW among those schools to be closed on a given day. Or you may call the University's inclement weather hotline at (610) 660-3333.

## ACE Conference Center

In case of doubtful weather conditions, students should call the SJU weather hotline at (610) 660-3333 to learn whether classes have been cancelled. Please also call (610) 660-3156 for the Executive Master's in Food Marketing update and (610) 660-3157 for the Executive Pharmaceutical Marketing MBA update. The closing number for University College and graduate courses is 2104 and applies only to University College and graduate courses.

## Ursinus: 2429

If weather conditions do not permit classes to be held, an announcement will be made on KYW News Radio. The evening division code number is Montgomery County, 2429. The announcement is also found on the Ursinus Evening Division website: [eveningprograms.ursinus.edu](http://eveningprograms.ursinus.edu).

## Commencement and Diplomas

Students who will complete all of the requirements for a degree in a given semester must submit a completed Intent-to-Graduate Form within the time specified under *Academic Calendar*. If this form is not completed, the student's records will not be closed, and the awarding of the degree will not be recorded on the official record.

Commencement exercises are held annually in the spring. Diplomas are issued three times a year—on September 15, January 15, and on the date of the Commencement exercises. Students receiving diplomas in September or January are invited to participate formally in the Commencement exercises of the following May.

## Confidentiality of Student Records

The University's policy with respect to the confidentiality of and access to student records is in conformity with the relevant state and federal regulations.

The Family Right and Privacy Act of 1974 grants eligible students the right to inspect and review certain education records, and safeguards the student against improper or unauthorized disclosure of such education records or personally identifiable information contained therein.

A detailed statement of Saint Joseph's policy, including a description of education records kept and the administrative officers responsible for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, is available from the Office of the Registrar.

Complaints with respect to this policy or its administration may be registered with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## Class Regulations

### Course Expectation Form

In the first class meeting of a course, the teacher will distribute a written course expectation form. This form describes course goals, course assignments for the semester, test policy, and research requirements and due dates, along with the instructor's procedures for implementing the Academic Honesty Policy.

### Attendance Policy

Instructors who enforce a policy of limited number of absences will include in the course expectation form a clear statement on attendance policy, specifying the maximum number of absences permitted in that course. In the absence of such a stated policy, students may assume that a policy of unlimited cuts prevails. While a teacher in a course with an unlimited cut policy may not use unannounced examinations as a means of enforcing attendance, students are responsible for the timely performance of all class assignments, including examinations.

### Test and Examination Policy

In semester-based programs, the dates of announced tests will be provided students by the teacher at least two weeks before their administration. Unannounced tests or quizzes may be given only if provided for by the course expectation form. Tests or quizzes given during the semester will be returned, graded, to the students no later than three weeks from the time given and in no case later than the date of the final examination. In the executive programs, corresponding policies will be implemented.

All semester examinations will be given on the day scheduled. Exemptions from the semester exam requirement must be approved by the appropriate Director of the graduate program.

Faculty members are required to keep copies of students' semester exams up to four weeks into the next semester. Spring semester finals are kept until the end of the fourth week of classes of the fall semester.

## Academic Honesty Policy

The University exists primarily to sustain the pursuit of knowledge. Learning, to have true value, must be linked to a sense of honesty and integrity. It is the responsibility of every person in the academic community—faculty members, students, administrators—to ensure that dishonesty is not tolerated. Personal and communal integrity have always been fundamental in Jesuit education, and a sense of honor must be kept alive in every activity at Saint Joseph's University.

In order to recognize the essential contribution of honor to University life, an official Academic Honesty Policy has been adopted. This policy addresses violations in two categories: acts of dishonesty in formal courses and acts of dishonesty outside those courses.

#### 1. Acts of dishonesty in formal courses

In all courses, each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity. Specific violations of this responsibility include, but are not limited to, the following:

- a. cheating, copying, or the offering or receiving of unauthorized assistance or information in examinations, tests, quizzes, reports, assigned papers, or special assignments, as in computer programming, studio work, and the like;

- b. the fabrication or falsification of data, results, or sources for papers or reports, as in laboratory reports;
- c. any action which destroys or alters the work of another student;
- d. the multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor;
- e. plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one's own to satisfy the requirements of a course. Plagiarism thus constitutes both theft and deceit. Compositions, term papers, or computer programs acquired, either in part or in whole, from commercial sources or from other students and submitted as one's own original work shall be considered plagiarism.

All students are directed to the standard manuals of style or reference guides for discussions of plagiarism and the means by which sources are legitimately acknowledged, cited, quoted, paraphrased, and footnoted—whether presented in an oral report or in writing.

## 2. Acts of dishonesty outside formal courses

Students have other academic responsibilities that may pertain to conduct outside formal coursework and which also fall under the jurisdiction of the University Academic Honesty Policy. Specific violations of such responsibilities include, but are not limited to, the following:

- a. the misrepresentation of one's own or another's identity;
- b. the alteration or falsification of official University records;
- c. the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- d. the unauthorized recording, sale, or use of lectures and other instructional materials;
- e. the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries.

While the main purpose of the University Academic Honesty Policy is positive, to stress the importance of personal and communal integrity within an atmosphere of learning, the commission of any offense of academic dishonesty makes the violator subject to penalties determined to be justified by the University, according to the procedures which follow.

## 3. Primary Responsibility

Primary responsibility for investigating alleged infractions of the University Academic Honesty Policy under section 1, above, rests with the faculty member in whose course the infraction occurred. The faculty member also has the responsibility for determining the sanctions, specified below, for infractions under section 1. Similar primary responsibilities for infractions under section 2, above, normally rest with the Vice President for Academic Affairs or his or her designee, hereinafter referred to as the Vice President. Primary responsibility for investigating infractions filed as complaints under section 5, below, and for determining the sanctions also rests with the Vice President. Whenever an infraction is alleged, the faculty member or the Vice President shall summon the student to an interview.

## 4. Interview

- a. *Notice.* An attempt to notify the student by letter or phone must be made within 10 consecutive days of the discovery of the alleged infraction. An interview is to be held as soon as possible after the student is notified of the alleged infraction. However, cases in which the time frame cannot be met will not be dismissed for this reason alone.
- b. *Penalties*
  - i. Under section 1, above: After a review of the evidence, if a student is found guilty of an infraction, depending on its severity, the faculty member must either record a grade of zero or failure for the

examination or assignment, or record a grade of failure for the course. In cases of failure for the course, withdrawal from the course is not permitted; in cases of failure or the grade of zero for an assignment or examination, withdrawal from the course must have the written approval of the responsible faculty member.

- ii. Under section 2, above: After a review of the evidence, if a student is found guilty of an infraction (excepting those under section 2.e.), depending on its severity, the Vice President must either suspend or dismiss the student. If a student is found guilty under section 2.e., one or more of the following sanctions may be imposed: restitution, fine, suspension, or dismissal. In cases of suspension, no credits for courses taken during the suspension will be accepted towards graduation requirements.
- c. *Files.* In all cases where a student is found guilty, the names of the principals, the pertinent dates, and the nature of the offense must be communicated in writing to the Office of the Registrar to be maintained in a separate, confidential file. In cases of second offenses, the Director of the Office of the Registrar shall immediately notify the Chair of the Academic Honesty Board.

## 5. Complaints

Any member of the academic community may file with the Vice President a written complaint against a student alleging that an infraction has occurred. If, after prompt investigation, the Vice President finds that the complaint may be justified, the Vice President shall investigate further, hold an interview with the student, and also notify the instructor of the course involved.

## 6. Academic Honesty Board

- a. *Composition.* The Academic Honesty Board shall consist of seventeen members: a chair; eight faculty members, including two from each of the four divisions (business, humanities, social sciences, and natural sciences/math); and eight students, including two from each of the four constituencies (CA&S, HSB, University College, and Graduate Programs). All members, including the chair, shall be nominated by appropriate deans or student governments and appointed by the Vice President, with consideration given to anyone interested in serving on the Board. All members shall serve two-year terms which are renewable. In the event that the chair is temporarily unable to convene the board, he/she will designate one of the eight faculty members to act as chair until such time as the chair is again able to convene. Six Board members, including the Chair (or his/her designate) and at least one student representative, constitute a quorum in order to conduct business. Decisions of the Board shall be rendered by a simple majority of those present. The Chair (or his/her designate) shall vote only in the case of a tie.
- b. *Appeals and Referrals.* An accused student may appeal to the Board in order to contest a determination of guilt if he or she believes the decision to have been unsubstantiated or procedurally unfair. The responsible faculty member or the Vice President may refer a case to the Board if he or she believes because of the severity of the offense that the penalties specified under section 4.b., above, are inadequate. All appeals and referrals must state grounds and must be made in writing to the Chair within seven days after notification of the decision.
- c. *Hearings.* As soon as possible after the receipt of a written request for an appeal or a referral, the Chair (or his/her designate) shall consult a minimum of four board members, including at least one student representative, to determine whether sufficient grounds exist for conducting a formal hearing. For cases in which it is decided that there are not sufficient grounds for appeal, a letter explaining the basis for that decision shall be written and mailed to the student who made the appeal. Upon notification of a second offense, the Board must hold a hearing to decide what further action should be taken. Written notice of a formal hearing must be provided to the parties involved, normally seven days before the hearing. Present at the hearing may be the following: the accused student, the accusing person, any witnesses or advisor from the academic community called by the student or the accuser, anyone called by the Board. The decision of the Board shall be communicated in writing by the Chair to the accused student and to the responsible faculty member or the Vice President, as defined under section 3, above, usually within seven days after the hearing.

- d. *Penalties.* If the Board finds a student guilty, it shall do one or more of the following: allow the original decision to stand; suspend the student for a specified period of time; dismiss the student from the University; or impose some other penalty which the Board deems more suitable. However, the Board cannot lessen penalties imposed under section 4.b., above.
- e. *Files.* The Board shall retain a confidential file on each hearing specifying the names of the principals, the pertinent dates, the nature of the charge and its final disposition. At the end of each academic year the Chair shall submit a summary report on the proceedings of the Academic Honesty Board to the Vice President.

*Approved by University Council May 20, 1982*

## Office of Community Standards

*Campion 239 (610) 660-1046*

The University community expects mutual respect for the rights of others to govern all aspects of life at Saint Joseph's. Students unable or unwilling to live up to this expectation are subject to disciplinary action by the constituted processes of the University. Although such occasions are rare, students who are found responsible for habitually or seriously violating the rights of others in the academic community may be faced with suspension or dismissal from the University.

Student discipline has been delegated by the President to the Vice President for Student Life who shares that responsibility with the Peer Review Board and certain members of the Student Life Team.

The Department of Student Life is committed to providing an environment in which each student can develop a richer and more mature personality, learn to relate well to others in many different settings, and thus, become a more stable and integrated person. The Office of Community Standards supports, encourages, and enhances the development of such an environment. Important in the development of a healthy environment is an understanding of "community." A community is a place where people live in harmony based upon personal responsibility and respect for one another. To maintain the existence of the Saint Joseph's University community, guidelines and policies were formulated. These guidelines and policies are listed in the *Student Handbook*. The Office of Community Standards, in conjunction with the Office of Residence Life, promotes personal attitudes and behavior that are in concert with the values rooted in the Christian, Catholic tradition. The University is obligated to follow up on all allegations of violations of University policies which come to its attention. Students are expected to respect the rights of all members of the University community. Students are expected to share the responsibility of sustaining an educational environment by becoming familiar with the policies and procedures outlined in the *Student Handbook* and by taking responsibility for their actions.

In all disciplinary actions, the University is committed to procedural due process. It has adopted a general guide in this area, the Joint Statement on the Rights and Freedoms of Students, endorsed by the leading national associations in higher education. This statement is in concert with the philosophy of Saint Joseph's, which views today's college students as being able to develop lifestyles responsible to self, to other students, and to the broader community. It is the intention of the University to offer its professional services as support to students in their own development and educational inquiry. While the community prefers to operate on the basis of mutual respect rather than detailed rules and regulations, those regulations which it has found necessary to effect may be found in the *Student Handbook*.

## Notice of Right to Amend

The University reserves the right to amend or add at any time to these regulations and to make such changes applicable to current students as well as to new students.

# Facilities and Services

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## Libraries

### Francis A. Drexel Library

Located near the center of campus, the Francis A. Drexel Library supports the academic programs of the University with a collection of over 347,100 volumes, 2,900 current periodical subscriptions, 866,400 microforms, and over 2,000 books and reference sources and 20,000 journals available electronically. Drexel Library has extensive Business resources that complement the Food Marketing holdings at the Campbell Library. The Curriculum Materials Center (CMC), a collection of elementary and secondary textbooks and children's literature, is located on the second floor of Drexel Library. All of the Library's holdings, as well as those of the Instructional Technology Center (ITDL) and the Campbell Library, are listed in the Library's online catalog, which is freely accessible from the Library's website ([www.sju.edu/libraries/drexel/](http://www.sju.edu/libraries/drexel/)).

The Library provides access to a wide range of online databases, many of which provide the full text of journal articles. The databases can be accessed from the Library's website at any networked computer on campus. In addition, most of our databases can be accessed from off-campus with an SJU username/password. The Library's homepage also provides easy access to selective subject guide resources, research help and links to other Library services. Reference librarians offer individual and group instruction in the use of all research materials.

Interlibrary Loan services are available for materials that students and faculty need that are not held by the Drexel Library. This process is expedited by the Library's membership in the Online Computer Library Center (OCLC), an international bibliographic utility that identifies the holdings of libraries throughout the United States and the world. Saint Joseph's students, faculty, and staff can also borrow books from the Pennsylvania Academic Library Consortium, Inc. (PALCI) via E-ZBorrow. This group of private and public academic libraries permits direct request from patrons via a virtual online union catalog. Additional information and instructions are available on the Library's homepage. The Library's membership in the Tri-State College Library Cooperative (TCLC), a consortium of over forty regional college and university libraries, provides users with in-person access to the collections of most of these institutions.

During the academic year, Drexel Library is open 8:30 a.m. to midnight, Monday through Thursday; 8:30 a.m. to 9:00 p.m. on Friday; 10:00 a.m. to 6:00 p.m. on Saturday; and 10:00 a.m. to midnight on Sunday. Information about hours during exam periods, semester breaks, holiday, and summer sessions is posted at the entrance to the Library, on the Library's homepage, and is available by calling (610) 660-1901.

### Campbell Library

Located in 157 Mandeville Hall, Campbell Library is a special information center that supports the Food Marketing students and faculty and provides assistance to visitors from the food industry. Fully supported by the Academy of Food Marketing, the Library contains a wealth of up-to-date information, including trade publications, market research reports, directories, and many other electronic/print resources. Computers, laptop/wireless connections, black-and-white/color printers, and group study rooms are available for reserve. Our web site is located at [www.foodmarketing.sju.edu/library](http://www.foodmarketing.sju.edu/library).

During the academic year, Campbell Library is open from 8:30 a.m. until 11 p.m. Monday through Thursday, 8:30 a.m. until 5 p.m. on Fridays, 10 a.m. until 6 p.m. on Saturdays, and 1 p.m. until 11 p.m. on Sundays. Hours for summer sessions, semester breaks, and holidays are listed on the web site and are posted at the entrance of the Library. Please feel free to call us for further information (610) 660-1195.

TO BORROW MATERIAL FROM EITHER OF THESE LIBRARIES, EACH REGISTERED STUDENT IS REQUIRED TO PRESENT A CURRENT STUDENT IDENTIFICATION CARD.

### Myrin Library—Ursinus College

Graduate Business, Health Administration, Education and Criminal Justice students have access to Myrin Library as members of the campus community. The Library is located at the center of campus and houses more than 250,000 volumes, 175,000 microforms, 20,000 audiovisual materials, and 3,000 current periodical subscriptions. It is also a selective depository for U.S. Government documents and Pennsylvania documents.

During the academic year the library is open 120 hours per week. An experienced staff of librarians provides reference and information service seven days per week to assist students in the use of library collections. An ongoing program of library orientation and instruction is designed to familiarize students with research materials. A computerized card catalog, the Myrin Bibliographic System, can be searched from home or office by dialing into the system using a personal computer and modem. Instruction sheets are available next to the Information Desk.

Direct access to over 46 million volumes is available through the Tri-State Library Cooperative. Online databases are available for computerized literature searches in all academic disciplines. The Online Computer Library Center's bibliographic network provides worldwide access to 6,700 research collections and over 46 million volumes. The Interlibrary Delivery Service of Pennsylvania supports interlibrary loan functions.

With the exception of holidays and scheduled class recesses, library hours for the fall and spring semesters are as follows:

- Monday – Thursday . . . . .8:00 a.m. – 2:00 a.m.
- Friday . . . . .8:00 a.m. – 9:00 p.m.
- Saturday . . . . .9:00 a.m. – 9:00 p.m.
- Sunday . . . . .10:00 a.m. – 2:00 a.m.

Library hours for the summer vary according to need and are announced in evening classes at the beginning of the summer session.

### Information Technology

The Office of Information Technology, located in Barbelin Hall, is responsible for the delivery and support of the University's information resources. Our goal is to provide reliable, secure, and scalable technologies in support of the educational mission of the University and we strive to provide excellent service to our faculty, staff and students.

### Support Services

*IT Help Desk, Barbelin 30, (610) 660-2920, [helpdesk@sju.edu](mailto:helpdesk@sju.edu)*

University faculty and staff members can obtain technical support for all technology-related issues through the IT Help Desk located in Barbelin 30. The Help Desk is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and Friday 7:30 a.m. to 5 p.m. and can be reached via e-mail at [helpdesk@sju.edu](mailto:helpdesk@sju.edu) or by phone at (610) 660-2920.

*Student Technology Center, 129 Science Center, (610) 660-3070, stc@sju.edu*

The Student Technology Center (STC), located in 129 Science Center, houses the Student Help Desk that provides technical support to all registered students. The STC staff will provide assistance with MySJU, network connectivity and supported software used for classwork. In addition, students participating in the University Laptop Programs will receive hardware warranty support for their laptop computers purchased through the programs. Students can contact the STC at stc@sju.edu or (610) 660-3070.

During the fall and spring semesters, the STC hours are: Monday to Thursday, 8:00 a.m. to 11:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 10 a.m. to 5:00 p.m.; Sunday, 10 a.m. to 11:00 p.m. During the summer, the STC hours are Monday to Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 3:00 p.m.

## Network Services

The campus data network has more than 6500 connections in 52 buildings. These buildings are connected via Gigabit Ethernet and Fast Ethernet technology onto the university's multi-Gigabit Ethernet network backbone. Wireless connectivity is also available to students from a variety of campus locations, including Mandeville Hall, Post Hall, Campion, Drexel Library, and Gest Lawn. On the Saint Joseph's University campus network, students have access to the Internet, electronic mail, and a large collection of application software packages used by the faculty for instruction and research. Information Technology's goal is to provide all students, faculty, and staff with dependable access to the computing services they need. The approach is to implement technology that is based on industry standards and is known for reliability and performance.

## Instructional Technology and Distributed Learning

*Director—David Lees, Barbelin 34, (610) 660-1770*

Instructional Technology and Distributed Learning is located in Barbelin 34. The IMS offers multimedia, video, audiovisual, distance learning, and videoconferencing support to the community at Saint Joseph's University. A complete list of the services offered can be found at [sju.edu/IMS](http://sju.edu/IMS).

## Telephone Services

*Barbelin 28, (610) 660-2920, email to [helpdesk@sju.edu](mailto:helpdesk@sju.edu)*

The Telecommunications Group provides voice services to students, faculty, and staff of Saint Joseph's. This includes dialtone and voicemail services to all University buildings, individual and departmental telephone billing services, and repair services. Requests for telecommunications services should be sent to the Information Technology Help Desk at BL 30, or extension 2920, or send an email to helpdesk.

## Computing Facilities—Ace Center (Formerly Eagle Lodge)

Graduate students attending classes at Ace Center facilities are encouraged to bring their notebook computers to class. Arrangements are made by the program director to provide notebooks when required for class participation.

## Academic Computing Facilities—Ursinus College

The Ursinus College campus has a computer lab available for use by Saint Joseph's University students in Myrin Library. In addition, Pfahler Hall is completely networked, as is Myrin library, with Ethernet ports available throughout the buildings for laptop access to the Internet. Ursinus College provides a Help desk (x2244) on the 3rd Floor of Myrin Library, open until 10 PM on weekdays and until noon on Saturdays, through which Saint Joseph's students and faculty can access assistance with computer and audio-visual requirements on campus.

## Athletics/Recreation

The University's Student Sports/Recreation Complex is a versatile fitness center designed to accommodate the University community's need for exercise, recreation and sports activities.

The Sports/Recreation Complex consists of:

- a 240' by 120' four-court area, convertible for basketball, tennis, and volleyball
- an indoor, four-lane, 220-yard practice running track
- a twenty-five meter, 8-lane indoor pool with a 300-seat observation area
- four racquetball/handball courts
- spacious locker rooms and saunas
- a fitness center featuring state-of-the-art cardiovascular, resistance and free weight equipment

Outside the Complex there is Finnesey Field, with a 400-meter, 6-lane Balsam track and an All Pro field. Adjacent to the field are four tennis courts.

The recreation office offers outdoor recreation trips. The trips are offered on select weekends each semester. Trips include whitewater rafting, skiing, hiking, and orienting.

Special instructional programs including aerobics, qi gong, and a boot-camp style fitness program are available for an additional fee. Information on any of these programs can be obtained by contacting the Recreation and Intramural Office at (610) 660-1722.

## Bookstore

The Bookstore, located in Simpson Hall, provides textbooks, clothing, stationery products, supplies, and giftware. During the Fall and Spring semesters the normal hours are 9:00 a.m. to 7:00 p.m. Monday through Thursday, 9:00 a.m. to 4:00 p.m. on Friday, and 10:00 a.m. to 2:00 pm on Saturday. Extended hours—until 8:00 p.m., Monday through Thursday—are in effect for the first two weeks of classes in the Fall and Spring semesters. The Bookstore will begin late hours of operation the week before the Fall and Spring Semesters, Monday through Thursday 9:00 a.m. to 7:00 p.m. All hours are subject to change. Payments may be made by cash, VISA, MasterCard, Discover, American Express, or Personal Check with proper ID. You may also order your textbooks over the internet at [www.sju.bkstr.com](http://www.sju.bkstr.com). You may call (610) 660-3170 for more information.

## Bookstore—Ursinus College

The Ursinus bookstore is attached to Wismer Dining Hall in the center of campus. Fall and spring hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 4:00 p.m.; Saturday, noon to 4:00 p.m. Summer hours are Monday through Friday, 9:00 a.m. to 3:00 p.m. The bookstore has extended hours during the first week of class each semester. Books can also be purchased at [www.ursinus@bkstr.com](http://www.ursinus@bkstr.com), shipping and

handling additional. The telephone number is (610) 409-3584. Please call to verify hours of operation for the first week of each semester.

## Dining Services

The Campion Food Court featuring Pizza Hut, Burger King, Grille Works, Montague's Deli, and more is located on the ground floor of the Campion Center, and is open every day. The hours are Monday to Friday, breakfast 7:30 a.m. - 11:00 a.m., lunch 11:00 a.m. - 3:00 p.m., dinner 4:30 p.m. - 8:30 p.m., Friday dinner 4:30 p.m. - 6:30 p.m., Saturday and Sunday brunch 11:00 a.m. - 3:00 p.m., dinner 4:30 p.m. - 6:30 p.m. The Hawk's Nest featuring Tyson's Sunset Strips, Bene Pizzeria, and Philly's Campus Grill is located on the second floor of the Campion Center, and is open Monday to Friday 11:00 a.m. - 11:00 p.m., Saturday 7:30 p.m. - 11:00 p.m., and Sunday 7:30 p.m. - 11:30 p.m. Mandeville Hall is home to the Mandeville Coffee Stop, open Monday to Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m. and the Mandeville Dining Room, open Monday to Friday 11:30 a.m. - 1:30 p.m. Bellarmine is home to the Bellarmine Snack Bar, open Monday to Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m. Other Dining Services operations include the C-Store located on the first floor of Campion.

## Food Service—Ursinus College

Wisner Hall houses a snack bar, "Zack's Place," on the lower level and is open from 8:30 a.m. to 1:00 a.m. weekdays and 1:00 p.m. to 11:00 p.m. on weekends during the Fall and Spring Semesters. Grill and snack items can be purchased.

The College cafeteria on the main level serves breakfast (7:30 a.m. to 10:15 a.m. weekdays), lunch (11:30 a.m. to 1:30 p.m. weekdays and 11:00 a.m. to 1:30 p.m. weekends) and dinner (4:30 p.m. to 7:00 p.m. Monday through Thursday, and 4:30 p.m. to 6:00 p.m. on Friday and weekends) while classes are in session.

Students may pay the established fee at the door for each meal or purchase meal credits and/or Zack Power (a declining balance debit card system) in advance at a discount from Wisner Food Service Office or Corson Hall Business Office. Graduate students are invited to join the faculty in the Faculty-Staff Dining Room.

## Career Development Center ([www.sju.edu/careers](http://www.sju.edu/careers))

Phone: (610) 660-3100

E-mail: [careerhelp@sju.edu](mailto:careerhelp@sju.edu)

Location: Overbrook Hall

Career Development provides comprehensive life-long services and programs to all students at Saint Joseph's University. The Career Development staff is dedicated to teaching students and alumni to be self-directed in connecting the academic and work worlds by providing career related experiences, information, services, programs and counseling. The Career Development Center offers 24 hour, 7 days a week access to resources via a web-site ([www.sju.edu/careers](http://www.sju.edu/careers)). The staff looks forward to working with each of you to assist you in planning for your future. Here is a list of services and resources (detailed information about each of these services is available on our web-site):

- Career Counseling (call ext. 3100 for scheduling)
- Choosing Your Major Workshops
- Computerized Career Assessment & Assessment Inventories
- Internships
- Career Library

- Part-time and Summer Job listings
- Hawk Career Network
- Alumni Career Panels and Forums
- Job Search Advising
- Full-time Job Listings
- On-Campus Recruitment Program
- Mock Interviews
- Job Search Workshops
- Resume Writing Workshops
- Interview Workshops
- Graduate School Preparation Workshops
- Resume Critique Services
- Career Fairs (5 to 8 per year)
- Networking Nights
- Resume Referral Services

## Counseling Center

The Counseling Center helps students reach their personal and academic goals through the provision of brief counseling, consultation and outreach programming. The staff is comprised of licensed professional counselors, psychologists and doctoral level interns, well equipped to help students cope with a variety of concerns, including: depression, anxiety, relationship conflicts, stress, sleep difficulties, and substance abuse. Located in A504 Merion Gardens, the Counseling Center is open Monday through Friday from 8:30 am to 4:30 pm with some additional early evening hours available. For added convenience, our satellite office is located in the Student Health Center on the main campus with daily walk-in times for students with urgent concerns. The Counseling Center's web site ([www.sju.edu/counseling/](http://www.sju.edu/counseling/)) provides self-help material and links to mental health resources in the area.

**PLEASE NOTE:** Services for part-time students and graduate students are limited to consultation/assessment and referral.

The mission of the Prevention and Intervention of Substance Abuse (PISA) program is to educate students about substance abuse issues while reducing the associated negative consequences. PISA delivers a comprehensive program which provides empirically-supported prevention and intervention techniques in a variety of formats including on-line assessment and education, classroom instruction, small group sessions and individual counseling. PISA is staffed with counselors and interns who specialize in substance abuse problems and addiction.

## Services for Students with Physical/Learning Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990, the Office of Services for Students with Disabilities coordinates support services and "reasonable academic adjustments" based on the needs of the student and the provision of appropriate documentation. The Office is responsible for promoting access to facilities and programs, ensuring equal educational opportunities, acting as an informational and referral source, providing counseling and serving as a liaison between faculty and student. If students have any questions about reasonable academic adjustments or their eligibility for services, they should contact Jim Scott, (610) 660-1774 or Jenny Yim (610) 660-1620. TTY (610) 660-1620.

## International Student Services at the Center for International Programs

The Center for International Programs (CIP), located in Barry Annex, is responsible for meeting the needs of international students from the time they apply until they graduate. CIP serves as the primary advising office for non-academic issues for international students. The most significant arena is in dealing with immigration issues for students in F and J visa status, including:

- initial and transfer issuance of the I-20 form to apply for a student (F-1) visa or initial/transfer issuance of the DS-2019 form to apply for an exchange visitor (J-1) visa;
- orientation for international students;
- documentation required to travel in and out of the United States;
- change of status applications to F-1 status;
- extensions of stay;
- practical training and other work permission requests.

## Parking and Security

University College students are eligible to obtain parking permits for use of the illuminated and protected parking lots on a first-come-first-served basis. Campus walks are well lit, and emergency telephones are placed at strategic locations. Since the University includes a large proportion of residential students, the campus is rarely deserted at any hour. Security officers make regular rounds and a 24-hour escort service is available. University College students are encouraged to make use of this service. Parking Decal applications are included in the mail-in registration packets and are issued on a first come, first served basis, based on the date the application is received at Security Headquarters. Walk-in decal purchases are available only on a very limited basis to newly registered students who do not receive mail-in registration forms.

Saint Joseph's University has compiled an excellent safety record. Additional information about security and the incidence of crimes on campus is available from the Office of Public Safety and Security, by calling (610) 660-1111 or by visiting the web site at [www.sju.edu/security](http://www.sju.edu/security).

*Ursinus College*—The College maintains several parking lots that are available for student use. Students must register their vehicles each academic year with the Evening Division and purchase an annual parking sticker at a cost of \$20. Stickers may be purchased in Fetterolf Hall Administrative Building, noon to 7:00 p.m. Monday through Thursday, and noon to 4:00 p.m. Friday. Parking regulations are strictly enforced and fines must be paid promptly. A copy of the campus parking regulations can be obtained from the Evening Division office. For further information, contact the center at Ursinus, (610) 409-3400.

## Student Identification Cards

Student identification cards are required for use of the libraries and the microcomputer laboratory and for admission to college-sponsored events. Photographs for identification cards are taken in the Public Safety and Security Office in 13 Barbelin, 24 hours a day, 7 days a week. Initial card is free, replacements cards cost \$20.

*Ursinus College*—Students at the Ursinus campus may request identification cards at Fetterolf Hall. Cards are free of charge and are required for borrowing circulating materials at Myrin Library. For further information call (610) 409-3400.