

Saint Joseph University
Adult Student Handbook
2010/2011

SAINT JOSEPH'S UNIVERSITY
5600 CITY AVENUE
PHILADELPHIA, PENNSYLVANIA 19131-1395
(610) 660-1000
www.sju.edu

CONTENTS

I.	General Information.....	2
	<i>University Policies, Regulations, Statements and Guidelines</i>	
II.	Graduate Arts and Sciences.....	62
	<i>Administrative Contacts, General Information, Policies and Procedures, and Frequently Asked Questions</i>	
III.	Graduate Business – Haub School of Business.....	73
	<i>Administrative Contacts, General Information, Policies and Procedures, and Frequently Asked Questions</i>	
IV.	College of Professional and Liberal Studies.....	86
	<i>Administrative Contacts, General Information, Policies and Procedures, and Frequently Asked Questions</i>	
V.	Center for International Programs (CIP).....	100
	<i>Staff and Services</i>	

I. GENERAL INFORMATION

To send mail to a university employee or department:

(Name of person)

(Name of department or office)

Saint Joseph's University

5600 City Avenue

Philadelphia, PA 19131-1395

The Saint Joseph's University Phone Directory is available at:

www.sju.edu/directory

University Operator: 610-660-1000

SNOW/UNIVERSITY CLOSING POLICY

The policy governing cancellation of classes and closing of administrative offices is as follows: Classes will be conducted as usual unless an announcement to the contrary is made by means of the closing number for Saint Joseph's University being announced on local radio stations among those schools to be closed on a given day. The closing number for the College of Arts and Sciences, the College of Business and Administration, and administrative offices is 216. This number applies only to these colleges and to administrative offices. The closing number for the University College and graduate courses is 2104. This number applies only to University College and graduate courses. The radio station participating in the school announcements program is: KYW 1060 AM.

Inclement Weather Hot Line:

Saint Joseph's has established an inclement weather hot line for information on school closure. The number is (610) 660-3333.

ATHLETICS / RECREATION

Director - Dominick DiJulia

Fieldhouse: 610-660-1707

www.sjuhawks.com

Asst. Athletic Director/Dir. of Recreation - Corey Shannon

Upper Sports Complex

610-660-1703

www.sju.edu/recreation

Located in the Maguire Sports Complex on the Maguire Campus of the University, Campus Recreation provides recreational programming and activities to the entire university community. The Maguire Campus Recreation facilities include a state of the art Fitness Center, basketball courts, a swimming pool, locker room and a large multipurpose room. Additionally, the complex is surrounded by playing fields to accommodate outdoor activity.

Complex Hours:

Monday-Thursday: 7:00 a.m. - 10:30 p.m.

Friday: 7:00 a.m. - 9:30 p.m., 9:30 p.m. - 12:00 a.m.

(SJU students only)

Saturday: 12:00 p.m. - 7:30 p.m., 7:30 p.m. - 12:00 a.m.

(SJU students only)

Sunday: 12:00 p.m. - 9:30 p.m.

Special hours are in effect during the summer and holidays.

Open Recreation:

	4 Months		8 Months		12 Months	
	Single	Family	Single	Family	Single	Family
PT Student	\$45.00	\$75.00	\$75.00	\$125.00	\$100.00	\$175.00

Saint Joseph's University's fitness centers, Athletic Center and Maguire Sports Complex, are now approved facilities with Independence Blue Cross. IBC offers reimbursement to you for joining and using approved fitness centers. Check with your employer.

Part-time students who are members of Independence Blue Cross (IBC) insurance are able to list the campus open recreation centers (Fieldhouse and Maguire Campus gym) as approved fitness centers for the IBC gym membership. Students who do this may use the campus fitness centers and receive reimbursement from IBC.

BOOKSTORE

General Manager - Ann Barlow
2461 North 54th Street
610-660-3170
www.sju.bkstr.com

The Bookstore supplies all course-related items including new, used and rentable textbooks and offers a wide selection of snacks, magazines, health and beauty aids, imprinted school clothing and gifts, greeting cards, newspapers, school and office supplies. Cash, MasterCard, VISA, Discover, American Express and Traveler's Checks are accepted with two forms of identification. Regular Bookstore hours during fall and spring semesters are:

Monday-Thursday: 9:00 a.m. - 7:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. - 5:00 p.m.
Sunday: 12:00 p.m. – 5:00 p.m.
Check the Bookstore website for special event store hours.

CAMPION STUDENT CENTER, THE PERCH, AND SIMPSON HALL

The Champion Student Center offers dining services, conference areas, a theater, lounge areas, administrative offices and student offices. Some of these include the Office of Student Life, the Office of Community Standards, the Office of Multicultural Life, the Office of Student Leadership and Activities, student organization offices, Champion Banquet Hall, the Presidents' Lounge, the North Lounge, two Sun Rooms, the Champion Foyer, and the Forum Theater. The Perch is a newly-renovated student programming space open 24/7 for student use. Some features include a computer lab, wireless internet, a coffee/soda bar, pool tables, video games and casual meeting space. In addition, commuter students have access to lockers and an office equipped with a microwave and refrigerator for their convenience. The Perch also houses the Manager of Student Life programming space.

Simpson Hall (connected to The Perch) is home to a few student organizations, including Hand in Hand, Up 'Til Dawn and Greek Life as well as the new Media Center which includes *The Hawk*, St. Joe's Radio and 1851 Records. Students are also encouraged to use the graphics room (located on the 2nd floor) and the two conference rooms (located on the 2nd and 3rd floors). Please contact the Manager of these programming spaces with any questions, 610-660-1066.

The Champion Banquet Hall, Presidents' Lounge, North Lounge, Champion Foyer and Sunrooms can be reserved through the Office of Special Events, 610-660-1053. The Forum Theater, The Perch, and any conference rooms can be reserved through the Office of Student Leadership and Activities, 610-660-1066.

CAMPUS MINISTRY

Director - Thomas Sheibley
Wolfington Hall: 610-660-1030
www.sju.edu/campusministry

Liturgy schedule:

Sundays: 11am year-round, 8pm and 10pm when classes are in session
Monday-Friday: 12:05pm when classes are in session
Monday-Wednesday: 9:15pm when classes are in session

Holy Days:

Weekdays when classes are in session: 12:05pm, 5pm, and 9:15pm (except no 9:15pm if it falls on a Friday).
Weekdays when classes are not in session: 12:05pm
Holy Thursday: 5pm
Good Friday: 3pm
Easter Vigil: 8pm
Christmas Eve: 8pm
No Mass on Christmas Day or New Year's Day.

Sacrament of Reconciliation:

Wednesday 3pm-4pm and 9:45-10:30pm (when classes are in session)

Campus Ministry provides many options for community service in the local area. For more information, contact us at 610-660-1030.

Saint Joseph's University encourages all its students to further their own spiritual growth and religious faith during their collegiate careers. Because it is a university in the Catholic and Jesuit traditions, SJU abides by the principles of religious freedom, encouraging individuals and groups to practice their own faith as they so choose. Campus Ministry programs are open to all members of the SJU community and aim to support every individual's faith journey and spiritual needs. We hope that, whatever your faith tradition, you may explore how Campus Ministry might help you to grow as a person of faith.

CARER DEVELOPMENT CENTER

610-660-3100
careerhelp@sju.edu
www.sju.edu/careers

The Career Development Center is available to assist students and alumni with all career-related needs. The CDC also offers a wide array of career-related services and programs including workshops, career panels, networking nights, career fairs, jobs and internship databases, and the on-campus interviewing program.

Main Office for Appointment:
Moore Hall, Room 101

Monday-Thursday: 8 a.m.-7 p.m.
Fridays: 8 a.m.-5 p.m.

COMMUNITY STANDARDS

Director/Asst. to the Vice President for Student Life –Kiersten White
Campion 238: 610-660-1046
www.sju.edu/communitystandards

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Director – Dr. Gregory Nicholls
Merion Gardens A-504, 610-660-1090
Satellite (Walk-In) Office: LaFarge 54
www.sju.edu/counseling

Located in A504 Merion Gardens, The Counseling Center promotes the psychological well-being of the SJU community primarily through the provision of brief individual and group counseling to full-time undergraduate and graduate students.* The Counseling Center also provides workshops, guest lectures, referral services, consultation, and training to students, faculty and staff.

The Counseling Center offers a safe atmosphere where personal concerns can be openly explored and discussed with a professionally trained counselor, psychologist, or advanced doctoral trainee. Counseling services are voluntary, confidential, and free-of-charge.

Appointments are usually necessary and can be scheduled by calling 610-660-1090 or in person. If your concern is very urgent and you wish to be seen immediately, please inform the administrative assistant when you call so that arrangements can be made to accommodate your needs.

*Please note that all part-time students can be provided with consultation and referral, either in person or over the phone. On-going counseling service is not provided to part-time graduate students.

DEVELOPMENT & ALUMNI RELATIONS

Interim Vice President for Development and Alumni Relations –
Katie Shields
Latches Hall, Maguire Campus, 610-660-1234
www.sju.edu/alumni

DINING SERVICES

Director - Thomas Rizzo
Campion First Floor, 610-660-1054
www.sjudining.campusdish.com

The Campion Food Court featuring Quiznos, The Hawk Wrap, flatbreads, a grill, salad bar, grab and go items, beverages, and more is located on the first floor of the Campion Student Center. The hours are as follows:

Monday-Thursday: 7:30 a.m. - 11:00 p.m.
Friday: 7:30 a.m. - 8:00 p.m.
Saturday/Sunday: 7:00 p.m. – 11:00 p.m.

The Restaurant featuring pizza, Produce Market, desserts, grille items and home cooked favorites is located on the first floor of the Campion Student Center, and is open as follows:

Monday-Friday:

Breakfast: 7:30 a.m. - 10:30 a.m.
Lunch: 11:00 a.m. - 1:30 p.m.
Lite Lunch: 1:30 p.m. - 3:30 p.m.
Dinner: 4:30 p.m. - 7:00 p.m.
Friday Dinner: 4:30 p.m. - 7:00 p.m.

Saturday/Sunday:

Brunch: 11:00 a.m. – 3:00 p.m.

Mandeville Hall featuring coffee, snacks, convenience items, sandwiches, and beverages is open Monday-Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m. and is closed Saturday/Sunday.

The Bellarmine Building is home to a convenience store, and is open Monday - Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 2:00 p.m., and is closed Saturday/Sunday.

The Drexel Library Café featuring a convenience store with coffee and snacks is open Monday- Thursday 10:00 a.m. - 8:00 p.m.

The “C” Store in Campion is open Monday-Friday 10:00 a.m. - 11:00 p.m., Saturday 12:00 p.m. - 11:00 p.m., Sunday 4:00 p.m. - 11:00 p.m. Hours are subject to change without notice.

Cosi:

Monday- Thursday: 11:00 a.m. - 9:00 p.m.

Friday: 11:00 a.m. - 7:00 p.m.

Saturday/Sunday: 11:00 a.m. - 6:00 p.m.

Starbucks:

Monday - Thursday: 7:00 a.m. - 7:00 p.m.

Friday: 7:00 a.m. - 3:00 p.m.

Saturday / Sunday: 8:00 a.m. - 5:00 p.m.

Service hours during the summer and University breaks will be posted in the dining center and online.

Dining Policy:

1. Lost ID cards must be reported to Security as well as the Dining Service Office to prevent misuse of your account. Temporary dining passes are available at the Dining Service Office. First temporary free, second-\$3.00, third-\$6.00, etc. Proper ID is needed.
2. China, cutlery, or any other University property (e.g. chairs, tables, etc.) may not be removed from the dining center.
3. Shoes and shirts must be worn at all times in the dining center.
4. Pets of any kind are not permitted in the dining center.
5. Smoking is not permitted in any dining area.
6. The throwing of food or any other object is strictly prohibited because of the potential for injury.
7. Busing of china and silverware is requested at the completion of your meal as others will be using the area.
8. Proper behavior is expected of all students, guests, and staff members.
9. All persons in the dining center are expected to cooperate fully with the Dining Service managers, security, and University staff members.
10. Violation of Dining Center rules will result in disciplinary sanctions.

FAI TH-JUSTICE INSTITUTE

Director – Virginia Goulding Johnson, Ph.D.

Wolfington Hall, 610-660-1574

www.sju.edu/academics/cas/faith-justice

The Faith-Justice Institute promotes social analysis and critical thought around justice issues. Rooted in the Jesuit spirit of faith in the service of justice, the Institute offers opportunities for students and faculty to participate in education for social change. The Institute fulfills its goals through a variety of programs including faith-justice courses, a Faith-Justice Studies minor,

Service-Learning Programs and outreach lecture and programs, as well as immersion experiences in the Dominican Republic, Northern Ireland and China.

FINANCIAL ASSISTANCE

Director - Eileen Tucker
St. Thomas Hall, 610-660-1556
www.sju.edu/finaid

GRADUATE, OFF-CAMPUS, COMMUTER AND ADULT STUDENT LIFE

Senior Director – Dr. Nancy Komada
Campion 212, 610-660-1074

The role of the GOCA Student Life Office is to assist adult and off campus students in overcoming obstacles associated with a multi-tasked lifestyle and to provide Student Life resources to foster academic success. Programs and individual coaching sessions enable these adult and off campus students to connect with University resources, explore academic options and develop strategies for meeting their goals.

INFORMATION TECHNOLOGY

Science Center 129
www.it.sju.edu
stc@sju.edu or 610-660-3070

The Office of Information Technology 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.

Student Technology Center:

A state-of-the-art Student Technology Center with Help Desk assistance is located in the Science Center, Room 129. More than fifty public-use computers are available in the Center and each computer has access to the Internet, email, word processing, spreadsheet and database applications, presentation software, and a variety of other instructional software. For additional information on supported application programs, please visit: <http://it.sju.edu/hardware-software/software.html>. For information on all University labs, please visit: http://it.sju.edu/computer_facilities/.

Help Desk Services:

Contact the Student Help Desk 610-660-3070 or stc@sju.edu located in the Student Technology Center, Science Center 129, if you need assistance in connecting to the SJU Network from your room; wireless connection problems; setting up a printer; resolving browser problems; logging

into MySJU, issues related to telephone service and voice mail, etc. During the fall and spring semesters, the STC and Student Help Desk hours of operation are:

Monday-Thursday: 8:00 a.m. - 11:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 5:00 p.m.

Sunday: 10:00 a.m. - 11:00 p.m.

Networking:

To find out more about the campus network and to learn how to connect to network services, visit our web site at http://it.sju.edu/network_access

Instructional Technology and Distributed Learning (ITDL):

610-660-1770,

<http://it.sju.edu/about/itdl.html>

Instructional Technology and Distributed Learning, located on the ground floor of Barbelin Hall, provides classroom support services, distributed learning services, and multimedia production services to the university community. Students may borrow equipment from ITDL to complete class projects and then use the production facilities available in ITDL to polish their work with a professional shine. ITDL provides space for students to view video materials from the video library, scan documents, digitize video, and edit video. Students may order projection equipment for classroom presentations.

OFFICE OF INSTITUTIONAL DIVERSITY

Director – Dr. Valerie Dudley

Wolfington Hall: 610-660-3290

www.sju.edu/about/diversity/institutionaldiversity.html

CENTER FOR INTERNATIONAL PROGRAMS

Director - Thomas Kesaris

183 City Avenue, 610-660-1835

www.sju.edu/cip

LIBRARIES

The Francis A. Drexel Library

Director - Evelyn Minick

610-660-1900

610-660-1904 – Information Desk

www.sju.edu/library

The Francis A. Drexel Library is located near the center of campus, between Barbelin and the Science Center. An SJU Student ID card is necessary for entrance.

Hours: (may vary during holidays, interim periods, and finals)

Monday through Thursday: 8:30 a.m. to midnight

Friday: 8:30 a.m. - 9:00 p.m.

Saturday: 10:00 a.m. - 6:00 p.m.

Sunday: 10:00 a.m. to midnight

The Campbell Library Food Marketing Collection is located in Mandeville Hall.

Hours:

Monday-Thursday: 8:30 a.m. - 11:00 p.m.

Friday: 8:30 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 6:00 p.m.

Sunday: 1:00 p.m. - 11:00 p.m.

Reference is available Monday through Friday 9:00 a.m. - 5:00 p.m.

MAIL SERVICES

Barbelin Ground Floor, 610-660-1180

mailroom@sju.edu

Monday-Friday 8:30 a.m. – 4:30 p.m.

Saturday: 8:30 a.m. – 12:00 p.m.

OFFICE FOR MISSION

Vice President for Mission – Dr. E. Springs Steele

Wolfington Hall: 610-660-3290

www.sju.edu/resources/mission/

OFFICE OF MULTICULTURAL LIFE

Director – Dr. Shoshanna Edwards-Alexander

Campion 229: 610-660-1140

www.sju.edu/multicultural

OFF CAMPUS HOUSING

Coordinator and Community Liaison - Denys Davis

Campion 212: 610-660-1003

www.sju.edu/och

Need housing in the area? Ms. Davis can help.

PUBLIC SAFETY AND SECURITY

Director - John Henfey
Barbelin 15, 610-660-1111
www.sju.edu/resources/security

Because the safety and security of the University is the shared responsibility of all who live, work and study on the campus, members of the University community are encouraged and expected to use common sense where personal safety is concerned and to report any suspicious or criminal activities to the Department of Public Safety and Security at 610-660-1111. Emergency phones are located throughout the campus both inside and outside of campus buildings. Dialing is not required on these phones. When the receiver is lifted, the phone automatically calls Public Safety and Security. The Department of Public Safety and Security website includes up-to-date information on the department, parking information and crime statistics. There is also a crime bulletin page where information on any problems happening in or around campus can be found. The University's security officers are not police officers and they do not carry firearms; any criminal investigations are conducted by one of the two law enforcement agencies which are responsible for coverage at Saint Joseph's University.

Escort Service:

An escort service is available for transportation between on campus locations and nearby off campus apartment complexes not on the scheduled University shuttle system by calling 610-660-1010. Walking escorts will also be provided upon request for travel between on-campus locations after dark. Students are encouraged to use these services rather than to walk alone.

Parking and Traffic Regulations:

Parking a motor vehicle on campus is a privilege which may be withdrawn from any individual who fails to comply with the regulations that are found at www.sju.edu/resources/security/parking.

Identification Cards:

Identification cards will be issued to all members of the Saint Joseph's community. The card must be carried at all times on campus, and produced upon the request of a University employee. Identification cards are non-transferable and subject to confiscation, and disciplinary sanctions if used by any person other than the person to whom it was issued.

Shuttle Service:

Saint Joseph's University operates two shuttles.

The WEST shuttle runs between Main Campus and Lancaster Court.

The WEST shuttle operates during following hours:

Mondays - Thursdays - 7:20am until 12:50am
Fridays - 7:20am until 3:50am
Saturdays - 9:20am until 3:50am
Sundays - 9:20am until 12:50am

**The stops and times for the WEST shuttle are:
ADDITIONAL STOPS MONDAY TO FRIDAY 9:00AM TO 3:00PM ONLY**

LOCATION	MINUTES AFTER THE HOUR	ADDITIONAL STOPS (M-F)
Mandeville Hall	20 & 50	05 & 35
Sourin Hall	25 & 55	10 & 40
Merion Gardens	30 & 00	15 & 45
Lancaster Court	35 & 05	20 & 50
63rd & City	40 & 10	25 & 55
Overbrook	45 & 15	30 & 00

The EAST shuttle runs between Main Campus and the Presidential Apartments.

The EAST shuttle operates from during the following hours:

Mondays - Thursdays - 7:20am until 11:20PM

Fridays - 7:20am until 3:50am

Saturdays - 9:20am until 3:50am

Sundays - 9:20am until 12:50am

**The stops and times for the EAST shuttle are:
ADDITIONAL STOPS MONDAY TO FRIDAY 7:30AM TO 11:30PM ONLY**

LOCATION	MINUTES AFTER THE HOUR	ADDITIONAL STOPS (M-F)
Mandeville Hall	20 & 50	35 & 05
50th & City Avenue	25 & 55	40 & 10
47th & City Avenue (City Ave North of 47th St)	28 & 58	43 & 13
Presidential /Lincoln Green/Crowne Plaza	35 & 05	50 & 20
Bala Shopping Center (City Ave South of 47th St)	43 & 13	58 & 28
Bala Ave & City Avenue	45 & 15	00 & 30

NOTES: Students traveling from West Campus to locations East of Campus and students raveling from East of Campus to West Campus should transfer at Mandeville Hall. Factors such as traffic and weather may adversely impact the schedule. Also, not everyone can ride at the same time. Students should allow sufficient time to get to class. (The listed times are approximations, traffic volume plays an important role, the shuttle will run in a continuous route)

OFFICE OF THE REGISTRAR

University Registrar - Gerard Donahue

Barbelin 122: 610-660-1016

www.sju.edu/registrar

This office maintains academic files and records for students, prepares numerous internal and external reports, and manages the use of classroom space. This office oversees and coordinates the delivery of registration and academic related services to students and faculty.

Confidentiality of Student Records:

The University policy with respect to the confidentiality of student records conforms with the relevant state and federal regulations. The Family Educational Rights and Privacy Act (FERPA) 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, those eligible for disclosure, and the administrative offices responsible for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, including the right to a hearing, is available from the Office of the Registrar and at

<http://www.sju.edu/resources/registrar/csrpolicies.html>

Discipline Records: Inter-Institutional Communication:

The University may disseminate student disciplinary information to officials at other schools without prior consent if (1) prior misconduct poses a significant risk to others and (2) officials at the other institution have a "legitimate educational interest" in the behavior of the student. Community Standards violations and sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's educational record. Student discipline records not relating to expulsion from the University are kept for five years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student's educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of a subpoena, student consent (including background checks), or as provided above, and/or outlined in the Community Standards section of this handbook. Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

Student Right-to-Know Act: Graduation Rate Disclosure:

In conjunction with The Student Right-to-Know and Campus Security Act of 1990, the following completion or graduation rate information is being disclosed. This data represents the percentage of students who, from the time of their initial enrollment as full-time students, complete their prescribed program of studies and graduate within 150% of the normal allotted time, i.e. - 150% of a program normally taking four years is six years. For the class admitted in 2003, we

determined that 78% completed the degree by the end of the summer 2009. Questions regarding any of these issues may be directed to the Registrar's Office.

STUDENT EDUCATIONAL SUPPORT SERVICES

Assistant Vice President - Jacqueline Starks
Science Center 113: 610-660-1081
www.sju.edu/secs

SESS provides the following academic and personal support services:

Learning Resource Center:
Science Center 302, 610-660-1775
www.sju.edu/lrc

The Learning Resource Center provides a variety of educational support services to all SJU students to maximize their academic success and life-long learning.

Services for Students with Disabilities:
Science Center 113, 610-660-1774, TTY 610-660-1620
www.sju.edu/ssd

The Rehabilitation Act of 1971, Section 504, and The Americans with Disabilities Act of 1990 apply to all individuals with learning, physical, or psychiatric disabilities that substantially limit one or more major life activities. The services for Students with Disabilities Office is responsible for promoting access to facilities and programs, ensuring equal educational opportunities, acting as an informational and referral resource, providing counseling, and serving as liaison between faculty and students. Students interested in learning more about services provided at SJU are encouraged to contact the office directly.

STUDENT HEALTH CENTER

Director – Laura Hurst, MSN, CRNP
First Floor Sourin Hall, 610-660-1175
www.sju.edu/studenthealth

Academic Year Hours (September through May):
Closed during semester breaks.
Monday- 8:30am to 6:30pm
Tuesday through Friday- 8:30 am to 4:30pm
Saturday- 11am to 2:30pm
Sunday- Closed
Summer Hours (Summer I and II)
Monday, Tuesday, Wednesday, and Thursday- 8:30 am to 4:30 pm

NOTE: Students must arrive 30 minutes prior to closing to be seen.

Walk-in services for illness or injury are available during all hours of operation. No appointment is necessary. Most medical problems are initially evaluated through walk-in care by a nurse/nurse practitioner who is able to treat many of the illnesses and injuries common in college populations.

Appointments are made for further evaluation/treatment/referral by a physician.

Students are asked to schedule appointments for physical exams and gynecologic care.

GRADUATE & PLS STUDENTS (not enrolled in the health insurance program through SJU)

Fee-for-service Schedule (Adopted Fall 2009)

Minor Office Visit- \$15.00

- Cold/flu/fever
- Muscle pain
- Sprain/Strain
- OTC medications provided

Moderate Office Visit- \$25.00

- Sore Throat (Rapid Step Test)
- UTI (Urine dip)
- Abdominal Pain/Gastroenteritis- oral meds
- Prescription Medications provided

Severe Office Visit- \$35.00

- Asthma
- Labs/Phlebotomy
- GYN exam
- Abdominal Pain/Gastroenteritis- injection given
- Prescription Medications provided

Physical Exams-

- Drivers Physical- \$20.00
- Academic Physical- \$50.00
- Employment Physical- \$50.00

Injections/Immunizations-

- Allergy injections- \$5.00
- Tuberculosis testing (ppd)- \$5.00
- Flu- \$10.00
- Meningitis- \$100.00

NOTE: Graduate students enrolled in the University sponsored health insurance plan are not subject to fees (excluding immunizations).

It is important to know that waiting times will vary depending on the number of students arriving at the same time and the availability of staff. Typically, the busiest portion of the day occurs between the hours of 10am to 2pm.

Students in need of emergency care when the Student Health Center is closed should call Security at 610-660-1111.

STUDENT LIFE

Vice President for Student Life – Dr. Cary Anderson
Campion 238, 610-660-1045
www.sju.edu/studentlife

STUDENT SERVICE CENTER

Director – Carold Boyer-Yancy
Barbelin 121, 610-660-2000
www.sju.edu/resources/student-services

The Student Service Center is the one place where students perform various administrative transactions related to registration, academic transcripts, enrollment verification information, veterans' information, tuition and fees. Any student who has an outstanding debt to the University will not receive his/her grades or diploma. All transcripts and records are held until the debt has been paid.

UNIVERSITY COUNCIL

The University Council is the principal body for corporate participation in policy formation. Five students are members of the University Council and there are two standing committees to evaluate and review policies relevant to student life. For more information contact the Provost's Office at 610-660-1207.

WELLNESS, ALCOHOL, AND DRUG EDUCATION (WADE)

Director – Alison Kiss Dougherty Campion 212, 610-660-3462
WADE provides educational programs, educational counseling, and resources/referrals for students on wellness issues. The peer education program is a division of WADE and provides educational programs on a variety of topics upon request. To request a program, contact the office. Students must accept responsibility for their behavior and be willing to forgo some freedoms to create an environment that is conducive to the educational, social and spiritual development of all members of the University community. To guarantee the continuation of a positive, safe and educational setting, the University has adopted an array of policies and regulations. Should any member of the University community violate established policy, the University has in place processes intended to educate and in some cases discipline the violator. This handbook includes most policies in full, as well as some excerpts from more lengthy policies. Students having questions about any of the policies should contact the Office of the Vice President for Student Life.

COMMUNITY RELATIONS

Saint Joseph's University is strengthened as an institution by the vitality of Wynnefield, Overbrook Farms, and Merion Station neighborhoods. The campus is situated on City Avenue in a unique urban-suburban hybrid of communities. These neighborhoods contribute greatly to the diversity of the educational opportunities available to students. The University expects students to behave as exemplary citizens when in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community. For more information contact the Office of External Affairs at 610-660-1226.

COMMUNITY STANDARDS

www.sju.edu/communitystandards

Approved by University Council: April, 2008

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.

University Policies, Regulations, Statements and Guidelines

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.

To Whom Do the Community Standards Apply?

By voluntarily choosing to affiliate with Saint Joseph's University, all student members of the University are expected to uphold the standards of this community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity, at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Community Standards are also included. The Community Standards shall apply to conduct that occurs on University premises and at University sponsored events both on and off campus. The Community Standards may also apply to off-campus behavior of students, including those who are participating in study abroad programs. Students are responsible for the behavior of their guests. The Vice President for Student Life (VPSL)/designee shall decide whether certain conduct will commence the application of the Community Standards based on the fact and circumstances of each case.

What Conduct Would Violate the Community Standards?

Any behavior that violates standards set forth in the Student Handbook, the University Catalog, approved organizational constitutions and by-laws, room/board contracts and other University bulletins, as well as behavior that fails to meet the four University Expectations outlined above may violate the Community Standards. Specifically, any student or student organization alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the Community Standards process outlined in this document. This is not an all-inclusive list.

1. Physically abusing or threatening another person, or engaging in any other conduct that threatens or endangers the health or safety of another person (e.g. stalking).
2. Committing a sexual offense (see Sexual Offense Policy).
3. Hazing (see Policy on Hazing).
4. Violating the drug policy (see Drug Policy).
5. Violating the alcohol policy (see Alcohol Policy).
6. Using, possessing, selling, or distributing fireworks, firearms, or other dangerous items.
7. Using fire to endanger, to harm another person or to destroy property; misusing or damaging fire safety equipment; initiating a false report; and/or failing to evacuate a building during an alarm.
8. Engaging in conduct that is verbally or physically offensive and interferes with others' ability to receive educational benefits (see, e.g. Policy Prohibiting Harassment).
9. Destroying, damaging, or stealing private, public, or University property, or possessing stolen property.
10. Failing to comply with the directions of University personnel (e.g. Residence Life and Public Safety staff) who are acting in the performance of their duties. This includes failing to respond to a request for identification, or providing false identification.
11. Entering and/or using University premises, facilities or property without authorization; possessing, duplicating, or using keys or access cards without authority.
12. Engaging in lewd, obscene, or indecent behavior, including making lewd, obscene, or indecent gestures.
13. Using slurs or other derogatory language based on race, gender, ethnicity, religion, sexual orientation, or other discriminatory basis.
14. Violating the sexual activity policy (see Sexual Activity Policy).
15. Violating the University's computing policies (see Guidelines for the Use of Computing and Network Resources at Saint Joseph's University).
16. Making an audio or video recording of any person without that person's consent and/or prior knowledge.
17. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other university activities.
18. Substantially interfering with the right to freedom of expression.
19. Misrepresenting identity or age; forging or altering records including University identification card or parking permits.
20. Engaging in illegal gambling activities (see Statement on Illegal Gambling).
21. Failing to comply with sanctions imposed for earlier Community Standards violations or interfering with the University Community Standards process.
22. Violating residence life policies, e.g., quiet hours, guest policy (see Residence Life Policies).
23. Violating the student vehicle policy (see Student Vehicle Policy).

24. Littering.
25. Smoking in unauthorized locations.
26. Violating any federal, state, or local law or any University policy, rule, or regulation.

NOTE: Violations of the University's Academic Honesty Policy are addressed according to the process set forth in the Academic Honesty Policy, rather than under the Community Standards.

What if Conduct May Also be a Violation of Law?

University Community Standards proceedings may be instituted for conduct that potentially violates both criminal law and the University's Community Standards without regard to pending criminal arrest or prosecution. Proceedings in accordance with the Community Standards process may be carried out prior to, simultaneously with, or following criminal proceedings.

Determinations made or sanctions imposed in accordance with the Community Standards process shall not be subject to change solely because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant. The University may refer violations of the law to local law enforcement agencies.

What Should Be Done if Witnessing a Dangerous Situation?

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to alcohol and/or drug use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Saint Joseph's University encourages students to offer help and assistance to others in need. In most circumstances, the help seeker will not be charged with a policy violation under the University Community Standards system.

How does the Community Standards Process Begin?

Any member of the University community ("complainant") may file a complaint against a student(s) or student organization ("respondent") alleging violation of the Community Standards. An incident report completed by a Public Safety or Residence Life staff member or a written complaint prepared by any other member of the University community and directed to the Office of Community Standards begins the process. In the case when the University initiates an incident report, it becomes the complainant. A complaint shall be submitted as soon as possible after the event takes place, preferably within one week; however, the timeliness of a complaint shall be determined by the Vice President for Student Life based on the fact and circumstances presented.

Can there be an Interim Suspension /Conditional Attendance?

If at any time during the Community Standards process, the Vice President for Student Life (VPSL)/designee deems a student's continued presence to be a risk to the health, safety, or welfare of anyone within the University community or to the student him or herself, that student may be placed on interim suspension (immediate separation from the University) or be given guidelines for conditional attendance (e.g. housing/class relocation) by the VPSL/designee. During this time, the student may be denied access to the residence halls, and/or to the campus (including classes), and/or all other University activities or privileges for which the student might otherwise be eligible. There is no appeal of this status, but the University shall make every effort to conduct the Community Standards process without undue delay. The student shall remain on

an interim suspension or on conditional attendance until the hearing and/or appeal process determines his/her status. In addition, at any time after the filing of a complaint, the Office of Community Standards may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of a sanction. A registration hold may prevent, among other things, registration, the release of transcripts, and the awarding of a degree. The Director of Community Standards is Kiersten White. Telephone 610-660-1046 or email at kwhite@sju.edu

What if the Respondent Withdraws from the University during the Community Standards Process?

If a respondent voluntarily withdraws from the University while a complaint is pending, a registration hold shall be placed on the respondent's account and the respondent shall not be permitted to re-enroll until after the complaint has been resolved. In most cases, the Community Standards process shall continue and a decision may be rendered based on available information whether or not the respondent is available. No student may be found to have violated the Community Standards solely because the student failed to appear. If the complaint cannot be resolved because the complainant, witnesses, or evidence are not available, in most cases re-enrollment shall be denied. Permission for readmission shall be granted at the discretion of the Vice President for Student Life.

What is the Community Standards Process?

When an incident report/complaint is received, the report/complaint is assigned to an administrator within the Division of Student Life. The following options are available for case resolution (as determined by the Office of Community Standards):

1. Alternative Resolution Hearing, in most cases, with a member of the Division of Student Life.
2. Administrative Hearing, in most cases, with a member of Residence Life or Community Standards professional staff.
3. Peer Review Board Hearing with a four or five person panel consisting of students.
4. Community Standards Board Hearing with a five person panel consisting of faculty, administrators/staff, and students.

In most cases, allegations of less serious violations shall be heard by an Administrative Hearing Officer or the Peer Review Board, or addressed through alternative resolution. Generally, more serious violations including significant interpersonal conflicts/sexual offenses shall be heard by an Administrative Hearing Officer or the Community Standards Board.

Who is the Alternative Resolution or Administrative Hearing Officer?

Any professional staff member of the University community may serve as a Hearing Officer to hear a complaint. In most cases, the Hearing Officer is a member of the Office of Community Standards or Office of Residence Life. The Office of Community Standards determines who shall hear a case.

What is the Peer Review Board?

The Peer Review Board (PRB) is a group of students who are trained to hear specific cases. The PRB includes the following members:

Board – Students are selected by a committee composed of the Vice President for Student Life (VPSL)/designee, the Chairs of the PRB, and the Presidents of the University Student Senate, the Greek Council, and the Student Union Board.

Chairpersons – Two non-voting student members are selected annually by agreement of the President of the University Student Senate, and the VPSL/designee.

Moderator – The Moderator is selected from the professional staff of Student Life by the VPSL for a term of at least two semesters. The Moderator shall advise the PRB on matters such as the type of information that may help in determining if Community Standards were violated and precedents in sanctions. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space.

When a hearing is necessary, the moderator selects five student representatives (or four, with the agreement of the respondent and complainant) to serve on a hearing panel to hear the case. Board Members shall disqualify themselves from serving on a Peer Review Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

What is the Community Standards Board?

The Community Standards Board (CSB) is a group of students, faculty, and administrators/staff who are trained to hear cases that involve more serious violations of the Community Standards. The CSB includes the following members:

Board – The Community Standards Board is a seventeen-person board, consisting of seven students, five faculty members, and five administrators/staff. Five student members are selected from the Peer Review Board by the Peer Review Board Moderator, and two graduate student members are appointed by the Dean of each school; the five faculty members are selected by the Faculty Senate; and the five administrators/staff are appointed by the Vice President for Student Life (VPSL). The term of membership on the Community Standards Board shall be two years for faculty and administrators/staff and one year for students, running from September to September. Terms are renewable.

Chairperson – The Chairperson is a voting member, who is selected by the Moderator on a case-by-case basis.

Moderator – The Moderator is selected from the professional staff of Student Life by the Vice President for a term of at least two semesters. The Moderator shall advise the CSB on matters such as the type of information that may help in determining if Community Standards were violated and prior sanctions relating to similar conduct. The Moderator shall also facilitate the appropriate paperwork and record keeping, as well as reserve the hearing space. When a hearing is necessary, the Moderator selects five representatives to serve on a hearing panel to hear the case.

The composition of each panel shall consist of at least one faculty member, one student, and one administrator/staff. Board Members shall disqualify themselves from serving on a Community Standards Board case if they believe in good faith that they cannot be objective in the matter. The respondent and complainant may object to a member for cause in writing at least 48 hours before the hearing. The Moderator shall rule on all objections and replace any disqualified members.

What Happens Before the Hearing?

Upon receiving notice of an alleged violation, the appropriate Hearing Officer or Moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In addition, in the case of a CSB hearing, a prehearing meeting will be scheduled. In order to schedule a hearing, class schedules are reviewed to find a common available time. Students are expected to attend their hearings or to forfeit the opportunity to provide information orally. The respondent's failure to attend the hearing does not limit the Hearing Officer, PRB, or CSB from making a decision based upon available information. If a student misses a hearing due to an emergency, it is the student's responsibility to contact the Hearing Officer or Moderator within 24 hours after the scheduled hearing. No student may be found to have violated the Community Standards solely because the student failed to appear.

What is a Community Standards Advisor?

At any time during the Community Standards process, the respondent or complainant may consult with an advisor from the community. An advisor is a member of the University community who is permitted to consult with the student throughout the process, including accompanying the student at a hearing. Advisors are not to speak or ask questions on behalf of the student during the hearing. Non-University advisors, including parents and legal counsel, are not allowed to serve as advisors or attend the hearing. The Office of Community Standards has the final determination as to who may serve as an advisor. Trained advisors are listed on the Community Standards website (www.sju.edu/communitystandards), and available in the Office of Community Standards (Campion 239).

What are the Hearing Procedures?

The Community Standards process is designed to encourage open discussion among the participants that promotes the understanding of the facts, the individuals involved, the circumstances under which the incident occurred, and the nature of the conduct. However, during the hearing, accommodations such as providing separate facilities, to ensure the personal safety and well-being of the complainant, respondent, and/or other witnesses, may be employed. Hearings shall be private. Community Standards proceedings are not criminal or civil proceedings, but rather, internal administrative determinations of violations of institutional policy. Civil or criminal rules of procedure and evidence do not apply. The Vice President for Student Life/designee shall make the final determination on the appropriateness of non-institutional information (i.e. polygraph test results, drug test results). Information, including hearsay, may be considered if material to the issue, not unduly repetitious, and the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. After receiving information at the hearing, the Hearing Officer, Peer Review Board, or Community Standards Board shall determine, as to each respondent and as to each

potential violation of the Community Standards, whether the respondent(s) is responsible for violating the Community Standards. The Hearing Officer, PRB, or CSB evaluates the information received and considers credibility of information and witnesses when determining if the Community Standards were violated. This determination shall be based upon the facts of the conduct alleged, and whether it is more likely than not that the student is responsible for the alleged violation(s). Subsequent reviewers shall not determine anew whether there was a Community Standards violation.

What Factors are Considered in Sanctioning?

If the Hearing Officer, PRB, or CSB determines that there was a violation of the Community Standards, a sanction(s) shall be imposed. In addition to the egregiousness of the violation itself, the following shall be considered in determining sanctions: motivation; present attitude; past record, both positive and negative; the severity of the damage, injury, harm, or disruption, or the potential for such; honesty; maturity; cooperation; willingness to make amends; and compliance with previous sanctions.

What are Likely Sanctions for Community Standards Violations?

A student or student organization found responsible for violating the Community Standards may expect to receive one or more of the following sanction(s).

1. **Warning.** Written or verbal notice given and kept on file.
2. **Program Attendance or Facilitation.** Expectation to attend or facilitate an educational program(s).
3. **Writing Assignment.** Requirement to complete a relevant research and/or reflection paper.
4. **Discretionary Sanctions.** Requirement to complete and/or participate in work assignments, community service, University services or programs, or other related discretionary assignments.
5. **Loss of Privileges.** Denial of specific privileges for a defined period of time (e.g. guest, computer, housing selection, visitation, dining services, University representation, cocurricular activities, athletic participation, work study position, leadership role).
6. **Counseling Assessments/Meetings.** Assignment to complete a number of counseling sessions including but not limited to anger management, alcohol or drug assessments, and alcohol education classes.
7. **Fines.** Requirement to pay a specified monetary fee to the University. Fine money shall be used for educational and nonalcoholic alternative programs.
8. **Restitution.** Requirement to make payment to the University, other persons, groups, or organizations for damages.
9. **Administrative Relocation in University Housing.** Requirement to be placed in an assigned or relocated space in University housing.
10. **Disciplinary Probation.** A period of fixed duration, during which the status of a student or organization at the University may be evaluated. This includes the possibility of more severe sanctions if the student or organization is found responsible for violating the Community Standards during the probationary period.
11. **Deferred Suspension.** A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior

articulated in the Community Standards. If the student is found in violation of any University standard during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued.

12. **Removal from University Residence.** Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student shall be barred from entering all residences within the University residential community during the time of removal from campus housing.
13. **Suspension.** Separation from the University for a specified period of time. The student or student organization shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period toward a University degree. In the case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of a student organization, this may include the removal of recognition. Reinstatement shall require the approval of the Vice President for Student Life.
14. **Expulsion.** Permanent separation from the University and University facilities.
15. **Revocation of Admission and/or Degree.** Admission to or a degree awarded from the University may be revoked at any time for fraud, misrepresentation, or another violation of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
16. **Withholding Degree.** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Community Standards, including the completion of all sanctions imposed, if any. Failure to abide by or complete any sanction shall be considered an additional violation of the Community Standards.

How is the Respondent Notified of the Outcome of a Hearing?

The respondent shall be notified in writing, at a minimum in the form of an email to the official SJU student account, of the outcome of a hearing, in most cases within three business days after the hearing. The University does not disclose the results of a hearing other than to the respondent; however, it may disclose results expressly permitted by law, for example:

- The proper University authorities shall be notified of any sanction.
- Parents of students under age 21 may be informed of Community Standards violations with respect to the use or possession of alcohol or controlled substances.
- In some cases as consistent with applicable considerations, parents of dependent students may be notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student's status at the University.
- The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional Community Standards proceeding dealing with that crime or offense. The final results of these proceedings may also, in some cases, be disclosed to the University community.

What is the Appeals Process?

Requests for appeals shall be directed in writing to the Vice President for Student Life (VPSL) within three business days of written notification of the action taken by the Hearing Officer, PRB, or CSB. The appeal should be delivered to the Vice President for Student Life in Campion

238 or emailed to studentappeals@sju.edu. The appeal process is reserved only for serious cases, for example, when the outcome may have been sanctions 12 through 16 listed above. In the written appeal, evidence of one or more of the following must be clearly demonstrated:

1. A material failure to follow the procedures of the Community Standards process that affected the outcome.
2. There is new information, sufficient to alter a decision that was not reasonably available at the time of the original hearing.
3. The sanction(s) was not consistent for the violation(s) of the Community Standards.

Appeals submitted for other reasons or past the three business day time limit shall not be considered. The Vice President for Student Life in concert with the Provost/designee may review all available information pertaining directly to the appeal, and in most cases shall make a decision within 5 business days. The VPSL and Provost/designee may 1) replace the sanction with another which may be more severe, less severe, or otherwise different; 2) remand the case for reconsideration; 3) direct the case for a new hearing. If the VPSL and Provost/designee find no merit to the appeal, the decision of the original hearing shall stand. While an appeal is pending, sanctions are not in effect unless the VPSL imposes an interim suspension/conditional attendance as highlighted above. In cases where the VPSL and/or the Provost/designee is/are a party to the hearing, a designee(s) will hear the appeal.

What is the Policy on Retention of Discipline Records?

Community Standards violations and sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's educational record. Student discipline records not relating to expulsion from the University are kept for five years after the conclusion of the semester last attended by the student. Student discipline records relating to expulsion from the University are kept permanently. Case notes shall not be made a part of the student's educational record, and will be destroyed upon the conclusion of the appeal period. Records are maintained by the Office of Community Standards and are generally confidential except in the case of subpoena, student consent (including background checks), or as provided above.

Interpretation and Revision

Any question of interpretation regarding the Community Standards shall be referred to the Vice President for Student Life (VPSL) for final determination. A review of the Community Standards shall be coordinated by the VPSL every three years, but may be revised when deemed appropriate.

ALCOHOL POLICY

Saint Joseph's policy on the use of alcohol combines observance of state law, protection of the overall community and reduction of high risk behavior by students. Consistent with our Catholic, Jesuit mission, the alcohol policy is guided by the care and concern for the individual person and the welfare of other students. It should be understood that the University in no way is a co-sponsor to off-campus alcoholic events unless it has specifically stated this prior to the event.

To reflect its commitment to alcohol awareness, the University calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and to enforce policies on alcohol use:

- The Director of Wellness, Alcohol and Drug Education (WADE) coordinates alcohol education and programming as well as annual Alcohol Awareness events; and assists students with issues concerning alcohol usage.
- Members of the Division of Student Life and The Office of Public Safety and Security assist in implementing and enforcing the policy.
- The Alcohol and Other Drug Task Force assists the Vice President for Student Life by making recommendations concerning policy.

The following two paragraphs constitute the official Alcohol Policy as approved by University Council (May 12, 1987) and the President:

In compliance with the laws of the Commonwealth of Pennsylvania, no person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages on University property or at any event sponsored by the University. No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol. No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.

Only under the conditions clearly stipulated in the University guidelines is the possession or consumption of alcoholic beverages by students twenty-one years of age and older permitted. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive behavior deriving from the use of alcoholic beverages, regardless of a person's age, to be unacceptable and subject to disciplinary action.

Examples of alcohol violations include, but are not limited to:

1. underage possession and/or consumption of alcohol;
2. knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. use of alcohol resulting in involuntary, erratic and/or abusive behavior;
4. unauthorized possession of a keg/beer ball;
5. involvement in the high risk use of alcohol;
6. exceptional number of persons observed in a residence on campus or off-campus when an open container of alcohol is present;
7. open container of alcohol in public area.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Saint Joseph's University encourages students to offer help and assistance to others in need. In most circumstances, the help seeker will not be charged with a policy violation under the University Community Standards system. Resident

students should reference the Residence Life Policies outlined in this Student Handbook for specific information regarding expectations of resident students with regard to the alcohol policy.

GUIDELINES FOR ALCOHOL BEVERAGE DISTRIBUTION AND CONSUMPTION

Students must secure approval for alcohol-related events. The President has appointed the Vice President for Student Life to approve requests of faculty, administration, staff, alumni and off campus groups for events where alcohol will be served. This arrangement is a systematic reminder to the whole community that the University is serious about promoting responsible alcohol awareness. Guidelines pertaining to the distribution and consumption of alcohol can be found at <http://www.sju.edu/resources/specialevents>. These guidelines apply to all constituents of the University including the administration, students, faculty, staff and alumni and their guests who attend events on campus that are sponsored by the University or divisions, departments, classes, teams or organizations of the University.

PENNSYLVANIA LIQUOR CONTROL BOARD

In addition to violations of University Policies, there are state and local laws, including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Brewed Beverages (Beer)); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by A Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons Under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)).

Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802 (e) (Minors); 3802(f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence). Pennsylvania Liquor Laws: <http://www.lcb.state.pa.us/>

DRUG POLICY

Approved by College Council, May 17, 1971

Saint Joseph's University does not condone the violations of any civil statute. The illegal possession, use or distribution of drugs is prohibited within the University. The University, however, has no intention of usurping the role of civil authority. The University is concerned with drug use, not only because it is a violation of a civil statute, but also because it is detrimental to the achievement of institutional goals. The primary role of this community is the intellectual and emotional development of its members. It is generally recognized that the effect

of drugs (e.g. lysergic acid, mescaline, methedrine, heroin, marijuana) is to alter one's judgment and level of awareness. Constant use and/or abuse of drugs can result in permanent physical damage and psychological dependence as well as an increasing inability to distinguish illusion from reality. These effects are opposed to the proper functioning of an academic community. The University is vitally interested in the well-being of all members of its community and, therefore, wishes always to offer assistance rather than punishment. The University recognizes that chronic drug usage does not occur in isolation. Rather, it is a symptom of other difficulties that the individual is experiencing. In view of this, the University makes available to all members of its community a counseling office staffed by professionally trained personnel. The services of a qualified psychiatrist are also available. The University strongly urges its members to take advantage of these services. In addition, the Counseling Center offers a comprehensive library collection on the topic of drug use and abuse. To ensure the continuance of its academic function, the University will find it necessary to initiate disciplinary action in certain situations. Such action should not be taken without guaranteeing administrative due process to the individual involved. When, in its judgment, every other reasonable avenue of approach is exhausted, the University will take action to maintain good order, academic and social, and to prevent serious damage to the individual. It is also imperative that no member of the University community considers this campus a sanctuary from civil law, as the University accepts seriously its responsibility to cooperate with the proper authorities. In certain cases, the University may have to separate an individual from the residence system. If such separation is deemed necessary, an attempt should be made by the University to provide the individual with appropriate guidance before separation takes effect. If the University's counseling service is unable to handle a case, the individual will be referred to another competent agency. Separation from the University community may be the result of disciplinary action, but it is considered only as a last resort.

To further clarify the drug policy that was approved by College Council on May 17, 1971, the following is provided:

The use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law is prohibited. The misuse of prescription drugs is also prohibited. Drug paraphernalia may indicate illegal drug use, and possession may result in disciplinary action. Examples of drug violations include, but are not limited to:

1. illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. illegal or improper use of solvents, aerosols, or propellants;
3. administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to drug use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Saint Joseph's University encourages students to offer help and assistance to others in need. In most circumstances, the help seeker will not be charged with a policy violation under the University Community Standards system.

ACADEMIC HONESTY POLICY

www.sju.edu/resources/registrar/ahpolicies.html

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, and 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, except for assignments where the instructor has explicitly directed otherwise, 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;
- f. unauthorized collaboration.

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.
- f. 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 Provost or his or her designee, hereinafter referred to as the Provost. Primary responsibility for investigating infractions filed as complaints under section 5, below, and for determining the sanctions also rests with the Provost. Whenever an infraction is alleged, the faculty member or the Provost 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 Provost 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 Provost a written complaint against a student alleging that an infraction has occurred. If, after prompt investigation, the Provost finds that the complaint may be justified, the Provost 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 Provost, 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 Provost 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 Provost, 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 Provost.

POLICY ON AIDS

Approved by University Council, May 15, 1991

AIDS is a fatal disease for which there is no cure. As a University, Saint Joseph's believes that education is essential in the prevention of AIDS. As a University in the Jesuit tradition, Saint Joseph's believes that it can express its personal care of members of its community by providing operational procedures which manifest justice and compassion in matters relating to AIDS. AIDS is caused by HIV (Human Immunodeficiency Virus) and is spread through intimate sexual contact involving semen or vaginal secretions, exposure to blood through the sharing of needles in the injection of drugs, blood transfusions and from mother to child in the prenatal period. AIDS is not spread by casual contact or by giving blood. The United States Public Health Service has stated that "there is no risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person." ("General Statement on Institutional Response to AIDS," American College Health Association, 1988, p. 3) The University looks to medical and legal authorities, the American College Health Association, and the Roman Catholic bishops for guidance in its statement on AIDS. This statement should be reviewed annually by the Vice President for Student Life and changes should be proposed according to the latest available information.

Young adults often feel invincible and tend to deny the possibility of disease in their own situation. The prolonged latency period, possibly ten years, between infection with HIV and the development of full-blown AIDS adds strength to this myth of invincibility. Therefore, the University should educate members of its community about the means by which the virus is spread, including heterosexual contact. Definition: Use of the phrase HIV infection includes students or employees with AIDS, and AIDS-related illness, or a positive test for antibody to HIV. The following procedures are based on the 1988 statement mentioned above and have been adopted for use at Saint Joseph's University. Education: The primary response of universities to the current status of HIV infection must be education. Student Life, especially the offices of Counseling and Residence Life, will provide educational programs from time to time. Faculty, as educators, should address the issue of AIDS in appropriate courses and settings.

Handicapping Conditions: Persons with AIDS likely will be considered as Handicapped under federal and state laws and the University will take such action as is necessary to insure the protection of their legal rights. Admissions: The confirmed presence of an HIV infection will not be considered in decisions for admitting students to the University. Access to Facilities: Persons with HIV infection will not be denied access to any University facility. Housing:

Students with HIV infection shall be allowed to live in residential housing. However, reasonable concern for the health of such students may suggest in certain circumstances the option of providing a private room. Such a decision will be made after consultation with a physician of the student's choice. An outbreak of measles or chicken pox may demand special provisions for HIV infected students. Such students shall be exempt from any requirements for vaccinations against measles and rubella.

Care: Students and employees with the HIV infection are strongly encouraged to inform campus health authorities so that the University may alert them to special risks and to support them in their situation. The University health service is not equipped to treat HIV infected persons, but it can identify care-providers for such persons.

Testing: The University will not undertake campus-wide mandatory testing of either employees or students for the antibody to HIV. Student Health and the Counseling Center will provide information to those who seek voluntary testing, but no testing will be done by campus personnel.

Confidentiality: Health records are treated as confidential. No information about HIV infection will be provided to faculty or administrators without the expressed written consent of the patient in each case. (Of. Family Education Rights and Privacy Act of 1974). There is no medical or other reason to inform students in a residence hall or classroom or dining hall of the presence of persons with HIV infection. The University will strictly observe the public health reporting requirements and report cases of AIDS to the local public health authorities.

Conclusion: Should anyone in the University community contract HIV infection or AIDS Related Complex or AIDS, those members of the University who become aware of the situation should show great compassion and charity in their dealings with the infected person. The institution will not tolerate abusive behavior toward any members of this community who suffer from the HIV infection. Further information may be found in AIDS on the College Campus, a special 65-page report by the American College Health Association.

FREEDOM OF ASSEMBLY

This Policy was approved by the College Council on March 13, 1969, and by the General Assembly on May 13, 1969 Freedom of assembly in a college community can be understood only in the context of academic freedom and human rights. Recognizing that a healthy pluralism of ideas is essential for personal growth, Saint Joseph's University supports the freedom of members of its community to assemble peacefully on campus to discuss and demonstrate their views and feelings on matters of concern. The University will endeavor to protect the appropriate exercise of this from disruption and interference. Since such assemblies are a supplement to existing channels of communication in the community, and since only a segment of the University will ordinarily be involved, the rights and freedoms and normal activities of other members of the University must be acknowledged and respected. A consciousness of the social dimensions of the University community, and a recognition of the dignity of its commitment to education must also guide exercise of freedom.

Space and facilities at Saint Joseph's are limited, and the legitimate demands of the community necessitate orderly procedures for their allocation. Groups desiring use of space on campus are required to notify the office responsible for coordination of campus facilities. Depending on the needs and the size of the expected group, and in consideration of other functions and events on campus at the time of the scheduled assembly, suitable indoor or outdoor space will be noted for the group's use. Advance notice will generally insure adequate accommodation.

If the occasion for an extraordinary assembly should arise, the regular operations and special functions of the University must be no less respected. If a scheduled or unscheduled assembly becomes, by location or by its nature, disruptive of its rights and freedoms in the University community, the Vice President for Student Life or a delegate will consult with those in assembly and advise them of the necessary remedies. In most cases, maintaining of order, compliance with existing University regulations, or simple relocation will be sufficient remedy.

Deliberate interference with or disruption of the regular operations or authorized activities of the University are direct violations of academic freedom, and will not be tolerated. The use of force and promotion of fear are especially reprehensible in a community dedicated to the freedom of personal development, and the University would be promoting injustice if some of its members were allowed to transgress the rights of other members through force or intimidation. The immediate remedy for use of force or violence will be dispersal, so that in a more reasoned atmosphere the issues may be more profitably examined. If an assembled group does not voluntarily disperse when warned that its behavior is unacceptable in the University community, the President of the University or his delegate may request the civil authorities to take action to restore order to the University. Members of the University community must remember that certain actions, by their nature, are violations of public law and render them liable to prosecution or civil claims.

Persons not associated with the University do not share this freedom to participate in assembly within the academic community. Their presence on campus is contingent not merely on their compliance with standards maintained in the University; they may be asked to leave the campus at any time by an authorized official of the University. Failure to accept the directions of authorized University officials will render non-members of the University liable to action by public authorities.

Members of the University community are responsible for their conduct in assemblies and may be charged with misconduct for their sanctions in or direction of an assembly which violates the principles described in this statement. Precautionary suspension of members of the University community may be an immediate remedy for the deliberate transgression of rights of others, the use of force, or refusal to disperse. The appropriate judicial body will determine culpability and disciplinary action, which may include suspension or dismissal in serious cases.

CAMPUS POSTING GUIDELINES

www.sju.edu/student_leadership

All posters and flyers must be approved and stamped before posting on campus by the Student Leadership and Activities Office, (Campion Third Floor). A detailed description of the campus posting guidelines is also available from this office.

COMMERCIAL SOLICITATION ON CAMPUS

Approved by College Council February 21, 1974

Saint Joseph's University, as a private institution, may determine what persons and the circumstances under which they are permitted on campus for solicitation purposes. As a convenience to members of the University community, Saint Joseph's University accords the opportunity for invitation of representatives of commercial enterprises to campus for the purpose of discussing products and services of interest.

GUIDELINES FOR THE USE OF COMPUTING AND NETWORK RESOURCES

Revised December, 2008

Below are select highlights of the policy, for a description of the full policy please visit www.sju.edu/policies-guidelines/usage_policy.html

General Guidelines

All members of the University community who use the University's computing and information resources must do so responsibly. Every user is responsible for the integrity of these resources. All users of University-owned or University leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements. It is the policy of Saint Joseph's University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and in the highest standard of ethics.

Computing facilities and accounts are owned by the University and are to be used for the University-related activities for which they are assigned. University computing resources are not to be used for commercial purposes or non-University related activities without written authorization from the University. In these cases, the University may require payment of appropriate fees. This policy applies equally to all University owned or University-leased computers. The University reserves the rights to limit, restrict, or extend computing privileges and access to its information resources. Data owners—whether departments, units, faculty, students, guests or staff— may allow individuals other than University faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement; University policy; or any federal, state, county, or local law or ordinance. Users and system administrators must guard against abuses that disrupt or threaten the viability of all systems, including those at the University and those on networks to which the University's systems are connected.

Access to information resources without proper authorization from the data owner, unauthorized use of University computing facilities, continued overuse of resources that degrades system performance, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as outlined in the Saint Joseph's University Policy annual, and the official Student Handbook and may also be considered civil or criminal offenses. Saint Joseph's University treats policy violations of computing facilities, equipment, software,

information resources, networks, or privileges seriously. Disciplinary action is described in the section Penalties for Misuse of Computing and Information Resource Privileges.

User Responsibilities

If you or your guest use the University's computing resources or facilities, you have the following responsibilities in addition to those described in the preceding sections:

1. Use only those computer services, networks and accounts which the University has authorized for your access.
2. Use accounts only for the purpose(s) for which they have been issued.
3. Be responsible for all use of your accounts and for protecting each account's password. Users are not allowed to divulge computer account passwords. Passwords should consist of a mix of 7 or 8 alphanumeric characters, and should be changed frequently throughout each semester of use. Do not use easily identifiable personal information such as names, telephone numbers, birth dates, etc.
4. Immediately report unauthorized use of your accounts to the Office of Information Technology.
5. University communications systems (electronic mail, electronic messaging, and similar services) may not be used for unlawful purposes or purposes that violate other University policies or guidelines. The latter include, but are not limited to, sexual or other forms of harassment. Electronic communication may not be used for commercial purposes except under the direction of the University.
6. Ensure that all software that you use is properly licensed. Do not use or share unlicensed software including computer programs, music files and other digital media. The unauthorized sharing of music files and other digital media is a violation of the Digital Millennium Copyright Act and you are potentially liable for damages. Take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network, or server that you operate.
7. Cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized to access your computer files.
8. You are held responsible for the actions of your guest(s). Violations of computing resource policy committed by any guest will be attributed to that guest's sponsor.
9. You are responsible for making backup copies of your documents and personal software.
10. The use of electronic mail is to be treated as the use of postal services. Email messages are owned by the user to whom they are addressed. Do not attempt to read, delete or otherwise tamper with email belonging to another user. Do not attempt to distort or forge the "address" information of email messages. Do not send harassing or offensive email.
11. You may not attempt to gain control of any files or computers without the prior consent of the "owner" of those files. The system administrator does not give consent for users to attempt to gain control of any network servers, routers, or switches. The system administrator does not give consent for users to 'look around' the file systems on any server.

The University is not responsible for loss of information from computing misuse, malfunction of computing hardware or software, external contamination of data or programs. The staff in Information Technology units such as Network Services and all other system administrators must make every effort to ensure the integrity of the University's computer systems and the

information stored thereon. However, users must be aware that no security or back-up system is 100 percent foolproof. *Penalties for Misuse of Computing and Information Resource Privileges* Abuse of computing resources is subject to disciplinary action. If the Office of Information Technology has a sufficiency of evidence to indicate that intentional or malicious misuse of computing resources has occurred, and if that evidence points to the computing activities or the computer files of an individual, any or all of the following steps will be pursued to protect the user community:

1. Notify the user's project director, instructor, academic advisor, or administrative officer of the investigation.
2. Refer the matter for processing through the University's Community Standards Process.
3. Suspend or restrict the user's computing privileges during the investigation, including inspecting that user's files, diskettes, and/or tapes.

Disciplinary action may include the loss of computing privileges and other disciplinary sanctions up to and including non-reappointment, discharge, dismissal, and legal action. In some cases, an abuser of the University's computing resources may also be liable for civil or criminal prosecution under Title 18 PA C.S. @5742 (1990), or other appropriate legislation. It should be understood that nothing in these guidelines precludes enforcement under the laws and regulations of the Commonwealth of Pennsylvania, any municipality or county therein, and/or the United States of America. All computer users are urged to become familiar with the University Policy of Academic Honesty as it pertains to the use and abuse of University computer resources, as well as the Policy Governing the Computing and Network Resources at Saint Joseph's University. Any observed violations of these policies must be reported to the appropriate administrative officers and to the Office of Information Technology.

Use of Unlicensed Software

All software installed on the University's computer systems must be properly licensed, either by the University, or by the individual user. The University will monitor its computer systems to ensure that unlicensed software is not installed on its computers. Individuals who install software on their office computers must keep records to show that this software is properly licensed, and they must inform Information Technology that the software has been installed.

Compliance with Copyright Laws for Text, Audio, and Video

Nearly all written, audio and video material is protected by copyright laws, regardless of whether it is in a hard copy, in an electronic copy, or on the Internet. The exceptions to this rule are so few that users of SJU technology should assume that all written audio and video materials in hard copy or available through the Internet are protected by copyright laws, including The Digital Millennium Copyright Act of 1998, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user to read the copyrighted material. The copyright laws do not allow a user to modify a copyrighted work, make copies of it (beyond those allowed by fair use), distribute copies of a work through the Internet, or broadcast a copy of a work (such as in the case of video) on any channel or network. As with materials from a library or other sources, the user is responsible for using materials obtained off the Internet in compliance with the copyright laws.

Compliance with Copyright Laws for Software

Nearly all computer software is protected by the copyright laws. The exceptions to this rule are so few that users of SJU technology should assume that all software on a SJU computer system, on third party systems, or available through the Internet is protected by copyright, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user of software to use the software, load it onto the hard drive of a computer, and retain the original disk as an archive copy. The copyright laws do not allow a user to modify the software, make more copies of it, store copies on both a home and a campus computer, or distribute the software through the Internet, unless the license agreement permits those activities. Unless a user of SJU computer systems knows that any of those activities is permitted by the applicable license agreement, users of SJU computer systems shall not copy any software, modify any software, load copies of it onto a network or on multiple hard drives, or distribute the software in any way, including through the Internet.

ACCOMMODATION GRIEVANCE PROCEDURES FOR STUDENTS WITH DISABILITIES

Adopted by University Council May 15, 2003, approved by President May 27, 2003

I. Scope

The Office of Services for Students with Disabilities will do all that it can to accommodate qualified students with disabilities. However, there may be times when a disagreement will occur between the student and the University. The student has a right to file a grievance for complaints regarding a requested service or accommodation on the basis of a disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and University policies.

II. Informal Complaint Procedure

If a student decides to make an informal complaint he/she should contact the Director of Services for Students with Disabilities, who will attempt to resolve the issue with the involved parties. If an academic-related complaint cannot be resolved on this level, the Coordinator will review the matter with the academic department Chairperson. If the complaint remains unresolved at this level, the complaint will be referred to the appropriate Dean. Unresolved complaints on this level will be referred to the area Vice President. If complaints of a non-academic nature cannot be resolved, the Director of Services for Students with Disabilities will review the matter with the appropriate Supervisor, Manager, or Director. Unresolved complaints on this level will then be referred to the appropriate area Vice President for review. The Director of the Office of Services for Students with Disabilities will develop a detailed written account of the complaint and of all actions taken at each level. This record will be included in the student's file and maintained in accordance with the Policy on Confidentiality of Student Records. If the complaint is not resolved during the Informal Complaint Procedure, the student may file a formal complaint. However, the student has the right to bypass the Informal Complaint Procedure and go directly to the Formal Complaint Procedure.

III. *Formal Complaint Procedure*

- The name, address and phone number of the person filing the grievance (the complainant); and
- The name(s) of the individuals [or organization] involved;
- The date(s) when the action(s) occurred; and
- The location where the action(s) took place; and
- A brief description of the alleged action(s); and
- The desired outcome and/or accommodation.

2. Provide the written complaint promptly to the appropriate Resolution Officer as identified below.

Alleged Non-Complying Party Resolution Officer:

Faculty Member Appropriate Academic Dean

Administrator, Staff Appropriate professional or area Vice President

(Students, please consult with the Director of Services for Students with Disabilities for assistance in identifying the appropriate Vice President.) The Resolution Officer will contact the complainant to acknowledge the formal grievance, to explain the student's rights, and to advise the student of the investigative sources including timetables. The Resolution Officer may name a designee to conduct an adequate, reliable and impartial investigation who will then report the findings to the Resolution Officer. The designee shall have the same powers to conduct the investigation as the Resolution Officer and will use the same guidelines as indicated below. The Resolution Officer will attempt to resolve the grievance to the parties' mutual satisfaction.

3. The complaint will be investigated using the following guidelines:

- a. The investigation shall be completed as expeditiously as possible, but not to exceed 20 business days when classes are in session and 30 business days when not in session.
- b. Federal laws and University policy will be reviewed with the parties involved.
- c. The Resolution Officer will act as an impartial fact finder in the matter. The Alleged Non-Complying Party will have an opportunity to review the complaint and to respond to it, in writing, forwarding the response to the Resolution Officer.
- d. Both parties will be interviewed by the Resolution Officer. Both parties may provide witnesses' names (with permission) and pertinent information regarding the matter. The Resolution Officer may interview witnesses as deemed necessary. The Resolution Officer will have the authority to interview members of the University community, and to secure any relevant evidence in order to conduct a thorough investigation.
- e. All members of the University community are expected to cooperate fully in the investigation.
- f. Reasonable accommodation for those having a qualified disability, as defined by the ADA, will be considered and recommended when feasible and agreed to by all parties. Saint Joseph's University will endeavor to maintain confidentiality; however, it cannot conduct an effective investigation without revealing certain information to the involved parties and witness. Saint Joseph's University retains the right to inform persons it deems to have a need to know and to use information obtained during the investigation for legitimate University purposes. The involved parties will be notified at each phase of the Formal Complaint Procedure.

4. If the allegations are confirmed, appropriate action will be taken in an expeditious manner by the Resolution Officer.

5. The Resolution Officer will render a formal written decision to the parties involved, as soon as practicable following the conclusion of the investigation, preferably within 15 working days. The record of the formal written decision and all activities during the grievance procedures process will be filed with the Equal Employment Opportunity / Affirmative Action Officer in Human Resources.

IV. Appeals Process

If, in the opinion of the involved parties, the grievance procedures were not followed or if the grievance was not satisfactorily resolved, an appeal of the decision may be submitted, in writing, to the Affirmative Action/Equal Employment Opportunity Officer in Human Resources (215 West City Avenue, 610-660-1295). Appeals must be submitted within 30 days of the Resolution Officer's decision. The Affirmative Action/Equal Employment Opportunity Officer's decision is the final recourse within the University. The record of the appeal and other reports related to the grievance will be filed with the Equal Employment Opportunity / Affirmative Action Officer in Human Resources.

V. Non-Retaliation

Grievance(s) filed under these procedures will not result in adverse action against the complainant and other person(s) who may have participated in the investigation process. Anyone who believes he/she has been retaliated against as a result of filing a grievance should report the matter, in writing, to the appropriate Resolution Officer. The complaint will then be investigated by the Resolution Officer and appropriate action will be taken.

STATEMENT PROHIBITING DISCRIMINATION

Approved by University Council February 24, 2000.

Signed by President May 12, 2000.

A. Policy

It has been and remains the policy of Saint Joseph's University ("SJU" or "the University") to prohibit discrimination which includes discrimination 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. All forms of discrimination are equally egregious. Discrimination is detrimental not only to the individual involved, but to the entire SJU community. SJU embraces diversity which is important in an academic community. On the other hand, allegations of discrimination are serious and can be extremely harmful to the alleged offender. Accordingly, such allegations should only be made in good faith. SJU is a Catholic and Jesuit university whose Catholic identity springs from its historical relationship with the Roman Catholic Church and its embodiment of the great traditions of Catholic life and culture. SJU was founded and staffed by members of the Society of Jesus and preserves its character as a religiously affiliated institution through its close relationship with the

Society. Accordingly, special consideration may be given to qualified members of the Society of Jesus for faculty and administrative positions.

B. Definitions

1. Discrimination

Discrimination includes the denial of academic or employment opportunities, and differentiation in terms and conditions of employment based upon sex/gender, race, age of 40 and over, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, except where there is a bona fide occupational qualification which justifies a differentiation. Examples of unacceptable conduct include decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain gender, race, age, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law. The use of insulting epithets, ethnic slurs or nicknames, the display of insulting or offensive cartoons, pictures, slogans or symbols, intimidation through physical acts or threats of violence because of someone's gender, race, age, color, religion, national origin, ethnic origin, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law are likewise unacceptable.

2. Disabilities

A person is disabled if s/he has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment. Not all medical conditions are disabilities; in addition, a person with a disability that is overcome, for example, by the use of medication, may not be considered a disabled person under the law, depending on the circumstances. A person with a disability must be able to fulfill the requirements of his/her position at the University. A "qualified person with a disability" means an individual with a disability who, with or without a reasonable accommodation, can perform the essential functions of the position s/he holds or wishes to hold within the University.

C. Accommodating Individuals With Disabilities

The University will provide applicants and members of the SJU community with reasonable accommodation, except where such an accommodation would create an undue hardship.

Some guidelines follow:

1. Anyone who needs an accommodation because of a disability that limits a major life activity should provide notice as soon as possible. Notice should be given by faculty to the respective Dean and the Director of Human Resources and by administrators, professionals, staff and student workers to the Director of Human Resources.
2. A dialogue will occur with the person requesting the accommodation to identify and implement an appropriate accommodation if one is possible. This may involve discussion with the individual's physician and/or a physician engaged by SJU, as well as other persons whose involvement may be necessary. The individual may be asked to present medical certification of his/her condition and any limitations. The goal of this process is to reach a solution that will enable the individual to fulfill his/her role at the University, without causing undue hardship.

D. Grievance Procedures for Students with Disabilities

Students with a documented disability who are dissatisfied with a decision on reasonable accommodations should contact his/her academic dean. For procedures see Accommodation Grievance Procedures for Students with Disabilities.

E. Third-Party Discrimination

SJU does not tolerate discrimination by a third-party (i.e., a non-member of the SJU community, e.g., vendors, salespeople or potential business associates). Anyone who is subject to such discrimination should report the incident promptly to the University's Equal Employment Opportunity Officer.

F. Non-Retaliation

There shall be no retaliation against anyone who makes a good faith complaint of discrimination or against any other person who opposes discrimination or participates in good faith in an inquiry involving a complaint of discrimination. For further information, contact the Human Resources Office, 610-660-3309.

EMAIL: STATEMENT ON THE EXPECTED STUDENT USE OF SJU E-MAIL ACCOUNT

(September 18, 2003)

When students are admitted to Saint Joseph's, a University email account is created for them. All electronic communication from the University is directed exclusively to the SJU electronic mailbox. Students are expected to access their University email account on a weekly basis, however, daily access is recommended to stay abreast of important, time-sensitive information. University departments and faculty routinely will use e-mail to communicate important campus, academic program and course information. Information on how to access the network and e-mail is regularly distributed to new students by our Information Technology Department. If you encounter problems accessing your email, contact the Information Technology Student Help Desk at 610-660-3070.

STATEMENT ON ILLEGAL GAMBLING

Saint Joseph's University expects students to abide by federal and state laws prohibiting illegal gambling. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events. Students involved in illegal gambling, particularly bookmaking, risk suspension or dismissal from the University.

POLICY PROHIBITING HARASSMENT

Approved by University Council May 15, 2003

I. Purpose

It is the purpose of this document to state Saint Joseph's University's ("SJU") Policy Prohibiting Harassment and to identify the procedures and resources available to individuals who believe they have been subjected to such harassment in violation of this policy. This policy covers harassment on the basis of race, age of 40 or over, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law (referred to in this policy as "Protected Classifications"). Students who believe they have been or are being subjected to harassment by other student(s) should refer to the policies and procedures set forth in the Student Handbook.

II. Policy 2

SJU prohibits harassment on the basis of any Protected Classification. All forms of such harassment are equally egregious and will be dealt with following the same procedures set forth in this policy. Harassment derogates another's dignity and privacy and is inconsistent with the values inherent in Jesuit teaching. If found, it may result in the offender's discipline or removal from the University. On the other hand, allegations of harassment are serious and can be extremely harmful to the alleged offender. Accordingly, these allegations should only be made in good faith.

III. Persons Covered

This policy prohibits harassment toward any member of the SJU community – faculty, students, administration, professional and staff, including union members. When the complainant and the respondent are both students, the existing procedures for Community Standards violations will be followed.

IV. Definition of Harassment

Harassment is unwelcome severe, pervasive or persistent verbal or physical conduct, directed at an individual based upon race, age of 40 or over, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, which unreasonably disrupts or interferes with another's academic or work performance, or which creates an intimidating, offensive or hostile environment.

Examples of unacceptable conduct include the use of insulting epithets, racial or ethnic slurs or nicknames, the display of insulting or offensive cartoons, pictures, slogans or symbols, intimidation through physical acts or threats of violence or other conduct that is so objectively offensive as to alter the conditions of the victim's academic experience or employment.

Harassment based on sex/gender includes unwelcome sexual advances, requests for sexual favors, and other communication (oral or written, including electronic mail) or physical behavior of a sexual nature when (a) submitting to that conduct is explicitly or implicitly a term or condition of employment or academic standing; (b) submitting or refusing to submit to that conduct is used as a basis for any decision affecting an individual's employment or academic standing; or (c) that conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Sexual harassment covers harassment by men toward women, women toward men, men toward men, and women toward women.

V. Report Procedures

All members of the SJU community are encouraged to report a potential violation of this policy immediately. In order to facilitate maximum use of the policy, both informal and formal procedures are available. It is not necessary to pursue the informal procedure before initiating a formal complaint. Any individual may go directly to the Formal Complaint Procedure at his or her discretion. Both the complainant and the alleged offender may have a support person from the SJU community, who may act in a support role only, and not as an advocate or spokesperson, accompany him or her during any of the procedures in this section.

A. Informal Procedures

1. Consultation

This procedure is available to members of the SJU community who wish to discuss questions or concerns about harassment on a consultative basis. A consultation may be initiated by contacting any member of the Harassment Advisory Team. Harassment Advisors are appointed by the President and are authorized only to deal with questions and concerns about this policy and to discuss such matters with those seeking consultation. Harassment Advisors do not have the power to investigate and/or mediate such matters, decide whether there has been a violation of this policy, or take any action against anyone accused under this policy. Harassment Advisors shall refer anyone seeking mediation or any other informal resolution to the Resolution Officer (identified below). Individuals can also be referred to the Formal Complaint Procedure set forth below. The Harassment Advisory Team comprises appointees representing faculty, students, administration, professional and staff, including union members. The Executive Committee of the University Council shall appoint the chair of the Team annually. In addition, the University's Equal Employment Opportunity/ Affirmative Action Officer ("EEO/AA Officer") serves as an ex-officio member. Team members will be appointed for two-year terms in such a way as not to result in a complete turnover of the Team in any one year. The names of the Harassment Advisors can be obtained by consulting the list of committees in the fall edition of HawkEye or The Hawk, from the Office of Human Resources, and/or by accessing the SJU website, www.sju.edu/hr (under "Handbooks"). The Team will meet at least once per year to review its responsibilities and procedures and to make recommendations and reports to the President, as it deems appropriate, and as may be necessary to effectuate the purposes of this policy. The EEO/AA Officer may also convene the Team as s/he deems necessary. Records of the Harassment Advisory Team shall be kept by the EEO/AA Officer.

2. Resolution

Anyone may contact the applicable Resolution Officer directly to facilitate an informal resolution. The Resolution Officer may take whatever steps are deemed appropriate to resolve the matter informally and may conduct mediation with the consent of the complainant and alleged offender. Records of the Resolution Officer shall be kept by the EEO/AA Officer.

3. Guidelines

Several guidelines that apply to both of these informal procedures are as follows:

- a. A matter brought under this section will not be regarded as the initiation of a formal complaint.
- b. An individual seeking consultation from a member of the Harassment Advisory Team may choose to speak with the chair and/or any other member of the Team.
- c. Harassment Advisors will advise of available resources and of the procedures set forth in this policy.
- d. Since this is an informal process designed to provide consultation and/or resolution, no decision will be made as to whether an individual(s) has violated this policy.

B. Formal Complaint Procedure

This procedure is designed to investigate and resolve the formal complaint. Any person can initiate a formal complaint by providing a written complaint to or contacting the appropriate Resolution Officer identified below. If the complainant is uncomfortable bringing the complaint to the Resolution Officer, then the complaint shall be reported to the EEO/AA Officer, who will appoint an alternate Resolution Officer. If appropriate reasons prevent reporting the complaint to the EEO/AA Officer, then the complaint should be reported to the Vice President/Assistant to the President, who will appoint an alternate Resolution Officer. Except as noted above, complaints should be reported as follows:

Alleged Offender Resolution Officer:

Faculty Provost

Staff (including union members), Director of Administrator or Professional Human Resources

Student/VP for Student Life

The Resolution Officer may designate a representative to conduct the investigation, who will then report his/her findings to the Resolution Officer who will make the final decision. The designee shall have the same powers to conduct the investigation as the Resolution Officer. The complaint will be promptly investigated with the following guidelines:

- a. The investigation shall be completed as expeditiously as possible.
- b. The current policy will be issued and explained to both parties. When the complainant is a faculty or staff member.
- c. The Resolution Officer does not represent the complainant or the alleged offender, but, rather, is an impartial fact finder in the matter. The Resolution Officer will request written statements, which may be provided to both parties. The alleged offender will have an opportunity to respond in writing to the allegations and forward it to the Resolution Officer.
- d. In addition to providing written statements, both parties will be interviewed and both parties may provide witnesses' names and information regarding the matter. The Resolution Officer may interview witnesses s/he deems necessary. In appropriate situations, the Resolution Officer may attempt to resolve the issues to the parties' mutual satisfaction. The parties may be asked to sign a resolution agreement.

- e. In keeping with the gravity with which the University views complaints of harassment, the Resolution Officer will have authority to interview any member of the University community, and secure any relevant physical evidence (such as notes, e-mails, pictures, etc.). All members of the University community are expected to cooperate fully in an investigation of harassment. Persons contacted for an interview by the Resolution Officer are expected, if necessary, to rearrange their schedules to the extent feasible to make themselves available for the interview.
- f. After the investigation concludes, the Resolution Officer will determine whether there is sufficient evidence to support the allegations and inform the complainant and the alleged offender of his/her decision. A written decision will be made part of the record maintained by the EEO/AA Officer.
- g. Although SJU will endeavor to maintain confidentiality, it cannot conduct an effective investigation without revealing certain information to the alleged harasser and witnesses. SJU retains the right to inform persons it deems to have a need to know and to utilize information obtained during the investigation for legitimate University purposes.

If a violation of this policy is found, the Resolution Officer will take immediate and appropriate action, including discipline. If the discipline against a faculty member who is covered by the Separation and Appeals Procedures in the Faculty Handbook is dismissal, the University must follow such procedures. The complainant will be informed whether discipline is recommended, but the specific disciplinary action may be kept confidential at the discretion of the Resolution Officer.

VI. Other Rights and Responsibilities

This policy shall not be deemed to take away any rights or responsibilities of faculty members under the Faculty Handbook, administrators and professionals under the Administrators and Professionals Handbook, staff members under the Staff Handbook and union members under their contracts.

VII. Records

Records shall be maintained in confidence to the extent possible without compromising the purposes of this policy. The EEO/AA Officer will maintain records of consultations with the Harassment Advisory Team as well as records of the Resolution Officer of both informal and formal matters. Disposition of the case will become part of the record. The EEO/AA Officer shall review these records and make such reports or recommendations as may be necessary to effectuate the purpose of this policy to the President. If a report or recommendation pertains to a particular individual, then the EEO/AA Officer will first consult with the appropriate Resolution Officer. Records of formal complaints will serve as the basis for an annual statistical report prepared by the EEO/AA Officer and made public to the University community. Names will not be revealed in the annual statistical report. The report will state the number and type of complaint.

VIII. Right to Address Claims Promptly

SJU reserves the right to take appropriate action to address claims of harassment. Such action may be taken at any time, regardless of the status of any investigation and may include, but is not limited to, transfers, separation of the parties and suspension.

IX. Follow-up

For a period not to exceed one year, unless circumstances dictate otherwise, the Resolution Officer will be charged with periodically contacting the parties involved in a formal or informal complaint in order to ensure that there has been no retaliation or repeat offense.

X. Third-Party Harassment

SJU does not tolerate harassment by a third-party (i.e., a nonmember of the SJU community, e.g., vendors, salespeople or potential business associates). Anyone who is subject to such harassment should report the incident promptly in accordance with the above procedures and the matter will be investigated and resolved in a manner similar to that set forth above.

XI. Sanctions

The sanctions which may be imposed for violation of this policy include, but are not limited to, one or more of the following: attendance at educational programs, awareness activities, community service, individual assessment, removal from courses, teaching assignments and extracurricular activities, disciplinary action, including suspension or dismissal.

XII. Non-Retaliation

Complaints made in good faith under this policy will not result in any adverse action against the complainant, and no other person who participates in good faith in an investigation will be treated adversely because of that participation. Anyone who believes s/he has been retaliated against for invoking this policy, opposing violations of this policy or participating in an investigation should report the matter as set forth in this policy. It will be investigated and dealt with as any other complaint brought under this policy.

XIII. Academic Freedom

SJU strongly supports and protects the principle of academic freedom. All members of the University community have a right to use the academic forum, provided by the University, to discuss controversial subjects and to express ideas that some or most of the members of the community strongly oppose. Harassment is not about voicing unpopular ideas. It is a form of intimidation that is unprofessional and that can silence some members of the University community. As the American Association of University Professors states in its policy statement on sexual harassment: "Intimidation and harassment are inconsistent with the maintenance of academic freedom on campus. This statement is no less germane if one is being made unwelcome because of sex, rather than unwelcome because of race, religion, politics, or professional interests." *Academe*, September-October 1990, pp. 42-43.

XIV. Campus Resources

- Harassment Advisory Team
- Fall edition of HawkEye or The Hawk; www.sju.edu
- Human Resources Office 610-660-3309
- EEO/AA Officer 610-660-3336
- Counseling Center 610-660-1090

- Public Safety and Security 610-660-1111
(for Sex Offenses and Safety)

For further information or details of campus resources, contact the Human Resources Office at 610-660-1290 or visit the SJU website at www.sju.edu.

For students, when the complainant and the alleged offender are both students, the complaint is handled through the student disciplinary process. (See Community Standards.) When the alleged offender is a student and the complainant is faculty or staff, then the above Harassment Policy is followed and the resolution officer is the VP for Student Life. When the alleged offender is an employee of the University, the above Harassment Policy is followed and the resolution officer is dependent upon the position of the alleged offender. When the complainant is a student and the alleged offender is a faculty member, then the resolution officer is the Provost. When the complainant is a student and the alleged offender is staff, then the resolution officer is the Director of Human Resources.

POLICY ON HAZING

Hazing is defined as “any action or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Saint Joseph’s University prohibits all forms of hazing. The Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree. It also includes the willful destruction or removal of public or private property in its definition of hazing. Individuals found guilty of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation or disbanded. Other penalties also may be appropriately issued. Aside from the legal aspect of hazing, the University believes that hazing is contrary to the Christian teaching of human dignity and contradicts an environment of friendship, maturity and charity within its collegiate community.

MISSING ON-CAMPUS STUDENT POLICY

The purpose of this policy is to convey the procedures of the University’s response to reports of “on-campus” missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and in particular to those residing in campus housing, including off-campus apartment units leased by the University for students. At the beginning of each academic year Saint Joseph’s University will request, via MySJU, that all students confidentially register a contact person who would be notified by the University within 24 hours if that student is determined to be missing. For non-emancipated students less than 18 years of age a custodial parent or guardian will be notified by the University within 24 hours of a student’s being determined missing, in addition to any additional contact person designated by the student.

The Saint Joseph’s University Office of Public Safety & Security is to be notified whenever it is suspected that a student is missing. If a member of the University community or a parent has reason to believe that a student is missing, SJU Public Safety & Security, the Office of Residence Life, or both should be notified immediately. A joint investigation will commence immediately

between Public Safety & Security and Residence Life to locate the student to determine his or her state of health and well-being. These efforts will include, but are not limited to, checking the student's residence, class schedule, ID card access, location of private vehicle, friends and acquaintances and calling the student's cell phone number. If it is determined that the student is missing for more than 24 hours, the appointed University representative will notify the individual that was designated as the student's missing person contact, or the custodial parent or guardian, as well as the University Vice Presidents for Student Life and Administrative Services. Following those notifications, the appropriate law enforcement agency (s) will be notified. If, during the initial stages of the missing student investigation it is determined that the student is "involuntarily missing", i.e., abducted, kidnapped or endangered the local law enforcement agencies will be contacted immediately. Under these exigent circumstances it will not be necessary to wait for 24 hours to make the required aforementioned notifications.

POLITICAL ACTIVITIES ON CAMPUS

This statement, originally entitled "Policy on Political Activities on Campus by Members of the University Community", was approved by the College Council on October 12, 1972, and by the President provisionally on October 24, 1972, and finally on November 10, 1972.

As an educational institution, Saint Joseph's University has an obligation to encourage open and free discussion of political ideas. To accomplish this academic end and also to preserve its status as a tax-exempt organization under Title 26, Section 501-c-3 of the U.S. Code, the University is required in all instances to maintain a position of strict neutrality concerning political activities. It is recommended, when University organizational co-sponsorship is undertaken, that event co-chairmen be appointed, one representing the outside organization. It follows therefore:

1. that, all members of the academic community, as citizens, are free to engage in political activities so long as these activities do not interfere with their obligations as teachers, administrators, or students or infringe upon the rights of other members of the University community;
2. that, although all members have a right to participate in the political processes, they do so only as individuals or through organizations recognized by the, but never as representatives of the University. No contributions may be solicited in the name of or collected by Saint Joseph's University for political purposes. Campus-based organizations seeking such contributions must include in such solicitations a statement to the effect that these donations are not for the use of the University and are not tax deductible. In addition, the seal of the University may not be used on literature or advertisements used for political purposes of identification for members of the University;
3. that, all members of the community are free to support candidates or issues and to invite speakers to the campus for these purposes. Any procedures required by the University before such speakers who are invited will be designed only so as to insure that facilities are properly scheduled, adequately prepared and that these events are conducted in a manner appropriate to the academic setting. Institutional control of campus facilities is not to be used as evidence of censorship. The Advisory Boards on Student Life shall have jurisdiction in the event of disagreement;
4. that, students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not

refuse to enroll or teach students on the grounds of the beliefs of the students or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as political activism or personal beliefs;

5. that, the University, as an institution, cannot authorize the use of its facilities, funds, or property for any activities involving political figures or issues other than those required to provide a forum for discussion of political ideas on campus. No candidates for public office or representatives of candidates are to receive any funds appropriated by the University, nor shall any member of the University community use for political purposes the University's mailing lists, bulk mailing privilege, inter-office mail system or printing facilities. Use of class and lecture rooms shall be at the regular rate;

6. that, the University cannot provide office facilities to any political organization whose primary purpose is either the election of candidates to public office or the influencing opinion beyond the limits of the campus. Office space may only be granted to those political organizations composed entirely of members of the University community;

7. that, any admission fees charged for political speakers in excess of the costs of University facilities be turned over in their entirety to the University;

8. that, nothing in this statement is to be interpreted as amending or abrogating any policies earlier adopted by the Council.

REQUIRED LEAVE OF ABSENCE GUIDELINES

Approved by the President and Cabinet, September 21, 1993.

Revised April, 2000.

1. The University reserves the right to require a Leave of Absence. The Vice President for Student Life, based on reports of behavior of the student as observed by members of the University community, can require a student to undergo a diagnostic evaluation by a physician designated by the University and/or the Director of the Counseling Center or designee. The Director of the Counseling Center or the Director of Residence Life will alert the student's parent/guardian to the existence of a problem prior or subsequent to the evaluation. In keeping with the results of his/her evaluation, the physician and/or the Director of the Counseling Center may recommend a Required Leave of Absence at any time it is deemed reasonably necessary to protect the student, other students, members of the University community or the interests of the University community.

2. A Leave of Absence may be required if any of the following situations arise:

a) a student is a danger to himself or herself or others because he or she attempts or threatens suicide or engages in any behavior which threatens or could cause bodily harm to himself or herself or others.

b) a student refuses or is unable to cooperate with a recommended evaluation or treatment procedure and is thought to be in danger of significant physical or psychological deterioration.

3. Upon recommendation of a University-designated physician and/or the Director of the Counseling Center, the Vice President for Student Life consults with the appropriate academic Dean and makes the final decision regarding approval of a Required Leave of Absence. The Vice President for Student Life reviews the recommendation to ensure that procedures set forth in these guidelines were followed and to protect the student's rights. The nature of the situation may require the decision to be prompt and informal. The student will be given oral notification of the decision immediately and written notification within seventy-two hours. If the dependent student is required to leave; a parent or guardian will also be notified.
4. The student has the right upon request to meet with the Vice President for Student Life or designee, the University designated physician or the Director of the Counseling Center. The purpose of this meeting would be to discuss the factual basis of the incident or incidents related to Section Two. The student may be assisted at this meeting by an advisor from the University community.
5. The student has the right, upon request, to appeal to the President for a review of the processes used and to the Vice President for Student Life for an independent review/evaluation and recommendation by a mutually acceptable physician, psychologist or psychiatrist. The student may initiate an appeal, in writing, any time within seventy-two hours of the oral notification of the decision. The Vice President for Student Life will decide if the appeal will temporarily delay the implementation of the Required Leave of Absence.
6. The student may request a voluntary leave of absence in place of a required leave of absence within thirty days of the written notification of the decision.
7. When a student is given a required health leave during the course of a semester, any record of grades or registration for courses for that semester will be expunged from the student's record. Refund will be given for tuition, room, board, and fees that may have been paid for the semester and any financial aid monies awarded to the student will be returned to the appropriate University or government source.
8. When a student on required leave is ready to return to Saint Joseph's University, he or she must arrange for the health professional who has evaluated or treated him/her during the withdrawn period to forward a written report to the University physician and/or Director of the Counseling Center. The report should provide medical and behavioral evidence that the student is ready to resume studies at the University and that his or her presence does not pose a threat to the health or safety of self or others. The student must also schedule an interview with the University physician and/or Director of the Counseling Center. The written report by the student's health professional must be received at least one week prior to the interviews. Subsequent to the evaluation, the University physician and/or Director of the Counseling Center will provide the Associate Dean of the appropriate College and the Vice President for Student Life a written statement confirming that the student is ready to resume studies at the University. The University physician or Director of the Counseling Center may make recommendations to the Vice President for Student Life regarding conditions of return. The student will receive written notification of conditions. The student's request to return will be in the form of a written statement to the Associate Dean of the appropriate College and the Vice President for Student Life. A written evaluation with recommendations from the University physician or Director of the Counseling Center will accompany the student's request. The student must submit his/her request to return to the University no later than July 1 for the fall semester or December 1 for the spring semester. The final decision regarding a student's request to return to the University is made by the Vice President for Student Life.

9. A student may be given a health leave for one semester or for two consecutive semesters. If he or she does not return to the University after that time, the status will be changed to a withdrawal.

SEXUAL OFFENSE POLICY

Approved by University Council on March 16, 2006 and approved by the President on May 25, 2006.

A. Purpose

It is the purpose of this document to state Saint Joseph's University's (SJU) policy on sexual offenses and to identify and describe procedures and resources available to those individuals who believe they have been a victim or victims of a sexual offense, and to identify the possible sanctions for violations of this policy, the appeals procedures and educational programs.

B. Policy

Saint Joseph's University will not tolerate sexual offenses, whether forcible or non-forcible, on its campus or at University sponsored events, by any member of the SJU community (faculty, students, administrators, and staff including union members). A definition of sexual offenses is contained in C below. The University also reserves the right, in its sole discretion, to take action under this Policy for off-campus behavior. Sexual offenses are not only a violation of law and reprehensible in any context, but are a matter of particular concern in an academic community in which students, faculty and staff are related by strong bonds of dependence and trust. A member of the Saint Joseph's community charged with a sexual offense may be prosecuted under applicable criminal statutes of the location where the offense occurred, and may, whether or not criminal charges are filed, be subject to internal University disciplinary proceedings. An individual who believes that he or she has been a victim of a sexual offense is encouraged to report the matter immediately to the Office of Public Safety and Security (610-660-1111), and/or the local police (911). Evidence including clothing, drinks, glasses, bed linens, etc. should be preserved. In order to preserve evidence of body hairs and fluids, a victim should be medically examined as soon as possible and before any showering, bathing or other clean up occurs. Support is available as set forth later in this policy under Section H. These support services are also available for individuals who are not sure if they are victims of a sexual offense. While it is best to report the offense immediately, it can be reported at any time.

C. Sexual Offenses

The Federal Uniform Crime Reporting Program defines a forcible sexual offense as any sexual act directed against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent. Non-forcible sexual offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Certain conduct that may be a violation of the University's Sexual Offense Policy may also be considered crimes under Pennsylvania law (See, among other websites, <http://www.pitt.edu/~weinberg/sexual.htm>). Such potential crimes include, but are not limited to:

1. Rape. Sexual intercourse obtained through force or threat of force or without the victim's consent. Sexual intercourse includes vaginal, anal, or oral sex. Ejaculation is not necessary, but there must be some penetration, however slight.

2. Involuntary deviate sexual intercourse. Oral or anal sexual intercourse obtained through force or threat of force or without the victim's consent.
3. Sexual assault. Sexual intercourse or deviate sexual intercourse without the victim's consent.
4. Aggravated indecent assault. The penetration, however slight, of the genitals or anus by a part of the offender's body for any purpose other than good faith medical, hygienic or law enforcement procedures, by force or threat of force or without the victim's consent.
5. Indecent assault. Any touching of the intimate parts of a person, by force or threat of force or without the victim's consent.
6. Indecent exposure. Exposure of genitals in any public place or any place where the conduct is likely to offend, affront or alarm. There are situations when a person may be considered incapable of giving consent such as, if he/she is: asleep, unconscious and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs. A verbal "no" even if it may sound indecisive or insincere, constitutes lack of consent. Further, it is not necessary that an individual resist an attack or otherwise affirmatively express lack of consent. Use of alcohol and/or other drugs shall not diminish one's responsibility to obtain consent. Being in an on-going relationship does not preclude the possibility of sexual misconduct occurring within that relationship.

D. Report Procedures

1. Office of Public Safety and Security (610-660-1111). A report of a sexual offense should be made to the Office of Public Safety and Security. This can be done by calling (610) 660-1111. The Office of Public Safety and Security will provide information about filing criminal charges. If the person making the report of a sexual offense so desires, the Office of Public Safety and Security will assist her or him in contacting the local police. This office will also provide information for contacting a member of REPP (Rape Education and Prevention Program; beeper number 610-733-9650, available 24 hours a day) if she or he so desires.
2. Police. The matter may be reported directly to the police in the location where the offense occurs. Nine-one-one (911) may be called for both the Philadelphia and Lower Merion police. If the police are handling the matter, the Office of Public Safety and Security may defer or postpone its investigation.
3. Reports to Campus Security Authorities. Any University "campus security authority" as defined by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, who receives a report of a sexual offense, must report the offense to the Office of Public Safety and Security. A "campus security authority" is defined as: (1) a campus police or security department; (2) any other individual who has responsibility for campus security, e.g., an individual who is responsible for monitoring entrance into the University's property; or (3) an official of an institution who has significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings. Specifically exempted from the definition of campus security authorities are pastoral or professional counselors when acting in that capacity. A pastoral counselor is defined as "a person associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the

scope of recognition as a pastoral counselor.” A professional counselor is defined as “a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.”

Examples in the federal regulations of persons with “significant responsibility for student and campus activities” include an administrator who oversees student housing, a student center, or student extra-curricular activities; a director of athletics or team coach; or a faculty advisor to a student group. The federal regulations further provide: “A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.” Student resident assistants or other persons with significant responsibility for student and campus activities who receive a report of a sexual offense must report the offense to the Office of Public Safety and Security within twenty-four (24) hours of receiving report of the alleged offense.

E. University Response When There is a Report of a Sexual Offense

1. Immediate medical and/or psychological assistance will be made available to the person making the report of a sexual offense. Security will provide transportation to a hospital that specializes in rape treatment, if appropriate, and the University Counseling Center staff member on duty will be notified, if requested.
2. The Office of Public Safety and Security will provide guidance to the individual concerning the preservation of relevant evidence.
3. The Director of Residence Life, in consultation with other offices, as necessary, will make changes in the academic, living and/or employment situation of a student who has reported a sexual offense if such changes are reasonably feasible. The appropriate Administrative Officer (defined in E8) will make changes in the academic or employment situation of an employee or faculty member who has reported a sexual offense if such changes are reasonably feasible.
4. Any member of the University community who is charged with a violation of this policy may be placed on immediate suspension, and/or barred from University property, pending the outcome of the process, if that individual poses a threat to the health, safety or welfare of the University community, as determined by the Administrative Officer (or in the case of a student, by the Vice-President for Student Life) with the authorization of the President. In the case of an employee or faculty member, the Administrative Officer shall also determine whether such suspension is to be with or without pay.
5. The Office of Public Safety and Security will conduct a prompt and thorough investigation and prepare a factual report that will be conveyed to the Administrative Officer (defined below in E8) and/or if the alleged offender is a student, to the Student Life Administrator, as defined by the Community Standards set forth in the Student Handbook.
6. Student Process. When the alleged offender is a student, the offense will be handled under the Community Standards and Disciplinary Process as a violation, along with any other alleged violations of the Community Standards in connection with the incident. In most cases, allegations of a sexual offense shall be heard by the Community Standards Board, consistent

with published Community Standards processes. Both parties (the accused and the alleged victim) may have a support person from the SJU community who may accompany him/her during the hearing. The support person may only speak to the respective accused/alleged victim and/or respond to questions put directly to him/her from the administrator during the hearing. Either party shall have the right to appeal the decision.

7. Non-Student Process. When the alleged offender is a faculty member or non-faculty employee, the following shall occur:

- a. The investigative report from the Office of Public Safety and Security will be made available to the appropriate Administrative Officer (defined below in E8) in preparation for administrative review. Both formal and informal administrative review procedures will be available and are specified below according to whether the accused is a non-faculty employee or faculty member. Both parties (the accused and the alleged victim) may have a support person from the SJU community accompany him/her during any of the procedures of this policy. The support person may only speak to the respective accused/alleged victim and/or respond to questions put directly to him/her from the administrator during the hearing.
- b. The appropriate Administrative Officer will promptly review the facts developed by the investigation and make a determination as to whether there is reason to believe that a violation of this policy has occurred, that is, s/he will determine that either an offense may have occurred, did occur, or that there is insufficient evidence to substantiate the allegation(s) of an offense. If the Administrative Officer finds such reason, s/he may attempt to bring about an informal resolution between the person making the report of a sexual offense and the accused. However, the person making the report of a sexual offense shall not be pressured or required to enter into any such informal resolution.
- c. In the event that an informal resolution is not reached, the following procedures will be pursued:
 - (i) When the accused is a non-faculty employee (including union members):
The Administrative Officer will conduct a hearing and/or meet with all parties involved. The Administrative Officer will prepare a written report, including findings and recommended sanction(s) and convey it to both parties. The Administrative Officer shall implement the sanction(s) in consultation with the Vice President overseeing the employee's department.
 - (ii) When the accused is a member of the faculty:
The Administrative Officer will prepare a written report, including findings and recommended sanction(s) and convey it to both parties. The Administrative Officer shall implement the sanction(s) in consultation with the University's Chief Academic Officer. If dismissal is recommended, the procedures outlined in the Faculty Handbook regarding Separation and Appeals Procedures shall be followed.
- d. Either party has the right to appeal as set forth below (Section G). The outcome of the appeal process will be final.

8. Administrative Officer. The administrative officers are:

Alleged Offender Administrative Officer:

Faculty Member's Dean

Non-Faculty Employees Director of Human Resources

(including union members)

The Administrative Officer may designate another individual to act in his or her place. In a situation where the President concludes that the participation of any of these individuals would compromise the impartiality of the process or have the appearance of partiality, the President may designate another individual to act as the Administrative Officer. The alleged offender may appeal this appointment in writing directly to the President, giving reasonable and specific cause for his/her appeal of the President's appointment. Should the President deny that appeal, the alleged offender may appeal the President's appointment through established University grievance procedures.

F. Sanctions

A sanction will be imposed for violation of this policy. The University has wide discretion as to the sanctions that may be imposed. Faculty and Non-Faculty Employees (including Union Members). The sanctions that will be imposed for violation of this policy may include discipline, suspension and/or dismissal. If the sanction is suspension, then the applicable Administrative Officer shall identify whether it is with or without pay. Students. The sanctions that may be imposed for violation of this policy include, but are not limited to, removal from the residence community, removal from participation in extracurricular activities, suspension from the University and/or expulsion from the University. Appropriate sanctions may also be imposed upon groups or organizations found to have violated this policy. Both the accuser and accused shall be informed of the University's final determination in a disciplinary proceeding and any sanction imposed against the accused.

G. Appeal Procedures

1. Students. Appeals shall be heard by the Vice President for Student Life and Provost in accordance with the procedures set forth in the Student Handbook, provided that either the alleged offender or alleged victim may appeal a decision of the Student Life Administrator.
2. Non-Faculty Employees (including Union Employees). Either party may appeal a decision by the Administrative Officer by notifying the Appeals Officer identified below in writing within 5 business days of the decision of the Administrative Officer. The Appeals officer will convey his/her decision in writing to both parties. The decision made on appeal will be final, subject to any further rights of appeal under an applicable collective bargaining contract.

Alleged Offender Appeals Officer:

Non-Faculty Employees Vice President for Financial Affairs

Union Employees Vice President for Administrative

Services

3. Faculty. Either party may appeal a decision by the Administrative Officer to the University's Chief Academic Officer, by written notice of appeal within 5 business days

of the decision of the Administrative Officer. With respect to any sanction, faculty shall have such appeals rights as are set forth in the Faculty Handbook.

H. *Resources*

Saint Joseph's University has developed a Rape Education and Prevention Program (REPP) and trained teams to assist an individual who has reported a sexual offense. The team will consist of at least two community members who have received training in rape crisis counseling. One person will be designated as the advocate who will stay with the individual throughout all examinations and questioning, if desired. The role of the advocate will be to provide support, inform the individual of all options and rights, advise regularly about the status of the case and accompany the individual throughout disciplinary, administrative or criminal proceedings, as needed. REPP's web site, http://www.sju.edu/cas/sociology/rape_education/index.html contains information about reporting sexual offenses, medical treatment, victims' rights, criminal and disciplinary proceedings, the need for professional counseling, campus personnel and services available for victim assistance, information about testifying in court, feelings and reactions experienced by most victims and ways to deal with feelings. The purpose of this information and the advocate is to enable the individual who reports a sexual offense to make informed choices, NOT to pressure or convince her/him to take any particular course of action.

The Counseling Center (610-660-1090) offers confidential counseling to students for a wide variety of concerns, including the psychological effects of sexual offenses. Referral for in-patient or outpatient psychiatric care is also available to students, faculty and staff.

Resources Phone Numbers

- Security 610-660-1111
- REPP 610-733-9650
- Counseling Center 610-660-1090
- Human Resources 610-660-3309

I. *Education*

Rape education and prevention resources are available on the University web site at http://www.sju.edu/academics/cas/sociology/rape_education/index.html The Office of Public Safety and Security annually publishes campus security reports that include statistics on campus crimes and arrests for certain specified categories of offenses. The report also describes policies related to campus security. The reports are distributed electronically to all current students and employees and, upon request, to applicants for enrollment or employment, and are available on the University's web site at http://www.sju.edu/security/annual_report.html The student newspaper regularly publishes "incidents of crime" on and around campus. These periodic reports are supplied by the Office of Public Safety and Security on a weekly basis during the fall and spring semesters. In addition, the Office of Public Safety and Security conducts an annual security presentation to incoming first year students and transfer students at Orientation. This presentation includes information about how to develop personal protection plans, including protection against rape. The distribution of the Student Handbook which contains the Sexual Offense Policy and additional programming during new student orientation and during the first few weeks of the semester continues this educational effort. During the course of the academic

year, Student Life sponsors or co-sponsors at least one program each semester on acquaintance rape and/or gender issues.

J. Consultation regarding this Policy, Sexual Offenses, and Sexual Harassment

A sexual offense differs from sexual harassment. Examples of sexual offenses are identified in Section C of this document. Sexual harassment is defined in Section IV of the Policy Prohibiting Harassment. This latter policy can be found on the University web site at http://www.sju.edu/resources/human_resources/harassment.html and in the faculty, staff, and student handbooks. Any member of the Saint Joseph's university community may contact the Chair or any member of the Harassment Advisory Team if s/he feels that s/he is the victim of sexual harassment. (<http://www.sju.edu/resources/humanresources/harassment.html>)

K. Records

Records of reported sexual offenses shall be maintained by the Office of Public Safety and Security and will be included in campus security reports. The investigative report by the Office of Public Safety and Security will be kept on file in the Office of Public Safety and Security and kept confidential except for the access afforded to the appropriate administrators outlined in this policy, others in the University Administration with a need to know, and/ or as required by law.

SMOKING POLICY

Background and Purpose:

It is the intent of this policy to promote a healthier environment for all members of the Saint Joseph's University community, and to protect the health of non-smokers. Medical evidence clearly shows that smoking is harmful to the health of smokers and non-smokers alike. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers.

Definition:

The definition of smoking includes the inhaling and carrying of any lit cigarettes, cigars, or pipes.

Policy:

Saint Joseph's University considers the needs and concerns of smokers, and non-smokers alike, in providing a healthful campus environment. All Saint Joseph's University students, faculty, staff, contractors and guests are expected to comply with these regulations:

- Smoking is ONLY permitted in the outdoor locations with a sign that designates a smoking area. These areas are located far enough away from doorways, open windows and ventilation systems to prevent smoke from entering University buildings and facilities. Smokers are responsible to dispose of waste in proper receptacles;
- All University buildings, including academic, administrative, athletic facilities and residence areas are smoke free.
- Smoking is not permitted:

- in University vehicles, including buses and vans;
- on any athletic or intramural field including the spectator viewing areas in the immediate vicinity of the fields.
- No employee or contractor may smoke while they are in the conduct of their job (aside from break periods in designated smoking areas) whether they work inside or outdoors.
- The advertisement, sale or promotion of tobacco products on campus and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations is not permitted.

Responsibility and Enforcement:

Notice of this policy is to be provided to all students, faculty, staff and contractors through established communication channels. This policy relies on the thoughtfulness and consideration of smokers and non-smokers. All members of the university community and guests of the University are responsible for observing this policy. The Environmental Safety Office has overall responsibility for the implementation and enforcement of this policy. Concerns regarding the policy should be referred to that office in Moore Hall at 610-660-3037. Enforcement concerns for faculty and staff should be referred to Human Resources and for students to the Office of Community Standards.

STUDENT GROUPS & ORGANIZATIONS

Approved by College Council, December 21, 1972.

During the college experience, students develop a variety of interests and concerns which find expression through a diversity of volunteer student associations on campus. While the University aims to provide student associations with the freedom to operate independently, the University does work to insure the orderly conduct of student organizational affairs, and to provide that its personnel, physical and budgetary resources are allocated in support of those extracurricular student endeavors which extend opportunities for wider intellectual and social development. The Student Government and the Office of Student Life are charged with responsibility for developing and implementing specific policies and procedures, for granting and withdrawing organizational status for all student groups, for the conducting of orderly student organizational affairs, for allocating University resources in support of organizational activity and for adjudicating intra- and inter-organizational disputes. Such policy and procedure must be in accordance with the aims and the objectives of the University. For information about the policies and guidelines governing the creation and activities of student organizations, please visit www.sju.edu/student_leadership.

STUDENT SPONSORSHIP OF SPEAKERS ON CAMPUS

Approved by College Council January 25, 1976

Saint Joseph’s University is committed to the discussion of issues which are of interest to the University community. One way in which the University’s educational objectives can be attained is through student-initiated opportunities to hear speakers from outside the University. Therefore, it follows that: students and student organizations have the right to invite persons of their choice to speak on campus. If the speaker is invited by a University organization, however, his/her topic

must be germane to the aims of the organization as stated in its constitution. Sponsorship of guest speakers does not imply University approval endorsement of the views expressed. Students have the right to assemble and to hear speakers provided that the assembly does not violate civil law, does not interfere with the processes of the University, does not infringe upon the rights of others, and is conducted in a manner appropriate to an academic community. The University reserves the right to prohibit assemblies having in its judgment the clear likelihood of failing to meet one or more of these conditions. The procedures established for the orderly scheduling of facilities and adequate preparation for the event, including notification of the appropriate student personnel administrator, are to be followed, but the institutional control of campus facilities may not be used as a device of censorship. Students must recognize their right to uphold the right of free speech and to permit invited speakers to appear and speak without inappropriate interruption or demonstration. In case of controversial issues, the opportunity to hear dissenting viewpoints is encouraged. Only those events sponsored by a recognized University organization or residence hall may require a donation from participants. If a donation is required, proceeds in excess of costs and overhead may be retained by the sponsoring University organization for use within the stated aims of the organization and the parameters of the University budget policy. In case of joint sponsorship by an outside group and a University organization, proceeds in excess of costs and overhead may be divided according to the provisions of the point sponsorship. Responsibility for any financial losses must be assumed by the outside group. Nothing in articles (7) and (8) of this statement is to be interpreted as amending or abrogating the Policy on Political Activities on campus by members of the University community (adopted by the College Council on October 12, 1972). Appeals from any decision limiting the right of students to hear speakers may be appealed to the Advisory Boards on Student Life.

USE OF UNIVERSITY FACILITIES BY OUTSIDE ORGANIZATIONS

Approved by College Council October 1971 and January 1973

An institution whose charter sets forth its purposes, as education, Saint Joseph's University does not normally undertake rental of its facilities. Consistent with its purposes; however, the University may accommodate the activity of responsible outside organizations when such activity is judged to be educationally or culturally valid, or directly productive in terms of institutional advancement.

LIABILITY DISCLAIMER

Saint Joseph's University assumes no responsibility for the loss, destruction or theft of students' personal possessions. Students are encouraged to inventory their personal possessions periodically, affix their names on all personal possessions, and/or record and maintain in a safe place, the serial numbers of personal possessions. Moreover, students are encouraged to obtain personal property insurance for their personal possessions, in that the University's insurance program covers only University property and does not extend to the personal property of students. Students participating in University athletic or other activities do so at their own risk. The University provides reasonable supervision for these activities, but assumes no responsibility for accident, loss, injury, or death resulting from such activity.

II. GRADUATE ARTS AND SCIENCES

WELCOME TO GRADUATE ARTS AND SCIENCES

Spirit. Intellect. Purpose. At Saint Joseph's University these words serve as more than a simple motto. In fact, they capture our credo and philosophy of graduate education.

The Spirit of Saint Joseph's is evident on our home campus on Hawk Hill as well as in our off-campus and online programs. It is reflected in the Jesuit ideal of *cura personalis*, care for the whole person, which has been a hallmark of Jesuit education since St. Ignatius of Loyola founded the order in the sixteenth century. At Saint Joseph's you will be encouraged to seek your place in the global community, to explore themes of ethics and social justice, and to stretch your intellectual boundaries in both theory and practice.

As a prospective graduate student, you are looking for a degree program at an institution that will push you to achieve your academic and personal ambitions supported by a community of creative and highly intelligent faculty and students. Saint Joseph's commitment to academic rigor assures that your Intellect will be challenged by thought-provoking professors, demanding course work, and practical learning opportunities in your chosen field of study.

You are also seeking a graduate program that will help you to attain professional advancement and satisfaction. Graduates from programs at Saint Joseph's have a strong track record of professional success, with graduates of the class of 2008 reporting the following career enhancing outcomes from their studies:

17% reported receiving a promotion
47% reported a salary increase
The average reported salary increase was \$6,500
18% reported receiving a title change
36% were given increased responsibilities

At Saint Joseph's, we believe that defining purpose in one's life is an ongoing and lifelong process and our graduate programs are designed to help students along that passage. Here you will find a flexible program designed to accommodate a busy lifestyle and your many personal commitments. You will also find students, faculty, and staff who are themselves striving to live their lives with purpose, as they aspire and commit to make a good world better.

I invite you to explore the Graduate Arts and Sciences Graduate programs at Saint Joseph's University – programs like Education, Organization Development and Leadership, Criminal Justice, and Health Administration - that will provide you with the skills and knowledge to help you succeed in today's competitive workplace with Spirit, Intellect, and Purpose.

Sabrina DeTurk, Ph.D.
Associate Dean and Executive Director,
Graduate Arts and Sciences

ADMINISTRATIVE STAFF

Dr. Sabrina DeTurk

Associate Dean and Executive Director, Graduate Arts and Sciences

110 Barbelin Hall

610-660-1289

sdeturk@sju.edu

Allison DiSalvo, MBA

Director of Marketing and Recruitment, Graduate Arts and Sciences

110 Barbelin Hall

610-660-1242

adisalvo@sju.edu

Kate McConnell, MBA

Director of Admissions and Retention, Graduate Arts and Sciences

110 Barbelin Hall

610-660-3184

cmcconne@sju.edu

Dawn Roberts

Senior Administrative Assistant

110 Barbelin Hall

610-660-1289

droberts@sju.edu

EMERGENCY CLOSING INFORMATION: 610-660-3333

General Information: 610-660-3131

E-mail: gradcas@sju.edu

Website: www.sju.edu/higherknowledge

Location: 5600 City Avenue
Barbelin/Lonergan Hall, Room 110
Philadelphia, PA 19131

PROGRAM DIRECTORS:

Biology

Dr. James Watrous

229 Science Center

610-660-1829

jwatrous@sju.edu

Computer Science

Dr. Jonathan Hodgson

213 Barbelin Hall

610-660-1571

Jhodgson@sju.edu

Criminal Justice

Ms. Patricia Griffin

139 Post Hall

610-660-1269

pgriffin@sju.edu

Doctoral Program in Educational

Leadership

Dr. Raymond Horn

209 Barbelin

610-660-3187

rhorn@sju.edu

Education

Graduate Education

Dr. Teri Sosa

210 Barbelin Hall

610-660-3162

tsosa@sju.edu

Educational Leadership

Dr. Raymond Horn

209 Barbelin

610-660-3187

rhorn@sju.edu

Math Education

Dr. Sandy Fillebrown

235 Barbelin Hall

610-660-1568

sfillebr@sju.edu

Instructional Technology and

OATCERT

Mr. Steve Gary

111 Barbelin Hall

610-660-3163

sgary@sju.edu

Reading Specialist

Dr. Mary Applegate

263 Barbelin

610-660-1585

mapplega@sju.edu

Special Education

Dr. Catherine Spinelli

204 Barbelin Hall

610-660-3164

cspinell@sju.edu

Gerontological Services

Dr. Catherine Murray

315 Post Hall

610-660-1805

cmurray@sju.edu

Health Administration

Ms. Nakia Henderson

110 Post Hall

610-660-2952

nakia.henderson@sju.edu

Health Education

Ms. Nakia Henderson

110 Post Hall

610-660-2952

nakia.henderson@sju.edu

Health Care Ethics

Mark Aita, S.J. M.D.

112 Barbelin

610-660-2580

maita@sju.edu

Nurse Anesthesia

Dr. John Newhouse

115 Post Hall

610-660-2951

jnewhous@sju.edu

Psychology

Dr. Jodi Mindell

223 Post Hall

610-660-1806

jmindell@sju.edu

Public Safety Management

Ms. Joan Fabrizio, Program

Administrator

18 Merion Place

610-660-1641

jfabrizi@sju.edu

Environmental Protection Safety

Management

Ms. Joan Fabrizio, Program

Administrator

18 Merion Place

610-660-1641

jfabrizi@sju.edu

Organization Development and

Leadership (formerly TOD)

Dr. Felice Tilin

101 Barbelin Hall

610-660-1575

ftilin@sju.edu

Writing Studies

Dr. Ann Green

106 Bellarmine Hall

610-660-1889

agreen@sju.edu

ACADEMIC POLICIES

Time Limit and Leaves of Absence:

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

Transfer of Courses:

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

Double Counting of Courses:

Any student wishing to matriculate into another Saint Joseph's University graduate degree program is advised that, for each additional degree to be awarded, a maximum of 6 credits of graduate work at the 500 level or above will be transferred.

Grades:

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

- A (4.0)** distinguished; exceptional performance in all aspects of the course
- A- (3.7)** exceptional performance, but somewhat less than that rated as **A**
- B+ (3.3)** very good; meritorious work; exceptional performance in several aspects of the course; notably above average expected of students
- B (3.0)** good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course
- C (2.0)** passing; marginal work, acceptable, sound performance in some aspects of the course, but below the level of expected competence in other areas
- F (0.0)** failure; not evidencing significant grasp of subject matter or techniques; failure remains on record even if course is repeated and the original grade still affects the cumulative average

P	pass (lab or thesis)	
NP	no penalty (lab or thesis)	
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 cannot 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	equivalent to W ; given by the Dean of the college to which the student belongs in

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

Change of Program:

If an admitted student wishes to change their program they must contact their current program office and complete a *transfer form*. Their file will be transferred to the new department for review. If accepted the department will issue an acceptance letter and notify the Registrar's office of the program change.

In the case of an international student the new program department will issue a new admission letter to the student and notify the Center for International Programs (CIP) of the program change so the student's I-20 is updated with the program change.

Withdrawal from Courses:

Students may withdraw from one or more courses up to two weeks after the mid-term by completing the *withdrawal from a course form* available in the Student Service Center or download from

<http://www.sju.edu/resources/registrar/documents/Withdrawal%20from%20Course.pdf> .

The dates for the end of the withdrawal period are listed under *Academic Calendar*. Students who stop attending classes without officially notifying the University in writing will receive a grade of **FA**.

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

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

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

Audit Students:

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

Academic Dismissal:

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

Students enrolled in degree programs in the College of Arts and Sciences that require fewer than twelve courses for the degree who receive three grades below **B** will be dropped from the degree program. Students in programs that require twelve or more courses who receive four grades below **B** will be dropped from the degree program. Also, students who receive two grades of **F** will be dropped from the degree program. The term *course* as used in this regard, applies only to 500 or higher level courses.

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

Posting of Grades:

Final grades are only available on the web. To access final grades please go to:

<http://www.sju.edu/registrar/records.html#grades>.

More academic policies including the **University's Academic Honesty Policy** can be found in University Catalog and in the introduction section of this handbook.

Stay Connected with SJU and Graduate Studies:

Graduate Studies students are encouraged to stay connected with SJU and we offer many avenues for you to do so.

• SJU Email Account---- Please Check Daily

Important information from your professors and from university offices is sent through this account. You can have the mail from this account automatically forwarded to your personal or work e-mail address if you tend to check these accounts more often. Class cancellation notices are sent by e-mail so you are advised to check your e-mail prior to leaving for campus for an evening class.

Below please find the directions for automatic forwarding of SJU email to a personal account. We do recommend you do this as soon as possible so as not to miss any important announcements:

1. Point your browser to <https://www.sju.edu/squirrelmail>
2. Log in using your mySJU username and password. Please remember that your password is case sensitive.
3. From the menu choices across the top of your screen, choose the "Options" link.
4. Click on the "Vacation Message" link.
5. Just above the "Caution" message, check the box that states "Forward incoming messages to another email address?"
6. Below the "Caution" message, type your personal email address into the box. If you are forwarding your SJU emails to more than one address, please put only one address per line.
7. Click the "Save Changes" button.

If you feel that this did not work or you do not seem to be getting all of your SJU emails forwarded, please contact the Student Help Desk at helpdesk@sju.edu or 610-660-3070.

For Zimbra Users:

- 1) Click on the Preferences Tab
- 2) Click on the Mail tab
- 3) Under "Receiving Messages" put your personal email address in the line where it asks where you'd like to forward a copy to.
- 4) Click Save

•**University website**— The website is the best place for students to find up-to-date information on course schedules AND University information. We encourage you to visit our website often. Try the “MYSJU” link for access to all necessary information.

•**Graduate Studies Email**— The e-mail address is gradcas@sju.edu. Students are encouraged to use this address for questions, comments or to obtain general information.

FREQUENTLY ASKED QUESTIONS

You are encouraged to contact the Graduate Studies Office should you have any questions or concerns regarding any University related matter. Here are a few of the most common questions we receive, with answers.

1. What is the difference between a “Drop” and a “Withdrawal”?

When a student drops a class, it is done within the Drop/Add period, which is during the first week of the class. When a class is dropped, it never appears on a student’s transcript. A withdrawal can be completed, in writing, up until two weeks after the end of the quarter and a grade of “W” will appear on the transcript.

2. What happens if I just stop attending or register for a class and never attend it?

Your registration reserves a seat for you. Students are responsible to drop or withdraw from a course for which they have registered. Failure to do this may result in a grade of FA (failure due to absence) and possible financial consequences.

3. Can I register online?

Students who have completed the application process and have been fully accepted are permitted to register online. You are advised, however, to contact your advisor prior to any registration if you are unsure of your course sequence/selection. Students who register online are held responsible for their course selection. The universal pin for graduate students is 111111.

4. Why should I register early?

First and foremost, the course may be filled if you wait to register, especially online and accelerated courses. Additionally, tuition payment is due at the time of registration if you wait until the week before classes begin. Tuition and fees are payable at the time of registration except for those students who take advantage of early registration. For students who register early, payment is due by the date noted on the invoice. Students may use the TMS Payment Plan to meet payment obligations. You may apply for the TMS payment plans via the web. Students must have Pipeline ID and password in order to use the web. There is a \$42/\$60 processing fee for this payment plan. Contact TMS for more information 1-800-722-4867.

5. How many credits do I need to take for financial aid eligibility?

Part-time students: 6 credits per semester (12 credits per academic year including summer); Full-time students: 12 credits per semester.

6. I lost my log-in and/or PIN, what should I do?

Call the Student Help Desk (610-660-3070). The program staff have no access to student log-in information. The universal pin for Graduate students is 111111.

7. How do I register? Visit <http://www.sju.edu/resources/registrar/registration.html> and follow the detailed instructions on how to register.

8. What are the requirements for an online course?

You will need a log-in and password to MySJU, a computer purchased in the past three years with Windows XP or MACOS X, internet provider required, high speed cable or DSL is

preferred, 56K modern connection is acceptable, familiarity with Microsoft Office, and Microsoft Internet Explorer is the preferred browser. To view videos, you will most likely need to have the latest version of RealPlayer installed on your computer. In addition, some online courses are reserved for students in online degree seeking programs; seats may become available one week prior to the start of the course and require the Program Director's permission for non-online degree seeking students to register.

9. Can I order my books from the SJU Bookstore online?

Yes, just go to: www.sju.edu and click on the Campus Resources link to the Bookstore. There you can order your books and they will be ready for pickup when you get to campus. The bookstore hours are posted on this website, with additional hours during the first week of classes each semester.

10. Where can I find the Academic Calendar? Visit

<http://www.sju.edu/calendar/academic.html> to view the Academic Calendar.

11. What happens in the event a class is cancelled? In the event an instructor must cancel a class, every attempt is made to contact the students enrolled in that class through their SJU e-mail account prior to class time. Students are encouraged to check this account daily, especially prior to coming to campus for class.

12. In a case of inclement weather, how can I find out if there will be class? The most up-to-the minute cancellation or delay information is available by visiting www.sju.edu or calling **610-660-3333**.

13. How do I apply for graduation? To learn more about graduation visit the Registrar at <http://www.sju.edu/resources/registrar/graduation.html>.

III. GRADUATE BUSINESS – HAUB SCHOOL OF BUSINESS

WELCOME

Spirit. Intellect. Purpose. At Saint Joseph's University these words serve as more than a simple motto. In fact, they capture our credo and philosophy of graduate education.

The spirit of Saint Joseph's is evident on our home campus on Hawk Hill as well as in our off-campus and online programs. It is reflected in the Jesuit ideal of *cura personalis*, care for the whole person, which has been a hallmark of Jesuit education since St. Ignatius of Loyola founded the order in the sixteenth century. At Saint Joseph's you will be encouraged to seek your place in the global community, to explore themes of ethics and social justice, and to stretch your intellectual boundaries in both theory and practice.

As a prospective graduate student, you are looking for a degree program at an institution that will push you to achieve your academic and personal ambitions supported by a community of creative and highly intelligent faculty and students. Saint Joseph's commitment to academic rigor assures that your intellect will be challenged by thought-provoking professors, demanding course work, and practical learning opportunities in the business field.

We are proud of our institutional achievements which serve as a testament to the dedication of our faculty and students:

- The **Association to Advance Collegiate School (AACSB)** recently announced that the Erivan K. Haub School of Business has met all of its reaccreditation requirements. Additionally, AACSB has recognized the Haub School's **Accounting Department** to be eligible for reaccreditation.
- The Aspen Institute's, *Beyond Grey Pinstripes* (a biennial survey of B. Schools) ranked its Top 100 Business Schools. **The Haub School was ranked 12th in the world** as incorporating **Ethics** into business courses consistently.
- *Princeton Review's* "Best 301 Business Schools" included the Haub School of Business.
- *U.S. News & World Report* ranked the Haub School as among the **top graduate programs for 2011** for Accounting, Finance, Management, Marketing, Executive MBAs, and Part-Time MBA. We are proud to be the only private liberal arts college in the nation to appear on all 6 lists.
- Saint Joseph's is home to the Gold Chapter of the **Beta Gamma Sigma Business Honor Society** for 2010. This means that the Haub School has been recognized as having one of the best BGS chapters in the world.

At Saint Joseph's, we believe that defining purpose in one's life is an ongoing and lifelong process and our graduate programs are designed to help students along that passage. Here you will find flexible evening, day, and online programs designed to accommodate a busy lifestyle and your many personal commitments. You will also find students, faculty, and staff who are themselves striving to live their lives with purpose, as they aspire and commit to make a good world better.

I invite you to explore the Graduate Business programs at Saint Joseph's University that will provide you with the skills and knowledge to help you succeed in today's competitive workplace with Spirit, Intellect, and Purpose.

Best wishes,



Stephen J. Porth, Ph.D. Associate Dean, Graduate Programs
Erivan K. Haub School of Business

PROGRAM DIRECTORS AND ADMINISTRATIVE STAFF

Professional MBA

Adele C. Foley, MBA

Associate Dean & Director
284 Mandeville Hall
610-660-1691
afoley@sju.edu

Janine N. Guerra, Esq., MBA

Assistant Director
284 Mandeville Hall
610-660-1695
jguerra@sju.edu

Stella Jacobs, MS

Off-Campus Coordinator
284 Mandeville Hall
610-660-1694
sjacobs@sju.edu

Anita Brusstar, MBA

Administrative Assistant
284 Mandeville Hall
610-660-1693
abrussta@sju.edu

MS Programs

Rebecca Patterson

Administrative Assistant
284 Mandeville Hall
610-660-3211
rpatters@sju.edu

MS Business Intelligence

Patricia Rafferty

Director
324 Mandeville Hall
610-660-1318
praffert@sju.edu

MS Financial Services

David Benglian, MBA

Director
338 Mandeville Hall
610-660-1626
dbenglia@sju.edu

MS Human Resources Management

Patricia Rafferty

Director
324 Mandeville Hall
610-660-1318
praffert@sju.edu

MS International Marketing

Christine Kaczmar-Russo

Director
251 Mandeville Hall
610-660-1238
ckaczmar@sju.edu

Executive MBA

Terese Waldron

Director
395 Mandeville Hall
610-660-3150
twaldron@sju.edu

Christine Anderson

Senior Manager, Executive
Relations & Outreach
394 Mandeville Hall
610-660-3157
chris.anderson@sju.edu

Eileen Fabry

Marketing Development Manager
392 Mandeville Hall
610-660-1254
efabry@sju.edu

**Executive Master's in Food
Marketing**

Christine Hartmann

Director

387 Mandeville Hall

610-660-1659

chartman@sju.edu

Amanda Basile

Marketing Development Manager

387 Mandeville Hall

610-660-3156

abasile@sju.edu

Kathleen Kennedy

Administrative Assistant

387 Mandeville Hall

610-660-3152

kkennedy@sju.edu

**Executive Pharmaceutical
Marketing MBA**

Terese Waldron

Director

395 Mandeville Hall

610-660-3150

twaldron@sju.edu

Christine Anderson

Senior Manager, Executive

Relations & Outreach

394 Mandeville Hall

610-660-3157

chris.anderson@sju.edu

Kathleen Klarich

Marketing Development Manager

388 Mandeville Hall

610-660-3155

kklarich@sju.edu

EMERGENCY CLOSING INFORMATION: 610-660-3333

General Information: 610-660-1690

E-mail: sjumba@sju.edu

Website: www.sju.edu/hsb/grad

Location: 5600 City Avenue
Mandeville Hall, Room 284
Philadelphia, PA 19131

ACADEMIC POLICIES

Time Limit and Leaves of Absence:

Graduate students in the Haub School of Business are required to complete all degree requirements within six years. Extensions beyond this limit may be made only with the program director's recommendation and the approval of the Associate Dean of Graduate Business, and then only for unusual and serious reasons.

Students enrolled in the Professional MBA Program have six years to complete their degree from Saint Joseph's University. This six year limit begins with the student's first course registration at the 550 level or above. (For students more familiar with the previous course numbering system that was retired in Summer 2010, this means that the six year time limit will begin with the student's first course registration at the 4000 level or above.)

Students with unusual or serious circumstances **may** petition for a seventh year to complete the program (one additional year beyond the original six) by writing the Program Director a letter stating the reasons behind the request. This petition should also include a plan for completing the program by the end of the seventh year. Extension petitions, if recommended by the Program Director, will be forwarded to the Dean of the Business School and/or an Associate Dean of Graduate Business Programs for final approval.

Students who do not complete their MBA degree within the allotted six years or who fail to successfully petition for a one year extension will be dismissed from the program. Such students must reapply for admission into the program. This application must be completed in full and will be reviewed according to the admissions procedures and standards in place at the time of reapplication, including, but not limited to, possible requests to take/retake the GMAT, GRE, TOEFL, and/or any other standardized exams normally required at that time for program admission. Because admission standards **may** have changed with the evolution of the program and academic environment, prior admission and/or course waivers will not necessarily guarantee readmission and/or the same course waivers. If readmitted, coursework older than six years from the most recent decision date will not be counted toward the degree except with written approval from the appropriate academic department chairperson. Other previous coursework completed less than six years earlier than the readmission date **may** also be excluded at the discretion of the appropriate academic department chairperson.

Transfer of Courses:

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

Transfer of MBA Courses from Jesuit Universities:

In 1996, a group of MBA directors and administrators from Jesuit and Jesuit-friendly universities decided to work together to promote the many benefits of Jesuit business education. This consortium of 30 Jesuit and Jesuit-friendly schools includes some of the most revered names in business education. The collective resources of these schools provide students with a unique competitive advantage.

Students who have begun their Professional MBA studies at Saint Joseph's University but are unable to complete their program at the school for whatever reason, may be eligible to transfer all of their completed courses to a partner Jesuit MBA program. The degree granting school will be the institution where the student has completed 50% or more of the coursework required at the Core level or above. Please contact the Professional MBA program director for more detailed information, admissions, and eligibility requirements.

Double Counting of Courses:

Any student wishing to matriculate into another Saint Joseph's University graduate degree program is advised that, for each additional degree to be awarded, a maximum of 6 credits of graduate work at the 550 level or above may be transferred.

Curricular Practical Training:

International students attending graduate school on an F-1 visa may be eligible for Curricular Practical Training at the discretion of their program director. Interested students must contact their program administrator for details regarding their candidacy for CPT.

Grades:

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

- A (4.0)** distinguished; exceptional performance in all aspects of the course
- A– (3.7)** exceptional performance, but somewhat less than that rated as **A**
- B+ (3.3)** very good; meritorious work; exceptional performance in several aspects of the course; notably above average expected of students
- B (3.0)** good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course
- C (2.0)** passing; marginal work, acceptable, sound performance in some aspects of the course, but below the level of expected competence in other areas
- F (0.0)** failure; not evidencing significant grasp of subject matter or techniques; failure remains on record even if course is repeated and the original grade still affects the cumulative average
- P** pass (lab or thesis)
- NP** no penalty (lab or thesis)
- 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 cannot 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 equivalent to **W**; given by the Dean of the college to which the student belongs in
 Withdrawal consultation with the University Registrar or with the Vice-President of Student Life in selected involuntary cases, or both, following consideration of exceptional situations where a standard withdrawal from all courses is or was not possible. Students who must withdraw from the university after the end of the last day to withdraw should consult with their academic advisors for appropriate procedures, justification, and documentation to request an administrative withdrawal. Further, Administrative withdrawals are approved only in circumstances with sufficient documentation of impacted academic performance because of medical illness, death or critical illness of an immediate family member, or military service, or when it is deemed that the University can no longer provide education services to a given student (involuntary withdrawal). Administrative withdrawal petitions based upon extraordinary circumstances are only considered for all courses in a semester (not selected courses) and are only considered for courses in the calendar year immediately preceding the date of the petition. Petitions for withdrawal from a second successive semester based on the same circumstances will not be approved.
- I** Incomplete A temporary grade which may be assigned when a student has permission of the instructor to complete requirements within a short time after the end of the course. (This grade is not used when a student's work is qualitatively deficient.) The **I** grade must normally be resolved within four weeks of the last day of the final examination period for the semester in question. **I** grades may not appear on a final record. At the end of the stated period unresolved incomplete grades become Failures. Extensions may be granted only by the Dean of the appropriate college.
- X** audit; see *Audit Students*

Change of Program:

If an admitted student wishes to change their program they must contact their current program office and complete a transfer form. Their file must be transferred to the new department for review. If accepted the department will issue an acceptance letter and

notify the Registrar's office of the program change. Students may be enrolled in only one degree program at a time.

In the case of an international student, the new program department will issue a new admission letter to the student and notify the Center for International Programs (CIP) of the program change so the student's I-20 is updated with the program change.

Withdrawal from Courses:

Students wishing to withdraw from a course must submit an official notice of withdrawal to the Office of the Registrar *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. 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 if not consistent with the policies of the Student Service Center. 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 who wishes to withdraw after the add/drop 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 the Student Service Center. If approved, the appropriate grade would be **W**.

Audit Students:

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

Academic Dismissal:

Individual graduate programs may have regulations in addition to the general graduate policy. Students are advised to consult their program director to determine them. The University reserves the right to request the withdrawal of any student when, in its judgment, the general good of the University requires it.

Students enrolled in degree programs in the Haub School of Business that receive 3 or more grades below a **C** at the 550 level or above will be dropped from the program. A mark of **C-** is considered such a grade.

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

Posting of Grades:

Final grades are only available on the web. To access final grades please go to: <http://my.sju.edu>. Under no circumstances may a program office dictate grades to a student or third party over the phone.

More academic policies including the **University's Academic Honesty Policy** can be found in University Catalog at <http://www.sju.edu/resources/registrar/ahpolicies.html>

Information Dissemination:

Academic and Program Offices are not permitted to share information about a student's file to any third party by email, telephone, or in person without first obtaining the student's express written consent. The term "third parties" includes parents, sponsors, and employers.

STAY CONNECTED WITH SJU AND YOUR PROGRAM

Graduate Studies students are encouraged to stay connected with SJU and we offer many avenues for you to do so:

SJU STUDENT E-MAIL ACCOUNTS

Please check your SJU account regularly! Important information from your professors and from university offices is sent to this account only. You can have the mail from this account automatically forwarded to your personal or work e-mail address if you tend to check these accounts more often. Directions for enabling email auto-forwarding are available under the options tab of your SJU email account. **Class cancellation notices are sent by e-mail so you are advised to check your e-mail prior to leaving for campus for an evening class.**

UNIVERSITY WEBSITES

The website is the best place for students to find up-to-date information on course schedules AND University information. We encourage you to visit your program website often. Try the “mySJU” link for access to all necessary information that you cannot find on your program site.

Professional MBA:

Homepage: <http://www.sju.edu/mba>

Twitter: <http://www.twitter.com/SaintJosephsMBA>

Facebook: <http://www.facebook.com/SaintJosephsMBA>

MS Business Intelligence: <http://www.sju.edu/hsb/bi>

MS Financial Services: <http://www.sju.edu/msfs>

MS Human Resources Management: <http://www.sju.edu/hsb/hr>

MS International Marketing: <http://www.sju.edu/mim>

Executive MBA: <http://www.sju.edu/emba>

Executive Master’s in Food Marketing: <http://www.sju.edu/hsb/grad/efm>

Executive Pharmaceutical Marketing: <http://www.sju.edu/epharma>

INFORMATIONAL EMAIL:

The e-mail address for general questions is sjumba@sju.edu. Students are encouraged to use this address for questions, comments or to obtain general information.

FREQUENTLY ASKED QUESTIONS

You are encouraged to contact the Graduate Business Office should you have any questions or concerns regarding any University related matter. Here are a few of the most common questions we receive, with answers.

1. What is the difference between a “Drop” and a “Withdrawal”?

When a student drops a class, it is done within the Drop/Add period, which is during the first week of the class. When a class is dropped, it never appears on a student’s transcript. A withdrawal can be completed, in writing, up until two weeks after the end of the quarter and a grade of **W** will appear on the transcript.

2. What happens if I just stop attending or register for a class and never attend it?

Your registration reserves a seat for you. Students are responsible to drop or withdraw from a course for which they have registered. Failure to do this may result in a grade of **FA** (failure due to absence) and possible financial consequences.

3. Can I register online?

Students who have completed the application process and have been fully accepted are permitted to register online. You are advised, however, to contact your advisor prior to any registration if you are unsure of your course sequence/selection. Students who register online are held responsible for their course selection. The universal pin for graduate students is 111111.

4. Why should I register early?

First and foremost, the course may be filled if you wait to register, especially online and accelerated courses. Additionally, tuition payment is due at the time of registration if you wait until the week before classes begin. Tuition and fees are payable at the time of registration except for those students who take advantage of early registration. For students who register early, payment is due by the date noted on the invoice. Students may use the TMS Payment Plan to meet payment obligations. You may apply for the TMS payment plans via the web. Students must have mySJU ID and password in order to use the web. There is a \$42/\$60 processing fee for this payment plan. Contact TMS for more information 1-800-722-4867.

5. How many credits do I need to take for financial aid eligibility?

Part-time students: 6 credits per semester (12 credits per academic year including summer); Full-time students: 12 credits per semester.

6. I lost my log-in and/or PIN, what should I do?

Call the Student Help Desk (610-660-3070). The program staff has no access to student log-in information. The universal pin for Graduate students is 111111.

7. How do I register?

Visit <http://www.sju.edu/resources/registrar/registration.html> and follow the detailed instructions on how to register.

8. What are the requirements for an online course?

You will need a log-in and password to MySJU, a computer purchased in the past three years with Windows XP or MACOS X, internet provider required, high speed cable or DSL is preferred, 56K modem connection is acceptable, familiarity with Microsoft Office, and Microsoft Internet Explorer is the preferred browser. To view videos, you will most likely need to have the latest version of RealPlayer installed on your computer. In addition, some online courses are reserved for students in online degree seeking programs; seats may become available one week prior to the start of the course and require the Program Director's permission for non-online degree seeking students to register.

9. Can I order my books from the SJU Bookstore online?

Yes, just go to <http://www.efollett.com> and find the SJU bookstore from the drop-down menu. There you can order your books and they will be ready for pickup when you get to campus. The bookstore hours are posted on this website, with additional hours during the first week of classes each semester.

10. Where can I find the Academic Calendar?

Visit <http://www.sju.edu/calendar/academic.html> to view the Academic Calendar.

11. What happens in the event a class is cancelled?

In the event an instructor must cancel a class, every attempt is made to contact the students enrolled in that class through their SJU e-mail account prior to class time. Students are encouraged to check this account daily, especially prior to coming to campus for class.

12. In a case of inclement weather, how can I find out if there will be class?

The most up-to-the minute cancellation or delay information is available by visiting www.sju.edu or calling **610-660-3333**.

13. How do I apply for graduation?

To learn more about graduation visit the Registrar at <http://www.sju.edu/resources/registrar/graduation.html>.

IV. COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES

STAFF

Paul J. DeVito Associate Provost Dean	610-660-1289	pdevito@sju.edu
Judith J. Gallagher Associate Dean	610-660-1266	gallaghe@sju.edu
Donna Mandery Sr. Administrative Assistant	610-660-1266	dmandery@sju.edu
Elisabeth Woodward Director of Recruitment and Admissions	610-660-1267	ewoodwar@sju.edu
Deanna Daly Administrative Assistant	610-660-1267	ddaly@sju.edu
Arthur J. Martin Director, Continuing Education and Program Development	610-660-1260	amartin@sju.edu
Marie Stortini Administrative Assistant	610-660-1467	mstortin@sju.edu
Debbie Allen Director of Advising and Retention	610-660-3116	dallen@sju.edu
Patricia Nugent Administrative Assistant	610-660-1263	pnugent@sju.edu
Marie Miraglia Director of Accelerated Criminal Justice Program	610-660-1262	miraglia@sju.edu
Michele McFadden Coordinator of PLS Communications	610-660-1261	mmcfadde@sju.edu

EMERGENCY CLOSING INFORMATION**610-660-3333**

General Information: 877-NITE-SJU

E-mail: pls@sju.edu

Website: www.sju.edu/pls

Location: 5600 City Avenue
Barbelin 117
Philadelphia, PA 19131

**PROFESSIONAL AND LIBERAL STUDIES
ADULT CONTINUING STUDIES**

The College of Professional & Liberal Studies (PLS) 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. PLS, 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.

PLS is responsible for undergraduate evening degree programs, the Bridge program, summer sessions, the January Intersession, off-campus programs, and special non-credit online programs. PLS 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.

The College of Professional & Liberal Studies serves both traditional and non-traditional-age students who pursue their undergraduate education on a part-time or full-time basis. PLS also offers the Bridge Program which serves adult learners (22 years and older) who:

1. want to pursue their undergraduate study during the day on a full- or part-time basis or in combination with evening courses or
2. want to pursue a major only offered in the day program.

Typically, students enter PLS with having earned previous college credit. Some adult students enter PLS 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 PLS for specific programs that will enhance their professional advancement.

STAY CONNECTED WITH SJU AND PLS

The College of Professional & Liberal Studies students are encouraged to stay connected with SJU and we offer many avenues for you to do so.

SJU E-MAIL ACCOUNT—PLEASE CHECK DAILY! Important information from your professors, and from university offices is sent through this account. You can have the mail from this account automatically forwarded to your personal or work e-mail address if you tend to check these accounts more often. **Class cancellation notices are sent by e-mail so you are advised to check your e-mail prior to leaving for campus for an evening class.**

PLS WEBSITE—The PLS website is the best place for PLS students to find up-to-date information on course schedules, student organizations, new programs, etc. Students may also download forms, applications, etc. We encourage you to visit our website often. Try the “Current Students” link for access to all necessary information.

PLS ALIAS—The PLS e-mail address is pls@sju.edu. Students are encouraged to use this address for questions, comments, etc.

THE NIGHTHAWK—Published monthly, [The Nighthawk](#) contains news and current information for all PLS students. This publication is available on the PLS website and is mailed to all active PLS students.

NON-TRADITIONAL STUDENTS WEEK - Events celebrating all non-traditional students - first week of November.

ACADEMIC CALENDAR 2010-2011

Fall 2010:

August

30 First day of traditional classes

September

6 Labor Day Holiday (No classes)

Last day to add/drop courses (Traditional classes)

11 First day of weekend classes

October

18-19 Fall semester break (No classes)

November

5 Last day to withdraw from courses

23 Thanksgiving Holidays begin after classes

25 Thanksgiving Day

29 Classes resume

December

11 Last day of classes

13 to 18 Final Examinations

Intersession 2011:

January

3 Classes begin

15 Last day of class

Spring 2011:

January

17 Martin Luther King Holiday (No classes)

18 First day of classes

25 Last day to add/drop courses (traditional classes)

March

7-13 Spring break (No classes)

April

Last day to withdraw from courses

Holy Thursday (no classes start at or after 4:30 pm)

22-24 Easter Holiday

25 Classes resume
30 Last day of classes

May

2-7 Final examinations
13-14 Commencement Weekend

Summer 2011:

May

16 Monday First day of Summer I

June

27 Monday First day of Summer II

ACADEMIC POLICIES

Class Status for Degree Students:

Freshmen—less than 30 credits
Sophomore—30-59 credits
Junior—60-89 credits
Senior—90 or more credits

Degree and Certificate Requirements:

Courses and Credits To be eligible for a degree or certificate, you must complete the required number of courses and credits listed in the various curricula totaling a minimum of 40 courses/120 credits for a Bachelor's Degree and 20 courses/60 credits for an Associate's Degree.

Residency Requirement The residency requirement for Associate and Bachelor degrees is fulfilled by the satisfactory completion of 10 courses at SJU's College of Professional & Liberal Studies 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. When matriculated students enroll in PLS, they are required to take all subsequent courses for a degree or certificate at SJU. Matriculated students must get special written permission from the Associate Dean to take a course elsewhere; otherwise, these credits will not be accepted.

Class Absences:

Credit students are obliged to attend all classes and take all examinations. Attendance is counted from the beginning of the semester. Absences totaling twice the number of hours the class meets a week will be permitted for illness or serious reasons. For the maximum number of permitted absences, no excuse or doctor's certificate is required; 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. 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.

Withdrawal from Courses:

Students wishing to withdraw from a course must submit an official notice of withdrawal to the PLS 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. Grading and refund regulations apply only to the courses(s) from which a student has officially withdrawn. No refund of the semester's tuition will be made after the fifth week of class. 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 who wishes to withdraw *after the add/drop period* must do so in writing 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.

Extraordinary Withdrawal:

Withdrawals after the regular deadline will not be granted, except for extraordinary and unusual reasons. Extraordinary withdrawals are not granted during and after the last full class week of the semester. You must make this request in writing and receive the permission of both the instructor and the Associate Dean. Forms are available in 117 BL. If approved, the appropriate grade would be **W**.

Class Cancellations:

In the event an instructor must cancel a class, every attempt is made to contact the students enrolled in that class through their SJU e-mail account prior to class time. You are encouraged to check this account daily, especially prior to coming to campus for class. In a case of inclement weather, the most up-to-the minute cancellation or delay information is available by phoning: **610-660-3333**.

Grading System:

- **A** (4.0 grade points)
- **B+** (3.3 grade points)
- **C+** (2.3 grade points)
- **D+** (1.3 grade points)
- **F** (no grade points; no credit). Failure remains on record even if a course is repeated, and the original grade still affects the cumulative average.
- **A-** (3.7 grade points)
- **B** (3.0 grade points)
- **C** (2.0 grade points)
- **D** (1.0 grade points)
- **B-** (2.7 grade points);
- **C-** (1.7 grade points)

Failure because of excessive absences is graded **FA**.

(This grade is given by the instructor and is equivalent to the grade of **F**. **FA** remains on record even if a course is repeated and still affects the cumulative average.)

Other grades are **P**=Pass; **NP**=No penalty; **IP**=In progress; **NA**=Never attended;

NG=No grade reported; **I**=Incomplete; **VF**=Unofficial Withdrawal; **X**=Audit; **W**=Withdrawal; they do not affect the cumulative average.

(Please refer to PLS Catalog for definitions of above letter grades.)

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. You must complete at least 30 credit hours at Saint Joseph's University College of Professional & Liberal Studies 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.

Posting of Grades:

Final grades are only available on the web. To access final grades please go to: <http://www.sju.edu/registrar/records.html#grades>.

More academic policies including the **University's Academic Honesty Policy** can be found in the College of Professional & Liberal Studies Catalog.

ACADEMIC CREDIT OPTIONS

Since learning doesn't only happen in the classroom, we realize that many adult students may have acquired knowledge and experience which may be equivalent to college level learning. PLS students in good academic standing are able to obtain credits in areas where they have practical experience or special interest by participating in the College Level Examination Program (CLEP), Experiential Learning Assessment Program (ELAP) or Challenge Exams.

CLEP (College Level Examination Program) provides the opportunity to earn college credit for the successful passing of tests in General or Subject areas. These tests measure learning acquired outside as well as in the classroom setting. Below are the steps to CLEP:

- All SJU PLS students must schedule an appointment with an academic advisor to ensure that the CLEP credits will be applicable to your degree. The CLEP Application and Information for Candidates booklet is available in the PLS office.
- Select a test date and the examination you want to take.
- Register 2 weeks prior to test date. Registrations will not be accepted after this date. Only one subject may be taken at a time.
- Complete the Registration-Admission form and return to: Saint Joseph's PLS Office, Room 117 BL, 5600 City Avenue, Philadelphia, PA 19131.
- A list of passing scores and CLEP testing dates is available on the PLS website (click on Academic Credit Options).

ELAP (Experiential Learning Assessment Program) provides 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 PLS catalog. If you are awarded formal credit as a result of the assessment, then the credit will be recorded on your 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 applications may be made after a student has been fully accepted and has enrolled in PLS. Approval of all ELAP requests is at the discretion of each academic department. Credit cannot be earned in Business courses through the ELAP Program.

Challenge Exams:

Students making satisfactory academic progress may also earn credit by passing “challenge” tests to determine a student’s competency in a given subject in which the student has gained knowledge equivalent to that learned in a classroom. You must receive a grade of C or better to be awarded credits. Applications for challenge tests may be made after you have been fully accepted to PLS. Department chairs must approve all challenge requests. Comprehensive written challenge tests, prepared and evaluated by PLS faculty, can be arranged by contacting the Associate Dean.

More information and downloadable forms for these options are available on the PLS website: www.sju.edu/pls (click on Alternate Credit Options).

Credit by Assessment through American Council on Education (ACE):

A student may receive credit for non-credit courses evaluated and approved for college credit by the ACE. Credits received are subject to the same policies as those of any other transfer credit.

ACADEMIC ADVISING

The needs of adult students often differ from those of traditional age undergraduates. The College of Professional and Liberal Studies offers you a supportive environment in which to begin and complete your education.

Academic advising is the process in which you, the student, and advisor work together to set goals for your academic life. PLS advisors work one-on-one with you to establish goals and set class schedules in conjunction with your life and responsibilities. It is a collaborative process, and ultimately, you—the student—are responsible for your educational experience.

The Academic Advising website is designed to help our new and returning students find relevant information, useful and appropriate resources, and prepare for academic deadlines. Please visit the PLS advising site at:

<http://www.sju.edu/academics/pls/advising/index.html>

There you will find a wealth of information important to your success as an adult student including:

- Academic Planning
- Academic and Advising Syllabus
- Important Dates and Deadlines
- Forms
- Frequently Asked Questions (FAQs)

- GPA Calculator
- Online Course Readiness Assessment & System and Technology Requirements
- Preparing to Register Online for Classes
- When to See an Advisor

Advising by Appointment :

To schedule an appointment, call or email your request to 610-660-1267, 877-NITE-SJU, or plsadvising@sju.edu. You may request an in-person or phone appointment.

If you know you will not be able to keep an appointment, please contact the office as soon as possible to cancel or reschedule. Don't be a "no show" for your appointment.

Professional Advising Staff:

- **Debbie Allen, Director of Advising & Retention** (available Mondays to Fridays) PLS advising for all other programs and Opportunity Program students.
- **Marie Miraglia, Director of Accelerated Criminal Justice Programs** (available Tuesdays and Thursdays only) PLS advising for all students enrolling in the B.S. in Criminal Justice program and off-campus programs offered at the Philadelphia Police Academy, Lower Merion Police Station, Upper Providence Police Station, and Bucks County Police Training Center.
- **Elisabeth Woodward, Director of Recruitment & Admissions** (available Mondays to Fridays) PLS advising for Bridge, International students, and Off-Campus programs offered at Exton and Sharon Hill sites.

FINANCIAL ASSISTANCE

To access your Financial Aid information:

- Log on to "MySJU"
- Click on the "School Services" tab
- Click on "School Services & Financial Aid"
- Click on "Financial Aid"

Instructions for PLS Students Applying for 2009-2010 Financial Aid Year:

1. All applicants must file the 2010-2011 FAFSA (Free Application for Federal Student Aid)
2. Include our school code **003367**
3. To qualify for loans, a student **must pre-register** and remain enrolled for **at least 6 credits**.

Loans:

To help students afford the cost of their education SJU is pleased to be able to offer several financing options which include need and non-need based loans.

Federal Stafford Loans:

The information that students submit on their 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 Subsidized Stafford Loans

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

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 programs, dependent students whose parents 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, and Seniors \$5,000.

All PLS students are required to complete an Institutional Financial Aid Application. This is available on the web. Please go to:

<http://www.sju.edu/resources/finaid/pdf/0910%20Instap%203-12-09.pdf>

If you have any questions about the student loans, or the application process, please contact your financial aid counselor by phone or email:

(Last names beginning with A-Da)	Valerie Marchesani	610-660-1343	
	vmarches@sju.edu		
(Last names beginning with De-Hi)	Nancy Fiazzo	610-660-1396	nfiazzo@sju.edu
(Lat names beginning with Ho-Mc)	Laura Savage	610-660-1309	lsavage@sju.edu
(Last names beginning with Me-R)	Jamille Medina	610-660-1363	
	jmedina@sju.edu		
(Last names beginning with S-Z)	Marian McGee	610-660-1345	
	mmcgee@sju.edu		

FAX: 610-660-1342

www.sju.edu/finaid

SCHOLARSHIPS

The College of Professional and Liberal Studies and SJU's Office of Financial Assistance staff are dedicated to helping you find financial solutions that will enable you to attain a quality, private education at a reasonable cost.

Various scholarship opportunities are available to PLS students. These include:

Charlotte W. Newcombe Foundation Scholarship— 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 and have a minimum gpa of 2.5.

PLS Merit Scholarships—Designed for continuing studies transfer students who have demonstrated scholastic achievement.

Phi Theta Kappa Scholarships—Designed for members of the Phi Theta Kappa Honor Society.

Memorial Endowed Scholarships

Joseph W. Hickey Memorial Scholarship - *established to provide scholarship assistance to qualified students in PLS who demonstrate financial need.*

Friends of the College of Professional and Liberal Studies Scholarship— established to provide financial assistance to students in PLS who demonstrate financial need.

David A. Lynch '76 Memorial Scholarship—established to provide financial assistance to students in PLS 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—awarded to qualified juniors or seniors pursuing PLS programs.

External Scholarships—in addition to the above institutional scholarships, a sample listing of private, external scholarship programs available to adult learners is available on the PLS website.

Information on all of these and other scholarship opportunities is available on the PLS website:

www.sju.edu/pls (click on Admissions and then Scholarships)

INFORMATION TECHNOLOGY ACCOUNT INFORMATION

Obtaining your Computer Account Information:

If you are a new student and did not receive or have misplaced your computer account information you can request a new printout of the information in two ways:

1. Visit IT—bring a valid SJU student ID card to the Student Help Desk in Science Center 129 and request a printout of your account information.
2. Phone—Call the Student Health Desk (610-660-3070). You will be given your username over the phone and then prompted to Reset Your Password.

Resetting/Changing your Computer Account Password:

When your computer account was established, a system-generated password was assigned to you. The generated password is six to eight characters in length and it is rather cryptic so that your account cannot be easily compromised.

You are encouraged to change your password to something more memorable. When changing your password, you must select a password that is 6-8 characters in length with at least one letter and one digit in the sequence. Your password should not be shared with anyone.

Follow these steps if you forget your password or if you simply want to change your password:

1. On the MySJU home page, click on the link in the Welcome section of the MySJU home page entitled “To reset your password, click here”.
2. Enter your SJU ID number and Birth Date and then click on the Verify User button.
3. Next, enter your new password and answer the security question. The security question is preset and you are prompted to enter your social security number.
4. Click on the SUBMIT button to process your password change request. It will take 2-3 minutes to process your request.

Information on these and many other topics, including Blackboard is available on the IT Website: <http://it.sju.edu>.

Forwarding SJU email to another account:

Most if not all of your professors will send emails and class announcements to your campus email address. Important program and extracurricular information will also be communicated in this manner. Many students, however, prefer to keep as few email addresses as possible and prefer that messages be sent to a personal email address. Below please find the directions for automatic forwarding of SJU email to a personal account. We do recommend you do this as soon as possible so as not to miss any important announcements:

- Point your browser to <https://www.sju.edu/squirrelmail>
- Log in using your mySJU username and password. Please remember that your password is case sensitive.
- From the menu choices across the top of your screen, choose the “Options” link.
- Click on the “Vacation Message” link.
- Just above the “Caution” message, check the box that states “Forward incoming messages to another email address?”

- Below the “Caution” message, type your personal email address into the box. If you are forwarding your SJU emails to more than one address, please put only one address per line.
- Click the “Save Changes” button.

If you feel that this did not work or you do not seem to be getting all of your SJU emails forwarded, please contact the Student HelpDesk at helpdesk@sju.edu or 610-660-3070.

FREQUENTLY ASKED QUESTIONS

You are encouraged to contact the PLS Office should you have any questions or concerns regarding any university related matter. Here are a few of the most common questions we receive, with answers.

1. What is the difference between a “Drop” and a “Withdrawal”?

When a student drops a class, it is done within the Drop/Add period, which is during the first week of the class. When a class is dropped, it never appears on a student’s transcript. A withdrawal can be completed, in writing, up until two weeks after the end of the quarter and a grade of “W” will appear on the transcript.

2. What happens if I just stop attending or register for a class and never attend it?

Your registration reserves a seat for you. Students are responsible to drop or withdraw from a course for which they have registered. Failure to do this may result in a grade of FA (failure due to absence) and possible financial consequences.

3. Can I register online?

Students who have completed the application process and have been fully accepted are permitted to register online. You are advised, however, to contact a PLS advisor prior to any registration. Students who register online are held responsible for their course selection.

4. Why should I register early?

First and foremost, the course may be filled if you wait to register, especially online and accelerated courses. Additionally, tuition payment is due at the time of registration if you wait until the week before classes begin.

5. How many credits do I need to take for financial aid eligibility?

Part-time students: 6 credits per semester (12 credits per academic year including summer); Full-time students: 12 credits per semester (24 credits per academic year including summer).

6. I lost my log-in and/or PIN, what should I do?

Call the Student Help Desk (610-660-3070). The PLS staff has no access to student log-in information.

7. What are the requirements for an online course?

You will need a log-in and password to MySJU, a computer purchased in the past three years with Windows XP or MACOS X, internet provider required, high speed cable or DSL is preferred, 56K modern connection is acceptable. Familiarity with Microsoft Office. Microsoft Internet Explorer is the preferred browser. To view videos, you will most likely need to have the latest version of RealPlayer installed on your computer.

8. Can I order my books from the SJU Bookstore online?

Yes, just go to: www.sju.edu and click on the Campus Resources link to the Bookstore. There you can order your books and they will be ready for pickup when you get to campus. The bookstore hours are posted on this website, with additional hours during the first week of classes each semester.

9. What are the requirements to be on the Dean's List?

To be eligible for the Dean's List, students must have completed at least 30 hours at SJU and have a cumulative GPA of 3.5.

V. THE CENTER FOR INTERNATIONAL PROGRAMS (CIP)

A place of support for all international students prior to arrival and throughout their academic careers at SJU

The Center for International Programs is located at 183 City Ave. across from Borgia residence hall, and is open 9:00 am to 5:00 pm, Monday through Friday.

<http://www.sju.edu/academics/centers/cip/internationalstudents/index.html>

610-660-1835

cip@sju.edu

International Student Services Staff:

Ms. Meryl Halpern

Assistant Director, International Student Services

Telephone: (+1) 610-660-3496

Email: mhalpern@sju.edu

Ms. Jennifer Sommerkorn

International Student Advisor

Telephone: (+1) 610-660-3491

Email: jsommerk@sju.edu

SERVICES FOR INTERNATIONAL STUDENTS

Registration & Orientation:

- CIP is often the first place that international students come to in order to get answers to their “beginner’s questions” such as “Who is my academic advisor?” and “Where do I get an ID card?” Additionally, CIP hosts the International Student Orientation which covers SJU student life information as well as guidelines for maintaining F1/J1 status.

Issues and Questions Concerning Settling In:

- CIP helps international students settle in to their new environment by assisting them with opening a bank account, enrolling in a health insurance policy, applying for a social security number, or answering other questions as needed.
- Students often have many questions about where to shop, how to take the bus, where the post office is, how to find an on-campus job, etc. **CIP is the place to get all of these non-academic questions answered.**

Cultural Adjustment and Communication:

- CIP encourages and builds programs for the SJU community in understanding different cultures by hosting events during **International Education Week and Multicultural Week**, among others. CIP also offers trips to places of local interest and events such as potluck dinners and picnics to give international students opportunities to learn about Philadelphia and make friends.

More information regarding community events can be found on the Global Hawks Fan page:

- http://www.facebook.com/home.php?#!/pages/Philadelphia-PA/Global-Hawks-at-Saint-Josephs-University/16146128718?ref=ts&__a=11&ajaxpipe=1

Issuing Appropriate Immigration Documents:

- CIP is responsible for issuing the I-20 form for students to apply for an F-1 visa or the DS-2019 form for exchange visitors to apply for J-1 visa. The following links will provide more technical detail concerning the I-20 and the DS-2019:
 - <http://www.sju.edu/academics/centers/cip/internationalstudents/newstudents/i20requirements.html>
 - <http://www.sju.edu/academics/centers/cip/internationalstudents/resources/transferflstatus.html>
 - <http://www.sju.edu/academics/centers/cip/internationalstudents/resources/j1academictraining.html>

Work Permission:

- CIP can assist international students in obtaining on-campus work permission or, when they are eligible, in applying for off-campus work permission. As immigration employment rules are complex please follow the link below for more information or make an appointment with an Advisor at CIP.
 - <http://www.sju.edu/academics/centers/cip/internationalstudents/currentstudents/employment.html>

Changing and Maintaining Status:

- CIP stays current with all relevant F1/J1 regulations to ensure that students have the best possible information concerning their status; CIP also helps students who would like to apply for a change of status. The following page will help international students maintain legal international student status. We recommend that international students read this page yearly to see if any additions or changes have been made. *It is the responsibility of the student, not CIP, to be ultimately aware of and following immigration law to ensure compliance.* Students who wish to know more about changing their status or maintaining current status can make an appointment with a CIP advisor.
<http://www.sju.edu/academics/centers/cip/internationalstudents/currentstudents/maintainingstatus.html>