

# Directory

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## University College

Dr. Paul L. DeVito, Dean	Regis Hall	(610) 660-3260
Ms. Judith Gallagher, Associate Dean	117 Barbelin	(610) 660-1266/1261
Ms. Elisabeth Woodward, Director of Admissions	117 Barbelin	(610) 660-1267
Ms. Marie Miraglia, Director of Criminal Justice Off-Campus Programs	117 Barbelin	(610) 660-1262
To be announced, Director, Corporate Outreach	117 Barbelin	(610) 660-1260
Toll-free number		(877) NITE-SJU
Fax		(610) 660-1264
Email		uc@sju.edu

## Athletic/Recreation

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

Ms. Paula Straka, Store Manager	Hawks' Landing Parking Garage	(610) 660-3170
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## Career Development Center

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

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

To be announced, Asst. Vice President & Controller	Merion Place	(610) 660-1331
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## Financial Assistance

Ms. Eileen M. Tucker, Director	St. Thomas	(610) 660-1344
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## 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. William Mattioli, Director	13 Barbelin	(610) 660-1164
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## Registrar's Office

Mr. Gerard J. Donahue, Registrar	122 Barbelin	(610) 660-1016
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## Student Service Center (Registration/Tuition)

Ms. Carol Boyer-Yancy, Director	121 Barbelin	(610) 660-2000
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# Key to Course Codes

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The following list identifies the abbreviations used for course areas. Where the area does not coincide with the name of the department, the department is indicated in parentheses.

ACC	Accounting
ART	Fine and Performing Arts
BIO	Biology
BUS	Business (Finance)
CHM	Chemistry
CHN	Chinese (Foreign Languages and Literatures)
CLA	Classics
COM	Communications (English)
CSC	Computer Science (Mathematics & Computer Science)
DSS	Decision & System Sciences
ECE	Earl Childhood Education (Education)
ECN	Economics
EDU	Education
ENG	English
ESL	English as a Second Language (Foreign Languages and Literatures)
FIN	Finance
FMK	Food Marketing
FRE	French (Foreign Languages and Literatures)
HAD	Health Administration (Health Services)
HIS	History
INT	Interdisciplinary Courses
ITA	Italian (Foreign Languages and Literatures)
LAN	Literature in Translation (Foreign Languages and Literatures)
LAS	Labor Studies (Sociology)
LAT	Latin (Classics)
LAW	Legal Studies (Political Science)
LIN	Linguistics (Foreign Languages and Literatures)
MAT	Mathematics (Mathematics and Computer Science)
MGT	Management
MKT	Marketing
PHL	Philosophy
PHY	Physics
POL	Political Science
PSY	Psychology
PUR	Purchasing
SNL	Sign Language (Foreign Languages and Literatures)
SOC	Sociology
SPA	Spanish (Foreign Languages and Literatures)
SPE	Special Education (Education)
THE	Theology

# Academic Calendar

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## Fall 2008

### September

3	Wednesday	Fall classes begin
3	Wednesday	First day of Late Registration, Change of Roster 121 BL, 4:30 p.m. to 6:30 p.m.
6	Saturday	First day of weekend classes
9	Tuesday	Last day of Late Registration, Change of Roster 121 BL, 4:30 p.m. to 6:30 p.m.
10	Wednesday	Last day to add/drop courses
30	Tuesday	Last day to apply for January degrees and certificates

### October

18	Saturday	End of Quarter
20	to 21	Fall semester break—no classes

### November

7	Friday	Last day to withdraw from courses
25	Tuesday	Thanksgiving Holidays begin after classes
27	Thursday	Thanksgiving Day

### December

1	Monday	Classes resume
12	Friday	Last day of class
15	to 20	Final Examinations

## Intersession 2009

### January

5	Monday	Classes begin
17	Saturday	Last day of class

## Spring 2009

### January

19	Monday	Martin Luther King Holiday—no classes
20	Tuesday	Spring classes begin
20	to 26	Late Registration and Change of Roster, 121 BL, 4:30 p.m. to 7:00 p.m.
27	Tuesday	Last day to add/drop courses

### March

7	Saturday	End of Third Quarter
9	to 15	Spring vacation—no classes

- April**  
 6 Monday Last day to withdraw from courses  
 8 Wednesday Easter recess begins after classes  
 13 Monday Classes resume
- May**  
 2 Saturday Last day of class, Spring Semester  
 4 Monday First day of Final Examinations  
 9 Saturday Last day of Final Examinations  
 15 to 16 Commencement Weekend

**Summer 2009**

- May**  
 18 Monday First day of Summer I  
 25 Monday Memorial Day—no classes  
 29 Friday Make-up class for Memorial Day
- June**  
 25 Thursday Last day of Summer I  
 29 Monday First day of Summer II
- August**  
 6 Thursday Last day of Summer II

**2008**

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	
													30	31						

  

APRIL							MAY							JUNE							
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13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

  

JULY							AUGUST							SEPTEMBER						
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
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OCTOBER							NOVEMBER							DECEMBER						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

**2009**

JANUARY							FEBRUARY							MARCH								
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						1	2	3					1	2	3							1
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28		
25	26	27	28	29	30	31							29	30	31							

  

APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						

  

JULY							AUGUST							SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				

  

OCTOBER							NOVEMBER							DECEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19				
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25	26	27	28	29	30	31	29	30					27	28	29	30	31							

# 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.

## University College

### Introduction

The University College of Saint Joseph's University is the undergraduate division that serves the educational needs of adult and part-time students and employers' needs for quality programs in the education and professional advancement of their employees. The University College, an integral part of Saint Joseph's University for over 60 years, connects the Jesuit tradition of academic excellence and service with the contemporary needs of adult learners.

The University College is responsible for undergraduate evening degree programs, the Bridge program, Summer Sessions, the January Intersession, off-campus programs, and special non-credit seminars. The University College offers Bachelor of Arts and Bachelor of Science degrees in a wide range of liberal arts and business disciplines. Certificate and Associate degrees are also offered in various programs.

Saint Joseph's University degree programs are approved by the Commonwealth of Pennsylvania Department of Education. They are 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 both accredited by the AACSB—The Association to Advance Collegiate Schools of Business. Fewer than ten percent of the country's business schools have dual accreditation.

### Student Profile

The University College serves both traditional and non-traditional-age students who pursue their undergraduate education on a part-time or full-time basis. The University College also offers the Bridge Program which serves adult learners (22 years and older) who want to pursue their undergraduate study during the day on a full- or part-time basis or in combination with evening courses.

Students enter the University College with or without having earned previous college credit. Some adult students enter the University College to continue a degree program after a delay from formal education. Work, family, and financial obligations influence the pace of adult and part-time students' academic careers; therefore, degree completion time varies. Other adult students have already earned undergraduate degrees and enroll in the University College for specific courses which will assist their professional advancement.

University College students seek programs that facilitate the completion of their degree. Students may receive credit by examination or for work experiences. They draw on their own life experiences to enrich classroom discussions. The University College provides programs and services that are compatible with these learner needs.

International students attend University College on a full-time basis. The University works closely with the English Language Service (ELS) Center concerning the admission of qualified international students.

### Degree and Certificate Programs

*The Bachelor of Arts or Bachelor of Science Degree* programs are the culmination of an undergraduate education, which is conferred upon the student's successful completion of a minimum of 40 courses and 120 credits (see Curricula). The *Associate Degree* programs require a minimum of 20 courses and at least 60 credits (see Curricula section). Students can also earn a *Certificate of Proficiency* or *Post-Baccalaureate Certificate* by completing course requirements ranging from 8 to 16 courses depending upon specific certificates. Students cannot graduate with more than one certificate or degree in the same field at the same time.

## Bridge: The Adult Undergraduate Weekday Program

The Bridge Program is designed to serve adult students 22 years of age and over who wish to pursue their undergraduate studies during the day on a part-time or full-time basis or in combination with evening or Saturday courses. The Bridge Program provides flexibility in academic programs, course scheduling, and tuition rate for the adult learner. Bridge Program students are enrolled as University College students and may choose a major and curriculum outlined in the day or University College catalog. Students may also enroll in an individual course for credit or audit.

A minimum GPA of 2.5 is required for students presenting prior college transfer credits and a B average for applicants submitting only high school credentials. The Bridge Program does not require entrance examinations or the Scholastic Aptitude Test (SAT). Support services include personal academic advising, career counseling, tutorial assistance, and study skills workshops. For further information concerning the Bridge Program, please contact the University College Office at (610) 660-1267 or (877) NITE-SJU.

## University College

**Dean:** *Paul DeVito, Ph.D.*

**Associate Dean:** *Judith Gallagher, M.Ed.*

**Director of Admissions:** *Elisabeth Woodward, B.A.*

**Director of Corporate Outreach:** *To be announced*

**Director of Criminal Justice Off-Campus Programs:** *Marie Miraglia, B.S.*

The University College has administrative responsibilities for undergraduate adult learner programs, with curricular and instructional decisions being made by the College of Arts and Sciences and the Haub School of Business. The University mission statement applies to the University College and the College of Arts and Sciences. The Erivan K. Haub School of Business has a further mission and vision that flows from the University mission.

## Erivan K. Haub School of Business

**Dean:** *Joseph A. DiAngelo, Ed.D.*

**Associate Dean:** *Patrick O'Brien, M.S.*

**Associate Dean for Academic Affairs:** *Stephen J. Porth, Ph.D.*

## Vision

We seek excellence in business education that offers *breadth* in terms of broad-based coverage of business concepts and skills, *depth* through focus on specific industries and professions, and *wholeness* via the education of men and women in service of others in accordance with the Ignatian tradition.

## Mission

The mission of the Erivan K. Haub School of Business is to support the aspirations of our students to master the fundamental principles and practices of business in a diverse, ethical and globally-aware context. All degree programs stress the development of the knowledge, skills, abilities and values that prepare our graduates to assume leadership roles in organizations of all sizes and types. Programs are offered at the bachelor's, master's and executive master's levels. In addition, we offer selected associate degree and certificate programs. The

Haub School of Business is committed to the ideals and philosophies of Jesuit education, including emphases on faith, justice, and social responsibility, with a strong commitment to lifelong learning.

- Our undergraduate students experience an extensive liberal arts and science core that develops the whole person in a traditional campus setting. At the graduate and executive education levels, our programs, locations and scheduling are designed to accommodate the part-time student. We are dedicated to producing business professionals who have the capacity for integrated problem-solving and who recognize the necessity for lifelong learning in order to adapt to changing issues and events.
- The primary commitment of the HSB faculty is to *help students learn*. To this end, every faculty member is expected to contribute to the academic environment through effective teaching, active student advising, service to the institution and discipline, and intellectual contributions that are commensurate with and contribute to the faculty member's teaching responsibilities.
- Faculty intellectual contributions will be a mix of basic research, applied research and instructional development, which will be pursued on a regular basis and be made available for public scrutiny by academic peers and/or professionals. Given the HSB's emphases on creating a strong academic environment for student learning and our mix of undergraduate programs and applied master's programs, the majority of faculty intellectual contributions will be in the form of applied research and instructional development.

## College of Arts and Sciences

**Dean:** *William Madges, Ph.D.*

**Associate Dean:** *Nancy Ruth Fox, Ph.D.*

**Associate Dean:** *Michael P. McCann, Ph.D.*

## Mission

The College of Arts and Sciences (the College), through its General Education Requirement (GER) and a rich variety of programs, promotes learning, individual growth, and the common good. Drawing upon the heritage of the Catholic, Jesuit identity of the University, the College challenges students to develop habits of careful inquiry and precise expression both to realize fully their own potential and to see the gifts of others. The College curriculum is so structured that graduates shall know nature, value culture, and endeavor to serve others. The ultimate unity of knowledge demands the breadth of the curriculum in the GER. For depth, the multiple majors prepare graduates in particular fields, diverse methodologies, and practical applications. The College encourages making connections—intellectual, spiritual and social—meant to sustain a lifetime of distinguished achievement which honors God's creation and nourishes the human spirit.

For centuries, the Jesuit tradition of excellence has stressed liberal arts and the sciences, including the formative disciplines of philosophy and theology. Through education, the College promotes key Ignatian values: seeking God in all things, seeing Jesus Christ as exemplar, caring for the person, working for others, engaging in individual and communal discernment, and cultivating a personal relationship with one's God. In this spirit, the Faculty of the College—both in the classroom and in scholarly endeavors—models and inspires a lifelong love of learning, an increase of understanding, and a desire to solve problems. The College seeks to foster a sense of community, dedicated to the free, unfettered exchange of ideas and centered on imaginative collaboration wherein heads and hearts engage in constructive purpose.

Whether students are reading a classic text, speaking a foreign language, molding clay in a fine arts studio, exploring the purity of symbolic mathematical expression, or developing new knowledge through scientific experimentation, growth in learning aims to foster stronger faith, deeper wisdom, and a keener spirit of caring. Graduates of the College should be able, with lasting consequence, to:

- Speak thoughtfully with others in their languages,
- Delight in the wonder of diversity,
- Draw good sense out of confusion,
- Couple past to present and future,
- Listen carefully and write powerfully,
- Reflect with reverence and respect,
- Be generous with knowledge and teach others,
- Walk the earth with dignity, integrity and grace,
- So as to live and die before God in peace.

## Off-Campus Programs

In order to make the programs of the University more widely available and to offer additional convenience to adult students, Saint Joseph's University offers courses and degree programs off campus. These programs are administered by the University College, and courses taken at these locations are fully equivalent to courses taken at the Philadelphia campus. Degrees earned are awarded by Saint Joseph's University.

Arrangements can be made to have courses listed in this catalog available at employer sites. For further information (610) 660-1260.

### B.S. in Criminal Justice

A B.S. in Criminal Justice is offered on-site at:

- The Philadelphia Police Academy on State Road in Northeast Philadelphia
- The Lower Merion Police Station in Ardmore, PA
- The Phoenixville Police Station, Phoenixville, PA
- The Bucks County Police Training Center (*beginning Spring '09*)

The Criminal Justice major is designed to provide theoretical and practical knowledge for students interested in professional careers in traditional law enforcement fields. Courses are offered in an accelerated format, usually meeting on a six-week cycle. For further information on this program, please refer to the Criminal Justice section in this catalog or call Marie Miraglia, Coordinator of the Police Accelerated Criminal Justice Programs at Saint Joseph's University College, 160-660-1262.

### B.S. in Liberal & Professional Studies: Chester County Site

Saint Joseph's University is now offering an accelerated Bachelor of Sciences degree in Liberal & Professional Studies at the Chester County Economic Development Council located at the Eagleview Corporate Center in Exton, PA. This program is designed for adult students with prior college coursework or an associate's degree and offers a curriculum with a focus in organizational development and leadership, and professional communications. For further information, contact Elisabeth Woodward, Director of Admissions, 610-660-1267.

### B.S. in Liberal & Professional Studies: Southeast Delco Site

Saint Joseph's University offers an accelerated Bachelor of Science in Liberal & Professional Studies degree completion program at the Delaware County Community College Southeast Center in Sharon Hill, PA. For further information, contact Elisabeth Woodward, Director of Admissions, 610-660-1267.

# Admissions and Registration

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## Admission Requirements

Admission to the University College is on a rolling basis and applications are considered at any time. Students are strongly encouraged to apply several weeks before the term begins; however, applications will be considered until the first day of class. An application fee of \$20.00 is required. Students who have not attended University College in over three years are required to reapply.

Official transcripts are required of all applicants, with the exception of visitors and those who wish to audit. A personal statement may also be required. Failure to include all the institutions at which an applicant was enrolled may invalidate the application.

Saint Joseph's University College reserves the right to deny admission or require the withdrawal of any student whose presence would be in conflict with the ideals of the university or with its observance of regulations. Students are subject to the policies and procedures outlined in the Student Code. Admission may be rescinded or enrollment cancelled if student engages in behavior that would be in conflict with the ideals of the university or observance of its regulations prior to or after admission.

## Full Acceptance

Applicants without previous college credit are generally required to have a minimum high school average of 77 for full admission. Transfer students are required to have a minimum cumulative average of 2.5 for full acceptance. A high school transcript is not required of an applicant with 30 previously earned transferable college credits. Adult students who wish to enroll in daytime classes are directed to the Bridge Program section for specific admission criteria. Fully admitted students are granted degree-seeking status and may proceed with their academic programs in consultation with an advisor each semester.

## Opportunity Program

An applicant may be considered to have academic potential but, due to varying circumstances, the student's previous college transcript(s) does not reflect academic proficiency. A student accepted to the Opportunity Program is required to take preliminary courses (listed below), obtain an advisor's signature, and is limited to two courses per semester and one course per summer session. Upon successful completion of these courses with grades of C (2.0) or better, students are fully admitted and may continue to take courses toward the completion of a degree program. *Courses required in the Opportunity Programs are applicable toward the student's degree.* Students who are accepted to the Opportunity Program are required to successfully complete the following:

- INT 1015 Seminar in Learning Strategies (1 credit tuition-free course)
- two courses from General Education Requirements (6 credits)
- two courses from student's major area of study (6 credits)

Students who fail to meet the requirements of the Opportunity Program and hence are dismissed, may appeal their dismissal, within 30 days after notification, to the Admissions Review Committee. This appeal must be in writing and directed to the Associate Dean of the University College.

## Readmission

Students who have not attended the University College in three years are required to reapply. **In the case of business majors who are reapplying after three years, all business courses are required to be reevaluated by the respective business departments.**

## Advanced Standing for Transfer Students

A candidate for admission *to a degree or certificate program* with transfer credit from another college must request an official transcript(s) from each college or university previously attended. The omission of listing a previous institution on the application invalidates the transferability of credit from that institution after an admission decision has been determined. (See Residence Requirement in section on *Academic Policies and Regulations*.)

Only grades of C or better will be transferred. A maximum of 75 credits (25 courses) may be transferred to the baccalaureate degree in the University College. Students in a baccalaureate degree program are required to take a minimum of fifteen courses in the University College, including at least four upper division courses in their major. Ten of these courses may not include credits earned through CLEP, ELAP (portfolio assessment), or challenge exams. The University College has developed articulation agreements with many local community colleges to facilitate the transfer process.

Business majors must take at least half of their Business core/concentration courses at Saint Joseph's University. Some business courses may need to be reviewed by specific academic departments for evaluation of transfer credit.

Transfer students may bring in as many as ten courses toward the Associate degree. Students transferring from one of Saint Joseph's day colleges with 30 or more courses and a minimum cumulative GPA of 2.0 retain the GPA earned in the day school.

International students must provide official transcript(s) from each high school and university previously attended, translated into English, *and* a course-by-course evaluation from an outside agency must be submitted. Please see the section on *International Students* for further information.

After enrolling in the University College, a matriculated student is required to take all subsequent courses at Saint Joseph's University. Once a student matriculates in University College, permission from the Associate Dean is required for courses taken at another university. Permission may be granted under special circumstances not to exceed a maximum of six credits.

## Credit for Prior Learning

- **CLEP (College Level Examination Program)** provides the opportunity to earn college credit by the successful passing of tests in general or subject areas. These tests measure learning acquired outside as well as in the classroom setting. Students must be in good academic standing and must get approval from *an academic advisor* in the University College before taking a CLEP exam in order to ensure the applicability of CLEP credits to a University College program. A listing of tests and passing scores is available in the University College office (Room 117 BL). Saint Joseph's University is a national CLEP testing center. Please contact the University College for CLEP test dates.
- **ELAP (Experiential Learning Assessment Program)** provides currently enrolled students in good academic standing the opportunity to validate college level knowledge acquired through work experience. ELAP candidates will be asked to demonstrate their prior knowledge of actual courses listed in the University College catalog. If the student is awarded formal credit as a result of the assessment, that credit will be

recorded on the official transcript with a grade of **P**. The transferability of ELAP credits is at the discretion of each institution and the relevant academic department. ELAP candidates will be charged an application fee and a per-subject fee (See *Student Expenses*). ELAP applications may be made after a student has been fully accepted and has enrolled in the University College. Approval of all ELAP requests is at the discretion of each academic department. Credit cannot be earned in Business courses through the ELAP Program. Inquiries about ELAP should be addressed to the Office of the Associate Dean.

- **Challenge Tests.** Students making satisfactory academic progress may also earn credit by passing departmental challenge tests to determine competency in a given subject in which the student has gained knowledge equivalent to that learned in a classroom. Students must receive a grade of C or better in this test to be awarded credits. Applications for challenge tests may be made after students have been fully accepted in the University College. Department chairs must approve all challenge requests. Comprehensive written challenge tests, prepared and evaluated by University College faculty, can be arranged by contacting the Associate Dean (See *Student Expenses*). Credit will be recorded on the official transcript with the grade of **P**.
- **Awarding of Credit by Assessment through American Council on Education (ACE).** A student may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE). Listings of ACE approved courses and credit recommendations are contained in two publications: *A Guide to the Evaluation of Educational Experiences in the Armed Forces* and *The National Guide to Educational Credit for Training Programs*. Credits received are subject to the same policies as those of any other transfer credit.

A student may not challenge, CLEP, or ELAP a course that the student is presently taking. A student is required to drop or withdraw from the course, according to the catalog and schedule procedures, before seeking to challenge, CLEP, or ELAP the course. A student cannot normally earn credit by exam in a course when he/she has completed a more advanced course in the same subject. If a student fails a challenge exam, the student must wait six months before challenging the same course again. Business courses can only be challenged once. A grade of P (Pass) is recorded in all cases of credit by examination, including ELAP; this grade does not affect a student's cumulative average.

*Students are encouraged not to use a CLEP test or ELAP for any of the last 10 courses before graduation.*

## Isolated Credit

The Isolated Credit classification is chosen by students who want college credit but do not desire a specific certificate or a degree. Isolated Credit students are required to meet the admission criteria for full acceptance (see above). Acceptance to the Opportunity Program is not applicable to students seeking courses for Isolated Credit. An Isolated Credit student may change to matriculated status by completing a *Change of Major* form in the University College Office. Students classified as Isolated Credit are not eligible for financial aid.

## Undecided Major

This classification is designed for the student who is interested in a degree or certificate program, but at the time of application does not wish to declare a specific major. Students seeking financial aid must indicate on the application an anticipated area of interest (*i.e.*, Business, Natural Science/Mathematics, or Humanities/Social Science).

In that there are differences in curricula for academic majors, it is strongly recommended that students meet with an academic advisor for guidance in choosing a major as soon as possible. When a student decides on a specific program, he/she should complete a *Change of Major* form in the University College Office. For

students transferring from another institution, an official credit evaluation will be completed only when a specific major is declared.

## Second Degree Candidates

Students who have received a Bachelor of Science or Bachelor of Arts degree from a previous college or university and wish to pursue undergraduate studies to obtain a second degree must do the following:

1. Obtain permission from an Academic Advisor in the University College, Room 117 BL.
2. Fulfill the requirements listed under *Advanced Standing*; credits applicable to the second degree will be treated as transfer credits.
3. Complete at least 30 additional credits in the University College, including any GER requirements not yet satisfied.
4. Take at least 4 upper division courses in their major in the University College unless specifically waived by chair (See *Residence Requirement* in section on *Academic Policies and Regulations*).

## Auditing of Courses

Students can be admitted on a non-credit basis to most courses. Students are required to submit a University College application; however, an application fee and entrance credentials are not required. Students who are auditing do not take examinations or receive any college credit. Students may not change from audit to credit status. A student may change from credit to audit status with the permission granted by an advisor, *no later than two weeks after the mid-term*. Please consult the section entitled "Academic Calendar." The student may not, however, do so to avoid penalties imposed through the University Academic Honesty Policy. Matriculated students should check with the Financial Aid Office before changing from credit to audit status. The tuition charge for a course is the same whether for credit or non-credit.

*Senior citizens* may audit a course on a space available basis for \$20 per course. This charge does not cover lab fees. Please contact the Student Services Center (610-660-2000) for further information.

## Visiting Students

Visiting students from another university or college who wish to take courses for credit at the University College must submit a statement from their current institution indicating that they are in good standing and have permission to take the course(s). No entrance credentials are required. High school seniors may take courses for credit as visiting students. Letters of recommendation from both their parent or legal guardian and high school counselor are required. All visiting students must complete an official Visitor Form available on the web ([www.sju.edu/uc](http://www.sju.edu/uc)) or in the University College Office.

## International Students

Credentials of all international students within the United States must be received at least 30 days before the intended start semester. Credentials of students residing outside the United States must be received and evaluated at least 60 days before the term begins. All international applicants must submit the following:

***Academic Credentials***

- Original or certified copy of original transcript from each high school and university previously attended.
  - A *certified* copy is one that bears an original signature of the registrar or other designated school official, an original impression of the institution's seal or signature/seal of the examining board. Uncertified or notarized copies are not acceptable.
  - Unofficial photocopies, fax copies, notarized copies of records and exams are not accepted.
  - If a certified true copy of the official transcript is submitted at the time of application, the original transcript(s) must be presented upon arrival.
- Applicants must send secondary school academic records and all transcripts from all colleges and universities to WES (World Education Services, 800-937-3895), AACRAO (American Association of Collegiate Registrars and Admissions Officers, 202-296-3359) or ECE (Education Credential Evaluations) for an official credit evaluation. All transcripts from colleges and universities are required to have a course-by-course evaluation.

***Testing Requirements***

- TOEFL – required of all non-native English speakers
  - Minimum scores: 550 PBT, 213 CBT or 80 IBT
  - Test results must not be more than 2 years old
  - Must be taken at official TOEFL testing center; institutional TOEFL not accepted
- TOEFL may be waived on an individual basis for students submitting 30 transferable credits earned at an accredited US or English speaking college or university. Credits must include equivalency of ENG 1011/1015 and ENG 1021/1105.
- A student who completes ELS Language Center's Level 112 with an academic recommendation is not required to submit a TOEFL test score.

Applications cannot be considered until all academic records and evaluations have been received. No decisions can be made from incomplete files. See *Advanced Standing for Transfer Students* for course transfer procedures. Acceptance is based on academic performance. Attendance is dependent on compliance with all institutional and immigration policies.

***Financial Responsibility Documents***

International students applying for F-1 or J-1 visa status are also required to submit:

- Proof of their ability to meet their financial obligations while pursuing undergraduate 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; and
- A letter of financial support signed by the sponsoring person or agency.

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 undergraduate students in F-1 and J-1 status must maintain full-time enrollment (12 credits) during both the fall and spring semesters. For more information on visa and immigration services at Saint Joseph's University, please contact the Center for International Programs, 610-660-1835 or e-mail [cip@sju.edu](mailto:cip@sju.edu).

International students applying to University College should be aware that no financial aid programs are available to non-US citizens. Students must finance all educational and personal expenses totally through their own resources. Funds can be accepted only in US dollars, and drafts are acceptable only if drawn on US banks. The University observes all regulations of the student's home country regarding foreign exchange.

Upon arrival at the University, all international students must make an appointment to see the academic advisor for international students in 117 BL to register for courses.

All international students whose primary language is not English or who have English language deficiencies must take ESL 1255 and 1265, Composition and Critical Thinking for Non-Native Speakers of English, in their first two semesters. ESL 1255 and 1265 will satisfy the General Education Requirement in modern language if taken before any other college level course in English.

## Policy for Students with Disabilities

*Jim Scott, (610) 660-1774, TTY (610) 660-1620, ([www.sju.edu/dss](http://www.sju.edu/dss))*

Saint Joseph's University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), although it does not offer a formal program for students with learning 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.

## Registration

Prior to registration dates, the University College and Registrar's offices will announce and make available registration forms and a class schedule which contains all the specific instructions, procedures, and courses. Students must register for each semester or session independently. Course scheduling and registration information is also available on-line.

Students should read the catalog carefully before selecting courses to make sure they have the prerequisites or proper background for each course. Since the goal of education is academic progress, normally students should not register for a course when they have earned credit in a more advanced course in the same subject. Students enrolling in upper division courses (numbered in the 2000s), who are unsure of the required background should consult an academic advisor in the University College Office, 117 BL.

Certain major departments require departmental approval prior to registration. Students are urged to meet with an academic advisor to avoid duplication of courses or an unwise selection. Academic approval does not guarantee the student a place in class. Seats in classes are awarded on a first-come, first-served basis, through the registration procedure.

Students may register by web, mail, fax or in person from the beginning of the registration period until the week prior to the start of classes without payment at the time of registration. Invoices will be sent by the Student Service Center. All academic and financial regulations are the same whether a student registers by web, mail, fax or in person. Information for utilizing all of the above registration procedures will be made available to students in each semester's registration materials. For further information regarding registration, please contact University College, the Registrar's office or the Student Service Center.

# Expenses and Financial Aid

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## 2008–2009 Tuition and Special Course Fees

Tuition and fees are payable in full at the time of registration except for those students who take advantage of mail-in or early registration. Students wishing deferred payment may make use of a tuition installment plan available through the University in fall, spring, and summer; details of the plan are published with invoice materials. VISA, MasterCard, Discover, and American Express are accepted. You may also make your payments on the web.

Per credit hour (evening, accelerated, weekend, summer courses) . . . . .	\$ 439
3 credit course, per semester . . . . .	\$ 1,317
4 credit course, per semester . . . . .	\$ 1,756
Bridge students	
Per credit hour (weekday courses) . . . . .	\$ 714
3 credit course, per semester . . . . .	\$ 2,142
4 credit course, per semester . . . . .	\$ 2,856
Late Registration Fee . . . . .	\$ 35
TMS Deferred Tuition Payment Program, service charge per semester . . . . .	\$ 42
Biology Laboratory fee, per course . . . . .	\$ 70
Physics Laboratory fee, per course . . . . .	\$ 70
Chemistry Laboratory fees	
General Chemistry, per course . . . . .	\$ 70
Advanced Chemistry, per course . . . . .	\$ 75
Fine Arts fee, per course . . . . .	\$ 100
Student Teaching fee . . . . .	\$ 100
Mathematics fee (designated course) . . . . .	\$ 25

## 2008–2009 Miscellaneous Fees

Transcript fee, per copy . . . . .	\$ 5
Late examination fee, per test . . . . .	\$ 15
Late final examination fee, per test . . . . .	\$ 15
Experimental Learning Assessment Program, Application fee (per course) . . . . .	\$ 200
Challenge fee, per subject . . . . .	\$ 100
Pennsylvania Teacher Certification . . . . .	\$ 15
Parking fee, per academic year . . . . .	\$ 142
Student Identification Cards . . . . .	\$ 10/20

## Remittances

All charges must be paid in full prior to the first official day of classes.

Remittance should be made in cash, by check or money order drawn for the exact amount due, and made payable to Saint Joseph's University. VISA, MasterCard, Discover, or American Express credit card payment is also accepted. (NOTE: Funds can only be accepted in U.S. dollars *which must be drawn on U.S. banks only.*)

A penalty of \$20 will be assessed for all checks issued to the University and not paid on presentation to the bank.

Students being sponsored by their employer or religious community must have a letter on the sponsor's letterhead to present to the Student Service Center at each registration. The letter should specify how many courses or credits the sponsor is authorizing and that payment will be made to the University upon receiving an invoice. It should also include the student's name and social security number. The scholarship for religious is one-third the University College tuition rate.

## Student Identification Cards

ID cards are mandatory for all students who are registered. Student identification cards are required for use of the libraries and the microcomputer laboratory, admission to college-sponsored events, and admittance to the Sports Complex and to classrooms located in residence halls. Photographs for identification cards are taken in the Public Safety and Security Office in 13 Barbelin, 24 hours a day, 7 days a week.

## Student Health Insurance

All University College students are encouraged to secure some type of individual health/medical insurance. For those students not covered by family or employment policies, a special optional student health insurance plan is offered by the University. Information about this plan is available by contacting the Office of Student Life and Academic Development.

## 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.

## Refund Policy

Any notification of withdrawal or cancellation must be submitted in writing to the Student Service Center. Also refer to section on *Academic Regulations* under the heading *Grading System*. *The date that the official withdrawal notice is received by the Student Service Center, not the last date of attendance as claimed by the student, will serve as the basis for computing any refund.* Students who have paid more than their obligation may expect a refund through the mail approximately 30 days after withdrawal. Registration and laboratory fees are not refundable. Full refunds will be made for any course cancelled by the University.

### For Fall and Spring semesters:

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

### For the Summer Sessions:

For withdrawal within the second week of class, a 50% refund will be granted; no refund will be made after the second week of class.

Students withdrawing from the three (3) week morning classes will be charged 50% the first week and 100% thereafter.

If a student 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.

### 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 student's 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)

### Delinquent Accounts

A student who is financially delinquent shall forfeit the privilege of attending classes, and the University shall have the right to withhold grades, transcripts, and diploma or certificate until such indebtedness is paid. A student who is financially delinquent at the close of a semester will not be permitted to register for another semester until all accounts are settled. Student accounts that are not resolved by the end of the semester will be placed with a collection agency. The student will be responsible for all collection agency costs.

## 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.

## Financial Aid

Financial aid is available in various forms (scholarships, grants, loans) through state, federal, municipal, and college-sponsored programs.

Students applying for financial aid administered by Saint Joseph's University must file the FREE Application for Federal Student Aid (FAFSA). See Financial Aid Application Procedure below.

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, state, or University 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.

## Financial Aid Application Procedure

To apply for financial aid administered by Saint 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 students, 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.
3. Non-Pennsylvania residents who live in a state that has a grant program must contact the appropriate state agency for the required forms.
4. All forms must be submitted to the proper agency or office no later than May 1 to be considered for aid administered through Saint Joseph's University. However, you should contact your state agency concerning specific application deadlines.

## 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.

## Federal Pell Grant

The Federal Pell Grant program is a federally funded aid program designed to provide financial assistance to needy students. The amount of the Pell Grant is determined on the basis of financial need. You must file the Free Application for Federal Student Aid (FAFSA) to be considered for the grant. This grant is awarded directly by the Federal Government.

## State Grants

The State of Pennsylvania by way of the Pennsylvania Higher Education Assistance Agency (PHEAA) makes grants available to needy and eligible students. Other states also have grant programs. Information on such programs can be obtained from the State Grant agency in the capital of your state of legal residence. The Pennsylvania residents filing deadline for the FAFSA form is May 1st.

## Loans

### *Federal Stafford Loans*

The information that a student submits on his or her Free Application for Federal Student Aid (FAFSA) determines their eligibility for one or a combination of these programs. The Stafford Loan requires no credit or income requirement and is a low or no interest loan while the student is enrolled. The interest rate is fixed at 6.8%.

### *The Subsidized Stafford Loan*

Eligibility for interest subsidy where the federal government makes in school and grace period interest payments, is based on demonstrated financial need as determined by the FAFSA.

### *The Unsubsidized Stafford Loan*

The student makes interest payments during in school and grace periods or has the interest added on to the amount borrowed and repaid with principal after the grace period ends. Available to students who do not qualify for all or part of the subsidized loan.

Annual Stafford Borrowing Limits Based on Grade Level effective 7-1-2007 Freshmen \$3,500 Sophomores \$4,500 Juniors \$5,500 Seniors \$5,500. The interest rate is fixed at 6.8%.

#### *Additional Unsubsidized Stafford Loan*

In addition to the annual maximum amounts available through the subsidized program, dependent students whose parent(s) are unable to obtain a PLUS Loan due to credit problems may borrow an additional amount through the Unsubsidized Stafford Loan. The additional Unsubsidized Stafford Loan is also available to independent undergraduates and all graduate students. The annual maximum amounts available are: Freshmen \$4,000 Sophomores \$4,000 Juniors \$5,000 Seniors \$5,000.

## Scholarships and Grants

In an effort to recognize academic excellence, as well as assist a student in meeting his/her educational expenses, Saint Joseph's University College offers partial scholarships and need-based grants to qualified students. There is now a Merit Award designed for all transfer students with a 3.0 or higher GPA.

Saint Joseph's University College is proud to introduce our new scholarship guidelines for 2008-2009 academic year. Under these guidelines, students will no longer be required to file the Free Application for Federal Student Aid (FAFSA.) However, students who plan to apply for federal or state financial aid are encouraged to do so by May 1 of each academic year for which they are enrolled.

### University College Merit & Phi Theta Kappa Scholarships for Transfer Students

Saint Joseph's University College for Continuing Studies offers the University College Merit and Phi Theta Kappa Scholarships. The University College Merit Scholarship and the Phi Theta Kappa Scholarship are designed for all continuing studies transfer students who have demonstrated scholastic achievement. To be considered for this award, the student must be admitted to University College as a full or part-time undergraduate, typically must have a minimum of 60 transferable credits or an associate's degree, minimum 3.0 GPA, be seeking his or her first bachelor's degree, be attending Saint Joseph's University for the first time and meet the specific scholarship program criteria. Non-US citizens are not eligible for this award.

University College Merit and Phi Theta Kappa Scholarships are awarded based on a student's cumulative (incoming) transfer grade point average (from all institutions attended combined) at the time of application and the number of credits the student enrolls. After the first semester, the scholarship is automatically renewed provided the student maintains a minimum GPA of 3.0. In order for the scholarship to be applied, students must register for the semester. If a student chooses to reduce credits enrolled, then scholarship funds will be adjusted to reflect the appropriate range. Scholarships are awarded for the fall and spring semester.

Please note that University College reserves the right to modify these scholarships at any time.

Full-Time Enrolled Students (12-15 credits per semester)

- Transfer GPA 3.0-3.49 \$2500 per academic year/\$1250 per semester
- Transfer GPA 3.5-3.69 \$3500 per academic year/\$1750 per semester
- Transfer GPA 3.7-4.0 \$5000 per academic year/\$2500 per semester

Three-Quarter Time Enrolled (9 credits per semester)

- Transfer GPA 3.0-3.49 \$1875 per academic year/\$937.50 per semester
- Transfer GPA 3.5-3.69 \$2625 per academic year/\$1312.50 per semester
- Transfer GPA 3.7-4.0 \$3750 per academic year/\$1875 per semester

Half-Time Enrolled (6 credits per semester)\*Minimum to be considered

- Transfer GPA 3.0-3.49 \$1250 per academic year/\$625 per semester
- Transfer GPA 3.5-3.69 \$1750 per academic year/\$875 per semester
- Transfer GPA 3.7-4.0 \$2500 per academic year/\$1250 per semester

Scholarships are awarded on a rolling basis, however, priority will be given to students who have applied before the following priority deadlines.

- For fall applicants, July 1st is the priority deadline for University College Merit Scholarship consideration.
- For spring applicants, November 1st is the priority deadline for University College Merit Scholarship consideration.

Applications postmarked after the appropriate priority deadline will be given scholarship consideration based on availability of funds. Please note that if you plan to complete the Free Application for Federal Student Aid (FAFSA), you are strongly encouraged to do so before May 1st to determine if you are eligible for a Pennsylvania state grant.

To be considered for the University College scholarships, the completed application for admission, including all required official transcripts, and the UC Merit Scholarship or the Phi Theta Kappa Scholarship Application are required. Applications are available on the University College website or in Barbelin Hall, Room 117.

University College reserves the right to modify the University Transfer Merit Scholarship at any time.

### Charlotte W. Newcombe Foundation Scholarship

The Charlotte W. Newcombe Foundation provides scholarship aid to adult women 25 years of age or older who have completed at least 60 credits or one-half of the coursework necessary for their bachelor's degree. Students must be matriculated on the undergraduate level to be considered for the award, which ranges from \$500 to \$2,500 per year, and must be enrolled on at least a half-time basis (6 or more credits per semester). These scholarships are available for partial tuition educational expenses. Charlotte W. Newcombe Scholarships also are designed to aid qualified women who, according to the foundation, "have exhausted other sources of funding, but who are close to realizing their academic goals and beginning their new careers." Applications and further information on these scholarships is available on the University College website.

### University College Memorial Endowed Scholarships

To be considered for a memorial scholarship, the completed application for admission, including all required official transcripts, and the UC Scholarship Request form are required. These scholarships do require completion of the Free Application for Student Aid (FAFSA.) Interested candidates should contact the University College for more information.

**Joseph W. Hickey Memorial Scholarship** established by Family and Friends of Joseph W. Hickey, '51 to provide scholarship assistance to qualified students in the University College who demonstrate financial need.

**Friends of the University College Scholarship** established to provide financial assistance to students in the University College who demonstrate financial need.

**David A. Lynch '76 Memorial Scholarship** to provide financial assistance to students in the University College who demonstrate a willingness to work hard to achieve their goals, and who may not qualify for other academic merit-based awards.

**John W. Schmidt Memorial Scholarship** established by the family of John Schmidt, and awarded to qualified juniors or seniors pursuing University College Programs.

For more information on available scholarships, please visit our website at [www.sju.edu/uc](http://www.sju.edu/uc).

# Academic Policies and Regulations

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## Degree and Certificate Requirements

*Courses and Credits.* To be eligible for a degree or certificate, a student must complete the required number of courses and credits listed in the various curricula (See *Curricula*). Students must have earned a minimum of 40 courses/120 credits for a Bachelor's Degree and 20 courses/60 credits for an Associate's Degree. Students may not graduate with more than one certificate or degree in the same field at the same time. One credit normally represents a weekly fifty-minute class for a semester; two hours of laboratory are normally equivalent to a class hour.

*Residency Requirement.* The residency requirement for Associate and Bachelor degrees is fulfilled by the satisfactory completion of 10 courses at Saint Joseph's University College immediately preceding the date of graduation. The 10-course residency requirement may not be satisfied by credits earned through CLEP, ELAP (portfolio assessment) or Challenge. After graduation, students must complete a minimum of 10 courses for a second Bachelor's degree.

Students must take at least four Upper Division (2000 level) courses in their major in the classroom to obtain a Bachelor's degree. **Business majors must take at least half of their Business core/concentration courses at Saint Joseph's University.** Students must take at least one Upper Division course in their major for an Associate's degree.

When matriculated students enroll in the University College, they are required to take all their subsequent courses for a degree or certificate at Saint Joseph's University. Matriculated students must get special **written** permission from the Associate Dean to take a course elsewhere; otherwise, these credits will not be accepted. Permission will be granted only under exceptional circumstances. Credit is accepted only for grades of C (not C-) or better ; the letter grade is not computed in a student's grade point average but is counted towards the determination of academic honors at the time of graduation (See *Advanced Standing for Transfer Students* in *Admissions* section).

## Second Major

Qualified students may request permission to pursue a second major for sound academic reasons. Such a request requires the approval of an academic advisor and the Associate Dean (Room 117 BL). The student must meet all the prerequisites and other requirements for both majors. The final transcript, not the diploma, will record the completion of the second major. The degree granted will be the degree appropriate to the primary major. Two separate degrees will not be awarded to students who complete a second major.

## Minors

BA/BS degree students may have a minor listed on their transcript. Students should see an academic advisor and the Associate Dean in Room 117 BL for approval. Ordinarily, for a minor, at least 6 courses in the specified area must be obtained. At least one-half of the courses must be taken in the classroom at Saint Joseph's. See departmental listings for more information on requirements for a minor (e.g., see *Business Minor* in the Department of Management listing).

## Class Absences

Credit students are obliged to attend all classes and take all examinations. Absences totaling twice the number of hours the class meets a week will be permitted for illness or serious reasons. This means that in classes that meet once a week, two absences, and in classes that meet twice a week, four absences, are allowed without danger of failure due to absence. In *six-week* summer sessions, in classes that meet twice a week, two absences will be permitted; in once-a-week classes, no more than a total of six hours of classroom time. In *seven-week* intensive courses, students may not miss more than a total of six hours of classroom time. For the maximum number of permitted absences, no excuse or doctor's certificate is required; it will be assumed the absences are taken for serious cause only. All absences will be recorded, and none of the maximum permitted will be excused. Faculty members cannot excuse absences.

Any and all absences beyond those above must be reported to the Associate Dean's office and a permission form obtained for return to class. Faculty will not admit students to class who have become overcut unless students present permission from the Associate Dean.

Students, absent to excess, may be required to withdraw from the class concerned even though excuses are offered. Students who are absent to excess and do not complete the official withdrawal form will be recorded **FA** (failure for excessive absences) on their permanent records. This **FA** is equivalent to a **FAILURE** and will therefore lower a student's grade point average. (Please see section titled *Withdrawal from Courses*).

## Cancellation of Classes—2104

In case of adverse weather conditions or other emergencies, classes will be conducted as usual unless an announcement to the contrary is made by means of the closing number, 2104, being announced on local radio stations among those schools to be closed on a given day. You may also call the SJU emergency hotline at (610) 660-3333 for up-to-date information regarding class cancellation.

## Instructional Methods, Tests, and Examinations

*Instructional Methods.* The principles set forth in the *Ratio Studiorum* for Jesuit schools will be observed, insofar as they are compatible with the type of course offered, particularly with the so-called lecture courses. These include planning, frequent review and testing, and stress on the student-teacher relationships.

*Tests and Examinations.* Each course must have a final two-hour examination. Tests, quizzes, reports, etc., occur during the semester to provide students with the opportunity to evaluate their progress. These marks will count two-thirds, and the final examination one-third, of the final semester grade.

Students are required to take written examinations *during the scheduled examination period* in each subject at the end of the semester. An instructor, with the approval of the department chair, may exempt from the final examination all students who have earned a grade of **A** in that course. Faculty members will give at least one week's notice of major tests. No notice is required for quizzes. Students are informed of their test grades by the instructor. A grade report, showing the final letter grade in the course, is mailed to the student by the Registrar's Office within three weeks of the last scheduled semester examination.

Faculty may mark students' work during the semester with letter or number grades, but the only mark permanently recorded is the final letter grade reported. The quality of performance is the determining factor in grading.

Faculty members, though following the previously stated regulations, will set up their own testing procedures. For the convenience of faculty and students—since it is difficult to arrange special tests in evening hours—the

office will announce several days, usually on Saturdays, as late-test days when faculty may require their students to take make-up tests. An administrative fee is charged to the student.

Students are reminded that it is their responsibility to make up class matter or tests, even though they were missed through legitimate absence. Any and all missing work will be reflected in the semester grade.

A student who is absent from the **final examination** must submit a written request to the Associate Dean to take a late test as soon as possible after the regularly scheduled examination date. If the excuse for missing the exam is accepted, the student will be notified in writing of the date of the make-up final (see *Academic Calendar* for general late examination date). An administrative fee is charged for the make-up. All course requirements must be completed within 30 days of the end of the semester.

A student who misses a final examination and does not receive permission to take the late test will be graded F. A student who receives a failure in any course must repeat that course or an equivalent if the course is required for a degree or certificate.

## Grading System

A	Outstanding	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Fair	2.0
C-		1.7
D+		1.3
D	Passing	1.0
F	Failure	No grade points. No credit. Failure remains on record and as part of GPA even if course is repeated.
FA	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.
P	Pass	No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.
NP	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.
NA	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.
VF	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.
NG	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.

- IP 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.
- WA Administrative Withdrawal** equivalent to **W**; given by the Dean of the college to which the student belongs in 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** No grade points. No credit.

## Audit Courses

Students who wish to audit a course (enroll for non-credit) must follow usual registration procedures. The tuition is the same as for a credit course. Under some circumstances, but not later than two weeks after the end of the quarter, the Associate Dean may arrange to have a student change from credit to audit status. The reverse change, from audit to credit status, however, is not permitted. A change from credit to audit status is never permitted when the purpose is to avoid penalties imposed through the University's Academic Honesty Policy.

## Pass/No Penalty Courses

With the approval of the department chair and the Dean, certain courses, particularly those requiring completion of a specified assignment or attainment of a specified level of skill, may be designated as **P/NP** courses. Under these circumstances, the grading basis must be established and announced to the students no later than the beginning of the registration period and must apply to all students in the designated course.

## Pass/No Penalty Course Grade Option

In order to encourage students to challenge their interests and limitations in areas outside their chosen field of study, the University has a Pass/No Penalty grade option for students. This provision allows students the ability to select certain courses in which they are registered to be taken on a Pass/No Penalty basis for grading. When a student opts for this basis in accord with established stipulations, the final grade will result in no effect on the student's grade point average (GPA). However, credits earned will be awarded if a passing grade is attained. Also, a standard passing grade submitted by an instructor for such students will be converted to the grade of **P** on the student's transcript and a failing grade will be converted to **NP** by the Registrar's Office upon review of the final grades for the course in question. The description of these grades and their meaning and usage are described in the appropriate section of this catalog.

Students may opt to take a course on this basis as long as the following conditions are met:

- The course selected is a free elective, not counting in any way toward the student's general education requirements, or prescribed major or minor program requirements.
- Students are only permitted to take 2 (two) such courses under this option during their undergraduate career at Saint Joseph's, and no more than 1 (one) such course in a given semester.
- The student and the course selected are on the undergraduate level and the student has attained junior or senior status at the university.

In addition to the above stipulations, students are required to submit their request to the Registrar's Office (BL 122) by the conclusion of the add/drop period for that term. Once accepted by Registrar's Office personnel, the student accepts responsibility for the course meeting the stated eligibility requirements. Upon submission of the request, the Pass/No Penalty option cannot be reversed. Questions regarding this option may be directed to the Registrar's Office.

## Grade Point Average (GPA)

The grade point average is the ratio of the total grade points (sum of products of course credits and grade points for each course) earned at Saint Joseph's University to the total credits attempted at Saint Joseph's University (including grades of **F** and **FA**, but excluding grades of **P**, **NP**, **I**, **IP**, **NG**, **X**, and **W**).

## Withdrawal from Courses

Students wishing to withdraw from a course must submit an official notice of withdrawal to the University College office *in writing* on the day of withdrawal. The date the University receives the notice of withdrawal shall in all cases be considered the day of withdrawal. Withdrawal from any course without official notice will result in the recording of **FA** (failure due to excessive absences) in that course. Students are permitted to withdraw from an individual course or from all courses. Grading and refund regulations apply only to the course(s) from which a student has officially withdrawn. No refund of the semester's tuition will be made after the fifth week of class. For refund schedule, see *Student Expenses*.

A student withdrawing from a course during the add/drop period will not have the course listed on his or her official record.

A student withdrawing from a course during the add/drop period will not have the course listed on their official record unless they diminish their course load; if the course load is diminished, the appropriate grade would be **W**.

A student who wishes to withdraw after the Change of Course period must do so in writing through the Student Service Center or by completing the appropriate form in the office no later than two weeks after the end of the quarter (three weeks, if mid-semester vacation intervenes). Although it is not necessary to obtain permission of the instructor under these circumstances, courtesy would dictate consultation with the instructor.

Withdrawals after the preceding deadline will not be granted, except for extraordinary and unusual reasons. The avoidance of undesirable grades is not a sufficient reason. **Extraordinary withdrawals are not granted during and after the last full class week of the semester.** The student must make this request in writing and receive the permission of the instructor and the Associate Dean. Forms are available in 117 BL. If approved, the appropriate grade would be **W**. A student who withdraws without permission will receive a grade of **FA**.

Should the general good of the University be involved, the right is reserved to request the withdrawal of any student. Withdrawal is not permitted for the purpose of avoiding penalties imposed through the University's Academic Honesty Policy.

### Minimum Standards for Graduation

In order to graduate, candidates for a Bachelor's degree, an Associate degree, or a Certificate must achieve a grade point average of 2.0.

### Minimum Requirements for Retention

University College students are permitted to take courses at a rate which is appropriate and convenient for them, normally without incurring any penalties for delay in completing requirements. Students pursuing Teacher Certification, however, are required to complete their certification within the time stipulated in departmental regulations.

Students with a grade point average below the minimum requirement shown in the following table will receive a warning of insufficient performance and be subject to academic probation. For a description of the method of calculation of the grade point average, see *Grade Point Average*.

Total credits attempted (including transfer credits)	Minimum GPA required
15 .....	1.5
30 .....	1.6
45 .....	1.7
60 .....	1.8
75 .....	1.9
90 .....	2.0
120 .....	2.0

### Academic Probation

Students who are not making satisfactory academic progress according to the standards listed under the *Minimum Standards for Retention and Graduation* will be placed on academic probation. When on probation, a student may be given up to 15 additional credits to raise his/her GPA to the required level (See *Academic Dismissal and Suspension* and *Minimum Requirements for Retention*). If the student does not raise his or her GPA to the required level within 15 credits, he or she will be subject to dismissal.

Students will be placed on academic probation after a review of their grades at the end of the fall and spring semesters and at the end of the second summer session. Students will be informed in writing of their probationary status following each review.

Students placed on probation may be required to meet with the Dean or Associate Dean, who may require the student to limit his or her course load in a given semester and may prescribe appropriate remedial measures. Students on probation are required to consult with an Academic Advisor and also obtain a permission slip before registering for any courses. A student on academic probation is ineligible to participate in any extracurricular activities, including intercollegiate athletics or serve as an officer or director of any student activity.

Students may lose their financial aid if they do not attain the required Grade Point Average after being placed on probation. In rare instances, the loss of financial aid may be stipulated without any previous probation if the student's academic standing is so poor that academic probation would not be in the student's best interest. Since these judgments involve issues of academic qualifications and performance, as well as federal and state regulations concerning financial aid, decisions about the loss of financial aid will be made jointly by the Financial Aid Director and the Dean, University College, acting on the recommendations of the Board of Academic Review.

Students on probation making inquiries must address them to the Associate Dean, Chair, Board of Academic Review. For further information regarding financial aid, please contact the Director of Financial Aid.

## Academic Dismissal and Suspension

Students who fail to show sufficient improvement during the period of regular probation will be subject to academic dismissal. No student may be dismissed without having gone through a probation period (usually 15 credits). It is understood that exceptional cases will be dealt with according to the administrative discretion of the Dean.

A student who is dismissed for academic reasons may request to be readmitted through a written appeal directed to the Associate Dean. Requests for readmission will be considered by the Board of Academic Review, which will take into consideration extenuating circumstances which might enter into a student's case, and will decide whether and under what circumstances the student will be readmitted. Students who are readmitted through this process are considered to be on probation.

A student may also be dismissed or suspended from the University under the provisions of the Academic Honesty Policy (*See Academic Honesty Policy*).

## Satisfactory Academic Progress and Financial Aid

Students who are receiving federal, state, or University aid need to maintain a satisfactory rate of academic progress and also meet the *Minimum Requirements for Retention* in order to keep their financial aid eligibility. Part-time students must earn a minimum of 12 credits in at least 4 courses over a 12-month period in order to show satisfactory academic progress. Full-time students must earn a minimum of 24 credits over a 12-month period. Since financial assistance cannot be assured for more than eight years for students studying for a bachelor's degree (four years for Associate Degree and two years for Certificate), students planning a longer period to complete their degree program should consult with the Dean, University College, and the Financial Aid Office.

In addition to the above quantitative parameter as a requirement for retaining financial aid, Saint Joseph's University also adheres to the qualitative parameter defined under *Minimum Requirements for Retention*. Students receiving financial aid with a GPA below the minimum level will be subject to academic probation.

Students are required to maintain the minimum GPA. Students may lose their financial aid if they do not retain the stipulated GPA after being placed on probation. (See *Minimum Requirements for Retention*).

Evaluation of a student’s academic progress to determine eligibility for financial aid will be made at the end of each semester. Students not meeting criteria for satisfactory progress will be informed at the end of each semester that their current academic record disqualifies them for financial assistance. The Dean of the University College reserves the right to make exceptions for special cases.

## Class Status

Degree students with less than 30 credits completed are considered Freshmen; with 30 to 59 credits, Sophomores; with 60 to 89 credits, Juniors; with 90 or more credits, Seniors.

## Dean’s List

The Dean’s List is published at the completion of the fall and spring semesters. Students working toward a Bachelor’s degree, an Associate’s degree, or an undergraduate Certificate are eligible for this honor.

A student must complete at least 30 credit hours at Saint Joseph’s University College before becoming eligible. A cumulative grade point average of 3.50 is required to achieve and to remain on the Dean’s List. A failing semester grade of F, FA, or NP in the current semester makes one ineligible for the list.

## Honors at Graduation

Honors at graduation will be awarded for grade point averages in all subjects as follows:

summa cum laude . . . . .	3.85
magna cum laude . . . . .	3.70
cum laude . . . . .	3.50

Averages for honors will be computed on the basis of work completed at Saint Joseph’s in University College only. To be eligible for honors at graduation, students must complete twenty courses in University College.

## Commencement

Commencement exercises are held annually in the spring. Diplomas are issued to students completing degree requirements three times a year, dated September 15, January 15, or the day of Commencement exercises. Students receiving diplomas dated September or January are invited to participate formally in the Commencement exercises closer to their completion date.

Normally, students are required to declare their intention to graduate a semester in advance of their expected graduation date. Under no circumstances will the University “backdate” the awarding of a degree; i.e., prior to the filing of the Intent to Graduate letter. Students must present themselves for evaluation of their record in order to graduate.

Students should consult the *Academic Calendar* to see when they should file their letter of Intent to Graduate. After their record has been evaluated, Graduating Seniors will receive detailed information on Commencement procedures.

## 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 and the Student Service Center. 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.

## 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 212 (610) 660-1046 ([www.sju/communitystandards](http://www.sju/communitystandards))*

The University

The Mission Statement of Saint Joseph's University shapes the responsibilities and privileges afforded to members of the University community. These Community Standards are designed to foster a community conducive to achieving the mission of the University. Rooted in the Catholic Jesuit tradition, Saint Joseph's University aims to create and to sustain an educational environment that facilitates students' academic, personal, and spiritual development. At the core of these values is the Ignatian tradition of "cura personalis," which affirms the goodness, the worth and the dignity of every human being. Students affirm this commitment through adherence to the standards of conduct established within our community.

In the broadest terms, all members of the Saint Joseph's University community are expected to:

- Be honest;
- Have respect for self;
- Have respect for others, their well-being and their property; and
- Have respect for the standards of the University and the laws of the larger community.

For a full copy of the community standards policy: [www.sju/communitystandards](http://www.sju/communitystandards).

# Facilities and Services

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## Academic Advising

Academic advising is available for all students of the University College. Academic advisors are available to assist University College students Monday through Thursday from 2:30 to 6:30 p.m. in the Barbelin Building, room 117. All students in an academic program are urged to see an advisor at least once a semester to discuss their program and evaluate their progress. The following students are required to obtain an advisor's approval:

- Students accepted to the Opportunity Program
- Students who have not submitted all required official documentation
- Students on probation

Students are encouraged to schedule an appointment to see an academic advisor by calling (610) 660-1267 or (877) NITE-SJU.

## Bookstore

The Bookstore, located in the new parking garage "Hawk's Landing" on 54th Street near City Avenue, 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.

## Campus Ministry

*Mary Margaret Wolfington Center (610) 660-1030 ([www.sju/campus\\_ministry](http://www.sju/campus_ministry))*

University College students are encouraged to realize Saint Joseph's University's focus on the integration of religious values into one's world view and lifestyle. The Office of Campus Ministry extends a wide range of opportunities to be of assistance. Students may obtain information about liturgical worship, prayer opportunities, consultation on matters of personal concern, conscience, and religion by calling (610) 660-1030, or by visiting the Wolfington Center for Ministry, Faith, and Service (adjacent to The Chapel of Saint Joseph).

## Career Development Center

*Overbrook Hall (610) 660-3100, [careerhelp@sju.edu](mailto:careerhelp@sju.edu) ([www.sju.edu/careers](http://www.sju.edu/careers))*

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 (610) 660-3100 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

*Merion Gardens (610) 660-1090 ([www.sju.edu/counseling](http://www.sju.edu/counseling))*

The Counseling Center helps students reach their personal and academic goals through the provision of brief counseling, consultation and outreach programming. The staff includes 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 LaFarge Residence Hall, office 110, on the main campus with daily walk-in times for students with urgent concerns. The Counseling Center's web site 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.

## Dining Services

- The Campion Food Court, ground floor of the Campion Center, 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.  
     Pizza Hut  
     Burger King  
     Grille Works  
     Montague's Deli

- The Hawk's Nest, second floor of the Campion Center, 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.  
Tyson's Sunset Strips  
Bene Pizzeria  
Philly's Campus Grill
- Mandeville Coffee Stop, Mandeville Hall, Monday to Thursday, 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m.
- Bellarmine Snack Bar, Bellarmine Hall, Monday to Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m.
- C-Store, first floor of Campion Hall.
- Cosi, Starbucks, 54th Street

## ELS Language Center

The ELS Language Center has been located on campus since 1981. This intensive English program serves both academically-bound international students and businesspeople who require more proficiency in English. The students of ELS Language Center are here in the United States on student visas and study either 20 or 30 hours per week in one of 12 proficiency levels. TOEFL scores are waived for applicants to Saint Joseph's University who complete the 12th level and have a letter of recommendation from the Academic Director. ELS arranges housing placements for its students and offers a wide variety of extracurricular activities. SJU students who study a second language are encouraged to contact ELS to arrange a conversation exchange partner. For further information please contact ELS at 610-660-3077

## 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/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.

## 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*

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 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, Champion, 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).

## Distance Learning

Each semester, University College offers on-line courses as an alternative to taking on-campus courses. Most of these courses are delivered entirely on-line, however, there may be courses that require an on-campus meeting or an on-campus examination. The majority of on-line courses are offered during the summer sessions. To determine if you are a good candidate for an online course, take the Online Learning Readiness Assessment on the web: [http://www.sju.edu/uc/pages/Online\\_questionnaire.htm](http://www.sju.edu/uc/pages/Online_questionnaire.htm).

## 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.

## Language Laboratory

The Language Laboratory is located in Bellarmine Hall, Room 312. Laboratory sessions for the beginning level of all languages are scheduled to use the 30 position Sanako Lab 300 Language Laboratory system, which was opened for use in Fall Semester, 2003. Students work under the supervision of their instructors with the audio, video and web-based materials that accompany their texts. Cassette and CD audio, VHS videotape and DVD video materials can be distributed from the instructors' console.

The Language Learning Center is located in Bellarmine Hall, Room 315. The Sanako® Lab 300 Language Laboratory system is used to deliver program materials from the master console to the 30 student stations. Each student station can also access the audio and video materials that reside on the Language Laboratory's server, as well as web-based materials. Each student station is equipped with a DVD player for individual viewing and 4 stations are equipped for individual viewing of VHS videotape materials.

Students also have access to the audio and video materials that accompany their textbooks via the University network. Links are available from the Language Laboratory web page to the materials. The same user names and passwords that operate in the Language Laboratory are active from these links.

The Foreign Language Computer Writing Lab is located in Bellarmine Hall, Room 329. The Writing Lab is available for class use and independent writing assignments in the foreign languages. Twenty-five iMAC computers are available, equipped with writing assistant programs and multi-language dictionaries and are Bluetooth enabled..

Students and members of the University Community are invited to use these facilities for independent study during academic semesters Monday through Thursday from 9:00 a.m. to 9:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m. Phone (610) 660-1837 for information and hours during exams, holidays, summer sessions and vacations.

## Learning Resource Center

*302 Science Center (610) 660-1775 ([www.sju.edu/lrc](http://www.sju.edu/lrc))*

The Learning Resource Center provides all Saint Joseph's students with a variety of free services to help them adjust to the academic demands at the University. The LRC offers tutoring and study skills assistance on a small group, walk-in or private basis. Peer and professional tutors conduct individual tutoring sessions for most courses, as well as walk-in evening tutoring hours offered Monday to Thursday from 6 p.m. to 9 p.m. A learning skills specialist conducts weekly workshops designed to strengthen students' study strategies. A learning skills specialist can also help students assess current study strategies and redesign these strategies to meet the demands of different courses. Schedules for the services are posted at the beginning of each semester.

## Library Facilities

### Francis A. Drexel Library

Located at 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 20,000 journals available electronically. Drexel Library has extensive Business resources and services that are complemented by the Food Marketing collection in 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/library](http://www.sju.edu/library)).

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), 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 E-ZBorrow. Seventy private and public academic libraries permit direct requests from patrons from a combined virtual 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.

## Office of Multicultural Life

*229 Campion (610) 660-1141 ([www.sju.edu/multicultural](http://www.sju.edu/multicultural))*

This office is responsible for facilitating programs and activities that promote the understanding and appreciation of cultures and heritages of underrepresented populations at Saint Joseph's. The Director strives to develop a strong support system for African American, Hispanic American, Asian American, Native American and international students, and to promote social, cultural and academic programming. As advisor to the Multicultural Council, Black Student Union, Asian Student Association, Caribbean Student Association, International Student Association, Latino Student Organization, and the University's Gospel Choir, "Voices of Praise," the Director serves as an advocate and resource for all students of color.

## 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 on and around campus. A shuttle service runs on a set schedule throughout the Academic year, servicing both the East and West ends of campus. Escorts are made available when the shuttles are not running. University College students are encouraged to make use of this service. Parking permit purchases are available on-line through your MYSJU or in Security headquarters. All Graduate students are guaranteed a parking permit; however, parking is on a first-come-first serve basis. Permits are valid on all University Parking lots with the exception of the Townhouses and Merion Gardens lots, and all vehicles must be parked in lined spaces.

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).

## Services for Students with Learning/Physical/Psychiatric Disabilities

*113 Science Center (610) 660-1774 TTY (610) 660-1620 ([www.sju.edu/dss](http://www.sju.edu/dss))*

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 recommends "reasonable academic adjustments" based on the needs of the student and 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.

## Student Activities

For information about these activities, please call (610) 660-1266. A partial listing of organizations is as follows:

**ALPHA SIGMA LAMBDA.** Membership in Alpha Sigma Lambda, Alpha Zeta Chapter, undergraduate national honor society for students in continuing higher education, is open to invited degree candidates of all majors, who have attained a cumulative point average of 3.40. They must have completed sixty credits, at least thirty through the University College. The grades of transfer credits are included in the total GPA for membership eligibility.

**CRIMSON AND GRAY.** The *CRIMSON AND GRAY* literary magazine is open to University College students as an outlet for poetry, fiction, essays, art, and photography.

**INTERNATIONAL STUDENTS ASSOCIATION.** The International Students Association is primarily for students from countries other than the United States; however, its meetings and activities are open to anyone on campus interested in intercultural sharing. The association functions in a dual capacity: providing students, separated from family, the opportunity to meet a community of friends; providing the University, through formal programs, opportunities for intercultural enrichment. For more information, contact the Office for International Student Services, 229 Campion Center, or phone (610) 660-1040.

**NIGHTHAWK.** The *Nighthawk* newsletter provides timely information on matters of interest to University College students. To volunteer for the *Nighthawk* staff, call (610) 660-1267.

## Student Health Center

*Sourin Hall (610) 660-1175 113 ([www.sju.edu/student\\_health](http://www.sju.edu/student_health))*

The Student Health Center provides primary assessment and treatment of illnesses and injuries to students. Any student in need of health care is encouraged to use the Student Health Center on a walk-in basis. There are no fees charged for treatment received in the Student Health Center. However, students are charged for some special immunizations, prescriptions and laboratory work. Students are also responsible for any expenses incurred when referred to either Lankenau Hospital or a local specialist.

The Student Health Center is staffed by a full-time Primary Care Nurse Practitioner/Director, a part-time Physician and several Registered Nurses. A part-time Women's Health Nurse Practitioner is available to see students needing gynecological care. The Student Health Center is open Monday 8 a.m.–8 p.m., Tuesday through Friday 8 a.m.–5 p.m., and Saturday 11 a.m.–3 p.m. while classes are in session during the fall and spring semesters. The Student Health Center is closed on Sunday. Limited summer hours are available.

Students are encouraged to visit the Student Health Center not only when they are ill or injured, but also when they have questions or concerns about any health issue. Information will be given in a confidential and nonjudgmental manner.

## Student Sports/Recreation Complex

### Athletics

All Saint Joseph's University students are encouraged to participate in intercollegiate, club and intramural activities as well as in the numerous recreational and fitness opportunities that are available.

The Alumni Memorial Fieldhouse, the Student Sports/Recreation Center, and Finnesey Field provide indoor and outdoor locations for athletic and recreational events. These facilities are utilized to enhance the student's physical development under the supervision of Saint Joseph's staff.

### Recreation

*(610) 660-1722 ([www.sju.edu/recreation](http://www.sju.edu/recreation))*

The University's Student Sports/Recreation Complexes are versatile fitness centers designed to accommodate the University community's need for exercise, recreation and sports activities.

The Sports/Recreation Complexes consist of:

- courts convertible for basketball, tennis, and volleyball
- indoor and outdoor running tracks
- indoor pools
- tennis courts
- racquetball/handball courts
- locker rooms and saunas
- fitness centers featuring state-of-the-art cardiovascular, resistance and free weight equipment
- playing fields

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 fitness program are available for an additional fee.

# Curricula

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## Purpose of a Curriculum

A curriculum is a course of study planned to assist the student, according to ability and desire, to progress toward educational goals. Such a plan fosters efficient interaction of student, teacher, and other resources, principally within the college environment. The course of study at Saint Joseph's University is structured to facilitate development of abilities and qualities characteristic of the liberally educated person and pursues a three-fold objective through a three-part curriculum.

The **General Educational Requirement (GER)** ensures mastery of skills required for further study, exposes students to the principal achievements and problems of the major fields of human learning, and introduces them to new disciplines which they may or may not wish to pursue. This portion of the curriculum is composed of courses in languages and literatures, mathematics and natural sciences, history and social sciences, philosophy and theology.

The **major concentration** gives depth in a particular field and is thus a preparation for an effective career or for graduate study in that field.

**Free or general electives** allow students to pursue interests, explore new fields, or to continue concentration in their major.

## Definition of a Course

For the purpose of fulfilling curricular requirements, a course is any semester unit to which a value of three credits or more is assigned. A **laboratory** associated with a course is **not** considered a separate course, even when it carries a separate course number and grade. Audit (non-credit) courses do not fulfill any requirement.

## The General Education Requirement (GER)

All baccalaureate programs require the following courses as part of the General Education Requirement:

### English: (4 courses are required)

- ENG 1005 Communication Skills
- ENG 1015 Exposition and Argumentation
- ENG 1105 Literature and Composition
- ENG 1115 or 1125 or 1135 or 1145 or 1155 or 1185 or 1525 or any 2000 level courses.

Students presenting evidence that supports competence in basic writing may receive permission to substitute another course in literature or rhetoric for ENG 1005.

### History: (2 courses are required)

- 2 courses from HIS 1015, 1025, 1035, or 1045 unless required courses are specified by an individual degree program.
- Qualified students with the permission of the Department may substitute 2000 level upper division History courses to meet GER requirements.

**Mathematics/ Natural Science: (2 to 4 courses are required)**

At least two semesters of mathematics and/or science is required in every degree program.

**Mathematics**

Students may fulfill the mathematics requirement by completing two mathematics courses as listed below:

- Business majors: MAT 1135-1145 (Business Math I and II)
- Arts & Science majors: MAT 1015-1025 (Excursions in Math I and II)
- Science majors (i.e., Biology): See specific major requirements

Consult the individual curricula listings for specific requirements in mathematics/science. Some majors require both.

**Modern Foreign or Classical Language: (2 courses are required)**

The Language requirement may be fulfilled by one of the following options:

- 2 courses (6 credits) in a foreign language in level sequence; for example SPA 1015-1025
- 2 courses in Linguistics (LIN courses)
- 2 courses in Literature in Translation (LAN courses)
- 2 courses in Classics (CLA courses)
- Any combination of 2 courses from LIN, LAN, and CLA courses

**International students** or students whose native language is not English must take ESL 1255 and ESL 1265, English as a Second Language, in their first two semesters. They must achieve grades of C or better to continue to ENG 1005. ESL 1255 and ESL 1265 will satisfy GER Foreign Language Requirements if taken *before* any other College level course in English.

**Philosophy: (3 courses are required)**

- PHL 1015 The Human Person (*prerequisite for all other philosophy courses*)
- PHL 1035 Moral Philosophy
- One 2000 level course from the Knowledge and Reality Area. (*may not be taken concurrently with PHL 1035.*)

**Social Sciences: (3 courses are required)**

- 3 courses from economics, political science, psychology or sociology (history not included)

Normally, the lower division courses will be selected. No more than two courses may be taken in one area. When electing the social science courses, students are cautioned to consider their major. For example, business majors are to take ECN 1015-1025 as a general course requirement. The recommended social science courses are listed in curricula that follow.

**Theology: (3 courses are required)**

- 1 course from THE 1000-1305 level (*prerequisite for all other Theology courses*)
- 2 courses from the 1500-2000 level

**Notes**

1. All degree and certificate students must see a University College academic advisor at least once a year, preferably before fall registration.
2. Normally, the lower division requirement (numbered in the 1000s) in a department must be completed before a student elects upper division courses (numbered in the 2000s)
3. Upper division courses in the elected major field will total a minimum of 24 semester credits.
4. The minimum requirement for graduation is 40 courses, unless the accumulated number of semester credits is less than 120, in which case additional courses must be taken until the 120 minimum is reached.